



Student-Athlete  
and  
Parent/Guardian  
Handbook

## Introduction

This handbook describes the rules, policies, procedures and framework within which the Maryvale Athletic Department functions. The content should be carefully reviewed by both the prospective student-athlete and her parents/guardians. Upon reviewing the contents, the student-athlete and her parents/guardians should sign the attached contract and then submit it to the coach or athletic director prior to the first contest.

## Athletic Program

The Athletic Department at Maryvale Preparatory School consists of the following sports or activities:

### Fall:

- Cross Country (V, MS)
- Field Hockey (V, JV, MS)
- Soccer (V, JV, MS)
- Volleyball (V, JV, MS)

### Winter:

- Basketball (V, JV, MS)
- Indoor Track & Field (V, JV)
- Swimming (V)
- Winter Soccer (MS)

### Spring:

- Badminton (V, JV)
- Lacrosse (V, JV, MS)
- Outdoor Track & Field (V, JV, MS)
- Softball (V)

## Philosophy

At Maryvale, we believe that athletics are a vital component in the growth and development of young women. Our athletics program enhances and supports our academic and leadership mission, assisting students in their personal growth and development. Athletics promote teamwork, tenacity, integrity, goal setting and commitment. Interscholastic athletics are highly competitive, and winning is a primary measure of success. Equally important are sportsmanship, character, respect for coaches and teammates, and dignity in the face of adversity. These hard-won lessons serve as a valuable foundation for life. While we recognize that all athletes do not perform at the same level, all must demonstrate effort, dedication and fair play.

# **Interscholastic Athletic Association of Maryland (IAAM)**

## **Mission Statement**

The diverse 31-member schools of the IAAM share a common commitment to athletics as an extension of the educational process. Participation in healthy athletic competition provides our female students opportunities to build character, acquire and improve athletic skills, demonstrate leadership and have fun. The league, its member schools and participants embrace fair play, integrity and respectful behavior as integral components of the spirit of the games.

Visit the IAAM website at [www.iaamsports.com](http://www.iaamsports.com).

## **Sportsmanship and Citizenship**

An important mission of the interscholastic athletics program is to teach and reinforce values relating to sportsmanship, competition and fair play. It is expected that team personnel, parents and spectators respect this mission by exhibiting appropriate behavior at athletic events.

## **School Attendance**

In order to participate in any athletic event or practice, student-athletes are expected to be in all of their scheduled classes the day of the event. The dean of students or athletic director may excuse an athlete for prescheduled appointments, such as a driver's test, a court appearance, medical appointments or unforeseen emergencies.

## **Arriving Late and/or Missing Practice**

Prompt, regular attendance at practice sessions is necessary for the safety and conditioning of the student as well as for the benefit of the team. Team members should notify their coach prior to any practice that they must miss and should offer an adequate explanation for the absence. Chronic tardiness to practice and unexcused absences, which could result in missing playing time, will be addressed by the coach and athletic director.

## **Equipment and Responsibility for Proper Care**

Most uniforms and equipment are assigned to student-athletes strictly on a loan basis for the duration of the sport season. It is the responsibility of the student-athlete to maintain that equipment/uniform in the same condition in which it was received. Any damage or loss of equipment/uniform will be considered the direct financial obligation of the student-athlete who was responsible for its care. Student-athletes will be charged the replacement cost of any piece of equipment or uniform not returned. This cost must be paid before participating in any other sport.

Any athlete withholding property from one sport is suspended from participating in any other sport until the equipment is returned.

## **Participation on Outside Teams**

Students who are participating on a school-sponsored team are permitted to participate in sports outside of school during the sport season. The outside participation may not conflict with the sports schedule of the school. Please note that the sports schedule includes competitions and practices. Student-athletes must attend all Maryvale competitions, regardless of club tournament play.

## **Inclement Weather Procedures**

Maryvale follows Baltimore County for weather-related closures. In the event schools are closed due to inclement weather conditions, all after-school activities are automatically canceled. These after-school activities include practices, contests, meetings or other events.

