

# Victory Charter High School Athletic Handbook

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A Reference Guide for Coaches,  
Student Athletes and Parents

**2017-2018**



***Victory Charter Athletics—A New Standard for  
Athletic/Academic Excellence***

# Victory Charter Athletic Handbook

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## **Introduction**

The Victory Charter High School Athletic Handbook is to be used as a guide for coaches, student athletes, and parents regarding policies that govern interscholastic athletics at Victory Charter High School.

Victory Charter High School participates under the guidelines of the Idaho High School Activities Association (IHSAA) at the 1A level in the Western Idaho Conference (WIC) of District III. It is our purpose to help the WIC and the IHSAA in promoting good sportsmanship and healthy competition in its athletic events. Victory Charter currently offers girls and boys cross country, volleyball, girls and boys basketball, girls and boys track, and girls and boys golf.

Interscholastic athletics is a voluntary program and is therefore a privilege, not a right. Accompanying this privilege is the responsibility to adhere to the Harbor standards established by Victory Charter and its athletic program. Student athletes are expected to maintain a higher level of behavior as they are examples to other students in the school. This privilege of participating may be revoked if the student athlete fails or refuses to comply with the rules.

## **Athletic Philosophy**

Victory Charter High School believes that its athletic program helps promote the Harbor School Method philosophy of respect for others, which in turn, promotes the best interests of our student athletes. We also believe that when athletics are run correctly, they add to the strength and foundation of education at Victory. Athletic competition provides situations that allow student athletes to better understand the importance of self-confidence, hard work, discipline, sacrifice, and working together toward a common goal of reaching maximum potential as teams and individuals. Student athletes are also provided unique opportunities to develop new skills, learn the importance of practice and preparation, demonstrate good sportsmanship, develop leadership skills, and learn the ideals of fair play and ethical behavior that are necessary for competition and cooperation in our society. These ideals and character traits are all consistent with the Harbor philosophy.

## **The Harbor School Method**

The Harbor School Method is centered on the belief that when students are given a learning environment where low threat to their personal safety and self-esteem is coupled with highly-challenging academic content, the inevitable outcome is accelerated learning.

The Harbor School Method is a student-centered educational model built on high expectations for both student behavior and academic endeavor. The Harbor Method provides a comprehensive plan for character education and a rigorous program of core subject instruction. The method proactively sets up an environment that allows students to focus on learning while in a safe, secure setting.

## **COACHING**

Victory Charter High School hires experienced coaches, dedicated to educating student athletes in developing individual skill, teamwork, good sportsmanship and fair play. While coaches are sometimes staff members, it is sometimes necessary to recruit coaches from outside the school. When this happens, we make every effort to include them in the entire school community. The same behavior expected of teachers in the classroom is expected of all coaches during practices and games.

## **SPORTSMANSHIP**

Student athletes, coaches, and parents are expected to demonstrate the highest level of respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community at large. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are representing at all times, their team, school and community.

Sportsmanship is defined by the IHSAA as: Those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on other's behavior as well.

To remind student athletes, coaches and spectators of our commitment to good sportsmanship, the following announcement will be read prior to all athletic contests:

“Welcome to Victory Charter High School. The purpose of this activity is to provide positive learning experiences and opportunities for growth for these young people. We are pleased to host our guests from \_\_\_\_\_. This competition is being conducted according to rules of the IHSAA. Student athletes, cheerleaders, coaches, parents and spectators can and are expected to assist in the promotion and achievement of good sportsmanship. Please take the personal responsibility of keeping this contest at a high level of fair, clean, wholesome competition.”

As stated previously, all Victory student athletes, coaches and spectators represent a unique approach to education—The Harbor School Method. The Harbor School Method is also the foundation of our philosophy with sports. Therefore, behavior that is not consistent with the Harbor philosophy will not be tolerated.

## **COMMITMENT**

In order to be successful, a student athlete must place the highest priority on health, academics and training. All team members are valuable, and each team needs to know that it can count on its individual members. Often this means sacrificing social life and other events which come in conflict with the rigors of training and competition. Learning to make appropriate choices is one of the most valuable life lessons an athlete takes from a good athletic program.

## **Victory Charter High School Athletics Eligibility, Expectations, Policies and Practices**

### **ELIGIBILITY:**

#### **Academic Eligibility**

At Victory, athletics support academics. Therefore, we follow a higher standard than many programs established by the IHSAA. Victory student athletes must be enrolled in at least 5 classes (full-time status). They must have passed **all** classes in the previous semester with a 2.0 GPA, and must be in the same standing in the current semester. Grade reports will be given weekly. If a student is not up to the academic standard, they are suspended from games until they reach this standard.

