

# Maeser Preparatory Academy

## PHILOSOPHY STATEMENT

Maeser Preparatory Academy is committed to providing the highest level of quality athletic preparation through our sports and activities program. The goal of our program is to maximize the athletic and leadership potential of each student throughout their high school career and to prepare them for the challenges of collegiate sports while reinforcing the highest academic standards. Our student athletes are taught to emulate the values of our school which include truth, honor, and virtue in every sport and to compete to the best of their ability at every level of competition.

### I. GENERAL GUIDELINES

#### *Player Acceptance*

In the Junior High (7<sup>th</sup> and 8<sup>th</sup>), will not have tryouts or cut players based on ability. At this level, all players are encouraged to participate and receive instruction. However, if the size of the team supersedes its ability to be successful, a tryout procedure may be implemented.

This does not however, negate the player's responsibility and commitment to the team. If a player fails to demonstrate adequate levels of commitment and responsibility as outlined by the coach, the player may be asked to leave the team. This will only occur after the coach has provided guidance regarding the expectations and responsibilities of being on the team. Although this may be the general philosophy, there may be more competitive sports that will undergo a more selective process in determining those who will play on the team.

Students who desire to participate in the Upper School (9-12) athletic program must demonstrate a clear and sincere commitment to that sport or sports with which they participate. This includes being actively involved in all activities directly related to that particular program (e.g. individual team camps, open gyms, off-season conditioning, practice, games etc.). It is more beneficial for the program, the sport, the team, and the player to provide students who may not be the most athletic but demonstrate an exemplary level of commitment and positive attitude to participate rather than players whose willingness to meet these expectations are insufficient. Each sport will make an effort to include as many students as it can who demonstrate the aforementioned level of commitment. The number of players will not impair the program's goal of maintaining a high level of excellence and a tryout procedure will be used to assure this goal.

#### *Participation Expectation*

It is the coaches' responsibility to work towards the highest level of achievement possible for the school, the team, and the individual player. In order to achieve these levels of success, parents and coaches must be prepared to make sacrifices both in time and energy necessary to

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achieve personal and team success. This includes summer programs, practices, games, and any additional activities

## **Playing Time**

A controversial area for coaches, parents, and players alike is playing time. The philosophy for the Junior High (7<sup>th</sup> and 8<sup>th</sup>) is to provide experience for all players to improve as a team as well as individually. Consequently, these programs become more developmental in nature. This does not negate the effort of the coach to win and overall playing time may reflect this. However, all players who demonstrate a high level of commitment to hard work and the team, a positive attitude, willingness to be coached, the appropriate skill level and knowledge of the game, will receive some playing time in every contest.

By the High School level, playing time will be based on a commitment the success of the program. These include an expectation of winning, commitment to hard work, sportsmanship, and responsibility. Therefore, in contests where the score is close and allowing all players to participate may compromise the success of the program, some players may see little to no playing time. In contests where the score is not close, all players will be given the opportunity to participate if it is possible.

Players who compromise a high level of sportsmanship, exude negative behavior, or demonstrate disrespectful behavior may result in a decrease in playing time or even dismissal from the team. Players who compromise their team by being late, or have an un-excused absence from practice, may also see decreased playing time and if chronic dismissal from the team.

## **II. MAESER PREPARATORY ACADEMY PROGRAM**

### **Fall**

Golf  
Girls Volleyball  
Girls Soccer  
Cross Country  
Girls Tennis

### **Winter**

Basketball (girls/boys)  
Debate

### **Spring**

Boys Soccer    Softball    Baseball  
Boys Tennis  
Drama  
Choir  
track  
Girls golf

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Our athletics program is a part of the Utah High School Athletic Association (UHSAA) and competes at the 2A level. We are one of six highly competitive teams in Region 14 which include: Rowland Hall Saint Marks, Waterford, South Summit, and North Summit. Participation with other non-regional teams that are a part of UHSAA can also be scheduled as part of pre-season or regular season competition.

Participating in UHSAA at the Regional and State level through Maeser Preparatory Academy will develop leadership skills, cultivate a community and teamwork attributes, and prepare students for collegiate competition both academically and athletically. Maeser's Athletics program is committed to providing these opportunities.

## III. CODE OF BEHAVIOR AND EXPECTATIONS

In order for Maeser to achieve its philosophy for success in Athletics, students must be willing to dedicate their time and talents and contribute these to the appropriated program they are affiliated. The following are key issues that students will be required to adhere to:

a. *Attendance at Practice/games*

Unless indicated by a coach, attendance to practice and games is **MANDATORY**. If a student is planning on missing a practice, the coach must be notified as far in advance as possible and NOT the day of practice unless illness is the cause. Coaches can create their own policy with regards to absences and tardies from practices or games. Once the schedule has been made available, players must IMMEDIATELY inform the coach of any upcoming conflicts they have with games and/or practices. Any personal and/or academic concerns should be immediately discussed with the coaching staff so that appropriate accommodations can be made if deemed possible.

