



Collegiate School  
Student Athlete  
Parent  
Handbook  
2021 – 2022

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### ***School Administration***

Mr. David Lourie, Head of School

Mr. Andrew Prince, Upper School Head

Dr. Hassan Jones, Middle School Head

Nickname: Dutchmen

School Colors: Blue and Orange

School Website: [www.collegiateschool.org](http://www.collegiateschool.org)

## *Introduction*

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Dear Parents and Student Athletes:

On behalf of the Athletic Department at Collegiate School, thank you for being involved in the athletic program. We look forward to working with our student athletes as we prepare for another great year of competing in the Ivy League and Metropolitan Middle School League.

This handbook serves as a guide to parents and student athletes and provides a clearer understanding of the athletic program. Although every aspect of the athletic program cannot be covered, the existing policies set forth here should act as a framework for standard practices.

Please note that this handbook supplements, not replaces, all other School rules and regulations. All School policies, including those set out in division handbooks, apply in the athletics context.

A secondary purpose of this handbook is to help maintain the value of athletics and the important role it plays in developing the whole child. Although long accepted as being an integral part of a total educational program, athletics can easily be taken for granted or its best efforts misdirected. Therefore, educational goals, issues of integrity, and practices must be consistently defined.

I would like to stress that communication between the coaches and student athletes and parents is one of the keys to having a successful program. This guide should act as the beginning of this communication.

By acting as a representative of Collegiate School you have a major responsibility to yourself, team, and your parents and/or guardians.

Raymond Voelkel  
Athletic Director and Physical Education Head

## *Table of Contents*

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<i>Philosophy and Statement of Beliefs</i>	5	Participation in Conflicting	
<i>Interscholastic Team Participation</i>		School-Sponsored Programs	12
Requirements for Participation on		Family Vacations	12
Interscholastic Teams	7	Team Expectations	12
Assumption of Risk	7	Equipment	13
Concussion Protocol	7	Tryout and Selection Period	13
Emergency Medication	8	Dropping or Transferring Sports	13
MRSA	8	Sports Schedule Website	13
Athletic Code of Conduct	8	Team Letter –	
Athletic Offerings	9	Practice Sites and Time	14
League Affiliation	9	Parent Coaching During Contests	14
Schedules	9	Expectations for Parents	14
Season Starting Dates		Student/Parent Communication	
for Upper School	10	with Coaches	14
Season Starting Dates		Recognition of the Student Athlete	15
for Middle School	10	Guide for the Prospective	
Transportation	10	College Athlete	15
Reporting of Injuries	11		
Sportsmanship	11		
Message to Spectators	11		
Respect for Others/Hazing/ Bullying	11		
Phone Usage Policy			
in the Locker Room	11		
MS Phone Policy on Bus Traveling			
to Practice and Games	11		
Attendance	12		
Competing on Non-School Teams			
in Season	12		

## *Philosophy and Statement of Beliefs*

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The Athletic Department is committed to the intellectual, social, and moral growth of our students and strives to challenge our student athletes to reach for levels of personal achievement not previously attempted or attained. We seek to build a winning attitude through the development of team chemistry and implement a plan for fostering a sense of team. We attempt to establish a tradition that attracts new students to our teams. We seek to simplify and clarify player expectations and develop accountability for them.

Regardless of the final analysis, the win/loss record of the various teams does not matter; rather, the development and character of each student form the foundation for a vigorous and vital program.

The specific objectives of the interscholastic program are:

1. To provide a diversified and balanced athletic program.
2. To encourage each student to excel athletically and scholastically to the best of his ability.
3. To develop within students a winning attitude, with the recognition that to lose is no disgrace if one has done his best.
4. To develop within students a firm sense of good sportsmanship and the values of competing at all times.
5. To develop and promote the values of physical fitness and sound physical and mental health.
6. To educate and inform the community regarding the purpose and place of interscholastic athletics.
7. To promote fun and enjoyment for all participants.
8. To increase each participant's understanding and appreciation of their sport.
9. To teach students to respect the decisions of officials and thereby to remain undemonstrative in accepting these decisions.
10. To teach students to act in a courteous manner toward all visiting teams, spectators, and officials.

