

# HOLLY HILL ACADEMY

Discipline - Determination - Dedication

## Athletic Manual

2021-2022



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# **ATHLETIC PHILOSOPHY**

It is the basic educational philosophy of Holly Hill Academy to prepare our students to become productive, contributing citizens of our community and society. We believe that a comprehensive program of student activities is vital to the educational development of our students. The athletic program is a component of this philosophy.

Within this context, it is the purpose of the school's athletic program to foster and promote:

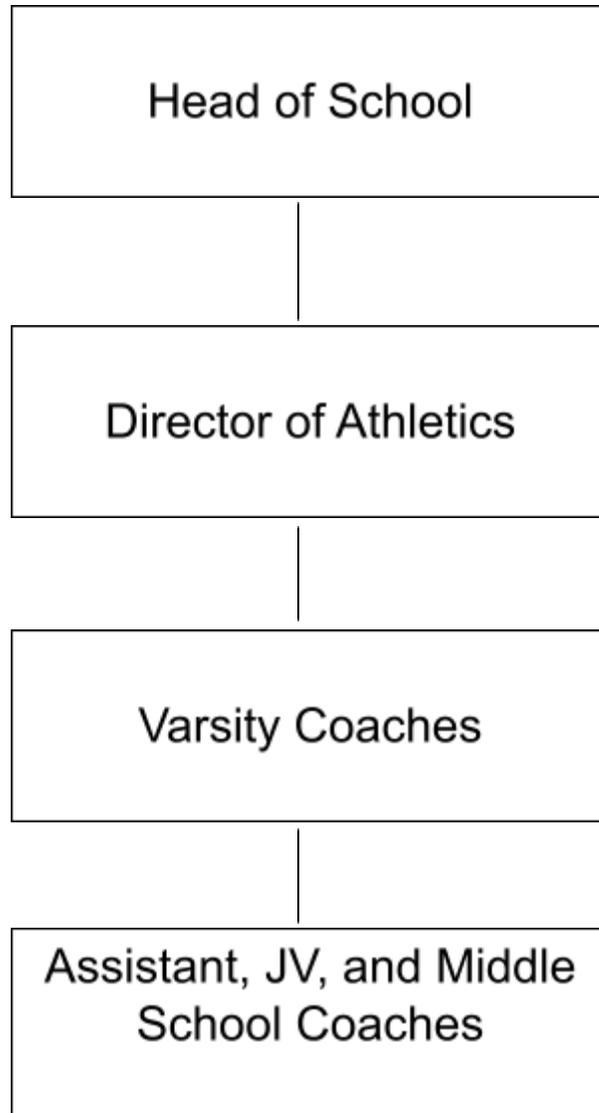
1. Appropriate physical, social and psychological development.
2. The ideals of competition, teamwork and sportsmanship while achieving the twin goals of success and participation.
3. The developments of self-confidence, self-discipline, organization, decision making skills and goal orientation.
4. The concept of an integral relationship between a sound mind and a sound body leading to a lifetime appreciation for physical fitness and good health habits.
5. A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches and the community as a whole.
6. The development of self-esteem and a healthy self-concept.

Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of fellowship and good will, to promote self-realization and all-around growth, and to encourage learning qualities of good citizenship. The Holly Hill Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life.

## **ATHLETIC OBJECTIVES**

- A.** To provide a positive image of school athletics at Holly Hill Academy.
- B.** To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
- C.** To ensure growth and development that will raise the number of individual participants; that will give support to increasing attendance at each contest; that will provide funding for athletic events; and that will support a maintenance and improvement program for facilities.
- D.** To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world.
- E.** To provide a superior program of student participation that includes appropriate activities for a wide variety of student interests and abilities.
- F.** To provide opportunity for a student to experience success in an activity he or she selects.
- G.** To provide those activities which offer the greatest benefits for the greatest number of students.
- H.** To create a desire to succeed and excel.
- I.** To provide for the students' worthy use of leisure time now and in the future.
- J.** To develop high ideals of fairness in all human relationships.
- K.** To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- L.** To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- M.** To develop an understanding of the value of activities in a balanced educational process.
- N.** To learn to respect and respond to authority figures as a life skill for today's world.

# **HHA Athletic Department Organizational Chart**



## **Administration of the Athletic Program**

- 1.** The Head of HHA is ultimately responsible for all phases of the Interscholastic Athletic Department. General administration of the athletic program is delegated to the Director of Athletics.
- 2.** Head coaches are responsible for properly administering all rules and governing their particular sport.
- 3.** Assistant coaches, junior varsity, and middle school coaches are responsible to the head coach of that particular sport.
- 4.** All coaches are expected to be familiar with any Region regulations and the SCISA handbook regarding the rules particular to their sport.

