

# **State College Area School District**



## **ATHLETE'S HANDBOOK**

**For PIAA-Affiliated Interscholastic Sports Athletes  
And their Families**

# **2007-2008**

***Keep This Booklet For Reference***



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## STATE COLLEGE Area School District

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Office of the Athletics Director  
High School North Building - Room 870  
653 Westerly Parkway State College, PA 16801  
PH: 814-231-1143 FX: 814-231-4176 Website: [www.scasd.org](http://www.scasd.org)

Dear Lion Athlete:

Congratulations on making the choice to participate in PIAA-affiliated interscholastic athletics. Joining and contributing to a team can be one of the most rewarding experiences of your high school years. You can look forward to opportunities for developing not only your knowledge, skills and attitude related to the sport you choose, but also for acquiring life-long attributes and friendships.

Like any important decision, there are responsibilities which accompany your choice. In order to participate, athletes must be physically healthy, academically qualified, and willing to make significant personal commitment. You will find both introductory information and details of these current responsibilities contained in the pages of this handbook which I would encourage you to read and share with your family. In addition, prior to the start of each season, orientation meetings are held for those interested in participating on a sports team. At that time coaches will distribute much more specific information about particular sports teams. Please make plans to attend that announced meeting for your team.

I applaud your choice to become part of the athletic tradition of the State College Area School District. I wish you much enjoyment and success in your endeavors. If I can be of assistance, please feel free to contact me.

Sincerely,

Ronald J. Pavlechko  
Director of Athletics

# **SCASD PHILOSOPHY OF ATHLETICS**

The Board of School Directors believes that the purpose of an interscholastic athletic program is to provide learning experiences that will contribute to the personal, physical and psychological development of the individual student athlete. These learning experiences will be consistent with the educational goals of the State College Area School District as outlined in its Statement of Organizational Purpose and will complement the academic program of the District. Hence, participation in interscholastic athletics can serve an important role in meeting the needs of secondary level students within the total educational process. The interscholastic athletic program will be increasingly competitive as students progress from the middle school through the ninth grade and junior varsity to the varsity level.

## **REQUIREMENTS FOR PARTICIPATION**

Participation on an athletic team requires that a student meet the following conditions:

- Satisfy all Pennsylvania Interscholastic Athletic Association (PIAA) and State College Area School District (SCASD) eligibility standards
- Adhere to the codes of conduct of the SCASD, the school building you attend, the athletics department and your individual sport team.

## **ELIGIBILITY STANDARDS - *A Basic Introduction***

*Note: All required forms and notifications are expected to be submitted by the announced deadlines. Further details and updated PIAA rules and regulations referred to in this document are available on line at [www.piaa.org](http://www.piaa.org).*

### **Age**

- You may not have reached your 19th birthday by the date of June 30 that immediately precedes the beginning of the school year.
- In sports where interscholastic competition is limited to grades 7 through 9, you may not have reached your 16th birthday by the date of June 30 that immediately precedes the beginning of the school year.
- In sports where interscholastic competition is limited to grades 7 and 8, you may not have reached your 15th birthday by the date of June 30 that immediately precedes the beginning of the school year. (PIAA)

### **Amateur Status**

A student must be an amateur. You will lose your amateur status in a sport for one year if:

- You **or** an organization that you represent, **or** your parent/guardian receives money or property for (*or related to*) your athletic ability, performance, participation or services.
- You accept compensation for teaching, training or coaching a sport. The exception to this policy is the receipt of normal and customary compensation for instructing or officiating recreational activities, or for serving as a lifeguard at swimming areas. (PIAA)

### **Attendance**

A pupil must be regularly enrolled in a secondary school in full-time attendance. A pupil who has been absent from school for a total of twenty or more days in a semester shall not be eligible to participate in any athletic contest until he/she has attended school for a total of forty-five (45) school days following the twentieth day of absence. An exception may be considered by a PIAA district committee when there is an extended absence because of approved reasons. (PIAA)

