

Helix Mentorship STEAM Academy



Athletic Handbook
for
Coaches, Student-Athletes,
and Parents
2022-2023

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Athletic Mission Statement

- The Mentorship Academy Athletic Department is committed to providing excellence in every sporting endeavor. Life-long lessons in teamwork, sportsmanship, competition, and adversity are principal parts of our program. Athletic competitions are important in developing leadership skills and character building, while also teaching athletes to persevere.
- Mentorship's Athletic Department will encourage student-athletes to provide a winning effort, exhibit sportsmanship, and demonstrate respect for all.

Beliefs

- We believe that the most important result of competition is the development of life-long values and skills.
- We believe that athletic programs are most beneficial when they are competitive.
- We believe winning results from preparation, effort, and commitment.
- We believe athletic programs promote community and school pride.
- We believe positive parent support and involvement is paramount to the growth of the student-athlete and to the health of our athletic programs.

Values

- To display a positive image of the athletic program at Mentorship Academy
- To foster ideals of fairness in all relationships
- To practice self-discipline and emotional maturity in learning to make decisions under pressure
- To provide the opportunity for student-athletes to seek and achieve their athletic, academic, and personal potential
- To comply with the rules and regulations of the LHSAA and Mentorship Academy

Preface

It is important for students and parents to understand that participation in the Mentorship Academy athletic program is not a right of all students, but rather a privilege which is afforded to those students who possess ability, positive attitude, cooperative spirit, and desire to represent our community in a manner which reflects favorably upon the reputation of Mentorship Academy.

There are special standards and expectations in the areas of academics, citizenship, training rules, commitment, and sportsmanship which must be abided by all participants. Therefore, it is imperative that student athletes and parents become familiar with the contents of this handbook and comply with the rules and regulations it contains.

Goals of the Athletic Department

- To foster academic and athletic achievement in students by emphasizing the importance of sacrifice, self-discipline, and dedication to achieving goals.
- To develop in student-athletes the desire to continually improve through practice and the development of a strong work ethic.
- To provide student-athletes the opportunity to demonstrate good sportsmanship and respect for others as a means of learning good citizenship.
- To develop in student-athletes emotional control, dependability, and respect for rules, property, and authority.
- To provide student-athletes the opportunity to pursue lifelong physical fitness, conditioning, and better health habits.

Athletic Programs

Fall Season
Football
Volleyball
Cross Country
Cheerleading
Dance

Winter Season
Basketball
Indoor Track
Cheerleading
Dance

Spring Season
Outdoor Track

Sportsmanship

The quality of responsible behavior characterized by a spirit of generosity and a genuine concern for opponents, officials, and teammates.

Students and spectators should:

- realize you represent the school as does a member of a team; therefore, you have an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others.
- recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team.
- remember that the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social, and emotional well-being of the players through the medium of contest.
- be modest in victory and gracious in defeat.
- respect the judgement and integrity of game officials.

Coaches are the pivotal forces around which student-athletes will experience the positive side of competitive athletics. You have a most precious resource to mold, and you are hired because the administration believes you understand this immense privilege and responsibility.

Parents/spectators/fans are expected to abide in the spirit of sportsmanship. They are to respect the decisions of coaches, while behaving appropriately at Mentorship Academy's sporting events. Any concerns or opinions in difference should be taken up with the Principal or Athletic Director in a private meeting, not while at an athletic contest.

Coaches Responsibilities

Coaches are to provide a team roster, schedule of games, and contact information to the Athletic Director.

A mandatory meeting must occur prior to every sport season among the coaches and all parents where the following should be explained:

- rules and expectations
- practice and game schedules
- code of conduct
- uniform expectations and responsibilities

Towards the Student-Athlete:

- Provide a safe and caring environment that abides by the mission of Mentorship Academy.
- Provide opportunities for all student athletes to fully develop their athletic capabilities.
- Help students to develop positive attitudes and strong character.
- Be a leader and lead by example.
- Help students to develop qualities that will help them to succeed not only in athletics but in all aspects of life.
- Take into consideration individual differences in athletics.
- Be fair and unprejudiced.
- Be up to date on the skills and rules of your sport.
- Be willing to change and adapt to the game.
- Place the safety and welfare of each student-athlete ahead of all other concerns.
- Ensure student-athletes are finding balance in athletics, academics, and other extracurricular activities.