#### **Forms Necessary for Eligibility (See Appendix for forms)**

1. *Health Eligibility* – All student athletes must have a current physical form and an interim questionnaire on file with athletic director and coach. These forms must be filled out completely including the signature of a doctor who has examined and cleared the student athlete for competition. It is the student athlete's responsibility to obtain these forms and make sure they are current.
2. *Liability Eligibility* – All student athletes must have a current (yearly) Release and Participation form signed and on file with the athletic director.
3. *Code of Conduct Agreement* – All student athletes must read the Code of Conduct and sign a copy of the Code of Conduct Agreement form.
4. *Emergency Contact Form* – All student athletes must complete and return this form to the coach prior to practicing.

*Please note: Coaches may also have their own specific agreement/contract for student athletes to read and sign before allowing the student athletes to participate in the sport.*

#### **Age Eligibility**

Student athletes cannot exceed the age of twenty (20) years of age. They become ineligible on their 20<sup>th</sup> birthday.

#### **Attendance/Effect on Eligibility**

Students must attend at least four periods the day of a contest in order to play in the contest.

## **Expectations:**

### **Code of Conduct**

Student Athletes will:

- A. Be prompt to all practices and games.
- B. Exhibit dignity in winning and losing.
- C. Show respect to others at all times including: no profanity, vulgarity, obscene gestures, negative signs, artificial noise makers, trash talking, sexually-related comments, taunting, and/or boastful celebrations that would demean others.
- D. Treat game officials with respect. Do not argue calls during or after athletic events.
- E. Exercise self-control. No fighting or excessive displays of anger or frustration.
- F. Honor the letter and rules of the sport. Avoid improper gamesmanship that violates the highest traditions of sportsmanship.
- G. Demonstrate positive cheering only.
- H. Dress neatly for home and away games as designated by the coach.
- I. Be neat, clean and socially presentable at all times. This includes hair length and tattoos. (Coaches will designate acceptable hair length for their teams. All tattoos will be covered during all athletic contests. Covering of tattoos is the responsibility of the student athlete. Covering of tattoos during practice is up to the coach.)
- J. Refrain from any form of hazing (i.e., hazing is prohibited).
- K. Refrain from the use, possession, sale, distribution, and/or intent to distribute any illegal or controlled substance including mood altering chemicals (illicit drugs, alcohol, tobacco), medications and look-a-like drugs.

## **Policies:**

### **Policy and Conduct Regarding Illegal Substances:**

- A. The use, possession, sale, distribution, and/or intent to distribute any illegal or controlled substance including mood altering chemicals (illicit drugs, alcohol, and tobacco), medications and look-a-like drugs are strictly prohibited.
- B. If a student is found in violation of this policy, or is knowingly present during the use or distribution of any of these substances, the consequences listed below will be followed.

### **Policy for Consequences for Violation of Code of Conduct:**

- A. General Conduct: Violation of General Conduct rules will warrant consequences based on severity and frequency of infraction.
- B. Consequences for Illegal Substance Infractions:
  - *1<sup>st</sup> violation* – 21-day suspension from interscholastic competitions. Seven (7) days may be waived depending on self-reporting and/or if student athlete participates in a legitimate substance abuse course. It is the responsibility of the parents to set up this course.

- *2<sup>nd</sup> violation* – The student athlete will be suspended from any athletic participation for one year.
- *3<sup>rd</sup> or more violations* -- The student athlete will not be allowed to participate in athletics at Victory.

**Safety Policies:**

**A. Accidents/Injury** -- Coaches carry medical forms for all players to all contests and have them accessible at all practices. Coaches are trained in basic first aid. If an accident or injury occurs, the coach should notify the athletic director within 24 hours and submit an accident report within 3 days. If the injury is serious enough, it may warrant calling EMS. If this occurs, the coach will try to reach the parents immediately. The coach will remain with the student athlete until EMS or parents arrive. If a student athlete misses a practice due to injury or at the request of a physician, they should have a note of clearance by the physician before returning to practice.