A student must be in attendance for at least the four (4) class periods of the school day immediately prior to dismissal time in order to participate in an interscholastic practice or competition on that day. An attendance irregularity during the last day of classes of the school week will make a student ineligible for activities during the weekend. Exceptions for absence for educational, religious and medical reasons will be made when prior approval from the student's assigned, secondary school office has been granted. (SCASD)

### **Consent of Parent/Guardian**

A student shall be eligible for participation in each sport only when there is on file with the principal a certificate of consent signed by a parent or guardian. (PIAA)

### **Health**

Any student wishing to participate in practices, inter-school practices, scrimmages and contests for a PIAA-affiliated sports teams must meet the following requirement(s):

1. Complete a Comprehensive Initial Pre-Participation Physical Exam (CIPPE) performed by an Authorized Medical Examiner (AME) within one calendar year prior to the start of such participation. In addition, the student must submit all properly completed and signed forms related to this CIPPE to the SCASD Director of Athletics according to schedules posted by the SCASD Department of Athletics.
2. Furthermore, any student with a current CIPPE on file with the SCASD Athletics Department who suffers an illness or injury which:
  - Renders him/her unable to participate in 25% or more regular season contests in the the preceding sports season, **and/or**
  - Results in absence from school for 10 or more days, **and/or**
  - Requires surgery **and/or**
  - Rehabilitation of an injury...

must complete and submit to the SCASD Athletics Director the PIAA Comprehensive Pre-participation Physical Re-Evaluation and Re-Certification authorized, medical examiner form.

3. Finally, if the athlete is participating in wrestling, he/she must have established a minimum wrestling weight class utilizing the *National Wrestling Coaches' Association (NWCA) Optimal Performance Calculator* as the mechanism to calculate the minimum wrestling weight. The SCASD certified assessor will perform all required testing. (PIAA)

### **Period of Participation**

You are eligible for practice or participation in interscholastic athletics upon entry into seventh grade. You will lose your eligibility when you reach the end of eight, consecutive semesters beyond the eighth-grade year, without regard to the period of attendance. (PIAA)

### **All-Star Contests**

A student will lose his/her PIAA eligibility in a sport for one year if he/she participates in an all-star contest in that sport. (PIAA)

### **Curriculum**

A pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. This curriculum must be approved by and conform to the regulations of the State Board of Education, the Pennsylvania School Code, and any policies established by the local school board.

Eligibility is determined both weekly and by marking period:

#### ***Weekly***

A student must maintain a passing average in at least four, full-credit subjects or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, and is reported by the teaching staff on a weekly basis. In the event a student-athlete does not meet this standard on the last school day of the week, he/she shall be ineligible for athletic competition from the Sunday immediately following the report of failure through the next Saturday.

#### ***Marking Period***

A student-athlete must have passed at least four, full-credit subjects, or the equivalent during the previous grading period in order to be eligible for athletic competition.

A student declared ineligible due to failing grades in a preceding grading period shall be ineligible to participate for the first 15 school days of the next grading period. Eligibility for the first grading period is based on your final grades for the preceding school year. (PIAA)

Home-schooled, secondary students residing within the District shall be eligible to participate in interscholastic athletics at the age-group school within their regular attendance area. Parents must register their children with the District by March 15 of the school year preceding the one in which they wish to participate. Charter school students attending SCASD schools are also eligible to participate in interscholastic athletics at the age-group school within their regular attendance area. (SCASD)

## **CODES OF CONDUCT**

A team coach may establish and publish, with the approval and consent of the principal and/or director of athletics, reasonable rules that complement those rules/policies that have been instituted by the District, individual schools, and the athletics department. Copies of the handbooks and policies referred to in this section are available in the main offices of each secondary building.

### **School Behavior and Citizenship**

Student-athletes are expected to conform to the general code of behavior for the building they attend. Violations of that code which result in a suspension (in-school or out-of-school) will affect a student-athlete's participation. When a student has been suspended out-of-school, the student may not visit any District campus for the duration of the suspension, nor may the student participate in any extracurricular activities, including athletic practices or competitions. Students may resume participation on the day that they resume regular, school attendance.