- Supervise all activities of the athletes under your care.

Towards Fellow Coaches:

- Cooperate with all coaches for the well-being of the total program.
- Serve and help other coaches when possible.
- Restrict remarks that degrade or disrespect other coaches
- Strive for strong relationships within the athletic department and coaching staff.

Towards the School:

- Represent the school in an appropriate manner.
- Give your best effort.
- Be loyal at all times.
- Strive for excellence in all areas.
- Treat the school, parents, and staff with respect.
- Take pride in the school.
- Be firm and consistent with disciplinary procedures and policies.
- Support all endorsed activities of the school and other athletic teams.
- Project professionalism in personal appearance and behavior.
- Abide by the mission, goals, and policies of the school.

Towards Athletic Facilities:

- Keep practice areas, locker rooms, and fields/courts of competition in order.
- Use and store equipment in order.
- Secure facilities after practice and games.
- No students are to be in the facilities unattended.

Order of Operations

Principal:

- Oversees all activities involving the school.
- Supervises the Athletic Director

The Athletic Director:

- Reports to the Principal
- Handles and manages all activities involving the athletic department
- Supervises the athletic department including coaches, student-athletes, and spectators.

Head Coaches:

- Reports to the Athletic Director
- Manages all issues pertaining to their sport alone.
- Supervises student-athletes and each individual coaching staffs.

Assistant Coaches:

- Reports to Head Coaches
- Handles assigned duties and obligations given to them by the Head Coach
- Supervises student athletes and teams assigned to him/her in accordance with the Head Coach.

Responsibility of our Athletes

CONDUCT IN SCHOOL: Mentorship Academy athletes are to show courtesy, respect, and pride in their school. Academics should always take precedence over athletics.

CONDUCT ON THE FIELD, COURT, AND TRACK: Good sportsmanship is not just expected, IT IS REQUIRED! Poor sportsmanship will result in removal from the game(s) and/or team.

CONDUCT OFF THE FIELD, COURT, AND TRACK: Mentorship Academy athletes are to demonstrate courtesy, honesty, respect, and pride in their school at all times. Misconduct off the playing field can result in either temporary or permanent suspension from the team. Athletes should be aware that their actions fall under the rules of the Student Handbook at all times that they represent Mentorship

Academy. Any major infractions outside of school (arrest, witnessed socially unacceptable behavior, etc.) could lead to the dismissal from any athletic team.

Parent-Coach Communication Procedures

Parent-Coach Relationship:

By working together, parents/guardians and coaches can ensure that each student-athlete will benefit from the athletic program. As a parent/guardian whose athlete is involved in the Mentorship Academy Program, you have the right to understand what expectations are placed upon your student-athlete.

As a member of an athletic team, your athlete will experience many rewarding moments. It is important to understand there may also be times when things do not go the way they would like. If this occurs, the athlete is encouraged to discuss the concern directly with the coach. If the student-athlete has spoken to the coach and the issue continues to need clarification, it may be appropriate for a parent/guardian to intervene.

Communication parents/guardians should expect from the coach:

1. Philosophy of the coach and the program
2. Expectations the coach has for all student-athletes involved in the program
3. Logistical information- schedules for practices, games, busing, etc.
4. Team requirements, rules, disciplinary procedures, etc.
5. Medical procedures and information
6. Sportsmanship expectations for all student athletes, parents, and fans

Communication coaches should expect from parents/guardians:

1. Notification of any schedule conflicts well in advance
2. Specific concern about a coach's behavior and/or expectations
3. Notification of your child's change in medical information, change in behavior, and change in academic standing

Concerns parents/guardians may discuss with coaches:

1. The treatment of your athlete, mentally or physically
2. Ways to help your athlete improve as a player
3. Concerns about your athlete's behavior

Issues that will not be discussed with the coaching staff:

1. Positions
2. Level of participation
3. Playing time
4. Other student athletes
5. Game strategy
6. Team preparation/practice

Communication Procedures

The school administration requires 24 hours between any incident and the time of your contact with any member of the athletic department.