Due to the variability in some of UHSAA sponsored season schedules, some programs may overlap (e.g. winter sports begin before fall sports have ended). This can create a situation where an athlete participating in one sport may be required to miss practices and games for the other. This is particularly frequent when one sport extends its season into another due to post season play (e.g. basketball playoffs extending into soccer preseason competition). This presents an **exception to the mandatory participation policy**. This means that absence from the latter sport's practice and games will NOT affect the participant's eligibility until the overlap subsides. Once the initial sport's season ends, the student is then IMMEDIATELY required to begin attending all practices and games. Additionally, it is the **student's** responsibility to inform the coach in the instance that this overlap occurs. If coaches are NOT informed, this may negate this exception to the attendance and practice/game policy and the student could become ineligible.

b. *Preseason/vacation practices*

In order to maintain the progress of each of the sports programs, practices must be regularly held. These practices and games may be held over scheduled student vacation days. Because of this, every effort must be made to attend ALL games and practices. Parents and students will be given a schedule for the given sport well in advance.

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Consequently, students are **EXPECTED** to be at ALL scheduled games and practices. Failure to notify a coach of missed practices or games during ANY scheduled holiday is in direct violation of the attendance policy II.b. This violation will most likely **affect a player's position on the team and level of participation in scheduled games**. Therefore, it is the **student's** responsibility to inform the coaching staff when attendance during scheduled student vacation times may be compromised. **Coaches may then inform students to withdraw from the sport if they feel their absences will have an adverse affect on the team, the philosophy of the program, and/or the players.**

### c. *Drug and Alcohol Policy*

Because participation in any athletic or extracurricular activity requires students to be mentally and physically competent, it is expected that ALL students abstain from tobacco, alcohol, or any drug deemed inappropriate. Failure to adhere to this policy may lead to disciplinary action outlined by Utah High School Activities Association handbook which states:

1. First offense: Suspension from two consecutive games, meets, matches, competitions or performances at the same level of play (and any intervening levels as well). Practice may be continued following a personal assessment of the student by a licensed substance abuse intervention or treatment program and /or participation in a school approved intervention program.
2. Second offense: A six-week suspension from games, meets, matches, competitions, or performances. Student participation in an assessment by a licensed substance abuse intervention or treatment program with prescribed follow-up is required. Practice may continue only after the assessment has been completed and positive participation in the prescribed follow-up is occurring.
3. Third offense: An eighteen-week suspension from all games, meets, matches, competitions, performances and practices. Where applicable, this suspension carries over into the following school year. Reinstatement of eligibility at the end of the eighteen-week suspension is predicated upon successful completion of a formal assessment, intervention, and treatment program.

Conditions for this policy are as follows:

1. Violations carry over from year to year and sport/activity to sport/activity. In other words, students don't "start over" during transitions between the aforementioned events
2. Violations **MUST** occur **AND** be discovered during a sport/activity season
3. Violations transfer with students if they move to another school.
4. Any violations after the third offense carries the same penalty as the third

Additionally, students will also undergo disciplinary action as outlined in the Maeser Preparatory Academy handbook. These may include but are not limited to suspension, interventions, corrective measures, parent/guardian involvement, and if their consumption of these items are illegal, the local authorities will be contacted as well.

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d. **School absences and Game Participation**

**In order for a student to participate in ANY activity, they MUST be present in EVERY class for that given day.** Students that are absent due to approved excuses outlined in the Maeser Handbook will be considered legitimate and will not adversely affect student's game participation. Failure to attend any class without it being excused will result in ineligibility for game participation that day.

Students who miss class due to an athletic event are excused from any classes they miss. They are, however, responsible for any assignments they miss due to their absence. In order for students to maintain eligibility, it is essential for them to preserve their academic standing by proactively completing assignments missed due to athletic events.

e. **Injury Policy**

In the situation where a student is injured during the season, the coach will follow the doctor's recommendation in relationship to level of participation and duration associated with this level. Coaches may require players who are injured to provide a doctor's release for them to resume participation with the team.

**PARENTS AND PLAYERS MUST UNDERSTAND THAT PARTICIPATION IN ANY ATHLETIC ACTIVITY INVOLVES A POSSIBILITY OF INJURY RANGING FROM MAJOR TO MINOR.** These injuries may include but are not limited to: bone fractures, lacerations, brain injuries, paralysis, or even death. Parents and athletes **MUST** assume **FULL RESPONSIBILITY** for treatment of any and all injuries and usurp any obligations and consequences associated with making sure the student can return to participation in both practices and games following the injury.

Both the parent/guardian and student are required to sign and submit the tryout checklist, UHSAA Participant Consent Document, Parental Disclosure, and have a physical on file in order for any student to participate in ANY UHSAA activity. These documents obligate the school, the parent/guardian, and student-athlete to consent to the UHSAA and school based injury policy.

f. **Conflicting Activities**

Students that are interested in enrolling in multiple activities during a given season **MUST** contact both parties to make them aware of the potential conflicts that may arise. These activities are **NOT** just limited to Maeser sponsored activities and may include music lessons, dance lessons, church sponsored activities, outside Maeser sport team participation. It is at the discretion of both parties affected to work with the student and if no reconciliation can be made with regard to the conflicts associated with the student's dual participation, it may be required for that student to **make a decision on which activity they would like to ultimately participate in and limit to that activity alone.** If students fail to abide by the recommendations made by both parties, students will be required to abdicate their participation in those activities that are school based.