When a student is suspended in-school, participation in extracurricular activities is also restricted. The student may not participate in any extracurricular activities, including athletic practices or competitions. Students may resume participation on the day following the completion of the in-school suspension.

Additionally, a coach may set a more restrictive rule if missing practice due to any suspension which influences the student-athletes' preparation for competition.

### **Sportsmanship**

As PIAA-member schools, we are committed to the goal that sportsmanship be recognized as an important part of interscholastic athletics. Sportsmanship is generally defined as the overt display of respect for the rules of the sport, as well as for all players, coaches, officials and spectators at any event. SCASD athletes, when part of any team activity, are expected to behave in a way which demonstrates fair play, ethical behavior and integrity. Any actions or comments which are intended to taunt, bait, anger, embarrass, ridicule or demean others in the athletic arena will not be tolerated.

Athletes exhibiting such behavior will be addressed by the coach and may be consequence by (1) a reduction in participation, (2) suspension or (3), dismissal from the team.

## **Hazing**

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the intention of team initiation or membership; for our purposes, this refers to any sports team recognized by the Board of School Directors. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student participates willingly.

The SCASD does not condone any form of initiation (*i.e., hazing*) as part of any school-sponsored interscholastic sports-team activity. The District has adopted a policy prohibiting the involvement of students, volunteers and employees in any hazing activity; no student-athlete, coach, volunteer or District employee shall plan, encourage, assist or engage in any hazing activity.

## **Training Rules**

Athletes perform best when they follow intelligent training rules. These rules include prohibitions in the use of drugs, alcohol and tobacco. The SCASD has board-approved policies regarding the use of these substances by all students on SCASD property and at SCASD-sponsored activities at all sites with the objective of providing drug, alcohol and tobacco free environments. Furthermore, the athletics department prohibits the use of these substances by any athlete for the length of his/her team's sport season at any time, either on or off a school campus. Violations by District athletes of these policies or rules will be addressed according to District policies and athletic department procedures.

### ***Drugs and Alcohol (SCASD Policy #227)***

Student athletes violating the policy will first be dealt with according to the general policy, which states that all drug and alcohol violations are Level IV, Code of Conduct violations. In addition, for all incidents in which the student is excluded from extracurricular activity by the discipline section of the policy, the following athletic department procedures will be in effect:

- First Offense - Upon returning from the suspension, the student-athlete will be required to complete as many days practice as the duration of the suspension before being allowed to compete in a contest or challenge for a position.
- Second Offense - The student-athlete will be dismissed from the team.

### ***Tobacco (SCASD Policy #222)***

- First Offense - Violators will be suspended from participating in the next regularly scheduled competition. This will be accompanied by a letter of reprimand from the Director of Athletics.

- Second Offense - Violators will be suspended from the team for a period of five, school days. Upon return from the suspension, the student-athlete will be required to complete five days of practice prior to resuming competition with the team.
- Third Offense - Violators will be dismissed from the team.

### ***Steroids (PA Act 93 of 1990)***

The Pennsylvania legislature has passed legislation specifically prohibiting the use of steroids in athletics in the Commonwealth. The provisions of this Act and the consequences for violation supercede the SCASD Board of School Directors policies on the use of drugs or alcohol.

- First Offense - Suspension from school athletics for the remainder of the current season.
- Second Offense - Suspension from school athletics for the remainder of the current season and the following season.
- Third Offense - Permanent suspension from school athletics.

### **Uniform and Equipment**

The District provides all uniform and equipment necessities except shoes to student-athletes. All items remain the property of SCASD. Athletes are held accountable for the uniform and equipment issued to them, and are responsible for using them in compliance with instructions as provided by the coaches and athletic training staff.

Items are to be returned directly to the coach in a timely manner at the end of the season. No student-athlete is permitted to try out or participate in another sport until all uniform and equipment obligations have been fulfilled from any previous season(s).