If you have a concern to discuss with a coach, please utilize the following procedures:

1. Have your athlete meet with the coach to try to resolve the issue.
2. If the meeting between the student and the coach does not resolve the issues, the parent/guardian may call the school to schedule an appointment for you and your athlete to meet with the coach.
3. If the meeting with the coach did not provide a satisfactory resolution, call and schedule an appointment to meet with the Athletic Director and the coach.
4. If the meeting with the coach and Athletic Director did not provide a satisfactory resolution, call the school to schedule a meeting with just the Athletic Director.
5. If the meeting with the Athletic Director did not provide a satisfactory resolution, call and schedule an appointment to meet with the Principal to discuss the situation.

Medical Procedures and Safety Issues

- In the case of an accident or injury, the site supervisor is to fill out an incident report the following day. See the Athletic Director for the correct form.
- In the case 911 is called, parents are to be notified immediately.
- After accessing an injury, using your judgment, coaches are to recommend to parents if in their opinion a doctor or hospital care is needed.
- If a parent or family member is not able to go to the hospital with a student-athlete, a coach, staff member, or family friend is required to go with the child. No student-athlete is to go alone. The person accompanying the child must stay till the parents arrive. Coaches are to follow up with a phone call or visit. If the coach must go, and there is no other coach to supervise practice, then practice must be canceled.

- If the Athletic Director or Principal is not at the event and 911 is called, they must be notified.
- Before returning to play, student athletes must be released from a medical doctor for athletic competition.
- Remind all athletes to report injuries.
- Students are to have a current up to date physical on file.
- In the case of thunder and lightning, athletic play must be STOPPED immediately.
- Allow 30 minutes to pass from the last sound of thunder or lightning strike prior to resuming play.

Sport to Sport Policy

- At Mentorship Academy, we promote and encourage multiple sport athletes. Coaches are to allow student-athletes to participate in other sports with no penalties or consequences implemented on the student upon the return to his or her sport. This pertains to all school extracurricular activities.
- An athlete must complete his/her current sport season before beginning another LHSAA sport. For example, a student participating in football must complete that season before starting basketball.
- In some cases, an athlete can compete in two sports occupying the same season. This must be worked out amongst the coaches and Athletic Director.

Academics

a. Fall Semester:

To be eligible, the student shall have earned at least six (6) credits from the previous academic year and maintained at least a 1.5 GPA for that school year.

b. Spring Semester:

To be eligible, the student shall have earned at least three (3) credits from the fall semester.

*Seniors shall have earned at least two (2) credits from the fall semester.

Transportation Policy

- Students are required to ride the bus to and from all athletic events and practices. Parents may take their own son/daughter home if they notify the coach in person.
- Coaches are to know the location of the nearest medical/emergency facility when traveling.
- Students are not allowed to ride in their own vehicles to and from away contest or practices unless authorized by the school Principal or Athletic Director.

Supervision Policy

Student-athletes while at games, practices, or workouts are to be always supervised by a coach or an adult. No student is allowed to use facilities without a supervisor present. A coach should always stay at an event until the last child has been picked up or left.

Attendance Policy (Practices and Games)

1. It is the expectation of the athletic department that student-athletes will attend all practices and/or contests. Being a member of a team is a commitment made to coaches and teammates, which may involve giving up school vacation time, weekends, and other activities.
2. Student-athletes who miss practice and contests for unacceptable reasons should expect disciplinary action to be taken by the coach.
3. Unacceptable reasons for absence include, but are not limited to the following:
 - non-required academic class or group trips
 - family vacation during school break periods
 - participation with another out of school team in a different sport
 - trips to visit relatives during school breaks or on weekends
4. Acceptable reasons for absence include, but are not limited to the following:
 - college visits for seniors (one or two per season)
 - family emergencies
 - family weddings or funerals
 - illness with a Dr.'s note
5. Suspension from school prohibits student-athletes from participations in practice or contests throughout the duration of the suspension. Furthermore, students who are suspended from school may not attend any school functions throughout the duration of the suspension.

