

*Winchester Academy*  
*Student Athletic*  
*Handbook*



Revised October 25, 2010

**Winchester Academy  
Department of Athletics  
Student-Athlete Handbook**

**Introduction**

The primary goal for middle and high school sports at Winchester Academy is to establish and maintain an outstanding program of interscholastic athletics for the students it serves. We give opportunities for students to focus on individual talents and strengths in order to become strong and morally grounded leaders in the future, while being excellent in all that they set out to accomplish. The major objective of the sports program is to provide wholesome opportunities for student-athletes to develop positive attitudes, favorable habits, and rewarding experiences. Another goal of the athletic program is to teach positive sportsmanship-like behavior.

Coaching is teaching. It is our desire to convey the basic principles of good techniques and fair play to each student-athlete.

With these ideas in mind, the Winchester Academy Student-Athlete Handbook has been developed to assist the student-athlete and his/her parents or guardian with the basic policies and procedures of the Department of Athletics. It is important for the student-athlete and his/her parents or guardian to be knowledgeable of the contents of this handbook. If you have questions, please contact the Athletic Director.

We wish you an exciting and rewarding year in athletics!!! Go Eagles!!!

*Brandy Corbin*

Brandy Corbin  
Athletic Director

*Cherie Cintron*

Cherie Cintron  
Middle/High School Administrator

**DEPARTMENT OF ATHLETICS**

**\*Sports Offered at Winchester Academy\***

**FALL**

Cheer Dance  
Cross Country

**WINTER**

Co-Ed Middle School Basketball  
Boys High School Basketball  
Cheer Dance (sideline)

**SPRING**

Tennis  
Soccer

### **To Be Eligible for Middle School Team Activities (tryouts and/or practice)**

- A player must be in the 5<sup>th</sup> – 8<sup>th</sup> grades, and not have reached the age of 15 before September 1 (for their 8<sup>th</sup> grade year).
- Transfers:
  - ✓ In order for a student that transfers into a member school to be eligible for conference competition, he/she must comply with all individual member school's regulations for which he/she wishes to play, or be declared ineligible.
  - ✓ In order to be eligible for tournament play, a player must have been eligible and on the roster by October 1<sup>st</sup> for fall sports, February 1<sup>st</sup> for winter sports, and May 1<sup>st</sup> for spring sports.
- A player must be enrolled as a full-time student and cannot be a home schooled student.
- A student cannot participate in two seasons of the same sport in one calendar year.
- Eighth grade students may be eligible for junior varsity.
- Students must maintain no lower than a C+ average in their classes. Class averages are calculated by adding the points earned in each class and dividing by the number of classes. A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points.
- VHSL Physical Form
  - ✓ Prior to participating in team tryouts and/or practice, a student-athlete must have an approved VHSL athletic physical on file in the Athletic Director's office.
- Emergency Medical Information
  - ✓ Prior to participating in team tryouts and/or practice, a student-athlete and his/her parent or guardian must complete, sign, and return the form to the Athletic Director.
- Student-Athlete Handbook Acknowledgement Form
  - ✓ Prior to participating in team tryouts and/or practice, a student-athlete and his/her parent or guardian must sign and return the form to the Athletic Director.

### **To Be Eligible for High School Team Activities (tryouts and/or practice)**

- A player must not have reached the age of 19 by the first of August of the school year in which he/she wishes to compete.
- Transfers:
  - ✓ In order for a student that transfers into a member school to be eligible for conference competition, he/she must comply with all individual member school's regulations for which he/she wishes to play, or be declared ineligible.
  - ✓ In order to be eligible for tournament play, a player must have been eligible and on the roster by September 21<sup>st</sup> for fall sports, January 7<sup>th</sup> for winter sports, and April 7<sup>th</sup> for spring sports.
- A player must be enrolled as a full-time student and cannot be a home schooled student.
- A player may not have a high school diploma or GED and still compete.
- A student cannot participate in two seasons of the same sport in one calendar year.
- Students must maintain no lower than a C+ average in their classes. Class averages are calculated by adding the points earned in each class and dividing by the number of classes. A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points.
- A student may not repeat his/her senior year.
- Players in their junior and senior years are only eligible for varsity participation. Players in the tenth grade and younger are eligible to participate on both the JV and varsity levels.
- VHSL Physical Form
  - ✓ Prior to participating in team tryouts and/or practice, a student-athlete must have an approved VHSL athletic physical on file in the Athletic Director's office.
- Part V Emergency Permission Form
  - ✓ Prior to participating in team tryouts and/or practice, a student-athlete and his/her parent or guardian must complete, sign, and return the form to the Athletic Director.
- Student-Athlete Handbook Acknowledgement Form
  - ✓ Prior to participating in team tryouts and/or practice, a student-athlete and his/her parent or guardian must sign and return the form to the Athletic Director.