Unreturned items are subject to collection through the SCASD Business Office and local, magisterial procedure. (SCASD)

## **ATHLETICS DEPARTMENT PROCEDURES**

### **Squad Limits and Squad Selections**

Many sports teams have no squad limits; therefore, all students who meet eligibility requirements and participate in try-out activities/practices become part of the team. However, the nature of certain sports limits the number of team members who can be effectively managed by the coaching staff and/or facilities. Coaches, as the designated professionals in charge of these sports will make student-athletes aware of the criteria for selection. The coaches will maintain records of try-out evaluations, and will provide sufficient opportunity to fairly evaluate and rank student-athletes.

Students not selected for a squad may be permitted to try-out for another sport during the same season, provided the selection process for that team has not been completed and the head coach is agreeable to the tryout. The student-athlete must obtain approval from the coach no later than

two days after receiving notification that he/she was not selected for the first sport he/she attempted to join.

### **Team Travel**

All athletes must travel to and from away competition via the transportation provided by the SCASD. Only with advance notice to the coach, and when circumstances warrant, will exceptions be extended to this procedure. The exception will be made **only** when the student-athlete is to be transported to or from an event by his/her parent or legal guardian. Athletes who miss the bus and arrive at a contest are not permitted to participate unless the coach gave prior approval to the student-athlete's parent or legal guardian.

Circumstances may warrant overnight travel to sporting events. In that case, all school district/athletics department/team policies, procedures, rules and regulations are in effect. In addition, each student-athlete has the responsibility for making the trip a positive and enjoyable experience for all. Violations of these standards will result in disciplinary action according to the appropriate Student Handbook, Athletics Department Handbook and Team Handbook.

### **Practice and Competition Attendance Requirements**

A Little Lion athlete should regard his/her attendance at all SCASD practices and competitions as a very high priority. Two reasons support this expectation:

**First**, given that the competition is extremely keen among SCASD students to be selected for a position on a team's roster or to achieve a starting role on one of our teams, it is expected that students who are successful in gaining these opportunities utilize their participation to its fullest capacity. Missing practice or competition may hinder an athlete's individual skill, attitude and knowledge development; weaken his/her role on the team; and affect the team's performance and chances for success.

**Secondly**, PIAA By-Laws base an athlete's post-season eligibility upon attendance at his/her school's practices and competitions: Article IX, Section 5 states, "A student who participates as an individual or as a member of a team in a sport in an athletic program other than that of the student's school, who is enrolled at a school having a team in that sport, shall be ineligible to participate in the District or Inter-District Championship Contests in that sport unless the student has been in uniform and available to participate as a member of the student's school team in that sport for at least 75% of the regular season contests...and if a student's practice in an athletic program other than that of the student's school does not meet the practice requirements of the student's school as determined by the Principal, the student shall be ineligible to participate in the District or Inter-District Championship Contests in that sport."

#### ***Excused Absences***

An athlete's absence from a SCASD practice or competition will be excused for the following three reasons:

1. Circumstances generally approved by the SCASD for absence from school (illness/injury, religious observance, educational trip, co-curricular field trip, special academic pursuit, family commitment or doctor's appointment).

*Considerations-*

Athletes should always communicate an upcoming absence as far in advance as possible to the head coach.

Because of the broad scope of district activities, conflicts may occur between an athletic event and another SCASD-sponsored activity. When a conflict occurs, the athlete and coach should work out a solution that will be in the best interest of the student-athlete utilizing these criteria:

- The relative importance of each event
- The importance of each event to the student
- The contribution the student can make to each activity
- When the events were scheduled

Once the decision has been made, the student will not be penalized by the coach or sponsor of the event not chosen; however, playing time or starting restrictions may be imposed as appropriate to the situation.

2. Missing any beginning-of-the-season try-out or practice sessions because of family vacation only when the athlete provides written notice of his/her plans to the head coach at least one week prior to the first day of official practice/try-out. In addition, the athlete must be in attendance for his/her try-out session(s) for teams that make cuts before the final squad selection has been made.