## **UPPER SCHOOL PHILOSOPHY**

Student Athletes in the Upper School are integral to a comprehensive educational program and can contribute substantially to the learning experience of all students. In the unique setting of a team, participation in athletics enables students to work collaboratively, physically, mentally, and emotionally. Student athletes learn how to depend upon one another and how to be responsible to their teammates. Together they learn to compete, to struggle, to endure, to succeed, to lose, and to win.

## **MIDDLE SCHOOL PHILOSOPHY**

The purpose of the Middle School athletic program is to have fun, learn the value of physical activity, improve athletic skills, prepare for future Upper School competitions, and learn how to win and lose gracefully. It is a competitive program that offers student athletes and teams the opportunities to grow and mature at appropriate levels. Coaches do their best to provide each student with an opportunity to play in each game or contest.

## **STATEMENT OF BELIEFS**

We believe that we are at our best when all members of the school community conduct themselves with respect, kindness, and integrity.

We believe that the traditions and values of this old but not old-fashioned school can inspire boys to develop their individual capacities for personal and academic excellence.

We believe that boys learn best when they are members of a diverse and just community that fosters purposeful and spirited engagement, inquiry, and collaboration in academics, athletics, and the arts.

We believe that a liberal arts education committed to diligent and discerning scholarship prepares students to be citizens who act with conscience, courage, and compassion.

## *Interscholastic Team Participation*

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### **REQUIREMENTS FOR PARTICIPATION ON INTERSCHOLASTIC TEAMS**

All students participating on interscholastic team(s) are required to have their medical history information (Vital Health Record) updated prior to each season via the **Magnus Health Portal** available on Collegiate Connect under “Resources.” All annual physicals must be current throughout the year before attending any practice and/or tryout.

Magnus Health will assist the Parent/Guardian and the School Nurse in determining that all required medical information is continually updated.

### **ASSUMPTION OF RISK**

While the first priority of the Athletic Department and other school officials is to keep student athletes safe, participation in all athletics includes a risk of injury including serious injury, paralysis, or death. Additionally, supervision during athletics may be less than it is during an ordinary day at School, and there may be times in which students are unsupervised. Parents and their children should carefully discuss and consider these risks before participating.

### **CONCUSSION PROTOCOL**

While School staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, athletic training staff, coaches, nurses, and other appropriate staff receive training to recognize the signs, symptoms, and behaviors consistent with a concussion. Any athlete exhibiting those signs, symptoms, or behaviors while participating in a School-sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and will not be permitted to return that day. The athletic trainer will evaluate the athlete based on various symptoms and tests to determine the severity of the possible injury.

Parents will be contacted once the trainer has done the evaluation and will recommend appropriate monitoring to parents or guardians. If it is recommended that the student have a medical assessment from their health care provider, the Collegiate Acute Concussion Care Plan form can be downloaded from the Magnus Health Portal for your health care provider to complete. Collegiate School highly recommends that the student consult with a neurologist for concussion concerns.

If a student sustains a concussion at a time other than when engaged in a School-sponsored activity, the School expects the parent/legal guardian to promptly report the condition to School Nurse Sharon McGahan, so that the School can support the appropriate management of the condition. Collaboration will help ensure the development of an appropriate concussion management plan for the student.

The student shall not return to school or activity until authorized to do so by an appropriate health care professional. Once the student’s health care provider has sent written permission for the athlete to return to their sport, the trainer will do an RTP (Return to Play) Protocol that will take a minimum of five days to complete. Once the athlete is symptom-free for 24 hours he can begin the RTP protocol, either with the school’s trainer or an outside training facility. Any student who continues to have signs or symptoms upon return to activity will be removed from play and reevaluated by their health care provider.