**B. First-aid treatment guidelines to be followed in case of injury:**

**Basic Treatment for Injuries:**

1. Treat for life first, but respect other injuries.
2. If in doubt, do not move victim
  - a. Monitor vital signs
  - b. Be prepared to administer CPR
  - c. Activate EMS
  - d. Treat life threatening injuries and shock (keep victim lying down).
3. For general injuries, remember RICE:
  - a. **Rest**
  - b. **Ice**
  - c. **Compression**
  - d. **Elevation**
4. For Bleeding:
  - a. Use a barrier (latex glove)
  - b. Direct pressure
  - c. Elevation
  - d. Pressure points (arm/thigh)
  - e. Pressure bandage
5. If necessary, activate EMS and give the following information:
  - a. Location of emergency
  - b. Phone number you are calling from
  - c. What happened
  - d. # of people involved
  - e. What action is being done
6. Emergency Action Principals
  - a. Survey the scene
    - i. Is it safe?

- b. Perform a primary survey
  - i. Check for unresponsiveness
  - ii. Airway
  - iii. Breathing
  - iv. Circulation
- c. Phone EMS
- d. Perform a secondary survey
  - i. Interview (what happened)
  - ii. Vital signs (breathing, pulse, temperature)
  - iii. Head-to-toe exam.

**CONCUSSIONS:** See other papers handed out; check out IHSAA site on concussions

**General Policies:**

- A. Transportation** – All student athletes must ride with team to all away contests on school provided buses. They are also expected to ride home with the team. With prior permission from the coach, parents may drive their child home from away contests. Student athletes may ride home with adults other than their parents **ONLY** with a signed note specifying by name the adult. At no time will a student be allowed to ride home from an away contest with a student driver (including siblings). Coaches have the right to require student athletes to ride home with team from all away contests to promote team unity. Student athletes who do not follow a coach’s policy may lose playing time.
- B. Uniforms and Equipment** – School property assigned on loan to student athletes is to be used for that particular sport and season and only at practices, meets, matches and games. Uniforms are only to be worn in games—not practices. They are not to be used during the regular school day or in PE unless the prior permission is granted by the coach and athletic director. Student athletes are responsible for the care, maintenance and cleaning of uniforms and equipment. Uniforms and equipment are to be returned clean to the coach within 7 days of the completion of the season. Student athletes who do not turn them in by this time will not be allowed to participate in the next sport until they are returned. If they are not participating in a sport, they will be assigned detention until they return the materials. Uniforms and equipment that are lost, stolen or damaged are the responsibility of the student athlete to whom they were issued. Payment for replacement costs will be expected within a timely manner.
- C. Gym Usage** – The gym is off limits to students unless they are accompanied by an authorized Victory employee. When athletes are permitted to use the gym, they are expected to keep food and drinks (the only exception would be water during practice) out of the facility, treat the area with respect, and return all equipment to its proper storage area when finished.



## **PRACTICES**

All student athletes must have 10 days of practice prior to participating in their first interscholastic competition. There will be no practices on Sunday.

## **PARENT MEETINGS**

The coaches and athletic directors will hold information meetings at the start of each season to discuss and outline the policies, responsibilities, schedules, and philosophies of the athletic program and coach. Attendance at these meetings is required.

## **TRYOUTS**

It is the responsibility of the student athlete to listen and know when tryouts will take place. This information will be announced during regular school announcements at least one week prior to the first tryout date.

### **2017-2018 SEASONS AND START DATES**

Fall Sports – Volleyball and Cross Country  
Start date: August 11<sup>th</sup>  
District Tournament: Oct12,14,17,19  
State Tournament: October 27,28

State Golf Tournament May 14, 15  
State Track Meet: May 18, 19

Winter Sports – Girls Basketball:  
Start Date: October 30<sup>th</sup>  
District Tournament starts Jan.30th  
State Tournament:February 15,16 17

Winter Sports, continued  
Boys Basketball:  
Start Date: November 10<sup>th</sup>  
District Tournament starts Feb 13  
State Tournament: March 1,2,3

Spring Sports –Track and Golf  
Start Date: February 23 for Track  
February 26 for Golf  
Conference Track Meet: TBA  
District Track Meet: TBA

## **PUBLIC RELATIONS**

All coaches should have information about their programs and athletes ready to release to the newspapers, radio and television stations. This includes stats after each contest. A stat sheet with phone numbers to the Press-Tribune and Idaho Statesman will be provided to each coach.

## **CONFLICT RESOLUTION**

As part of the Harbor philosophy, when conflicts or issues arise, it is important that they be addressed immediately and directly so that they can be quickly resolved. It is important for student athletes and parents to recognize what types of issues are appropriate to discuss with coaches (see the information exchange flyer in the appendix) and when is an appropriate time to discuss them.