### **Attendance**

- Regular attendance in school is mandatory in order to participate in athletics.
- Student-athletes are expected to be at school on time.
- On days following competitions, student-athletes are expected to be in school on time.
- Tardy and attendance violations by a student-athlete may result in a one game participation suspension. If such behavior continues, the student-athlete may be dismissed from the team.
- Student-athletes who leave school during the regular school hours will not be permitted to practice or play in any competition scheduled for that day.
  - ✓ Exceptions to this attendance policy may be made for excused absences and is at the discretion of the Athletic Director.

### **Absences**

Athletes are expected to attend all practices and to be to practice on time. If an athlete misses a practice or are consistently late, the coach may withhold the student from participating in games at the coaches' discretion. An athlete who has more than three (3) unexcused absences may be removed from the team.

Absences from practice are excused absences in the following instances:

- Absences due to illness and approved by a physician or the school nurse.
- Absences due to a death in the immediate family.
- Absences (prearranged) for other reasons, which are approved in advance by the Athletic Director.

Athletes in attendance on school sponsored or school related field trips or a school activities held off campus and properly approved by the administration will have an excused absence.

Family vacations may be treated as an excused absence, but a family vacation may result in loss of playing time.

All other absences are considered unexcused unless there is a determination of extenuating circumstances.

### **Weather Cancellations**

A determination for cancellation for games or practices will be made by 2:00 pm on the day they are scheduled to occur. The Athletic Department will make its own determination regarding cancelling games or practices as weather conditions often change hour to hour. Cancellations for games and practices will be sent out through [www.schoolsout.com](http://www.schoolsout.com). All coaches and parents are encouraged to sign up for alerts through their website.

### **Conduct**

A student-athlete may be declared ineligible for participation in any athletic activity if he/she:

- Is found to be delinquent by the courts or put on probation by the courts.
- Conducts himself/herself in a manner that, in the opinion of the school administration, would reflect unfavorably upon the school.

### **Changing Sports after the Season Starts**

After the completion of the first official contest, a student-athlete is ineligible to join another athletic team unless the head coach of both teams agree to the team change and the team change is approved by the Athletic Director.

If any student-athlete is dismissed or voluntarily leaves the team after the completion of the first official contest, he/she will be ineligible for any off-season conditioning program unless approved by the head coach of their current team and the Athletic Director.

### **Equipment**

A student-athlete is responsible for any team equipment that has been issued to him/her.

- Lost or damaged equipment must be paid for at the rate of replacement cost.
- Students who have delinquent bills will not receive any school-sponsored awards or be allowed to tryout/practice for another sport until the obligation has been met.
- School athletic equipment is to be used for practice or games only, unless otherwise authorized by the coach.

### **Sports Lockers**

Students will be assigned a sports locker for use during the season for which they will be responsible for providing their own combination lock. Sports lockers are for the playing season only.

### **Fundraising**

The athletic department does several fundraisers throughout the year in order to cover the cost of referees, uniforms and equipment. It is the desire of the athletic department to keep the athletic fees that are passed down to parents as low as possible therefore, we need parent and student help in order to make these fundraisers successful.

### Athletic Trips

- As representatives of Winchester Academy, team members should dress for success as instructed by the coach (or designee).
- Transportation to athletic events may not always be provided by the school. Parents will be notified when they are responsible for transportation.
- Coaches and team members are required to follow the school's Transportation and Field Trip policy when traveling to/from an athletic event in the school van (or other vehicles) provided by Winchester Academy. Exceptions:
  - ✓ A team member may return with his/her parents, provided his/her parents give written notification to the coach at least 24 hours in advance. If this is not done, the student-athlete is expected to travel back to WA with the team.
  - ✓ Under extenuating circumstances, a coach may give permission (injury, illness, or emergency) for a team member to return with his/her parents.

### Insurance

- All student-athlete are required to purchase school sports insurance, the signed policy and check must be returned to the Athletic Director prior to the start of practice for a sport. The insurance charge is determined at the start of each season.
- For school purchased insurance purposes, it is the responsibility of the student-athlete or his/her parents to report an injury requiring medical attention to the secretary in the middle/high school office within 3 days of the injury.
- This insurance is for coverage up to the first \$25,000 per incident.