## **EMERGENCY MEDICATION**

Students requiring an epinephrine auto-injector (Epipen or Auvi-Q) and/or a multi-dose inhaler (MDI) must carry their own medication/device to all practices and games and should self-administer. Collegiate will provide the coach with one emergency twin set of epinephrine auto-injectors and one emergency inhaler. Prior to the start of the school year, allergy and asthma care plans must be current on the Magnus Health Portal. All medication-administration issues that may arise in the athletics context should be discussed with the School Nurse and the coach.

## **MRSA (METHICILLIN-RESISTANT STAPHYLOCOCCUS AUREUS)**

MRSA infections are transmitted from person to person through direct contact with skin or through contact with contaminated items. The bacteria can enter the body through breaks in the skin and sometimes cause infection. Prevention of MRSA is possible by practicing excellent hygiene habits such as hand washing, covering all cuts or wounds, showering and washing clothing after exercising, and by not sharing personal items such as towels, razors, and clothing. Collegiate School, through its Maintenance Department, follows State and CDC guidelines on facility cleaning and upkeep that aim to prevent skin infections.

## **ATHLETIC CODE OF CONDUCT**

- Always remember that you represent Collegiate School and the community, and that it is a privilege to be a member of a team.
- Be gracious in defeat and modest in victory.
- Be punctual and prepared for all practices and games.
- Have a desire to improve skills and knowledge of the sport.
- Exhibit a willingness to work hard.
- Avoid profanity and inappropriate language.
- Control one's temper and emotions.
- Refrain from illegal tactics.
- Act in a most sportsmanlike manner at all times.
- Treat visiting teams and officials with respect.
- Attend all practices.
- Keep the coach informed of any potential conflicts that may hinder meeting team obligations.
- Report all injuries to the coach.
- Plan your schedule so that you give sufficient time and energy to your studies to ensure acceptable grades.
- Follow intelligent training rules.
  - a. Avoid alcohol, tobacco, and mood-modifying substances, which are proven harmful to the body and hinder maximum effort and performance.
  - b. Get the proper amount of sleep.
  - c. Maintain a well-balanced diet, including a good breakfast.



## **COLLEGIATE SCHOOL ATHLETIC OFFERINGS**

***\*TBD by COVID-19 and school regulations***

### ***Fall***

Varsity and Junior Varsity Cross Country

Varsity Soccer

Junior Varsity Soccer

7th and 8th Grade Cross Country

7th Grade Soccer

8th Grade Soccer

### ***Winter***

Varsity Basketball

Junior Varsity Basketball

Varsity and Junior Varsity Indoor Track and Field

Varsity Wrestling

7th Grade Basketball

8th Grade Basketball

7th and 8th Grade Wrestling

### ***Spring***

Varsity Baseball

Junior Varsity Baseball

Varsity Golf

Varsity Tennis

Junior Varsity Tennis

Varsity and Junior Varsity Track and Field

7th Grade Baseball

8th Grade Baseball

7th and 8th Grade Track and Field

## **LEAGUE AFFILIATION**

Collegiate School is a member of the New York State Association of Independent Schools Athletic Association (NYSAISAA). Our school affiliations are the Ivy Preparatory League for the Upper School and the Metropolitan Middle School League (MPMSL) for the Middle School.

## **SCHEDULES**

On occasion, changes to the schedule are necessary due to weather, school conflicts, or unexpected emergencies. For the most part every effort will be made to complete the schedule.

Schedules are available approximately two weeks prior to the start of each season. The schedules are published on the school's website on the Athletics page.

If a game or contest is cancelled or moved to a different site, parents will receive an email from the Athletic Department as soon as possible. If a game or contest is cancelled, the coach will determine if the teams will still meet and practice.