The following are appropriate issues to discuss with coaches: treatment of your student athlete, behavior concerns, ways to help your student athlete improve, and what you can do to help support the program.

The following are inappropriate issues that shouldn't be discussed with coaches: playing time, team strategy, play calling, other student athletes' abilities and conduct, and confrontational issues.

If an issue arises, the following procedures should be followed while trying to reach a resolution:

***First step:*** The student athlete should contact the coach about the conflict/issue as soon as possible. It is always best for the students to become their own advocates. This will help teach them a life-long lesson about resolving issues and concerns on their own. It is expected that the majority of concerns will be resolved at this first meeting.

***Second step:*** Parent contacts coach. If necessary, a parent may contact the coach directly for an appointment. **It is never appropriate to contact a coach just before or after a practice or game as these can be intense times for coaches.** It is best to email or phone the coach for an appointment.

***Third step:*** Contact the activities director. If a satisfactory solution is not reached through direct contact with the coach, the student athlete and/or parent should contact the athletic director by email or phone. The coach should be informed that this contact is being made and a meeting may be scheduled involving all parties in an attempt to reach a satisfactory resolution. The AD will respond to the student athletes and parents in a timely manner.

***Fourth Step:*** Contact the school administrator. If the conflict/issue is still unresolved, the student athlete or parent may contact the high school administrator. The AD should be informed that this contact is going to be made. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clear understandings in the future.

It is our goal at Victory Charter that a professional approach be used to resolve conflicts and issues. This avoids uncomfortable situations later on when student athletes face coaches in a classroom setting. All student athletes, parents and coaches are expected to follow these procedures for conflict resolution.

### **CLUB SPORTS**

Club sports, such as AAU and club volleyball, are totally independent from teams at Victory Charter High School. Costs for student athletes to play club sports are directly the responsibility of the student athlete or parent. It is in direct violation of IHSAA rules for Victory to pay for any costs in any form towards these activities. It is also in direct violation for any student athlete to participate in an organized league different from interscholastic leagues at the same time. This could result in the forfeiture of all Victor games.

### **SCHEDULE CONFLICTS WITH OTHER SCHOOL COMMITMENTS**

Athletes may request to miss a practice or game in order to participate in another academic or extra-curricular school activity. However, athletes must recognize that missed practices or games may result in reduced playing time in future contests.

# **APPENDIX/FORMS**

**Victory Charter High School**  
**1081 E. Lewis Lane**  
**Nampa, ID 83686**  
**(208) 442-9400**  
**ATHLETIC PROGRAM**  
**PARTICIPANT RELEASE AND WAIVER FORM**

**Liability Release.** I \_\_\_\_\_ as parent or legal guardian of \_\_\_\_\_

\_\_\_\_\_, a student (hereinafter “Student”), hereby grant the permission necessary to allow Student to participate in the Athletic Program conducted by Victory Charter High School. I, in my own behalf and on behalf of the Student, further agree to release and hold harmless Victory Charter School District 451, Victory Charter High School, the Idaho High School Activities Association, and all of the respective directors, officers, members, agents, representatives, and employees of Victory Charter School District 451, Victory Charter High School, and the Idaho High School Activities Association (hereinafter collectively “Releasees”) from any and all liability for negligence or any other claim judgment, loss, liability, cost, and expenses (including, without limitations, attorney’s fees and costs) arising out of or connected with the Athletic Program, including any claim arising out of or connected with any illness or injury (minimal, serious, catastrophic and/or death) that the Student may incur or sustain while participating in the Athletic Program, all activities associated with the Program and while traveling to and from the activity site whether or not the activity actually occurs. I further expressly agree to indemnify and hold harmless Releasees and Releasees’ heirs, successors, assigns, executors and administrators against loss from any further claims, demands or actions that may subsequently be brought by Student or by any other persons on the account of damages of any character resulting to Student in any way from the foregoing activities. I further agree to reimburse and to make good to Releasees any loss, or costs Releasees may have to pay as a result of such action, claim, or demand.

I, in my own behalf and on behalf of the Student, hereby warrant that I have read this Liability Release in its entirety and fully understand its contents. I, in my own behalf and on behalf of the Student am aware that this Liability Release releases Releasees from liability and contains an acknowledgment of my voluntary and knowing assumption of the risk of injury or illness. I, in my own behalf and on behalf of the Student, have signed this document voluntarily and of my own free will.