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g. **Athlete/Coach Conflict**

Conflicts that students have regarding the Maeser Preparatory Athletic Handbook policy or a decision made by a member of the Maeser coaching staff, must first be reconciled between the student and the coach affected. If a resolution cannot be agreed upon, a meeting will be set up between the coach, student, and parent to help resolve the conflict. If they fail to come up with adequate resolution, the Athletic Director will then become involved. If necessary, the principle and even the Maeser School Board can ultimately be involved to perpetuate adequate and appropriate resolution. In each level of interaction, the school will make all attempts to assure fair resolution to the situation. It is the responsibility of all parties to work collaboratively to resolve conflicts

h. **Coaches Conduct**

Each competitive sport displays the values that we espouse of Truth, Honor, and Virtue not only to the players, but to the public, other schools, parents, and community members. Because of this, we hold the coaches to the same standard as players. **All expectations are outlined in the school's Code of Conduct.** Inappropriate behavior including but not limited to swearing, excessive discipline, physical abuse, verbal abuse, excessive negative reinforcement, or physical altercation of any sort will result in formal reprimand and could, based on severity, result in the loss of the **coach's stipend** and/or **fine**. If severe enough, the coach will be dismissed from their position without pay. In the case this occurs, coaches will meet with the Athletic Director and/or headmaster to determine resolution. Inability to resolve issues will result in a meeting with the board.

I. **Hazing**

Hazing will not be tolerated in any form. The definition of hazing and the consequences are outlined in the Utah State Legislature Utah Code 53A Chapter 11a are outlined below:

"Bullying" means intentionally or knowingly committing an act that:

- A. endangers the physical health or safety of a school employee or student
- B. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
- C. involves consumption of any food, liquor, drug, or other substance.
- D. involves other physical activity that endangers the physical health and safety of a school employee or student; or
- E. involves physically obstructing a school employee's or student's freedom to move; and is done for the purpose of placing a school employee or student in fear of:
  - F. physical harm to the school employee or student; or
  - G. harm to property of the school employee or student.

The conduct described in Subsection (1)(a) constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

(2) "Hazing" means intentionally or knowingly committing an act that:

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- (A) endangers the physical health or safety of a school employee or student;
  - (B) involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
  - (C) involves consumption of any food, liquor, drug, or other substance;
  - (D) involves other physical activity that endangers the physical health and safety of a school employee or student; or
  - (E) involves physically obstructing a school employee's or student's freedom to move; and
  - (F) is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or
  - (G) if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.
  - (H) The conduct described in Subsection (2)(a) constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
- (3) "Policy" means a bullying and hazing policy described in Section **53A-11a-301**.
  - (4) "Retaliate" means an act or communication intended:
    - (a) as retribution against a person for reporting bullying or hazing; or
    - (b) to improperly influence the investigation of, or the response to, a report of bullying or hazing.
  - (5) "School" means any public elementary or secondary school or charter school.
  - (6) "School board" means:

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- (a) a local school board; or
  - (b) a local charter board.
  - (7) "School employee" means:
    - (a) school teachers;
    - (b) school staff;
    - (c) school administrators; and
    - (d) all others employed, directly or indirectly, by the school, school board, or school district.

## IV. ELIGIBILITY

### a. Scholastic Eligibility

The UHSAA regulations on academic eligibility will govern Maeser Preparatory Academy's rules regarding whether a student is considered eligible for participation in a given activity based on scholastics. Coaches may include, at their own discretion, additional guidelines to insure increased academic performance of those students participating in their given activity. The UHSAA academic policy is as follows:

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1. **Students who participate in any activity MUST be a full time student at Maeser Prep.** Full time constitutes enrollment in at least 6 courses at the school.
2. **Students cannot FAIL more than one subject in a preceding grading period** (for purposes of this rule, a failure in a multi-period subject shall be counted as the number of failures equal to the number of periods in the class). **Incompletes (I), no grades (NG's), and no credits (NC's) are considered failing grades until made up.**
3. **A student must have maintained a minimal GPA of 2.0 or its equivalent in the preceding grading period.** The grade point average must be recalculated once an I, NG or NC has been made up, with the new grade replacing the deficiency. A recalculation of grade point average would also need to be done if deficiencies are replaced during the summer grading period. In order to replace the deficiency obtained during the final grading period, the new grade must be earned in the same subject area and must come from a school district approved summer program. Deficiencies for purposes of this rule include any letter grade. No other make up work is accepted to gain academic eligibility during the school year.
  - A student who has failed to meet the minimum requirements set forth shall be ineligible for participation in UHSAA activities throughout the next grading period, provided, however, the deficiencies in the final grading period of the school year may be made up prior to the first term of the succeeding year by any method acceptable to the school district or the member private school. Deficiencies must be made up in the same subject area.
  - The scholastic regulations apply to students who are entering high school for the first time. They also apply to any ninth grade student at a junior high or middle school, who has established eligibility at a member high school as provided in the UHSAA by-laws.
  - Eligibility under this rule is determined when grades are posted. Grades are “posted” when the school registrar enters all grades electronically and they are available to students, parents, and teachers. In no case may the posting date be more than five school days following the last day of the grading period. Grade changes after that time cannot restore lost eligibility, except for a documented clerical error.
  - These scholastic regulations are the minimum required for participation in UHSAA activities. Nothing in this rule shall prevent local boards of education or governing boards of private schools from establishing standards, related with grades, that exceed those of the Association. Any such rule, however, is not binding on the UHSAA.

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4. **A student that is scholastically ineligible for a grading period cannot represent the school in any contests** with varsity, junior varsity, sophomore or freshmen teams, whether it be pre-season, league or post-season competition. For the purposes of this rule, the word “represent” includes the following without limitation. A student in violation of the scholastic rule shall not:
- be in uniform on competition day
  - warm up with the team
  - sit on the bench with the team
  - be introduced as a member of the team

b. **Transfer of Eligibility**

Because of the Charter school nature and variation associated with enrollment at Maeser, any student who transferred here from another **High School MUST** meet with the athletic Director to determine eligibility. Failure to do so may develop additional risk in terms of eligibility on behalf of the student who failed to disclose this information and could also produce undo consequences to the school in the form of fines and forfeiture of any contests in which he or she participated.