## **SEASON STARTING DATES FOR UPPER SCHOOL**

***\*TBD by COVID-19 and school regulations***

### ***Fall Sports***

Ivy League can start 19 days prior to Labor Day

Cross Country (Varsity and Junior Varsity) – Begins the Monday before Labor Day weekend  
Soccer (Varsity and Junior Varsity) – Varsity tryouts begin locally on August 19, 2021. Junior Varsity tryouts begin locally on August 23, 2021.

### ***Winter Sports*** – November 1, 2021

Basketball (Varsity and Junior Varsity)

Indoor Track and Field (Varsity and Junior Varsity)

Wrestling (Varsity and Junior Varsity)

### ***Spring Sports*** – February 23, 2022

Baseball (Varsity and Junior Varsity)

Golf (Varsity)

Outdoor Track and Field (Varsity and Junior Varsity)

Tennis (Varsity and Junior Varsity)

## **SEASON STARTING DATES FOR MIDDLE SCHOOL**

The Middle School teams start on the following dates:

Fall – September 9, 2021

Winter – November 8, 2021

Spring – February 23, 2022

## **TRANSPORTATION**

***\*TBD by COVID-19 and school regulations***

Student athletes are transported to and from away contests, practices, and scrimmages by School-authorized vehicles. All transportation will originate from the School (typically 62nd street and Freedom Place South) and return to the same location after contests, practices, and scrimmages. Under certain circumstances, students may leave athletic contests or practices on their own, provided the student and parent have filled out and returned the Athletic Dismissal form from the Athletics page of the Collegiate website or parent download page (under Resources) of Collegiate Connect. At a contest, parents may obtain permission directly from the Head Coach to have their child ride home with them without an Athletic Dismissal Form.

No student athlete may take their own private vehicle without written parental permission and the approval of the Athletic Director. The student athlete may not transport other members of their team. Only boys on the roster (student athletes/managers), faculty members, and coaches are allowed to be transported by Collegiate School-authorized vehicles.

Student athletes are permitted to be dropped off at predetermined points during the trip back to Collegiate as long as a parent has completed the Athletic Dismissal form found on the parent download page. This form must be given to the Head Coach.

### **REPORTING OF INJURIES**

It is the student athlete's responsibility to report, immediately, any injury to the Head Coach and/or the Athletic Trainer. If the injured athlete requires a medical assessment by their health care provider, he is required to forward any written information/directives to the Head Coach and Athletic Trainer. If the athlete has been medically treated, the athlete must obtain written permission from their health care provider to return to the sport.

### **SPORTSMANSHIP**

Collegiate School, in association with the Ivy Preparatory League, promotes good sportsmanship by student athletes, coaches, and fans alike. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or ethnic slurs, fighting, or other inappropriate behavior will not be tolerated, and are grounds for removal from the site of competition and further disciplinary action. In addition, the use of artificial noisemakers is not permitted.

### **MESSAGE TO SPECTATORS**

We appreciate fan support for members of Collegiate School's athletic teams. We expect all cheering to be positive and directed toward our teams. At no point should fans be speaking directly to coaches, opposing fans, officials, or contestants. We should be aware that the contestants are Upper- and Middle-School athletes in a school environment. We believe that we should let officials officiate, players play, and coaches coach. Fans should behave respectfully.

### **RESPECT FOR OTHERS/HAZING/BULLYING**

In a community that is built on mutual trust, respect, and a right to physical and emotional security, fighting is unacceptable, as is bullying, hazing, and abusive language or imagery (written, spoken, printed, or digital). Bullying involves any physical, verbal, or implied threats of intimidation by one or a group of students over another. Hazing refers to any activity expected of someone joining a group (or to maintain full status as a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. For further definitions and information about bullying, see Collegiate School's Policy on Student Harassment/Bullying. Collegiate School's Policy on Student Harassment/Bullying applies fully in the athletic context, including, but not limited to, practices, games, and contests.

### **PHONE USAGE POLICY IN THE LOCKER ROOM**

Due to a potential invasion of privacy, students should not use phones at any time while in the locker room. If you need to use your phone, please do so outside of the locker room area.