## **Athletic Website**

All schedules, rosters and scores will be posted on the Athletics page of the Maryvale website. Any cancellations and/or postponements in practices or games will also be posted on the Athletics page.

## **Requirements for Participation**

Prior to a student's participation in any tryouts, practice or contest, she must have the following:

- Current medical evaluation form that is properly completed by a physician/nurse practitioner. This form must be completed and submitted to Maryvale annually.
- Physical exams are required annually for all students. Physical exams for the upcoming school year must be completed between March 1 and July 15 of the previous school year. For example, physical exams for the 2018-2019 school year must have been completed between March 1, 2018 and July 15, 2018. All forms must be returned to Maryvale's Health Suite by Aug. 1. Students may not attend classes, tryouts, rehearsals, practices or competitions until the forms have been received and review by a Maryvale nurse.
- ImPACT Concussion Testing: In accordance with our relationship with Towson Sports Medicine, we will be implementing a concussion evaluation and management protocol system for our student-athletes. It is required for all student-athletes, age 12 ½ and older, to complete the baseline screening prior to the start of their competitive season.

## **Athletic Training Services**

### **Mission Statement**

The mission of the Maryvale Preparatory School Sports Medicine/Athletic Training Program is to provide the best possible health care for its student-athletes. This is to be accomplished through prevention, recognition, evaluation, assessment, immediate care, treatment, and rehabilitation and reconditioning of injuries and illnesses. Emphasis is also placed on educating the Maryvale community about athletic training and the importance of retaining certified athletic trainers to help provide the best health care for the student-athletes. Maryvale's certified athletic trainer (ATC) provides health care to all Upper School and Middle School student-athletes participating on sports teams.

### **Parent/Guardian-Player Responsibilities**

In the event of a medical injury, athletes will not be cleared to play without a written note from a doctor. The athletic trainer is not only here to build a relationship with your daughter, but also with the parents. Never hesitate to contact the athletic trainer if you have any questions or concerns. The athletic training room is open Monday through Friday from 2:30 p.m. – 5:30 p.m. if an athlete needs to contact the athletic trainer.

### **Athletic Trainer Contact Information:**

#### **Erin Beane**

Ruxton Professional Center, Suite 100

8322 Bellona Avenue

Towson, MD 21204

Office: 410-828-4876 ext. 1155

Fax: 410-337-5189

## **Transportation**

It is understood that each athlete is expected to ride in the school-provided transportation to all away contests, unless a parent/guardian has made arrangements with the athletic director to personally take the athlete to the location of the contest. It is also understood that an athlete may not drive herself to an activity unless under extreme circumstances for which her parent/guardian has contacted the athletic director prior to the event.

## **Information for Parents/Guardians of Athletes**

### **The Player-Coach Relationship**

The player-coach relationship is perhaps the most critical relationship in athletics. A parent/guardian can have a pronounced effect on this very important and delicate relationship. While parents/guardians may not always agree with the decisions made by a coach, how and when parents/guardians express their feelings and opinions can leave a lasting impression upon the student-athletes.

If a parent/guardian expresses a negative opinion about athletic performance or strategy in the presence of his or her daughter, please remember that she may carry that opinion around with her for days or even weeks. Further, providing technical or strategic instruction at home may interfere and conflict with the coach's instructional process at practice sessions and contests, which may ultimately impede the student-athlete's progress, affect her playing time or diminish her opportunity to earn a starting position.

## **The Parent/Guardian-Coach Relationship**

Allowing the coach to instruct and guide the team is critical in many respects. Should a parent/guardian have any athletic-related questions or concerns, do not approach the coach immediately at the conclusion of a contest. At this time, coaches have other responsibilities, and they may want to reflect on the contest before discussing the performance that transpired or establishing a new strategy. Many coaches choose to have a brief meeting with his or her players at the conclusion of a contest. At this time, athletes should not talk to parents/guardians, spectators or friends. These discussions are essential to the learning process involved in the athletic experience.

It is preferred that parents/guardians call or email the coach at a later time to make an appointment. Please note that all meetings should be conducted in a calm, courteous and logical manner.