### School Discipline

If a student-athlete receives a Suspension or Detention of any kind, he/she is also suspended from participating in any athletic activities the same day(s) of the Suspension or Detention. Athletic activities include practices, games, and/or any other team activity.

The following guidelines will apply to any school-suspended student-athlete during the current season:

- First Suspension - The student-athlete will receive a verbal reprimand by the coach. The student-athlete will be expected to attend all practices and games but will be suspended from participating in team activities for five (5) school days, resume team practice on the sixth (6<sup>th</sup>) school day, and becomes eligible for game competition on the sixth (6<sup>th</sup>) day.
- Second Suspension – The student-athlete will be expected to attend all practices and games but will be suspended from participating in team activities for five (5) school days, resume team practice on the sixth (6<sup>th</sup>) school day, and becomes eligible for game competition on the eleventh (11<sup>th</sup>) day. Such student-athlete must have a conference with the Athletic Director before resuming practice.
- Third Suspension - The student-athlete will be dismissed from the team.

### **Middle School Sports Pin Eligibility**

Middle School students can participate in an after school organized physical activity such as dance, sports, cheerleading, karate, etc in order to earn a pin at the end of the school year. A minimum of 9 hours per quarter is required. Certification of these hours needs to be documented on a completed form and turned in at each quarter to the PE teacher for the total number of hours completed. The log of hours must be completed and signed by the coach/representative. The purpose of this pin is to promote health and wellness. The sports pins may be displayed on the student's academic letters should the student have earned one.

### **Varsity Athletic Monogram Eligibility Requirements**

- A student-athlete is required to meet the following guidelines and the sport specific requirements:
  - ✓ Be a member of the team for the entire season
  - ✓ Meet the team attendance requirements
  - ✓ Return and/or pay for team issued equipment
- All Sports
  - ✓ Varsity team members are eligible to earn a monogram.
  - ✓ To qualify for a monogram, a team member must be in good standing with the school administration and coaching staff.
- Basketball
  - ✓ A student-athlete must participate in half or more of the total number of quarters played by the varsity team during the season.
- Cheerleading (sideline)
  - ✓ A student-athlete must complete two (2) successful varsity seasons.
    - Example: fall and winter (same year) = 2 seasons
    - Example: fall or winter (last year) and fall or winter (this year) = 2 seasons
    - Other combinations may apply.
- Cross Country
  - ✓ A student-athlete must qualify as one of the team's top seven varsity runners in half or more of the meets during the season.
- Tennis, Soccer
  - ✓ A student-athlete must participate in half or more of the varsity games or matches during the season.

### **Varsity Monogram Award Sequence**

- First Monogram – The student-athlete will receive a chenille WA monogram and an emblem of the sport.
- Second Monogram in the same sport - The student-athlete will receive a chenille and metal bar.
- Third or Fourth monogram in the same sport – The student-athlete will receive a chenille and metal star.
- First Monogram in another sport – The student-athlete will receive an emblem of the sport.

### **Proper Display of the Monogram Awards**

- On the monogram jacket, the chenille monogram should be worn in the left pocket area.
- The chenille bar is to be worn on the left or right sleeve.
- The stars will be worn on the left or right sleeve.
- Sport emblems may be displayed on the monogram, bar, or star.
- Jersey numbers may be worn on the left or right sleeve.

## NCAA CLEARINGHOUSE

<p><b>A Special Notice to Parents and Student-Athletes</b></p>
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If your son or daughter has the desire to play intercollegiate athletics after graduation from high school, the NCAA Clearinghouse will affect their college eligibility at a Division I and II university or college.

High school seniors who expect to compete as a college freshman at a Division I or II school must be certified by the NCAA Clearinghouse. Student-athletes must file the proper paperwork with the NCAA Clearinghouse to be eligible for Division I or Division II competition.

NCAA Clearinghouse forms are available online. See the Athletic Director for more information.

**\*\*Any athlete that is considering registering with the NCAA Clearinghouse needs to review the SAT timelines for registration.**

If you have any questions, contact the Athletic Director.

## **Drug and Tobacco in Athletics Policy**

This policy applies to any student-athlete who participates in an interscholastic athletic program that is sponsored by Winchester Academy.

The unlawful purchase, possession, use, or distribution of controlled substances and tobacco, or the misuse of any such substance that would endanger the safety of a student-athlete, will not be permitted.