3. Participation in the practice, inter-school practice, scrimmage or competition of another program in the same sport during the same season when these requirements have been met:

- The Principal, with the agreement of the head coach, waives the requirement of Article IX, Section 5 because of the student's failure to meet the 75% requirement results from illness, injury or the student's failure to meet another PIAA eligibility rule.
- The Principal, with agreement of the head coach, determines that practice in the athletic program other than that of the student's school meets the practice requirement of the school.

### **Consequences for Unexcused Absences**

Failure to follow these rules, or any additional team-specific rules publicized by the coach, will result in consequences being charged to the student-athlete. Action may include, but is not limited to, suspension from team activities or dismissal from the squad.

It is intended that compliance with these attendance requirements will help each athlete to best develop his/her own talents and to best contribute to the development of the strongest possible interscholastic athletics program.

### **Playing Time**

The interscholastic athletics philosophy of the SCASD identifies the standards for participation and playing time at each level of sport activity.

#### ***Middle School/Junior High***

At the Middle school/junior high level, athlete participation and development of skills in a sport are valued above the winning of contests.

#### ***Junior Varsity***

At the junior varsity level, instruction and the development of individual skills for all athletes continues to be emphasized. However, team success in interschool competition is also valued.

#### ***Varsity***

At the varsity level, coaches have the dual responsibility of fostering individual skill development and achieving team success. To achieve this end, the most effective student-athletes, regardless of grade level, will be given the opportunity to further develop their athletic abilities and to work together to develop a strong desire to attain the highest possible levels of team success.

It is the charge of each sports team's coaches solely to make determinations regarding playing time based upon their observation and evaluation of athletes during try-outs, practices and competitions in accord with the principles of the SCASD's philosophy of interscholastic athletics.

### **Multiple Sport Participation**

Students are encouraged to participate on as many different sports teams as they can during their school careers. However, for a student to participate on more than one team per season is extraordinarily difficult, and most often not in the best interest of the student or the teams. Exceptions to this policy require the approval from the Director of Athletics.

### **"Playing Up"**

There may be a circumstance in which the skill level of a student enrolled at a particular grade level of a sport and the nature of the team/sport/competition warrant the student participating on a team that is offered for students of a higher grade. When an initiative to do so is made, PIAA By-Laws must be followed; coaches, parents, the student and administrators must be in agreement that this move is in the best interest of the student. This option is never available to students below the entry grade level at which a particular sport is offered.

## **Injury Management**

The SCASD is committed to the belief that proper care of injuries is critical to the students in the athletics program. A National Athletic Trainers Association and Pennsylvania State Level Licensed certified trainer is provided by the school district to furnish care and rehabilitation of athletic injuries. Additional certified trainers, Penn State University Athletic Trainer Students and SCASD student trainers assist the head certified trainer. However, given the size of the athletics program, it may be impossible to provide coverage at every scheduled event. The athletic trainer will make every effort to see that your sport receives attention based on the available personnel. Sports judged to be high injury-risk sports will receive primary coverage. In the event a certified trainer is not present, the coach in charge of the activity will assume responsibility.

The SCASD provides accident insurance for all of its athletes. This coverage is applicable only when a student is practicing for or participating in an interscholastic sport activity sponsored by, and under the supervision of the SCASD. It does not provide coverage for the student at any other time of the day. The supplemental insurance provision is as follows:

*After a student athlete sustains an injury during practice, scrimmage or competition...*

- The student's parent/guardian's insurance will be considered the primary carrier
- The school district's insurance carrier will cover any bills not paid by the primary carrier
- A representative of the Athletic Training Services staff (814-231-4159) will answer questions about this process

## **Return to Play Criteria**

Following a complete physical assessment, the certified athletic trainer(s) may, at his or her discretion and in accordance with approved protocols, return an athlete to practice or competition unless the athlete is under the current (proximate) care of a licensed physician. When the athlete is under the care of a licensed physician, the certified athletic trainer must have written or verbal documentation for consideration of return to play. Final return to play decisions will be made in cooperation and agreement with the treating licensed physician, certified athletic trainer and in accordance with approved protocols, policies, and procedures. If an athlete is not being seen by a licensed physician following an injury, the certified athletic trainer will determine when the athlete returns to practice or competition.