### **MIDDLE SCHOOL PHONE POLICY ON BUS TRAVELING TO PRACTICE AND GAMES**

Middle School students should follow the same policy (no phone usage) as they follow during the school day while on the bus traveling to and from practices and games. If students do not carry their phone on the bus, their coach will have a phone available for their use if needed for

emergencies. When a student does carry their phone on the bus they should keep it in their school or athletic bag. They should only use them to make emergency calls (getting back later than expected, communicate with parents, report sickness, etc.). A student may, however, use their electronic device to do homework by getting permission and then sitting in a designated area of the bus as assigned by their coach.

### **ATTENDANCE**

Student athletes are expected to attend all scheduled practices and games unless excused by the coach. Fall athletes are strongly encouraged to attend the pre-season training camps. Winter athletes are strongly encouraged to attend all vacation practices and competitions. In the spring, some athletes have the opportunity to travel with the teams for pre-season practice and are expected to attend the practices and games during spring break.

### **COMPETING ON NON-SCHOOL TEAMS IN SEASON**

If a student athlete competes on a non-School team while participating on a School-sponsored team, communication between the student and coach is necessary. Student athletes are to make the Collegiate School team their first priority. Participation on the School team must be primary to all other sport obligations.

### **PARTICIPATION IN CONFLICTING SCHOOL-SPONSORED PROGRAMS**

The athletic department realizes that every student should have the opportunity for a wide range of experiences in the area of extracurricular activities. A student-athlete should clearly communicate to a coach before the season begins their interest in participating in another activity. The coach has discretion in handling potential conflicts, but athletes must understand that their commitment to the School team has a significant impact on the other members of the team and therefore should choose wisely when making decisions. Students should be careful not to take on too much in their extracurricular schedules to prevent conflicts. The key to avoiding these types of situations is careful planning and communication.

### **FAMILY VACATIONS**

Family trips should not conflict with team obligations (practices or games). When parents choose to take family vacations during sports seasons, it must be understood that the time missed by the student athlete can affect team chemistry and individual conditioning, as well as individual and team performance. Student athletes who miss practice may have their role or playing time adjusted. Coaches will make every effort to inform the athlete and their parents of the season's schedule as early as possible. Also, student athletes and parents should inform the coach of potential scheduling conflicts as early as possible.

### **TEAM EXPECTATIONS**

Collegiate School student athletes should put aside individual goals for the sake of the team. We are a "team first" athletic program. We encourage student athletes to think about themselves and their development, but in a team concept. Players must put the team first and accept their role on the team. Any conflicts dealing with scheduled practices or games need to be communicated in a timely fashion with the coach. Coaches may establish rules and regulations with the approval of the Athletic Director for their sports. These team expectations will be given by the coach to all team members and to all parents in the introductory pre-season letter.

## **EQUIPMENT**

It is the responsibility of the student athlete to care for and return any School-issued uniform or equipment at the end of the season. If any equipment or uniforms are not returned or are lost, the student athlete will be charged a replacement fee. Athletic charges are reported to the Business Office and made to student accounts in late December/early January; a second bill is sent in late May/early June.

## **TRYOUT AND SELECTION PERIOD**

To the extent participation in a sport may be limited due to facilities or practice constraints, the following criteria shall apply:

Coaches' Responsibility:

- Choosing the members of a team is the sole responsibility of the coaches of those teams.
- The Junior Varsity or Middle School coaches shall take into consideration the policies as established by the Varsity Head Coach of the particular sport.
- Prior to the tryout, the coach shall provide the following information to all prospective team members:
  1. Extent of tryout period.
  2. Criteria used to select the team.
  3. Practice commitment if they make the team.
  4. Game commitments.
  5. Number of players to be selected.

The selection process for participation will include the following important elements:

- Have competed in at least 3 practice sessions.
- Have performed in at least 1 intra-squad game when possible.
- Be personally informed of the coach's decision when cutting a player and the reason for the action.
- Coaches will discuss alternative possibilities for participation in the sport or other areas in the Athletic program.