Any student transferring from another high school shall lose eligibility in UHSAA sponsored athletic activities (varsity, junior varsity, sophomore, and freshman) for twelve months from the day of attendance at the new school under the following circumstances

- 1) The transfer resulted from the student’s intent or purpose to participate in athletics at the transferee school.
- 2) The transfer does not otherwise comply with the rules of the State Board of Education.
- 3) The student does not receive confirmation from the Association that the transfer meets the conditions of paragraphs (1) and (2) of this rule. To receive confirmation, any transferring student must provide the Association with specific information regarding the circumstances of the transfer. (**Transfer of eligibility forms are available from the Athletic Director or from the the UHSAA website.**)
- 4) The transfer was mandated by a school district for disciplinary reasons. In such case, the member school shall provide the Association with notice of the action and the reasons therefore. In transfers which have been mandated by a school or district for disciplinary reasons, whether intra-district, inter-district, or between private and/or public schools, the transferred student shall lose eligibility for Association sponsored activities for a period equal to any suspension, bar or dismissal from the transferring school, but in no case shall the period exceed twelve months.

c. **Foreign Exchange Student and Other International Student Eligibility**

Maeser Preparatory Academy will abide by UHSAA rules regarding eligibility of transferring students and international students. These rules can be found at the UHSAA

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website, [www.uhsaa.org](http://www.uhsaa.org), under handbook. **All international students interested in playing sports or activities associated with UHSAA MUST meet with the athletic director to determine eligibility for participation.**

## d. Other Eligibility Requirements

1. **Age Requirement:** If a student turns nineteen (19) prior to September 1 of the school year, they are ineligible to participate in any UHSAA sponsored sport
2. **Seasons Rule:**
  - a. No student shall participate in more than four seasons in any one activity and not more than three seasons in any one activity after entering the 10<sup>th</sup> grade
  - b. A student may participate in only one season sport in any school year. Participation, for purposes of this rule, includes trying out for a team
  - c. A school may sponsor an activity only once in any school year
3. **Participation on Outside Teams**

A student, while participating as a member of Utah High School Athletic Association athletic team, may not participate on a team not sponsored by their school in the same activity during the same season. A student may participate in a non-school sponsored activity as an individual, not a team member, while a member of a high school team during an activity season. Any questions regarding outside teams should be referred to the Athletic Director.
4. **Physical Examinations**

**No student will be eligible to compete in ANY athletic contest sponsored by UHSAA unless the student has a physician's certification indicating they are healthy enough to participate in inter-scholastic competitions.** A health examination must be performed and the pre-participation Athletic Health Exam (Form A) plus a disclosure and Consent Form MUST be on file with the Athletic Director BEFORE a student can participate in practices or athletic contests. The health exam may be completed and the form signed by a doctor, doctor of osteopathy, chiropractic physician, physician's assistant, or registered nurse practitioner. Students must fill out the Form B and be signed by a parent or guardian each subsequent year in order to continue participating as long as a Form A is on file. ALL FORMS ARE AVAILABLE ON OUR WEBSITE, [www. Maeserprep.org](http://www.Maeserprep.org), OR WITH THE ATHLETIC DIRECTOR.
5. **Undue Influence**

Any person associated with the school or not associated that exhibits undue influence for the purpose of securing the transfer of a student for any activity affiliated with UHSAA will result in the student losing eligibility for one year in all UHSAA sponsored activities. Additionally, the violation of this policy may result in fines and/or suspension of the school from UHSAA
6. **Disclosure Document/UHSAA Tryout Checklist**

Coaches are required to distribute the disclosure document outlining pertinent information regarding their sport. **In order for students to continue participating in any given activity, the parent/guardian as well as the athlete themselves must**

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**sign and return the disclosure document to the Athletic Director.** Students who fail to submit this form by the deadline outlined by the coach will be removed from the team.

Additionally, no student will be able to participate in day one of practice or tryouts without having their parents, the coach, and the individual student sign and submit the **Tryout Checklist** form found on the Maeser website [www.maeserprep.org](http://www.maeserprep.org) under athletics. A student may not participate in any physical activity until this form is filled out, signed, and submitted. Every sport a student participates in REQUIRES its own tryout checklist and must be signed and submitted to the Athletic Director.

## 7. **Parent Meeting Participation Requirements**

Coaches are required to communicate with parents the expectations of their appropriated sport as well as the practice schedule, game schedule, and any additional documents they deem necessary. In order for coaches to maintain adequate communication with parents, **AT LEAST ONE** parent is required to attend the parent meeting for every sport their student participates in. Failure to attend this meeting may result in the dismissal of their student from the team. If one or both of the parents are unable to attend due to extenuating circumstance, the parent/Guardian(s) **MUST** schedule a one on one meeting with the coach BEFORE the student can participate in the given sport.