## **Declaration of Ineligibility**

When declared ineligible for competition because of inability to meet PIAA academic or attendance standards, an athlete may (with the approval of the head coach) attend and participate in practices or team meetings. An ineligible student-athlete may accompany the team to competitions, however, he/she may not do so in uniform.

When declared ineligible for practice, meeting or competition because of inability to meet the SCASD daily attendance requirement or conduct codes, an athlete may not participate in practices or team meetings, nor may he/she accompany the team to any competition (home or away events and scrimmages).

### **Suspension from a Team**

Suspensions from a team may be made by the coach of the sport, athletics director or building administrator. The coach, athletics director and/or the building principal will confer with one another before such action is taken. Causes for suspension include violations of team, athletics department, school and District rules and/or policies:

- If an athlete is under investigation for dismissal from a team, the coach, athletics director or building principal may invoke suspension until the investigation is complete.
- If an athlete has been suspended from a team, he/she has the right to due process as explained in this document
- When under suspension, an athlete may not participate in nor accompany a team to practices, meetings or competitions.

### **Dismissal from a Team**

Removal of an athlete from a team may be made by the coach of the sport, athletics director, or building principal for severe or repeated violations of team, department, school or District rules and/or policies. The coach, athletic director and/or building principal will confer with one another before such action is taken.

If an athlete has been dismissed from a team, he/she has the right to due process as explained in this document.

Any athlete dismissed from a team will not be permitted to participate on another team during that sport's season. School board policy may further restrict a student's participation for the remainder of the school year.

### **Due Process**

The following procedure has been developed to provide due process in the event an athlete is suspended or dismissed from a team:

- The coach, athletics director or building principal will notify the athlete and the athlete's parent/guardian of the suspension or dismissal, its date/time of effect, and the reasons for issuing such action. This notification may take place in person or by phone call. In the event that personal contact or a phone call is not successful, notice will be delivered via certified mail.
- The athletics director or building principal will conduct a conference, if such is necessary, with the athlete and his/her parent/guardian as soon as possible following the incident to explain the details of the suspension or dismissal.

- Nothing contained in this process denies a student or parent/guardian of his/her right to appeal to the superintendent, school board, the courts, or to be represented by counsel at any stage of the process.

### **Athletic Awards**

“S” award criteria are determined by the coaching staff of the individual sport. These criteria may include, but are not limited to, playing time, points scored, dedication, co-operation, loyalty, leadership, a sense of fair play, and years of service. Certificates of recognition are awarded for each sport and sport level; however, only one chenille is awarded to an athlete at the middle school/junior high, junior varsity and varsity levels, regardless of the number of sports in which a letter is earned.

Students dismissed from the team for disciplinary reasons or who elect to leave the squad prior to the completion of the season forfeit their eligibility for awards.

### **Coach/Athlete/Parent Relations**

An effective working relationship among the “athletic triangle” of coach, athlete and parent benefits the quality of each person's experience and contributes significantly to the success of the entire team. Establishing this relationship requires that each of the three individuals understands his/her role in the process and communicates openly and honestly with the other persons.

To open the communication channels, the coaching staff is responsible for staging a pre-season orientation meeting at which time they will cover topics such as the following:

- Introduction and related background experiences of the coaching staff and program support staff
- General plans for the upcoming season
- PIAA, District, school, department and team philosophies, procedures, rules and expectations as covered in the Athlete’s Handbook and team handouts
- Locations and times of practices and competitions
- Helpful tips on how parents/guardians can best support their child during the season
- How best to reach the coach (by phone or e-mail) and a confirmation of how best to reach each parent/guardian.

Athletes and their parents are responsible for asking questions to clarify their understanding of any topics discussed at a meeting or published in any other printed material (such as the “Athlete’s Handbook”). Athletes and parents are also responsible for confirming mailing addresses, phone numbers, e-mail addresses and must inform coaches of any anticipated conflicts in the proposed practice/competition schedule.