## **The Parent/Guardian-Player Relationship**

In numerous national studies, it has been determined that most children participate in athletics for enjoyment or fun. Being positive and supportive is very important; adding pressure and unrealistic expectations can be extremely harmful. Please allow the student-athletes to learn, enjoy and grow from this valuable experience.

## **The Spectator-Official Relationship**

Please note that the school where the contest is being held does not schedule the officials. The assignor of the particular sport assigns all officials – neither team has control over which officials are assigned to particular contests.

Prior to earning certification, officials agree to follow a specified code of ethics pertaining to athletic competition. While spectators may not agree with every call the officials make, please do not harass or taunt them. Officials are in charge of the contest and have the authority to eject unruly spectators. Behaviors of harassment and aggression will not be tolerated and are grounds for removal from the event site.

Also, please be mindful that coaches, athletic administrators and school representatives work very hard to establish a good working relationship with the officials in the league. Disorderly spectators can easily damage these relationships.

## **Expectations for Spectator Behavior**

- Applaud players for their efforts
- Accept the decisions of officials
- Appreciate participants for their commitment
- Support school personnel in conducting an orderly and spirited contest
- Maintain composure when momentum shifts in favor of the other team
- Respect the rights of other spectators
- Reward good sportsmanship through positive cheering
- Focus attention on optimistic aspects of competition
- Encourage players by showing enthusiasm and positive recognition
- Demonstrate concern for the safety and welfare of the student-athletes

Remember, these young women are students, not professional athletes. They, as well as coaches and officials, will make mistakes throughout the course of the competition. However, all participants are putting forth their best effort. Negative criticism and “booing” are unacceptable forms of expression at these events. Parents/guardians and spectators can assist in the students’ development as athletes by focusing attention on the positive aspects of their performance. This cooperation is critical and greatly appreciated.

In addition to embracing the Maryvale Preparatory School Athletic Department Philosophy, we also encourage and promote:

- The belief that athletes should participate in multiple sports and not specialize in any one specific sport
- The concept of the broadest-based participation possible by offering as many teams as Maryvale can support.
- The premise that all teams are considered vital for our student-athletes and the development of the Athletic Department; no one sport is considered more important than the other
- The approach that all teams should be treated as fairly as possible

## **Expressing Concerns**

When expressing an occasional concern to a coach, please refer to and use the following guidelines:

1. If there are any questions or concerns involving some aspect of the athletic

- program, the athlete should first contact the coach.
2. Never approach a coach immediately at the conclusion of a contest. This is not the appropriate time or place for a discussion concerning your child or the team.
  3. Call or email the coach the following day to schedule an appointment that is convenient for all parties' schedules.
  4. When voicing concerns, please do so in a calm, civil manner. Yelling, being rude and/or using foul language is unacceptable and will not be tolerated.
  5. After stating concerns, listen to the explanation. Listening and being respectful of the coach's opinion or viewpoint may help in understanding the explanation presented.

## **Sportsmanship**

Athletics should be educational in nature; thus, it is important for all parents/guardians and spectators to demonstrate good sportsmanship and serve as role models for our student-athletes. Sportsmanship is an overt display of respect for the rules of the sport and for all others. It also involves a commitment to fair play, ethical behavior and integrity. This means:

1. Vulgar or inappropriate language by fans or spectators will not be tolerated.
2. Fans and spectators should be supportive and positive. Cheering should be done for our team in a positive tone, and exceptional play should be acknowledged. Taunting and harassing the other team and its spectators are unacceptable.
3. In certain sports, such as volleyball and basketball, spectators must refrain from yelling while a player is attempting a foul shot or a serve.
4. Remember, school officials have the authority to remove a spectator(s) from a contest for unruly or improper conduct. The individual(s) may be removed for the duration of a particular contest or for any extended period of time depending on the severity or frequency of the improper conduct.

