

2018

The Summit Country Day School

K-6 Athletic Program

POLICY MANUAL



Summit K-6 Athletics include the following

Fall Sports – Cheerleading, Football, Soccer, Volleyball

Winter Sports – Basketball, Wrestling

Spring Sports – Baseball, Lacrosse, Soccer

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OVERVIEW

PURPOSE OF THIS MANUAL

The purpose of this manual is to formalize the policies, procedures and philosophies of the Summit Country Day K-6 Youth Sports Programs. This manual is to be used by the youth sport programs organized by the Summit K-6 athletic program.

MISSION STATEMENT

Summit K-6 Athletics seeks to make the sports experience safe, fun and healthy for all student-athletes. We promote the value and importance of sports and physical activity in the emotional, physical, social

and spiritual development of youth. Summit K-6 Athletics believes that participation in sports and physical activities positively impacts a student's character and self-esteem when the adults involved are properly trained and informed.

- All eligible K-6 Summit students will be given the opportunity to participate in every athletic team sport offered.
- All participating students will play 25% of every contest. At the coach's discretion, to protect individual players and the team, some students may be deemed ineligible for play due to lack of preparedness (i.e. missing practices at which new plays or safety information was introduced).
- Coaches and teams are to emphasize sportsmanship, team-work, skill-development and that, when done well, these ideals lead to a healthy team culture and a lot of fun!
- The Summit Boosters, through the person of the K-6 Athletic Coordinator, will oversee the operations of the program and will work with commissioners to respond to the needs of students, parents and coaches.

PHILOSOPHY

Summit K-6 youth sports programs are designed to allow all student-athletes an opportunity to have fun, participate, and learn fundamental sports skills. We are committed to providing both competitive and recreational programs and services.

Participants will learn sportsmanship, respect, teamwork, fair play and self-confidence. The sports environment will be safe and well maintained. Prudent behavior by adults is mandatory.

NINE ESSENTIAL COMPONENTS OF SUMMIT K-6 YOUTH SPORTS PHILOSOPHY

1. All student-athletes in our community who meet the basic program registration requirements have a right to participate in Summit k-6 youth sports programs.
2. Summit K-6 will offer programs at a reasonable cost, while providing quality facilities, and recognition to both volunteers and participants.
3. Summit K-6 Staff will recruit volunteers who have the ability to act as role models, mentors and facilitators.
4. All participants in Summit K-6 youth sport programs shall be treated fairly, and without regard to race, color, disability, religion, sex or national origin.
5. Youth sport program practices and games should be an enjoyable, challenging, and a learning experience for all participants.
6. Those people in coaching and leadership positions in youth sport programs shall lead by example through the promotion of fair play and sportsmanship.
7. Youth sports programs focus on the enjoyment of the sport-NOT the score.
8. Parents support their student-athlete in positive and caring ways cheering for the Knights and not against the opponent.
9. Students are to be respectful of all referees, teammates, coaches and parents.

ORGANIZATIONAL STRUCTURE

The Summit Booster Club is responsible for oversight of the K-6 Athletic Program through the person of the K-6 Program Coordinator (see Addendum I). The Coordinator empowers and supports the specific Commissioners (see Addendum II) in the recruitment and training of coaches, sports sign-ups and troubleshooting/problem solving. The coaches (see Addendum III) are responsible for ensuring a safe and engaging environment for our students while prioritizing student safety and well-being above all else.

- The K-6 Program Coordinator is appointed by the Boosters. The Boosters will approve the Coordinator's recommendations for Commissioners. The Coordinator and the Commissioners will approve all coaching assignments. All volunteer policies apply to each of these appointments.

GENERAL POLICIES

Summit K-6 youth sports policies and procedures have been developed and are outlined below.

Summit K-6 Orientation Meeting- Prior to the start of each season, each youth sport operated by Summit K-6 will offer a Coaches Orientation Meeting. It is highly recommended that the Head Coach of each team attend the meeting. The Policies and Procedures will be passed out and discussed, and other important information will be distributed.

Summit K-6 Payments- Payments are due for all programs at time of registration.

Medical Emergencies- For any injury or accident that requires something other than a cleaning and covering with a bandage, staff, coaches and/or parents are required to call 911 to seek professional medical assistance. Parents or guardians must be contacted.