School Attendance

The school's policy is that no student may participate in athletics on a day in which he/she does not attend school. This rule may be waived for extenuating circumstances that would include funerals, college visits (seniors only), etc. In order to be considered in school for athletic participation, a student must arrive no later than 11:30 am and remain in school for the rest of the day, attending classes as scheduled.

LHSAA Eligibility Requirements

Eligibility requirements can be found in the Official LHSAA Handbook or on the LHSAA website. In order to be eligible all student-athletes must be registered with the LHSAA and have the following documents on file:

- current physical examination (good for 13 months)
- LHSAA substance abuse form (good for 4-6 years)
- LHSAA participation packet signed (good for 4-6 years)
- Birth Certificate
- Current Transcripts

Students are responsible for getting a physical examination annually as well as returning the LHSAA substance abuse and participation packet back to the Head Coach prior to the start of participating in a sport. In the case of the LHSAA substance abuse and participation packet, this only needs to be turned in once.

Physicals

Physicals are good for 13 months from the date taken. All the information must be filled out correctly and a medical doctor must sign off on it, clearing the student for all physical competition. For example, if a physical was taken on January 1, 2022. The physical is good up until February 1, 2023. Starting February 2, 2023; the student will no longer be able to participate in athletic competition until he or she has a current physical on file.

Student-Athlete Dress Code on Game Day

Students are allowed to wear their sport's team shirt or warm up sweatshirt to school instead of uniform shirts on game days. School uniform bottoms must be worn. NO EXCEPTIONS. The team must all wear the same designated team shirt or sweatshirt/warm up jacket. The point is to create a team like atmosphere and to draw attention to the game.

Fund-Raising

Each sport is required to do at least one fund-raiser as approved by administration or the Athletic Director. Each student athlete is required to participate in the fund-raiser or donate an equivalent cash amount.

Lettering for Student-Athletes

In order to be eligible to purchase a letterman jacket, a student must meet the criteria set for lettering as established by the Head Coach in each sport. All ordering procedures are set by the Athletic Director through the school vendor. Only those students notified by the Athletic Director are eligible to purchase a jacket.

Guidelines-Coaches

Each Head Coach is responsible for the overall administration of his/her sport and/or program.

A. The Head Coach must be well versed in Mentorship Academy's Athletic Program Philosophy

It is important to win, but also is important to build character and instill proper values in our student-athletes. Each Head Coach is expected to formulate his/her own personal philosophy in keeping with the overall school philosophy and mission and see to it that this philosophy guides that program.

B. The Head Coach must oversee and supervise faculty assistants, including registered CECP (no others). This includes teaching, encouraging, advising, and guiding those coaches so that they are equipped to help our student athletes be the best that they can be, both as persons and as athletes.

1. Assistant Coaches should perform those duties assigned to them by the Head Coach.
2. Assistant Coaches are never to set team policy or dismiss players.

C. The Head Coach must assume responsibility for the following areas either by performing them personally or by delegating that responsibility to an Assistant Coach.

1. Scheduling of games, meets, matches, etc.
2. Purchasing and maintaining uniforms and equipment.
3. Maintaining fields, courts, etc.
4. Paying officials.
5. Transportation to and from games, including cleanliness & diligent cleanup of busses used immediately upon returning.
6. Preparing field or court for games. This also includes items such as restrooms, bleachers, stadium, PA system, scoreboard, etc.
7. Supervision of locker rooms and dressing areas. A coach must be present in the locker room when students are present.
8. Cleanliness and daily upkeep of facilities to include locker rooms, bathrooms, dressing areas, offices, training rooms, and weight rooms.
9. Seeing that all equipment is secured, all lights off, and all buildings, gates, etc. are locked before leaving campus after games or practices.