### e. **Number of Participants Per Sport**

Students who participate in UHSAA sponsored activities must demonstrate a complete and sincere commitment to the given program. Therefore, for students to maintain their playing status, they must support all activities directly related to the particular program (e.g. summer camps, fundraisers, open-gym, off-season conditioning etc). Players who abide by these expectations will most likely be the ones considered for participation in the given program regardless of skill level. The school would rather support students who show commitment and recognize the value of these programs and show a positive attitude than those who fail to adhere and participate to all activities associated with the program. Each program will provide the opportunity to as many students as possible, who demonstrate the aforementioned attitude, to participate in the activity of interest without jeopardizing the goal of maintaining excellence in the program.

### f. **Initial participation or re-joining by Senior or Junior**

If a junior or senior decides to participate in any sport in which he never participated, they **MUST** receive prior approval from the head coach and the Athletic Director before signing up to play.

### G. **Participating in Two Sports During One Season**

Each sport requires full participation in practices and games. Consequently, significant conflicts would arise making attendance to all required practices and games while participating in both sports difficult. Additionally, participation in both sports may increase the number of school days missed during the season. Therefore, in order for a student to

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participate in more than one sport, they must obtain prior approval from their coaches as well as the Athletic Director.

## V. Transportation

The following policies will apply to activity transportation at Maeser Prep:

### A. General Rules

1. Athletic Director is responsible for arranging team transportation for all away games.
2. Teams or individuals may, under certain circumstances, travel to and from an event using private cars. It is the coaches responsibility to arrange cars and drivers in these instances.
3. Licensed student-athletes may drive to and from off-campus events with a coaches permission. However, the student must have a signed parental form on file allowing for them to transport themselves to and from a game.
4. Student-athletes may travel with another licensed student to and from an event provided they also have a signed parental form on file which allows for them to do so. Students who choose to take on this responsibility **MUST** notify the coach and it becomes the student and parent's responsibility to assure that the student arrives at the event.
5. **Written permission from a parent or guardian MUST be provided if a student-athlete chooses to provide their own transportation to and/or from an event when school transportation is already provided. This is also the case if a student desires to take alternative transportation back to the school even if it's a parent or guardian.** These requests will be granted at the discretion of the coach and if they decide not to allow it, the student-athlete **MUST** ride home with the school arranged transportation.
6. Coaches and students are responsible for the care of the buses. It is the responsibility of both to assure that all trash and equipment is removed from the bus and that it is returned to a clean and damage-free state.
7. Passengers and fans who ride on the bus **MUST** have written permission from their parents or guardians. If a passenger or fan rides the bus, they must remain on the bus for both the drive to and from the event. A passenger may **NOT** find alternative transportation without written permission from the parent or guardian even if they are going home with them. Riding on the bus as a fan or passenger is a privilege and they **MUST** be respectful to the coaches, players, and drivers. Failure to adhere to the Maeser policy and/or respect coaches, players, and driver can result in temporary or permanent removal from school arranged transportation. Coaches have the right to **prohibit** the transportation of any passengers or fans

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**Failure to follow the aforementioned transportation guidelines may result in the suspension from the traveling squad and/or revocation of driving privileges to athletic practices and/or contests**

## ***B. Trip logs***

The Athletic Director is responsible for booking and scheduling the bus. It is the coaches and/or bus driver's responsibility to log destination information and all mileage to and from an event to track the number of miles used by the given activity. This will be tracked in the bus log book. Additionally, any bus concerns should also be logged in the book and reviewed before the bus is used for the next event.

It is the Athletic Director's responsibility to assure that there is gas in the bus prior to travel.

## **VI. INSURANCE**

There is inherent risk involved in any sport ranging from minor to major injuries even death. Therefore, all students participating in activities **MUST** be covered under an insurance policy to participate. The school is NOT responsible for making sure students are insured.

Parents and students are required to fill out and sign a "Parent Consent and Disclosure Form" issued to each athlete before participating in any activity detailing their insurance coverage and understanding of the inherent risk associated with sporting activities

The school will provide either a CPR/First Aid certified staff or athletic trainer to every home event to treat injured players. The school, however, will incur no costs due to a student injury during a game or an event. It is the responsibility of the parent or guardian to cover the costs associated with an injury received during participation in the associated sporting activity.

## **VII. COACHES**

All coaches must follow the UHSAA requirements to be eligible for coaching. This includes a background check, CPR certification, and coaching certification as well as attending the rules clinic either online or in person. Coaches **MUST** be certified within the first year of coaching and can access the clinic via the UHSAA website [www.uhsaa.org](http://www.uhsaa.org) or NFHS website <http://www.nfhs.org/>. **ANY COACH who fails to fulfill this requirement by the end of the first year in which they coach will NOT receive their stipend and will be considered a volunteer coach.**

Coaches are responsible for tracking the paper work associated with their sports. This includes but not limited to the Parent Consent and Disclosure Form, Tryout Checklist, Consent to Travel Form, Uniform tracking sheet, passenger travel form, parent travel form, personal travel form, and physical forms. It is the coach's responsibility to collect and track these forms and submit them to the Athletic Director. **Any student who fails to turn in any portion of their paper work will NOT be able to participate until all paper work is complete.** Before the first

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scheduled event, all paper work **MUST** be submitted along with the coaches tracking sheet documenting the submission of each of the above mentioned forms.