***Note** - If medical transportation is required, the charges incurred will be billed to the parents and/or the parent's insurance policy. Please notify the coaches if your student-athlete has a pre-existing medical condition (i.e. allergies, medications, physical impairments, etc.) on the registration form. This is essential in order to determine the severity of an accident and to assist the medical personnel who respond to the scene.

Coaches must walk the playing area prior to the beginning of any game or practice to look for dangerous materials or hazards and report and/or remedy the hazard prior to the start of any play.

Weather- The safety of the participants, officials, and spectators is the primary concern in cases of inclement weather. League Administrators, Game Officials or Coaches, will have the responsibility to remove the players from the field according to our Thunder and Lightning Policy (see Addendum IV) and/or the school's Quick Guide to Crisis Management.

Game Cancellations and Rescheduling- If a game is cancelled due to weather or other unforeseeable circumstances, efforts will be made to reschedule that game. However, due to time restraints and/or

field usage conflicts, some games may not be made up. It will be the decision of the League Administration when and if the games are made up. Special circumstances may be taken into consideration.

STUDENT-ATHLETE SAFETY

Our number one priority is the safety of our student-athletes. All coaches have received, and retain, a copy of the school's Quick Guide to Crisis Management. At all times coaches will ensure that

- Athletes are monitored closely to ensure proper hydration and regulation of their body temperatures. *Signs of dehydration include increased thirst, dry mouth, tired or sleepy, decreased urine output, headache, dry skin and/or dizziness.*
- Each student-athlete is safely participating in the activities of the sport and using all equipment appropriately.
- Every student-athlete has the opportunity to fully participate in practices.
- Every student-athlete has the opportunity to participate in every game for roughly the same number of minutes.
- No student-athlete is verbally or otherwise mistreated.
- Parents will be immediately notified if a player is expected to be present at a game or practice and is not present.
- There are at least two certified volunteers present for all games and practices.
- They are ready and able to protect student-athletes from inclement weather no matter their facility or field.
- They have each players' emergency medical form with them for all games and practices.
- They never leave a game or practice until all students have been picked up by their designated driver.
- They remove student-athletes from competition or practice if they are experiencing a persistent headache, disorientation, mental confusion, nausea, vomiting, ringing in their ears or if the student-athlete blacks out. Student may return to practice or games only after being cleared by their physician.

By signing the Acknowledgment of Athletic Handbook document, coaches pledge to follow the Coach's Code of Conduct (Addendum III).

VOLUNTEER REQUIREMENTS

Summit K-6 follows the request of the Archdiocese rules and certifications for all volunteers involved in youth sports. This is done in an effort to properly prepare volunteers for the responsibility of coaching as well as to protect the student-athlete, the coach and the program. It is required that all volunteers complete all of the necessary paperwork set forth by The Summit Country Day School and the

Archdiocese (see Addendum IV). There may be costs associated with the screening procedures.

***All Volunteers must be cleared by Summit Human Resources prior to being involved with any Summit K-6 program.*

- VIRTUS® Child Awareness Session
- SELECTION.COM® Background Check
- B-4 FORM
- EMA USE AND POSSESSION
- THE SUMMIT COUNTRY DAY SCHOOL QUICK GUIDE TO CRISIS MANAGEMENT
- CPR/FIRST AID TRAINING (preferred)
- LINDSAY'S LAW - sudden cardiac arrest
- Concussion certificate

Summit K-6 volunteer coaches may begin coaching once these screening procedures have been completed.

PROGRAM EVALUATION

League Review

- An annual review of the sports league to ensure the goals and experiences of our players meet the mission and goals of the K-6 program.
- An annual report will be delivered to the Boosters.

Sports Offering Review

- A key component of the season review will be determining the interest of continuing sports offerings for the K-6 program. This review will consist of commissioner, coaches and number of players.

Commissioner/Coach Review

- Just as we review the leagues in which we participate and the sports offerings we will make available, each year the K-6 Coordinator will review the work of each commissioner and each commissioner will have reviewed the work of each coach. When appropriate, parental input may be sought.

K-6 Coordinator Review

- Annually the Lower and Middle School Director will review the work of the K-6 Coordinator. When appropriate, commissioner input may be sought.

GRIEVANCE PROCEDURES

Step 1: Player and/or Parent should work with the K-6 Sports Coach directly to resolve any dispute or conflict.