**Medical Release:** I acknowledge and agree, in my own behalf and on behalf of the Student, that such participation subjects Student, to possibility of physical illness or injury (minimal, serious, catastrophic and/or death) and that I, in my own behalf of the Student, acknowledge that the Student is assuming the risk of such illness or injury by participating in the Athletic Program. In the event of such illness or injury, I authorize Victory Charter High School to obtain necessary medical treatment for the Student and hereby, in my own behalf and on behalf of the Student, release and hold harmless Releasees in the exercises of this authority. I further acknowledge and understand that I will be responsible for any and all medical and related bills that may be incurred on behalf of the Student for any illness or injury that the Student may sustain while

participating in the Athletic Program and while traveling to and from the sites for the Athletic Program Activities whether or not the Activity actually occurs.

**I represent** that any medication to which Student is allergic or medications that Student is currently taking are listed below.

Medications (if any) \_\_\_\_\_

Allergic to (if any) \_\_\_\_\_

I acknowledge that the Student suffers from the following medical conditions \_\_\_\_\_

I authorize the Athletic Program administrative staff, if necessary, to give Student non-prescription medicine (Tylenol, Benadryl, cold/allergy remedy, etc.) while participating in Athletic Program Activities.

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Insurance Co. Address/Phone \_\_\_\_\_

Policyholder Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Policyholder Address \_\_\_\_\_

Signature of Parent or Legal Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

I, identified above as Student, acknowledge that I have read this Release and Waiver form.

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Address: \_\_\_\_\_

**INTERIM QUESTIONNAIRE**

**PLEASE PRINT!!**

*Victory Charter Athletics*

\_\_\_\_\_ Male/Female \_\_\_\_\_  
 Last Name First Middle (circle one) City Date

Since his/her last athletic physical examination, has this student:

	YES	NO	_____
			Year in School
(1) Had surgery	___	___	
(2) Been hospitalized	___	___	
(3) Been under a physician's care	___	___	
(4) Had a serious illness	___	___	
(5) Had an injury requiring a physician's care	___	___	
(6) Been rendered unconscious	___	___	
(7) Started taking any new medications	___	___	
(8) Developed any new drug allergies	___	___	
(9) Developed any health problems	___	___	
(Please explain all <b>yes</b> answers)			

\_\_\_\_\_  
 \_\_\_\_\_  
 =====

My child \_\_\_ **should** or \_\_\_ **should not** have a physical examination prior to participation in high school athletics.

School health insurance needed: \_\_\_ Yes \_\_\_ No

If yes, a premium charge will be required prior to participation in any IHSAA athletic activity. More information may be obtained from the local school district.

If no, is your child covered by a family health insurance policy? \_\_\_ Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
 Signature of Parent or Guardian

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City Zip Code

=====

**CONSENT FORM**

I hereby consent to the above named student participating in the interscholastic athletic program at his/her school of attendance. This consent includes travel to and from athletic contests and practice sessions. I further consent to treatment deemed necessary by physicians designated by school authorities for any illness or injury resulting from his/her athletic participation.

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

My participation in interscholastic athletics for the above school is entirely voluntary on my part, and with the understanding that I have not violated any of the eligibility rules and regulations of the state association.

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: The original copy is to be returned to the school

VICTORY CHARTER HIGH SCHOOL

Emergency Contact Form

Dear Parent /Guardian:

Your child has signed up to participate in the sport of \_\_\_\_\_ for the \_\_\_\_\_ school year. The purpose of this form is to provide the coach/sponsor of the activity a means by which you can be reached in case of an emergency. Please answer all of the questions and sign at the bottom.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Phone # \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Alternative Phone # \_\_\_\_\_ Mom/ Dad/ Other

Alternative Phone# \_\_\_\_\_ Mom/ Dad/ Other

In the case of an emergency and we cannot reach the parent, whom shall we call?

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

In case of emergency and parents or persons designated above cannot be contacted, do school officials have permission to take the student to the hospital, and/or call for EMT's with an ambulance? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, please provide further instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_

Player Signature \_\_\_\_\_

Date \_\_\_\_\_



# VICTORY CHARTER SCHOOL

## Code of Conduct Agreement

I have read and understand the Victory Charter High School Code of Conduct and agree to abide by this policy. I agree to accept the consequences if I violate this policy in any manner. I realize that participating in athletics at Victory Charter High School is a privilege which may be revoked if I violate the Code of Conduct.

Student Athlete Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_