## **Eligibility Standards for All Students Competing in Interscholastic Athletics**

All contests will be played according to the regulations of the South Carolina Independent Schools Association. Handbooks of these regulations are available in the office of athletics. It is the duty and responsibility of all staff involved in the operation of the Athletic Program:

1. To be familiar with all athletic policies and procedures established to ensure the health and safety of each student as provided in both the SCISA handbook and the HHA Athletic Manual.
2. To implement and maintain a record system which substantiates that each participating student has met all eligibility requirements and which maintains on a current basis all required data related to student and team participation.

Before being permitted to try out, practice or participate in any interscholastic athletic activity, students must be enrolled at HHA. In addition, the following regulations should be stressed to all team members:

1. Students must meet all academic, age, and grade level eligibility requirements laid out by SCISAA, as stated in Article VI of their constitution.
2. Students must also meet all academic eligibility requirements laid out in the HHA Parent/Student handbook as well as the Participation Agreement.
3. No student may participate in an interschool contest or practice on a day when that student was absent from school, unless special permission for the absence was granted by the Head of School. To be counted present, a student must attend at least half of the courses in which he/she is enrolled.
4. No student may participate concurrently in two sports during the same sport season without permission of the Director of Athletics and the two coaches involved.
5. A student will be permitted to try out, practice, or participate in an athletic activity only:
  - a. With the written permission of the parent or guardian. The signed parent or guardian permission forms will be maintained on file in the office of athletics.
  - b. An emergency information sheet on file. This information should be immediately accessible to coaches at all times throughout the season.

- c. A completed, current physical on file. A physical is considered current for one school calendar year.

# Holly Hill Academy Athletic Program Responsibilities by Position

## **1. *Athletic Director***

- A. Be responsible to the Head of School for all matters involving interscholastic athletics.**
- B. Attend and represent HHA at all necessary athletic meetings, which are of value to the betterment of the program.**
- C. Assume leadership in the development of the varsity, JV, and middle school athletic programs.**
- D. Participate in the planning and arranging of pep rallies, award assemblies, parent's night and all special athletic events, as needed.**
- E. Participation with the administration in the establishment of school policies and standards regarding athletics.**
- F. Attend meetings and be an active participant in the Athletic Association.**
- G. Approve and coordinate all scheduling opportunities.**
  - 1. Finalize and approve all schedules. Verify that all schedules fall within the allowed dates set by SCISAA.**
  - 2. Prepare sports scheduling forms and send to SCISAA.**
  - 3. Send a copy of all schedules to:**
    - a. Head of School**
    - b. Director of Finance**
    - c. Administration Assistant**
    - d. Teachers**

**H. Deal with inclement weather appropriately.**

1. If schools are closed due to inclement weather, all activities are to be cancelled.
2. Cancellation and re-scheduling will be handled by the Director of Athletics after consulting with his/her coach and the athletic director or coach of the opposing school.
3. For the postponement or cancellation of all games, it is important that the following people are notified:
  - a. Head of School
  - b. Team Coaches
  - c. Officials (home game)
  - d. Opposing Coach

**I. Maintain proper publicity and public relations for the athletic department.**

1. Coordinate all publicity and public relations activities related to the athletic program.
2. Maintain complete athletic records for all sports.

**J. Be responsible for all aspects of the assignment of officials.**

1. Verify all events are covered by the appropriately assigned officials according to SCISAA and the local booking offices.
2. Coordinate in advance of game and provide all necessary courtesies for the accommodation of assigned officials.
3. Make arrangements for reimbursement of officials for all athletic events with the Booster Club or the Finance Director.

**K. Ensure proper adherence by coaches and participants to all rules and regulations pertaining to our program.**

1. Conduct a pre-season meeting with all coaches of each sport prior to their season.
2. Serve as a liaison between coaches and the school administration in all matters relating to the athletic program.
3. Stimulate cooperation between the coaches of various sports.

4. Possess a thorough knowledge of SCISAA rules and regulations to ensure that all coaches are familiar with them and adhere to them.
5. Work closely with administration, coaches, teachers and students in handling discipline problems related to athletics.

**L. Maintain an adequate sports medicine department.**

1. Make sure all participants have a physical examination on file, and have been medically cleared to participate.
2. Inform the coaches of procedures to be followed regarding the proper handling of athletic injuries.