It is the responsibility of each coach to assure that the philosophy of the Activities Department is maintained and each participant is clear on the expectations outlined to accomplish the philosophy. To effectively communicate this each coach will be required to do the following:

1. Hold a **MANDATORY** parent meeting **BEFORE** the beginning of the season to:
  - a. Outline the philosophy and expectations for the season including participation, attendance, sportsmanship, eligibility etc.
  - b. Have parents and students fill out disclosure agreement, consent forms, tryout check list as well as independent travel forms and parent volunteer travel forms.
  - c. Hand out practice schedule and game schedule as well as bus schedule.
2. Submit a complete roster of every player, their position and their number at least 3 days **BEFORE** the first scheduled event
3. Track the win/loss record for your sport as well as the stats for each player. These need to be submitted to Deseret News **BEFORE** 10:00pm following any home game.
4. Ride on the bus with your team to and from an event.
5. Begin scheduling pre-season games immediately following the end of the season.
6. Organize and establish an after season workout program as well as summer programs to help improve the ability of each student-athlete associated with your sport.
7. Coaches are responsible for assuring that players are eligible academically. At the beginning of every season, after the paperwork has been submitted, the school will generate grades for the list of students who are trying out for the activity. It is the coach's responsibility to make sure each player meets the UHSAA requirements for eligibility. Failure to do so may result in reduction or removal of stipend.

## VII. SPORTS CITIZENSHIP

Maeser Preparatory Academy mission is to instill the values of Truth, Honor and Virtue within the Maeser community. The community consists not only of students but fans, coaches, and parents. The school is committed to ensuring that all members of the community incorporate these values in all.

The following sportsmanship guidelines were developed to help cultivate and maintain these values and to assure high levels of sportsmanship and citizenship are maintained during any and all activities and events. These were developed from the Utah High School Activities Association Sportsmanship Handbook, the National Federation of High School Associations Sportsmanship Guidelines, and the administration at Maeser Preparatory Academy.

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## Sport Citizenship Guidelines

- 1. Gain understanding and appreciation for the rules.** Knowledge of the rules is essential in making informed decisions about the progress of an event. If you are uninformed, refrain from expressing opinions regarding official, coach, and/or administrative decisions. The spirit of a good sportsmanship hinges on the application of all the rules, conforming to those rules, as well as appreciating the letter of the rule.
- 2. Exercising appropriate behavior.** Demonstration of good behavior is a prerequisite for good sportsmanship. The true value of interscholastic competition is dependent on all who participate, fans and parents included, to adhere to our school values. The realization and application of Truth, Honor, and Virtue in all our interscholastic interactions displays to those outside of the Maeser community that we advocate and employ these values in all we do. Consequently, exhibition of behavior is a true measurement of the implementation of those values into the Maeser Community.
- 3. Recognition of skill and performance regardless of the team affiliation.** Our values of Truth, Honor, and Virtue can be best demonstrated through the acknowledgement of not only our school's success but our opponent as well. This is demonstrated by recognizing quality skills and abilities through sincere applause and adulation regardless of team affiliation. This behavior displays true awareness of the game as well as an appreciation for the dedication and sacrifice each player offers to his/or activity.
- 4. Expression of Respect for Officials.** Officials are trained experts on the rules associated with their given sport. They are qualified to impose impartial judgment when applying these rules. Mistakes are inherent and can be made in their application. As a Maeser Community, we must not instill poor sportsmanship or poor behavior by placing blame on an official for the outcome of an event. Disagreements may arise when the rules are applied. It is our responsibility to support the decisions of the experts of an event regardless of the outcome. Issues that may arise will be handled by coaches and administration.
- 5. Respect for the Opposition.** The behavior displayed by the Maeser community is a direct reflection of the values we espouse. Opposing teams are guests in our community and deserve the same level of respect and courtesy as members of our own community. Therefore, opposing teams should be shown the same values of Truth, Honor, and Virtue through applauding their accomplishments, showing good sportsmanship, demonstrating tolerance, and appreciating the competitive nature of the game.
- 6. Demonstrate Lion Pride in all your Actions.** Members of the Maeser Community, students, teachers, parents, coaches, and players, are representatives of Maeser Preparatory Academy. Their actions directly reflect on the values of the school. Never let your actions compromise the values the school advocates. Know that your actions affect not only yourself but the community at large as well as those who come to associate with our community. Making good judgments with regard to your actions indicates you care about yourself, the school, and the community as a whole.

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## Sports Citizenship

### Acceptable Behavior

- Applause during introduction of players, coaches, and officials
- Accepting all decisions made by officials
- Treating a game as a positive competition between quality teams
- Applauding excellence in performance during an event
- The mascot leading the team in positive support
- Fans cheering with cheerleaders in an uplifting manner
- Coaches/players searching out opposing participants to congratulate them on their performance
- Showing concern for ALL injured players
- Applauding the performance of all players at the end of a contest
- Encouraging the display of acceptable behavior by everyone
- Shaking hands before an event with coaches, officials, and players

### Unacceptable Behavior

- Yelling, criticizing, patronizing, officials due to a bad call
- Using artificial noisemaking devices to distract participants
- Cheering, yelling, gesturing, displaying derogatory or inappropriate things
- Any yelling that antagonizes opposing fans, players, coaches, or parents
- Taunting and distracting players, coaches, or officials
- Using profane language of any kind
- Intentionally harming others
- Throwing any item onto the playing surface during an event
- Refusing to shake hands or give recognition for opponent performance after an event
- Vandalizing or destroying items of any sort

If these guidelines are followed, each event will be uplifting, fun, and enjoyable. More importantly, it will demonstrate to those coming to Maeser that we promote our foundational values and respect the efforts of those who participate. It is our responsibility as a community to establish the standard of excellence regardless of the circumstance and let the opposition handle their issues as they see fit.