The goal of this policy is to maintain both the physical and mental well-being of student-athletes by banning the use, possession, or distribution of illegal substances, alcohol, tobacco, or any substance which, if improperly used, would adversely affect the student-athlete's health and/or well-being. At the beginning of each sports season, all participating student-athletes shall acknowledge receipt of the policy that they will not use, purchase, possess or distribute alcohol, tobacco, or other illegal drugs or misuse any substance which would adversely affect the student-athlete's health and/or well-being. Parents must also sign the acknowledgment to indicate their understanding of the program and receipt of the policy.

School officials will be proactive in preventing violations of this policy and will discuss with the individual student-athlete any suspicions they have of violations. Suspected violators of this policy may be required to undergo drug screening, as directed by the principal or designee. The screening procedure will be provided at no cost to the student-athlete, but must be administered at a facility chosen by the school. Refusal by the student-athlete or his/her parents for screening will preclude further participation in athletics for that student-athlete.

If it is determined by a positive drug test, by a confession from the student-athlete, or other proof that the student-athlete violated this policy, the following consequences will be initiated:

1. **First Violation:**

A. Suspension from the team and required participation in a drug intervention program as follows:

1. Tobacco: Ten (10) school day\* suspension from the team\*\* and mandatory participation in a tobacco use cessation program;
2. Alcohol and Other Drugs or Abused Substances: Fifteen (15) school day\* suspension from the team\*\* and mandatory participation in an alcohol/drug use cessation program;

\* School days: Should a suspension from a team occur at a time when the suspension would continue to the next school year, the Virginia High School League calendar season practice days prior to the start of the school year will be counted toward completing team suspension days. Should a suspension from a team occur at a time that would incorporate a school break or vacation and a team is previously scheduled to practice or play during that time, such days would count toward the team suspension.

\*\* Team suspension: No student-athlete may participate in any contest until all assigned team suspension days are complete. If it is determined that a student-athlete is making suitable progress in his/her cessation program, such student-athlete may return to practice five practice days prior to the end of the team suspension.

- B. The middle/high school administrator or designee will schedule a meeting with the student-athlete, parent(s), and coach as soon as possible following the confirmation of tobacco or drug use. At this meeting, the student-athlete and parents will have an opportunity to present any information relevant to the situation. Following this meeting, if the administrator or designee is satisfied that the policy has been violated, a suspension from the team, as prescribed, will begin immediately. Written notification will be provided to the parents that will detail the conditions and the endpoint of the team suspension;
- C. A representative from the Winchester City Police Department will have a screening interview with the student-athlete and parent(s) as soon as possible from the start of the suspension. Based on the interview, the middle/high school administrator, Athletic Director and police officer will design an intervention program suitable for the student-athlete. Once the Athletic Director confirms that satisfactory progress is being made in the intervention program, the student-athlete may participate in practice while serving the team suspension days;
- D. Refusal by the athlete or the parent to participate in the intervention program will preclude the student-athlete's further participation in athletics at the school; and
- E. The student-athlete remains subject to random drug testing for the remainder of that sports season at the discretion of school officials.

2. Second Violation:

- A. Suspension from the team and required participation in a drug intervention program as follows:
  - 1. Tobacco: Fifteen (15) school day\* suspension from the team\*\* and mandatory participation in a tobacco use cessation program;
  - 2. Alcohol and Other Drugs or Abused Substances: Twenty (20) school day\* suspension from the team\*\* and mandatory participation in an alcohol/drug use cessation program;

\* School days: Should a suspension from a team occur at a time when the suspension would continue to the next school year, the Virginia High School League calendar season practice days prior to the start of the school year will be counted toward completing team suspension days. Should a suspension from a team occur at a time that would incorporate a school break or vacation and a team is previously scheduled to practice or play during that time, such days would count toward the team suspension.

\*\* Team suspension: No student-athlete may participate in any contest until all assigned team suspension days are complete. If it is determined that a student-athlete is making suitable progress in his/her cessation program, such student-athlete may return to practice five practice days prior to the end of the team suspension.

- B. Upon confirmation of a second violation of the policy by a student-athlete, the middle/high school administrator or designee will schedule a conference with the student-athlete, parent(s), and coach as soon as possible following the confirmation of tobacco/drug use. At this meeting, the student-athlete and parent(s) will have an opportunity to present any information relevant to the situation. Following this meeting, if the administrator or designee is satisfied that the policy has been violated, a suspension

from the team, as prescribed, will begin immediately. Written notification will be provided to the parent(s) that will detail the conditions and the endpoint of the team suspension;

- C. A representative from the Winchester City Police Department will have a screening interview with the student-athlete and parent(s) as soon as possible from the beginning date of the team suspension. Based on this interview the police officer and the Athletic Director will design an intervention program suitable for the student-athlete;
- D. Refusal of the student-athlete or his/her parent(s) to participate in the intervention program will preclude further participation in school athletics;
- E. Upon satisfactorily attending all the prescribed intervention sessions and a negative drug screen test at the end of the team suspension, the student-athlete will be permitted to return to full participation;
- F. The student-athlete remains subject to random drug testing for the remainder of that school year at the discretion of school officials.