**M. Establish procedures to verify student-athlete eligibility.**

**N. Maintain an exceptional coaching staff.**

1. Review all applicants for each position at the end of each year and determine the best fit for each team.
2. All coaching assignments are for one year's duration and will be renewed annually upon recommendation from the Athletic Director.

**2. *All Coaches***

**A. Professional Expectations**

1. The coach's number one responsibility is to set a positive Christian example for the athletes for which he or she is responsible.
2. Coaches are expected to develop a good rapport with any number of individuals or groups; team personnel, student body, athletic and administrative staff, community, spectators, officials, fellow coaches, media representatives and parents of his/her players.
3. Coaches must show a desire and willingness to work and cooperate among all individuals associated with the athletic program.

4. Leadership must begin with the coach. Diligence, enthusiasm, honesty, and a love for the game all play a part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition – all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are important.
5. Coaches should be a model of discipline. Every facet of discipline is the coach's responsibility – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season, and the conduct of the crowd – especially where the student body is concerned.
6. Coaches should constantly take advantage of opportunities presented for self-improvement. Attendance at region meetings, rules clinics, special workshops, and clinics in specific fields is a must. Constant research into new techniques and strategies is strongly encouraged.
7. Coaches are expected to practice sound coaching techniques.
  - a. Use sound and acceptable teaching practices.
  - b. Run well-organized practice sessions.
  - c. Complete preseason planning well in advance of the starting date
  - d. Design practices and workouts that promote injury prevention. Follow up on all injuries with the proper procedures in terms of documentation and communication with players, parents, and doctors.
  - e. Construct a well-organized game plan.
  - f. Develop a sound system for equipment accountability and report all needs to the Athletic Director.

## **B. Professional Responsibilities**

### **1. Responsibilities to the players on the team.**

- a. The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest, while providing for them a Christian environment to foster a growth in their faith in Christ. Development of positive, Christian attitudes is an important means to accomplish this aim. We must promote and teach only clean, aggressive fair play while stressing good sportsmanship at all times. The coach must be the leader and set the example.
- b. The coach must be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, and environment.
- c. Players have the right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach.
- d. The safety and welfare of players should always be upper most in the coaches' minds.
- e. Athletes should be encouraged to participate in other sports and school activities.

### **2. Responsibilities to Holly Hill Academy**

- a. A coach owes HHA his/her loyalty at all times.
- b. The work of a coach must be an integral part of the educational program of the school.
- c. The coach should give support to all endorsed activities of the school. At every opportunity the coach should urge the student body to be polite, courteous, and fair to the visiting team.
- d. A coach should always remember that he/she is an official representative of HHA and should always

act as a positive, Christian representative in the community.

### **C. Discipline**

- 1.** Coaches should establish disciplinary guidelines in conjunction with the Athletic Director and the Head of School. JV and Middle school teams may adapt the rules set forth by the Athletic Director.
- 2.** All guidelines should be submitted for approval to the Athletic Director before the particular season begins.
- 3.** All coaches must be sure that these guidelines are carefully and clearly communicated to parents and students prior to the season. A procedure that outlines just how this will take place should accompany the submission of guidelines to the Athletic Director.
- 4.** The Athletic Director should be notified in writing of any disciplinary problems and the details of action(s) that the coach plans to take.
- 5.** No player shall be dismissed from a team until the athletic director has been informed in written detail about the reason for an anticipated dismissal. It will be the responsibility of the coach and Athletic Director to establish a meeting with the parents of the athlete in order to convey the details of the dismissal and allow the parents the opportunity to ask questions about the decision to dismiss.
- 6.** All disciplinary decisions affecting athletes may be appealed to the Head of School.

3. *Head Varsity Coaches*

**A. Head coaches should take ownership of not only their own teams, but should also assist the Athletic Director in the supervision and administration of their respective sports programs.**

1. Head coaches will be responsible to the Athletic Director.
2. Head coaches will assist in communication between the Athletic Director and the coaches involved in their sport.
3. Head coaches should make sure that all coaches in their area are aware of and adhere to all rules and regulations.
4. Head coaches should work with other coaches to implement that same philosophies and terminology in order to help build a “program mentality” in that sport.

**B. Practice and Game schedules**

1. All practice and game schedules should be turned into the athletic office as soon as they are available. It will help us tremendously to have our schedule mapped out a month at a time.