Maeser Preparatory Academy is a member of the Utah High School Activities Association and is committed to abiding by the rules as outlined in their handbook. If changes occur in the UHSAA handbook after the Maeser Handbook is published, the UHSAA guidelines will supersede the rules in the Maeser Handbook and will be enforced accordingly.

Failure to adhere to the aforementioned guidelines may result in removal from an event, school-based disciplinary action, or even criminal action.

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## VIII. ANNUAL BUDGET

The administration of athletics has become a very complicated process involving large volumes of documentation in order to meet the demands of accountability. A major portion of the athletic administrator's duties involves finances; therefore, every athletic department needs to have a written policy on budgeting. It is the responsibility of the athletic administrator to create a budget that is balanced, defensible and fair to all concerned. A sequential procedure must be established and followed. Long- range rotation of large purchases for individual sports should be planned so that major requests from various sports may be staggered over several years. Continuity and adherence, plus the flexibility to handle emergencies, are all important.

### a. Budget Responsibilities

- 1) **Head coaches are responsible** for making the budget requests for their entire program in the areas of uniforms, equipment, transportation, entry fees, books, clinics, booster club and fund raisers. Assistant coaches in each program will make their budget requests through the head coach.
- 2) **Coaches should** use the following criteria for developing their budgets:
  - a) Present inventory of uniforms and equipment.
  - b) Condition and age of existing equipment.
  - c) Uniform rotation plan.
  - d) Number of teams and athletes in the program.
  - e) Equipment rule changes.
  - f) Projected long-range needs of the program.
  - g) Projected gate revenues.
  - h) Projected assistance from the school board/booster club.
- 3) **Head coaches will submit** the budget requests for the next year two weeks after the end of their season or at post- season evaluation conferences with the athletic administrator. Budget requests shall be on the appropriate forms and be accompanied by the end of season inventories for their sport.
- 4) **The annual budget** shall be prepared by the athletic administrator in (month) and be submitted to the administration and Board of Education for approval.
- 5) **The athletic administrator's budget** responsibilities are: 1) project the total gate receipts and other athletic department revenues in order to determine the amount of money to request, 2) analyze the coaches' requests by sport to determine the amount to be budgeted for each respective sport within the limits of the total budget, and 3) prepare the budget request in the non-coaching facets of the athletic department operation. In most cases this would include:
  - a) Awards
  - b) Officials

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- c) Transportation
- d) Operating personnel (police, gate help, etc.)
- e) Coaching salary (unless a Board expense)
- f) Clinics - tournaments
- g) Medical supplies (provided there is no trainer)
- h) Equipment repair
- i) Field maintenance supplies
- j) Miscellaneous (see checklist)

## XIV. ATHLETIC EQUIPMENT AND FACILITIES

### a. Issuing Athletic Equipment

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

- 1) **The athletic administrator will be responsible** for seeing that all equipment is numbered when received by the department prior to equipment issue by members of the coaching staff. Include year of receipt of equipment.
- 2) **A control system will be established** using "Player Equipment Information Cards" for each athlete and a "Master Athletic Equipment Check-Out" sheet to be turned in to the athletic office.
  - a) Both athletic equipment controls will be kept current by the coaches at all times.
  - b) The coach shall retain the cards for the end of season equipment check-in.
- 3) **Coaches should carefully consider the selection** of all student equipment managers and thoroughly explain their duties. These individuals are the key to equipment control and maintenance.
- 4) **The head coach**, although he/she may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the security of athletic equipment issued to all team personnel. The coach who issues equipment must have the knowledge required to ensure proper fitting of equipment.
- 5) **Players are to be instructed** in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
- 6) **Athletes will be responsible** for all equipment issued to them. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
- 7) **Periodically, coaches shall inspect equipment** and facilities during the season.
  - a) Helmets, bats, nets, supporting poles, etc. may break or deteriorate and become unsafe during the course of the year.
  - b) Deactivate unsafe or defective equipment.
  - c) Facility hazards should be reported to the athletic administrator immediately.
- 8) **All general equipment used by more than one sport** (video equipment, pylons, etc.) will be stored in the storage area next to the weight room. Always return equipment to this area promptly for others to use.

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## b. Use of Athletic Equipment and Facilities

It is important to emphasize to all athletes their responsibility to take care for school equipment and facilities and to report any abuses to their coach or the athletic administrator. Replacing equipment and repair to facilities can only result in a loss of funding that could be used elsewhere in the athletic program.

**1) Athletic department-issued equipment** is to be worn only during practice sessions and interscholastic contests, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for:

- a) Gym classes
- b) Work or job
- c) Socially
- d) School wear (see policy below)

**2) Varsity level teams** may wear **approved coats and hoodies** on certain game days only. Normally, the wearing of school athletic items will be reserved for special occasions.

**3) In particular sports** where athletes personally buy a portion of their practice or game uniforms, these may be worn on game days but **MUST** be approved by the board in order to wear them.

**4) Approved Warm-up jackets** (baseball, softball, cheerleaders, etc.) may be worn to and from school, but only on contest days.

**5) Maeser Prep athletic equipment** will not be loaned to outside groups except with the approval of the athletic administrator in unusual circumstances.

- a) Approval will be received through the office of the administrator of athletics who will notify the headmaster or assistant headmaster in writing each time this occurs.
- b) For liability reasons, use of school equipment by non-school groups is discouraged and in all cases where this practice is implemented, a liability release is needed.