## **Acceptable Behavior**

The following acts are considered acceptable behavior, and they are highly encouraged:

- Applauding during the introduction of players, coaches and officials
- Accepting all decisions of officials
- Recognizing a player who has fouled out for her performance with applause from both sets of fans and with a hand shake from opponents
- Shaking hands at the end of a contest between participants and coaches regardless of the outcome

- Treating the competition as a game, not a war
- Congratulating opposing coaches and players
- Acknowledging exceptional play in an appreciative and positive manner
- Showing concern for an injured player regardless of the team
- Encouraging only sportsmanlike conduct, which includes, but is not limited to, class, dignity and respect

## **Unacceptable Behavior**

The following acts are considered unacceptable behavior, and they will not be tolerated:

- Yelling/waving arms during an opponent's free throw/penalty shot/serve
- Performing disrespectful or derogatory yells, chants, songs or gestures
- Heckling an official's call or decision
- Criticizing officials in any way; displays of temper with an official's call
- Yelling anything that may antagonize the opponents
- Refusing to shake hands or give recognition for good performance
- Blaming the loss of a contest on the officials, coaches or players
- Taunting or name-calling to distract the opponent
- Using profanity or displays of anger that draws attention away from the contest

## **Responsibilities of a Student-Athlete**

Coaches expect a student-athlete to adhere to the following guidelines:

1. The team's goals, welfare and success must come before the individual.
2. A student-athlete needs to consistently attend practice sessions, which may be held on weekends and during holiday breaks.
3. Players must be receptive to coaching.
4. Team members are responsible for all issued uniforms and equipment.
5. As a member of the team, a student-athlete must agree to and follow the team rules.
6. Student-athletes are ambassadors and not only represent themselves, but also the coaching staff, the school and the entire community.
7. If injured, a student-athlete must report all injuries to the coach and the athletic trainer.

## **Responsibilities of the Coach**

At Maryvale, a coach has the responsibility for the following:

- The selection of the team
- The determination of the style of play, including the offensive and defensive philosophy
- The teaching and instructing at practice sessions
- The determination of who starts and how long she plays in a contest
- The decision of who plays in what position
- The establishing of team rules
- The process pertaining to the selection of team captains
- The communication with student-athletes and parents/guardians with respect to when practice sessions will be held and when the sessions will start and finish

## **Participation and Team Selection**

At Maryvale, participation on an athletic team is a privilege, not a right. Maintaining one's membership on any team means that the student will accept all responsibilities of being a student-athlete. Please note, unlike recreation or intramural teams, equal or guaranteed playing time does not exist. In an effort to put forward the best team possible, a coach will use players best suited to the conditions or demands of the contest at that time.

Every coach has the responsibility and authority for selecting his or her team. The criteria for selecting the team are developed by the coach, and it is unique to each team.

Please note that there are no guarantees pertaining to roster spots. For example, players from the previous year's junior varsity (JV) team do not automatically make the JV team the following year or the varsity team. Having been a member of a team during the previous year or even being a senior does not ensure that a student will make the team.

Parents/guardians should expect that every candidate will be treated fairly and given every consideration. Coaches are sensitive to feelings of disappointment, and they will handle the task as positively as possible. Coaches will also be available to answer the student-athletes' questions.

While the members of the Athletic Department understand that not making a team is disappointing, we often find ourselves in situation in which we, unfortunately, cannot keep every person who attends tryouts for a team. Anyone who does not make a team is welcome to be a manager. When parents/guardians and students understand and support the coach's decision, this difficult process becomes a less painful experience for all.

## **The Purpose of a Junior Varsity Team**

Junior varsity (JV) teams exist to provide those student-athletes who are unable to participate on the varsity team with an opportunity to develop skills, gain experience and have fun. While the student-athlete's age, size or skill level may be the limiting factor in not making the varsity team, participation on a JV team may enhance the student-athlete's potential to make the varsity team in the future.

A caution, however, must also be given. Being a member of a JV team does not guarantee that an athlete will automatically move up the following year to the varsity team. The athletes best suited for varsity competition will make the team each year.

Striving to win is important in athletics. However, the development of student-athletes should be the ultimate purpose of a JV team, while at the same time acknowledging the value of winning and learning and enjoying being a member of a team.