With this foundation in place, it is anticipated that communication between any of the parties can easily and respectfully be conducted throughout the season. However, the most critical time for the working relationship to be employed is when a concern or conflict arises about an expectation or comprehension of a policy/procedure. Topics **that are accepted as appropriate for discussion are:**

- The athlete's academic performance
- The athlete's behavior in school, with the team or in the general public as it pertains to the team's reputation
- The athlete's role on the team
- The application of PIAA, District, department and team philosophies, procedures, rules and expectations for our athletes
- Suggestions to improve an athlete's skill acquisition, knowledge and attitudes relevant to the sport.
- Information about recruiting and recommendations about an athlete's suitability for play at collegiate levels.
- Management of injuries incurred by the athlete.

However, there are also topics **which are NOT appropriate for discussion.** These include certain prerogatives for which the coach alone has jurisdiction with the bounds of school district philosophies, regulations and policies:

- Other player's roles on the team
- Selection, placement and determination of playing time
- Establishment and enforcement for all guidelines and training rules related to the activity
- Appointment of practice times, dates and procedures
- Preparation and execution of all travel arrangements for the team
- Creation and implementation of competition strategies
- Management/determination of all awards

In a time of question or conflict concerning an appropriate topic, the following procedures are to be followed in the attempt to resolve the problem:

- Avoid telephone and e-mail discussions if possible. Speak face-to-face with the other individual(s) so that the most complete communication takes place.
- The first level of contact should always be between the athlete and coach; however, this contact should be made at a time other than during a practice or competition. Speaking privately in the coach's office or in a place away from other team members is preferred.
- If the problem is not resolved at this primary-level meeting, a conference which includes the coach, athlete and parent/guardian is in order. However, none of these persons should be confronted immediately before or after a practice/competition to discuss the matter; always call or e-mail to set up an appointment. If a coach can not be reached in this manner, the parent/guardian should contact the athletics office in order to obtain assistance in reaching the coach.
- If a resolution still is not gained after this conference, contact the athletics director in for his input as to how to proceed. He/she will give due process and consideration to all of the involved parties while attempting to bring the matter to a reasonable conclusion. SCASCD Policy #906 ("Public Complaints") may be initiated at this point if dissatisfaction with the athletics director's ruling occurs.

## **The College Recruiting Process**

Your coach, guidance counselor and the athletics director should be your primary sources of information and guidance regarding the collegiate recruiting process. They are always willing to communicate with you about your interest in becoming a college athlete, collegiate eligibility standards and collegiate sport particulars

To supplement the assistance of these professionals, the SCASD athletics department and the SCASD department of student services has cooperated to make an independent educational service available to student-athletes and their parents. This program is designed to help athletes and their parents make informed decisions about the college recruiting process. Videos and handbooks from Dynamite Sports, Inc. are available in both the secondary school guidance offices and the athletics office. These resources provide Division I, II and III scholarship information, as well as discussion of the “walk-on” option. Additionally, Dynamite Sports, Inc. provides a website and an online question and answer service which allows families to contact Dynamite Sports directly with questions about the NCAA or recruiting; Dynamite Sports, Inc. guarantees a response to questions within 48 hours.

Please be aware that collegiate recruiting personnel frequently contact coaches and the athletics office seeking information about SCASD student-athletes. In compliance with FERPA (Federal Educational Rights and Privacy Act), directory information about a student (name, address, phone number, honors and awards) may be disclosed to college recruiters as requested. If any athlete or his/her parent/guardian does not wish to have this information made available to recruiters, a request to that effect should be made in writing. This request should be filed with the SCASD athletics office prior to the first official day of practice for your team.

## **IN CLOSING...**

We encourage student and parents to contact the Athletic Director’s office for clarification of any policy or procedure listed in this handbook. It is our goal to provide a safe, sound, and enjoyable athletic experience for all SCASD student-athletes.

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