10. Making sure that there is adequate supervision for all activities involving the team to include practices, weight room workouts, games, and travel.
11. Teaching athletes proper techniques to avoid injury.
12. If an injury does occur, making sure adequate treatment is performed and follow up procedures are followed.
13. Picking up team uniforms in a timely manner.

D. Each Head Coach must familiarize himself/herself with LHSAA rules and guidelines concerning that sport or any other governing authority and make sure that all coaches always abide by all rules.

1. The Head Coach must attend all necessary and required LHSAA clinics and meetings on time.
2. The Head Coach works with Athletic Director to be sure all required forms are completed and submitted and filed by all athletes prior to competition. These forms include, but may not be limited to:
 - a. LHSAA eligibility forms and master list
 - b. Birth Certificate
 - c. Physical
 - d. Athletic Participation/Parent Permission Form
 - e. Substance Abuse/Misuse forms for LHSAA
3. The Head Coach should monitor athletes' grades on a regular basis. They should work with the teachers and Athletic Director to help with students who are not making appropriate grades.
4. The Head Coach must present his/her team's finalized roster & finalized schedule one week prior to 1st contest.

E. Each Head Coach is responsible for the financial aspects of their sport.

1. Each Head Coach is responsible for administration of their sport's. They are responsible for making purchases necessary for their sport, but within reason to maintain financial responsibility.
2. The Head Coach is responsible for the gate and concession receipts. They are responsible for adequate control over how the money is handled and that it is secured to prevent possible theft.

F. Each Head Coach will be responsible for other miscellaneous duties that include, but are not limited to, the following:

1. The Head Coach must determine lettering policies and other awards for his/her sport.
2. All coaches must work well with the media. All stats and game reports should be submitted to all possible media outlets. We must see that Mentorship Academy's teams and its athletes get publicly recognized when it is deserved.

***** Coaches must attend All District meetings which occur at the end of respective regular season.**

3. Work to do everything possible to help students get athletic scholarships.
4. Coaches must have well organized practice plans.
5. All coaches must teach the fundamentals of the game.
6. All coaches must inform student-athletes of team and school expectations and see to it that all athletes adhere to these policies.
7. All coaches must be a positive role model for all students.
8. All coaches must be sure that they always reflect positively on the school and the athletic department.
10. All coaches must be very careful to never berate or harass a student.



Mentorship Academy

Sharks Athletics

Athletic Responsibility Acknowledgment

As a Mentorship Academy student participating voluntarily in interscholastic athletics, I understand that during the school year I will:

- 1. Abide by the Mentorship Academy Athletic Code of Conduct, follow school rules, follow all the guidelines set forth by the LHSAA, and abide by the laws of the state of Louisiana.**
- 2. Conduct myself in an exemplary manner that will not bring discredit to me, my family, my team, my school or my community.**
- 3. Be responsible for all athletic equipment issued to me throughout the year; I will return such equipment at the conclusion of the season or at the termination from any team and pay the current replacement cost for any issued uniform or equipment that is not returned.**
- 4. I will wear my uniform as designed. I acknowledge the fact that I am representing my school, my family, my community and myself; I will not embarrass any of them.**

Participation in interscholastic athletics is a privilege, not a right. As an athlete, I am an ambassador of Mentorship Academy, and my behavior will always reflect this. I will conduct myself with class and dignity, in victory and defeat, and practice good sportsmanship in athletic competition. I also understand that academics always takes precedence over athletics.

I have read and understand Mentorship Academy’s Athletic Code and the team rules provided by the coach. I understand that if I violate any of these rules, guidelines, and/or expectations, that I am subject to disciplinary measures and/or dismissal from my respective team.

This signature form must be turned into the coach before the season start date set by the LHSAA.

I understand that I am restricted from participating in any athletic competition and practices until this form is on file. Unless the Mentorship Athletic Department receives notification, this signature form is valid for the entirety of the enrollment of each student-athlete.

Student (Print Name): _____ Student (Sign Name): _____

Date: _____

Parent (Print Name): _____ Parent (Sign Name): _____

Date: _____