Step 2: In the event the resolution is not solved with the K-6 Sports Coach, the player/parent will contact the respective Commissioner to discuss the conflict.

Step 3: In the event that the resolution is not achieved, an appeal can be made to the K-6 Athletic Coordinator.

Addendum I: Coordinator

K-6 Athletic Coordinator will be responsible for providing youth sports for Boys & Girls to Summit grades K through 6.

- Recruit, train & assist Commissioner.
- Attend league meetings, if needed.
- Work with Athletic Office and Commissioner to schedule use of school facilities for games & practices.
- Manage overall budget.
- Align program with Middle School & Varsity Sports Programs.
- Communicate with parents and students regarding sign-ups and seasonal sports announcements.
- Track coaches' completion of the Decree on Child Protection and their Fingerprinting.

Addendum II: Commissioners

The Commissioner's job is to help take stress of the coaches by providing them with the appropriate materials to make their jobs as easy as possible. Our coaches should worry about coaching our players only! The commissioner is responsible for ensuring our coaches follow the rules set by the leagues and the values set forth by The Summit. The commissioner should never interfere with a coach's practice or game. Please give courtesy to the 24-hour rule and contact a coach after that time frame to discuss any concerns.

- Serve as liaison between The Summit coaches and the various leagues in which we participate.
- Register Summit teams in the league selected and agreed upon by both the Commission and the K-6 Athletic Coordinator.
- Meet with Coordinator to:
 - Select the appropriate Parent Volunteer coaches for each team.
 - Select the appropriate team for players to play on and be as fair as possible to keep both teams even with talent.

- Provide the K-6 Coordinator with written details of coaching concerns brought forth by players or parents. Include details as to what was done.
- Communicate with coaches, parents and school administration as needed.
- Provide coaches with equipment and manage distribution and collection of equipment. ○ Uniforms will be acquired from the appropriate vendors.
- Provide the K-6 Coordinator with a list of all head coaches and assistant coaches.
- Collect all coach's documentation required by the program.
- Recruit, train & assistant coaches.
- Develop a budget.
- Develop & manage training opportunities for coaches and players.

Addendum IIa: Commissioner Code of Ethics

- In all aspects of my role as Commissioner I will focus upon what is in the best interest of participating student-athletes.
- I will provide support for coaches, officials and parents to provide a positive and enjoyable experience.
- I will provide support for coaches and officials to be trained in the responsibilities of being a volunteer and uphold the code of ethics and The Summit's K-6 Mission.
- I will keep the K-6 Program Coordinator informed of current issues involving the sports program.
- I agree that, in the event I am not upholding the K-6 Mission and the Policies of The Summit Boosters and the K-6 Program, I will resign from my commissioner duties.

Addendum III: Coaches Code of Conduct

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

Expected Behavior:

- Using appropriate language and appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Including all players in team activities without regard to race, religion, color, sex, national origin, ancestry, disability, ability, or any other legally protected classification.
- Treating all players, league officials, game officials, parents and spectators with dignity and respect.
- Playing all players according to participation rules established by the league and the spirit of those rules.
- Encouraging youth to participate in other sports and activities to promote all aspects of their development.
- Allowing reasonable absences from practice. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- Recognizing the differences of each student-athlete and treating each player as an individual while demonstrating concern for their individual needs and well-being.
- Encouraging all players, regardless of skill level, to be included as a member of the team and to remain involved in physical activity.

I will do my best to provide a safe playing situation for my players.

Expected Behaviors:

- Recognizing that some physical tasks, drills and demands are not appropriate for all youth.
- Recognizing that youth may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with youth.
- Maintaining a high level of awareness of potentially unsafe conditions.
- Protecting players from sexual molestation, assault and physical or emotional abuse.
- Correcting or avoiding unsafe practice or playing conditions.
- Using appropriate safety equipment necessary to protect all players.
- Seeing that the players are provided with adequate adult supervision while under the coach's care.

I will promise to review and practice the basic first aid principles needed to treat injuries of my players.

Expected Behaviors:

- Keeping basic first aid supplies available in all practice and game situations.
- Recognizing and administering proper first aid to an injured player.

- Demonstrating concern for an injured player, notifying parents and cooperating with medical authorities.
- Protecting the players' well-being by removing them from activity when injured and not returning them to activity if they are compromised by injury.

I will do my best to organize practices that are fun and challenging for all my players.