**6) All athletic facilities will be scheduled** on request of the coach by the athletic administrator.

- a) A facilities schedule will be kept by the athletic administrator.
- b) Head coaches in each sport will meet with the athletic administrator prior to the start of the season for the purpose of scheduling facilities in an equitable manner.
- c) It is the coaches responsibility to meet with the AD in order to schedule any further practices or open gym time. Coaches who fail to schedule events on the official athletic director calendar will **NOT** have access to the facility.

## c. Collection and Storage of Athletic Equipment

Coaches are responsible for collecting all equipment which is issued to players during the year. When equipment is collected immediately after the season, more of it is returned with less effort. In fact, coaches are encouraged to collect uniforms and other equipment on the day of, and directly after their last contest. In order to encourage this practice, the athletic administrator will accept the responsibility for laundering and storing equipment if it is returned (entirely) together within one week after the close of the season.

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- 1) **The head coach shall supervise the collection,** inventory and storage of all the equipment issued within his/her sports program.
- 2) **As athletes turn in their equipment,** it should be checked off of his/her equipment card noting the condition of all returned equipment.
- 3) **If any equipment is lost or has abnormal usage,** the athlete will be charged replacement costs.
  - a) The coach shall inform each athlete he/she will not receive any athletic awards until all financial obligations are met.
- 4) **Within two weeks after the season's end,** all equipment is to be collected, cleaned, inventoried and stored in the designated (central) storage area.
  - a) No equipment is to be discarded without the approval of the athletic administrator.
  - b) Equipment to be repaired/reconditioned shall be marked appropriately and stored and identified. Let the AD know what equipment is in disrepair.
  - c) Make sure that all clothing equipment (game and practice uniform) is either laundered or dry cleaned prior to storage.
- 5) **The head coach shall turn in his/her equipment inventory** with any outstanding player obligations and next year's budget request at the end of the year evaluation conference two weeks after the last contest.
  - a) In the inventory, the number of items, the description of the equipment, cost of the equipment when new, and the condition of the equipment should be listed (For condition: A. excellent, B. good, C. fair, D. poor, E. discarded). Number of discarded items must also be listed.
  - b) Equipment should be kept clean, repaired and in a secure area when not in use.

NOTE: The ideal way to store athletic equipment is in a central athletic equipment room. This will afford the athletic administrator the opportunity to issue equipment to coaches and collect it when the season is over. This also helps the athletic administrator keep an active and current inventory with tighter controls over all equipment. It is imperative that each head coach submit an accurate beginning and ending inventory. This will keep coaches accountable for their equipment.

## **X. ATHLETIC INJURIES**

### **1) Responsibilities**

- a) Injuries to athletes will occur in interscholastic athletics at all levels regardless of the precautions such as safe playing conditions, proper coaching techniques, the best safety equipment and the required warnings of injury. Realizing this fact, it is recommended that, whenever possible, Maeser Prep provide supervision to cover all varsity practices and games and most other varsity level contests and practices with a NATA certified trainer.
- b) The trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations.

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- c) In the event the trainer is not present, the coach in charge of the activity will assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injured players to the appropriate health professional.
- d) No member of the coaching staff should exceed his/her capability or scope of responsibility and attempt to diagnose or treat an injury. Because athletes will have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.
- e) It is the responsibility of the coach in charge of a team to have a complete sanitary first aid kit which is adequately stocked at every practice and contest.

## 2) Emergency Procedures

- a) Check for consciousness and vital signs (breathing, bleeding and pulse); look for abnormally displaced or misshaped body parts. If athlete is unconscious, assume injured athlete may have a spinal injury.
- b) Take appropriate steps to control excessive bleeding.
- c) Movement of the injured athlete should be kept to a minimum.
- d) Keep the injured athlete as warm and comfortable as possible, except with heat related illnesses.
- e) When there is **any question** as to the extent, seriousness or nature of the injury by the trainer/coach, seek professional medical help immediately.
- f) Notify the parents of the injured athlete immediately.
  - (1) Parents should assume the responsibility of contacting the family physician for any injury. However, the coach or trainer should recommend this as a routine procedure.
  - (2) Less serious injuries - have parents provide transportation for necessary medical attention.
  - (3) In more serious injuries and professional medical help is not readily available, the emergency services should be called.
- g) The Emergency Squad phone number is \_\_\_\_\_.  
The Life-Flight phone number is \_\_\_\_\_.  
These phone numbers are also posted in the locker room offices and the press box.
- h) The athletes' home and work phone numbers, other contact person, preferred physician and preferred hospital are listed on the "Emergency Medical Release" forms that should be carried at all times in the team's medical kit.
- i) If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention. The Emergency Medical Authorization card will be taken to the treatment facility by the coach or trainer. The coach or trainer should continue to try to contact the parents,
- j) Notify parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.

## b. Accident/Injury Report Procedures

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## **1) Reporting Procedures**

- a) The trainer/coach will complete the "Athletic Injury Report" form immediately following all athletic injuries or accidents that involve any student under their supervision during a practice, contest or while traveling to or from a contest.
- b) The form shall be turned into the athletic administrator's office the following day. The coach or trainer should retain one copy.
- c) Copies of the report will be immediately given to the headmaster and sent to the parents.
- d) The trainer/coach shall list the injury on the log that is kept on record.
- e) Coaches should follow-up on all injuries by attempting to make personal contact with the parent(s).

## **2) Return to Participation**

- a) Athletics that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician, must have a written statement allowing return to competition.