## **Practice Sessions and Games**

Practice sessions are normally closed to spectators. These sessions are the equivalent of a teacher's classroom; there is quality instruction taking place. Interruptions and interference to a student-athlete's concentration and focus in practice are not allowed any more than a disruption would be tolerated in an academic setting. Education in any setting cannot be compromised.

At Maryvale, the practice sessions:

- May last two or more hours
- May start and end at different times due to the schedule of the coach or the facilities (this information will be communicated by the coach)
- Will not be held when school is dismissed due to inclement weather
- Will not be held when school is not in session due to inclement weather
- May be held on weekends and/or during holiday breaks

Attending competitions, however, is strongly recommended and encouraged. Positive and nurturing support of teams and athletes can be very helpful to performance in athletic contests.

## **Athletic Awards**

The athletic director determines the requirements for the following awards at Maryvale:

### Varsity Teams:

- Varsity patch (one per entire high school career)
- Sport-specific pin for first year
- Star pin for every year the student-athlete participates (after the first year)
- Varsity certificate

### JV Teams:

- JV patch (one per entire high school career)
- Sport-specific pin for first year
- Star pin for every year the student-athlete participates (after the first year)
- JV certificate

## **Team Captains**

Team captains serve as positive role models to their teammates, links between the team and the coaching staff and leaders both on and off the field/court. It is also important to understand that serving in the capacity of a captain is not reserved solely for seniors on the team. This position is open for students who are best suited to filling the responsibilities.

## **Risk of Athletic Participation**

Participation in interscholastic athletic activities includes intense competition that poses the risk for significant or even life-threatening injury. Participants and parents/guardians are urged to consider these risks prior to joining a team. Risks vary from sport to sport and can occur under direct supervision and with use of proper safety equipment.

## **Sports Boosters Club**

Sports Boosters at Maryvale is a parent-run organization whose primary purpose is to provide financial assistance to enhance the on-field success of the athletic programs at Maryvale. Sports Boosters focuses on the needs of the Athletic Department as a whole and not on individual sports. Sports Boosters also seeks to foster school spirit and encourage participation by all of our girls. We encourage all parents/guardians to get involved to help at upcoming events. Please feel free to visit the organization's page on the Maryvale website for more information.

**Maryvale Preparatory School**  
**Student-Parent/Guardian Athletic Participation Contract and Permission Form**

**Please review this contract carefully and provide the information as requested, affix signatures and return the completed contract/permission form to the athletic director.**

Stipulations:

The student-athlete and her parent/guardian have received and read the Student-Parent/Guardian Athletic Participation Handbook. Based on this information, the student-athlete and her parent/guardian understand and stipulate to the following:

1. I/We understand the eligibility regulations required for participation.
2. I/We understand there is potential for serious, catastrophic or life-threatening injury associated with participation in a sport.
3. I/We, as a participant or spectator, will exhibit a high level of sportsmanship at contests.
4. I/We will follow appropriate procedures in communicating concerns to coaches.
5. I/We affirm that the student-athlete will abide by all team and participation standards.

Permission to Participate:

I/We hereby authorize and consent to our child's participation in interscholastic athletics and sports. We understand that the sport in which our child will be participating is potentially dangerous, and that physical injuries may occur to our child, thus requiring emergency medical care and treatment. I/We assume the risk of injury to our child that may occur in an athletic activity.

I/We hereby give our consent and authorize Maryvale Preparatory School and its agents, servants and/or employees to consent on our behalf and on behalf of our child to emergency medical care and treatment in the event we are unable to be notified by reasonable attempts of the need for such emergency medical care and treatment.

I, \_\_\_\_\_, and I, \_\_\_\_\_  
(student's name) (parent's name)

have carefully reviewed the Student-Parent/Guardian Athletic Participation Handbook and the Student-Parent/Guardian Athletic Participation Contract and Parent Permission Form. I/We understand the conditions for participation in Maryvale's interscholastic athletic program, and I/we understand that there are inherent risks associated with participation.

Student's Signature: \_\_\_\_\_

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

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

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