## **DROPPING OR TRANSFERRING SPORTS**

We believe that once a student is selected for or commits to a team that he should remain on that team throughout the season and that quitting is rarely the best course of action. On the rare occasion that a student finds it necessary, the following procedure should be followed:

- Consult with your coach, preferably in person.
- Hand in all equipment and School-issued uniform.
- Report this to the Director of Athletics and Physical Education.
- Register for a Physical Education class or another sport.

## **SPORTS SCHEDULE WEBSITE**

Visit the Athletic page on the Collegiate website for the daily and seasonal information. Every effort is made to update any changes to the schedule. Parents will receive emails if there are any cancellations or changes to the daily schedule.

## **TEAM LETTER – PRACTICE SITES AND TIME**

This information will be included in the letter sent to parents early in the season.

## **PARENT COACHING DURING CONTESTS**

Collegiate School coaches provide student athletes the opportunity to have meaningful experiences, positive life lessons, accomplishments, and success through the development of work ethic, desire, and perseverance. As they coach during contests, the coaches maintain the standards set by the School. Parents should be respectful and mindful that they should never coach from the sidelines or stands. The School retains the right to ask a parent to leave an athletic event if their behavior is deemed inappropriate by the School.

## **EXPECTATIONS FOR PARENTS**

The Collegiate School Athletic Department always strives to achieve:

- A safe, caring, challenging environment.
- Close communication about your child and the expectations the coach has for your child.
- Communication about athletics and athletic philosophy.
- Consistency and fairness.
- Communication regarding any disciplinary action.

## **STUDENT/PARENT COMMUNICATION WITH COACHES**

We want our student athletes to learn how to have conversations with their coaches without advocacy from their parents. We understand that at times parents may feel the need to speak with a coach about certain concerns. However, before they do, we would like parents to encourage their children to speak with the coach first. We have found that a simple conversation can resolve many issues.

Should a meeting with the student athlete and coach not resolve the issue or concern, there are situations where a meeting with the parent and coach may be appropriate. At this point it is important that both parties involved have an understanding of the other person's position. The following procedures should be used to help resolve any areas of concern.

Parent procedure to follow when discussing a concern with a coach:

1. Send an email or call to set up an appointment.
2. Please do not confront a coach before or after a contest or practice with a concern.

Appropriate concerns to discuss with coaches:

1. The treatment of your child, both mentally and physically.
2. Concerns about your child's behavior.

Issues not appropriate to discuss with coaches:

1. Playing time.
2. Play calling or strategies used or suggestions to be used.
3. Other student athletes.

What to do if the meeting with the coach did not provide a resolution:

1. Call or email the Athletic Director, Ray Voelkel, to discuss the situation and, if needed, schedule a meeting.

At this meeting the Athletic Director will try to help understand the issue and come to a positive resolution.

### **RECOGNITION OF THE STUDENT ATHLETE**

Collegiate School seeks to reward the efforts of its student athletes, recognizing hard work, dedication, commitment, and outstanding performance. Athletic letters are awarded to members of varsity sports based on effort, attendance, commitment, and performance. The earning of a letter is up to the discretion of the coach. The coach will provide clear guidelines to all athletes as to the standards needed to meet to earn a varsity letter.

### **GUIDE FOR THE PROSPECTIVE COLLEGE ATHLETE**

The Initial-Eligibility Clearinghouse has been established by the National Collegiate Athletic Association (NCAA) for the benefit of those students wishing to participate in intercollegiate athletics while attending a college or university in the United States. The Clearinghouse is designed to certify an individual's athletic eligibility before he enters a university or college. The focus of the organization is on Division I and Division II schools, but it also acts as an advisor model for Division III schools. This information is available on the NCAA website.

# Collegiate School

(212) 812-8500

[www.collegiateschool.org](http://www.collegiateschool.org)