3. Third Violation:

- A. A third incident of violating the policy by a student-athlete will result in the permanent team suspension of the individual's participation on any athletic team sponsored by Winchester Academy;
- B. Upon confirmation of a third violation of the policy by a student-athlete, the middle/high school administrator or designee will schedule a conference with the student-athlete, parent(s), and coach as soon as possible following the confirmation of drug use. At this meeting, the student-athlete and parents will have an opportunity to present any information relevant to the situation. Following this meeting, if the principal or designee is satisfied that the policy has been violated, the student-athlete shall be prohibited from any further athletic participation while enrolled at that school. Written notification will be provided to the parent(s) of prohibition from any further school athletic competition.

This policy applies to all student-athletes participating in athletic programs sponsored by Winchester Academy. Students moving from middle to high school with one or no violation will begin the count anew. However, if a student-athlete violated the policy at the middle school two or more times, his or her count at the high school will start with the second consequence (violation), and he or she will be subject to random drug screening while participating in the high school athletic programs.

Legal Refs: Code of Virginia, as amended, section 22.1-78, 54.1-3400 through 54.1-3456, 22.1-279.3:1, 22.1-274D and E(ii), and 22.1-274.2

**Winchester Academy  
Student-Athlete Handbook Acknowledgement Form**

- Prior to participating in team tryouts and/or practice, a student-athlete and his/her parent or guardian must sign and return this form to the Athletic Director.

Winchester Academy Student-Athlete Acknowledgement Section

As a Winchester Academy student-athlete, your choice to participate in interscholastic athletics is a privilege.

1. As a perspective WA student-athlete, I have read and understand the rules and guidelines set forth in the Winchester Academy Student-Athlete Handbook.
2. As a perspective WA student-athlete, I will abide by the rules and guidelines set forth in the Winchester Academy Student-Athlete Handbook.
3. As a perspective WA student-athlete, I will abide by the Drugs and Tobacco in Athletics policy set forth in the Winchester Academy Student-Athlete Handbook. I understand that I will be suspended or dismissed from the team for violations of this policy. Furthermore, I understand that, upon reasonable suspicion, I may be subject to testing for the use of alcohol, tobacco or illegal drugs by a licensed testing facility.

Date: \_\_\_\_\_

Student-Athlete's Name (print): \_\_\_\_\_

Student-Athlete's Signature: \_\_\_\_\_

Parent/Guardian of a Winchester Academy Student-Athlete Acknowledgement Section

1. As the parent or guardian of a perspective WA student-athlete, I have read and understand the rules and guidelines set forth in the Winchester Academy Student-Athlete Handbook.
2. As the parent or guardian of a perspective WA student-athlete, I understand my son/daughter must adhere to the rules and guidelines set forth in the Winchester Academy Student-Athlete Handbook.
3. As the parent or guardian of a perspective WA student-athlete, I understand my son/daughter must adhere to the Drugs and Tobacco in Athletics policy set forth in the Winchester Academy Student-Athlete Handbook.

Date: \_\_\_\_\_

Parent or Guardian's Name (print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

**Winchester Academy Athletics**  
**Emergency Medical Information**

Student's Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student Cell: \_\_\_\_\_

Student Email: \_\_\_\_\_

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Address: \_\_\_\_\_

Parent's/Guardian's Name(s): \_\_\_\_\_

Father's Work #: \_\_\_\_\_ Father's Cell #: \_\_\_\_\_

Father's Email: \_\_\_\_\_

Mother's Work #: \_\_\_\_\_ Mother's Cell #: \_\_\_\_\_

Mother's Email: \_\_\_\_\_

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**\*\*\*In an emergency, if parents cannot be contacted:**

Notify (name/relationship): \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Doctor's Phone #: \_\_\_\_\_

Known Allergies: \_\_\_\_\_

List present medical conditions and/or medications that are taken on a regular basis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Insurance Provider: \_\_\_\_\_ Policy #: \_\_\_\_\_

***In case of severe emergency, we give our consent for school employee, coaches or athletic director to use their judgement to secure medical aid and ambulance service when the parents cannot be reached.***

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_