Expected Behavior:

- Establishing practice plans that are interesting, varied, productive and aimed at improving all players' skills and individual abilities.
- Devoting appropriate time to the individual improvement of each player.
- Conducting practices of reasonable length and intensity appropriate for the age and conditioning of the players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

Expected Behavior:

- Adopting the position, teaching and demonstrating that it is our basic moral code to treat others, as we would like to be treated.
- Abiding by and supporting the rules of the game as well as the spirit of the rules.
- Providing an environment conducive to fair and equitable competition.
- Using the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events and facilities.

Expected Behavior:

- Being alcohol and drug free at all team activities or in the presence of players at games and practices.
- Refraining from the use of any type of tobacco products at all team activities or in the presence of players at games and practices.
- Refraining from providing any type of alcohol, drug or tobacco products to any of your players
- Encouraging parents to refrain from the public use of tobacco products or alcohol at team activities.

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

Expected Behavior:

- Becoming knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.

- Teaching and requiring compliance of these rules among players.

I will use those coaching techniques for each of the skills that I teach.

Expected Behavior:

- Teaching techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

I will remember that I am a youth sports coach, and that the game is for the student-athletes and not adults.

Expected Behavior:

- Maintaining a positive, helpful and supportive attitude.
- Exercising your authority/influence to control the behavior of the fans and spectators.
- Exhibiting gracious acceptance of defeat or victory.
- Accepting and adhering to all league rules and policies related to the participation of adults and youth.
- Fulfilling the expected role of a youth coach to adopt a "student-athletes first" philosophy.
- Allowing and encouraging the players to listen, learn and play hard within the rules.
- Placing the emphasis on fun and participation.

Addendum IV: Thunder and Lightning Policy

Whether during a game or a practice, if thunder is heard or lightning is seen, the coach must remove the team from the field immediately, and wait out the storm in a safe location.

Coaches will need to do the following:

1. On the first day of practice, explain to the team what measures are taken if severe weather strikes.
2. At any playing location, know where the nearest “safe structure” is located in proximity to the area of practice or play. Safe shelter includes a sturdy building that has metal plumbing or wiring to ground the structure. This should be your primary choice in seeking a safe location. In the absence of a “safe structure,” the next best thing is a vehicle with a hard-top metal roof and windows up to offer a certain measure of safety. Do not use sheds, golf carts or convertibles. In any vehicle (car or bus), it is the metal roof and body, which absorbs the electrical charge of the lightning, and directs the charge to the ground around the vehicle. To avoid electrocution, do not touch metal in the vehicle.
3. When inclement weather is a possibility, be sure to explain our policy to the officials and opposing coaches as early as possible. As it is not always possible to see lightning while coaching, it is helpful to ask a parent or spectator to help watch for the presence of lightning.
4. At the first sound of thunder or sight of lightning, coaches shall provide instruction for all competitors and spectators to move immediately to the nearest safe building. It is not necessary to wait for an official to make this decision. Warn everyone not to take refuge under or near trees, tall objects, lone objects, bleachers or fences. At home contests, please instruct our opponents to follow The Summit’s policy. At an away contest, you are responsible for our students. It is especially important to be proactive; ask which buildings will be open during a contest, and alert the officials and opposing coaches of our policy.
5. Keep track of time. No team will return to the field until 30 minutes after thunder is last heard or lightning is last seen.
6. Resume or cancel activity.

A lightning strike is a very serious injury. A person suffering from a lightning strike must receive immediate first aid and/or CPR. **The victim does NOT carry an electrical charge, and there is no danger to someone touching the victim while tending to them.**

Addendum V: Volunteer Checklist

Pre - Volunteer Coach K-6 Checklist

Volunteer Coaches in the K-6 program are required to complete certain checks **PRIOR** to volunteering at The Summit Country Day School and notice of completion should be on file with The Summit’s HR Director.