# Holly Hill Academy

## General Athletic Procedures

### 1. *Supervision*

- A. Teams should not assemble for practice or games until the coaches have arrived. No practicing or playing will be permitted in the absence of a coach or other supervisory personnel.
- B. The coach is responsible for every player from the time he/she comes to practice or game until the player leaves the school.
- C. The coach should not leave until the last player has departed.

### 2. *Injury to team member*

- A. The coach should judge the nature and seriousness and render first aid.
- B. Coaches should have the student's emergency information cards with him/her at all times.

#### C. **Serious Injury**

- 1. Phone parents, advise them and follow their instructions.
- 2. Contact EMS
- 3. If it is a head, neck, or back injury do not move the player.
- 4. Do not leave the player unattended.
- 5. Inform the athletic director of the injury at the first opportunity.

#### D. **Other injury**

In the event of an injury which would prevent the student from going home in his/her normal manner, the parent shall be contacted by telephone and requested to come to school to take the student to the proper place of treatment.

- 1. If a student is taken to the hospital, the coach or another staff member shall accompany him/her and remain until the arrival of the parent or parent's representative.
- 2. Injury to a visiting team member should be first handled by the visiting coach, but all the preceding medical procedures should be made available if requested.
- 3. Injury to a player while playing an "away" game should be guided by preceding procedures using medical services provided at the home site needed or available.

#### 4. *Recognition of Participation and Lettering*

- A. Every student-athlete will be recognized at HHA for their participation in the athletic program.
- B. The purpose of awarding Varsity Letters at HHA is to reward excellence in athletics and to acknowledge the accomplishments of team members. Earning a Varsity Letter from HHA should be a very high honor.

## **Holly Hill Academy Responsibilities of Student-Athletes**

The interscholastic athletic program is conducted for the benefit of the students and provides an individual with countless opportunities for growth. Prospective student athletes and their parents should be carefully and clearly advised of the details pertaining to the disciplining of athletes. Participation in interscholastic sports at HHA is voluntary. If, for any reason the disciplinary guidelines established through this handbook and the school's discipline code of conduct is too strict for the prospective athlete, HHA encourages the athlete to consider not participating in this particular activity.

### **Guidelines for Athletes**

1. Athletes are responsible first to the classroom and the related academic expectations of teachers and the school.
2. Athletes should always perform at their very best academically.
3. Athletes must be in attendance for a portion of the school day in order to participate that day (see eligibility guidelines).
4. HHA athletics should come before any outside teams a student may be on.
5. Athletes who are suspended from school may not participate in practice or competition on the day(s) during suspension.
6. Athletes are expected to disassociate themselves from actions that would damage their credibility and should make responsible choices that would prevent their being in groups and locations where such actions are taking place.
7. Athletes should do nothing that might embarrass or be detrimental to his/her parents, the team, him/herself, teammates, coaches, HHA, or the community at any time.
8. Athletes should be prompt and regular in attendance, and should notify the

coach if they are going to be tardy or absent before the scheduled event. Athletes should strive to be proactive in this matter.

9. Athletes are expected to show loyalty to teammates, coaches, and HHA by living up to the training rules and placing the welfare of the team before personal wishes and by respecting the judgment of the coach.

### **Grooming and Dress Policy**

A member of an athletic team is expected to be well groomed. “He/she shows up best who shows off least.” Appearance, expression and actions always influence people's opinions of athletes, your family, the team and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes in this community.

1. Hair will be of reasonable length and neat.
2. Earrings and jewelry shall not be worn during contests or at practices.
3. Facial hair should be neatly trimmed.
4. Only uniforms issued by the Department of Athletics will be permitted to be worn for contests or practices if applicable.
5. An athlete shall dress presentably at all times, on trips, or at assemblies or banquets.

### **Quitting a Team**

1. Quitting is an unacceptable habit to acquire. A quitter may lose the privilege of participating in athletics. On occasion however, an athlete may find it necessary to drop participation in a sport for good reason. If this is the case, the following procedure must be followed:
  - A. Talk with your immediate coach.
  - B. Report your situation to the Athletic Director.
  - C. Check in all equipment
2. Unless there are unusual circumstances, an athlete will not be allowed to quit one sport and join another team. The sport the athlete has quit must have its season completed before the athlete may begin practice with another sport. If there are unusual circumstances both coaches concerned and the Athletic Director will decide if the athlete can join another team. The athlete should contact the Athletic Director to initiate this process. Failure to follow this procedure in quitting a sport can result in loss of all athletic privileges for up to one year.
3. If a student leaves or is removed from a team under dishonorable conditions, he/she shall become ineligible in all sports immediately. The Athletic Director will determine the length of the suspension.