- **VIRTUS® Child Awareness Session**
Volunteer coaches MUST create a VIRTUS® User Account and Password at www.virtusonline.org. Retain your sign on information as you will need monthly. After creating an account, candidate must register in ADVANCE for a VIRTUS® session. This first session will last approximately 3 hours. These classes can be taken anywhere they are offered so convenient for individual schedules. Attend and sign in when arriving at the VIRTUS® session.
- **SELECTION.COM® Background Check**
Once you have **completed** the VIRTUS® session you will receive an email from VIRTUS® notifying you that your account is active. At this time you can proceed to your VIRTUS® account, log in, go to the toolbox tab at the top of the page and then to the left you will see SELECTION.COM® background check. Click on this link and complete your online background check within your VIRTUS® account. Results are immediate. Submit receipt to commissioner for reimbursement.
- **B-4 FORM**
Completion of the [Archdiocesan B-4 form](#) and submission to the Human Resource Office or The Summit Country Day School through the person of the Commissioner. *Note: Hiring Agent is Maria Hill.*
- **Concussions in Sports**
Coach shall take the [class](#), print the certificate, save as a PDF and submit the certificate to the K-6 Athletic Coordinator *as well as complete any league required training/paperwork.*
- **The Summit Country Day School Quick Guide to Crisis Management**
Coach shall receive and possess this document at all school sponsored events.
- **Summit EMA's**
Coach has received copies of each student-athletes EMA and understands the need to have these documents present at all games, practices and other team events.
- **Lindsay Law – Cardiac Arrest**
A Sudden Cardiac Arrest (SCA) occurs when the heart suddenly and unexpectedly stops beating, cutting off blood flow to the brain and other vital organs. If you are a coach in a community program, please use the following resource: [Ohio Department of Health](#)
- **CPR / First Aid (Preferred)**
[The American Red Cross](#) offers hands-on, in-person classes at convenient times, in locations close to you. Or, choose one of our online training options: complete the online portion at your own pace, then come in for a short session to check your skills.
- **Acknowledgement of K-6 Athletic Handbook Form**
Coach has received, reviewed and agrees to follow all policy and procedural information contained in the handbook.

Addendum VI: Student Transportation Policy

Traveling to and from school and/or school sponsored events is an important consideration of The Summit's student safety plan.

With the advent of convenient transportation alternatives (Uber, Lyft, etc.) some parents have begun to use new ways to get their child to and from school. We want parents to understand that The Summit supports families using third party transportation services only when those service are expressly designed for PreK-12 student transportation.

We see those services which are **not** expressly designed for PreK-12 students as a safety risk and therefore do not knowingly allow students to utilize them for transportation to or from school and/or school sponsored events. Services such as Uber and Lyft have strict policies regarding transporting students under the age of 18. Here is the Uber policy:

- *A rider must be at least 18 years of age to have an Uber account and request rides. Anyone under 18 must be accompanied by someone 18 years of age or older on any ride.*
- *As a driver-partner in a city that doesn't allow minors to ride, you should decline the ride request if you believe the person requesting the ride is under 18. When picking up riders, if you feel they are underage, you may request they provide a driver's license or ID card for confirmation. If a rider is underage, please do not start the trip or allow them to ride.*

Due to this official Uber policy and our constant commitment to the safety of our students, we are requesting that our parents actively discourage their sons/daughters from the use of these apps. Additionally, Uber/Lyft pickup as a form of The Summit Country Day School's Transportation Procedures for Arrival and Dismissal is not allowed unless a rider is "accompanied by someone 18 years of age or older on any ride."

ACKNOWLEDGEMENT OF K-6 ATHLETIC HANDBOOK



I acknowledge that on ____ / ____ / ____ (date) I was given a copy of The Summit Country Day K-6 Athletic Handbook and that I have carefully reviewed it and voluntarily agree that as a condition of future involvement with The Summit Country Day Athletic Program, I will abide by all of the terms, conditions, policies and procedures contained in this document and those terms, conditions, policies and procedures outlined by the league in which I am coaching. If my actions are not in compliance with the policies and regulations of this program and/or the league, I shall indemnify and hold harmless The Summit Country Day School, its employees, trustees, volunteers, coaches and officials from any and all liability resulting from my intentional tortuous actions.

Signature: _____ Date: ____/____/____

IMAGE RELEASE

I consent and hereby grant to The Summit Country Day School, employees, trustees, volunteers, coaches, officials and assigns the right to take photographs of me, in connection with my role as a volunteer coach and/or coach. I understand that this photograph and/or digital reproduction may be utilized for all publication processes, whether electronic, print, digital or electronic publishing via the internet. I understand that I will not be paid for this.

Signature: _____ Date: ____/____ /____

Please return this form to your specific Sport Commissioner prior to the first day of practice.