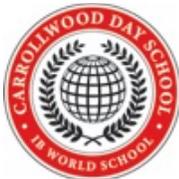


Student-Athlete and Parent Handbook



Patriots



CARROLLWOOD
DAY SCHOOL

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Introduction

Students at Carrollwood Day School are challenged with a demanding academic program. They also may choose to participate in a variety of extra-curricular activities from which they can gain valuable perspectives about themselves and life beyond the classroom. Athletic competition plays an essential role in providing the student with educational life experiences beyond the classroom. To provide these experiences, Carrollwood Day School is committed to developing an athletic program offering interscholastic competition in many different sports, with teams for students in grades 6 through 12.

This handbook provides helpful information about Carrollwood Day School's athletic program and the responsibilities and privileges of students who participate in athletics. While this handbook will not answer every question, we hope you find it to be a very helpful reference.

Any questions you may still have pertaining to athletic department policy should be directed to the athletic director. Questions regarding a specific sport or team should be directed to the head coach.

Message from the Head of School

Dear Student-Athletes,

The opportunity to represent Carrollwood Day School in athletics is one that should make each of you very proud. At CDS, we value all aspects of your experience and being on an athletic team is one that will certainly leave lasting memories and friendships. Athletics at CDS will demand dedication, *character*, and discipline from each of you. Notice I emphasized ‘character’: not only is CDS about Education with Character, we are also committed to *Athletics with Character*.

As a former high school and collegiate athlete, I firmly believe that athletics is an integral part of developing the skills you will need as you embark on your life after CDS. Some of these skills are: teamwork, collaboration, calm-under-pressure, resiliency, and the ability to handle disappointment. Every coach, teacher, and administrator within Carrollwood Day School understands that your participation in athletics is an important supplement to your academic endeavors.

I want to thank each of you for participating in our athletic program and for the hard work and discipline required of you. We trust that you will commit to delivering your best efforts in athletic participation as well as in the classroom. Please always remember as a student-athlete that the ‘student’ comes before the ‘athlete’ and your academics need to always be a priority.

Representing Carrollwood Day School and Patriot Nation in any endeavor, athletic or otherwise, is a privilege earned through hard work, determination, and excellence in the classroom.

I wish you all the best for the coming year. Go Patriots!

Sincerely,

Ryan Kelly, Ed.D.
Head of School

Welcome from the Athletic Director

Welcome to Carrollwood Day School Athletics, home of the Patriots. As the Athletic Director for CDS, I am so proud of our program, our student-athletes and coaches. Our athletes and coaches understand the importance of representing our school exceptionally well. The focus is on excellent sportsmanship, teamwork, and the development of competitive teams and individuals.

The athletic department follows and incorporates strength of character principles in all that we do, taking pride in our achievements. CDS athletics is dedicated to excellence both in and outside of athletics and challenges its students to commit themselves fully in all that they do.

We must also understand that sports require a sense of commitment to team and respect to CDS, other teams, students, and the community we represent.

Please take time to review this handbook so you will understand the established guidelines and expectations for all of our athletic programs.

Baker Mabry
Athletic Director



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Athletic Philosophy of Carrollwood Day School

Athletics is an important and vital part of the educational program at Carrollwood Day School. Our athletic philosophy includes the concepts of blue ribbon sportsmanship, student-athletes understanding and focusing on excellent teamwork, and developing competitive individuals and teams. We ascribe to the concept of *Education with Character*. Carrollwood Day School seeks to encourage as much participation as possible at each level of interscholastic competition. The CDS athletic program is designed to meet the age appropriate needs of all of our students.

Middle School Athletics Philosophy – Competitive Teaching: Middle school athletics will be a combination of participation, basic skill development, and basic knowledge of rules, sportsmanship, and the development of an understanding of working in a team environment. The middle school teams are a feeder system for our varsity teams. With this being said, middle school student-athletes are held to the same standards of discipline, behavior, commitment and academic standard as varsity athletics. At the middle school level, multiple sport participation is encouraged. Whenever possible, cutting will be avoided on middle school sports teams. However some sports are limited by a manageable number of team members. The athletic director will have the final say on limiting the number of spots available on each team. (See tryout policy for more details on tryout process under Eligibility.)

Junior Varsity Athletics Philosophy – Competitive Development: Junior varsity teams prepare student-athletes for varsity competition. This level is also a transition period for athletes who are not ready to compete at the varsity level yet. Junior varsity teams will be created based on participation numbers, facilities, and logistics. If at all possible, junior varsity teams will practice and workout with the varsity team. Schedules for this level may be abbreviated to maximize varsity play.

Varsity Athletics Philosophy – Competitive Excellence: At the upper school level, the competitive goals are more narrowly defined. While maintaining all of the character principles that define the CDS program, fielding a championship caliber team is a high priority. The varsity level requires the greatest commitment, self-discipline and work ethic. At this level, student-athletes are expected to train under the school’s coaching staff during pre-season, in-season, and post-season. *At the varsity*

level, the number one priority of the varsity student-athlete is to the school team; not club, AAU, travel, etc. The varsity coach's priorities are to play athletes that best embrace their system and are committed to the team's success. Varsity level teams are limited in number and are subject to a tryout process if necessary. (See tryout policy for more details on tryout process under Eligibility).

Middle School and Upper School League Information

FWCL - Florida West Coast League

In middle school, our teams are members of the Florida West Coast League. The FWCL follows current FHSAA rules and modifies playing rules for sports seasons with the approval of the Board of Directors. "Sports Guidelines," adopted by the league and approved by the board of directors, will be strictly regarded so that the dignity of competition is upheld. The FWCL is comprised of ten private schools in the Tampa Bay Area. The league philosophy is very much in keeping with ours. Although it is a competitive league, instruction, skill development, developing a cooperative spirit, and sportsmanship are the emphasis. Our policy is to provide an opportunity for participation for every student with an interest in being on a team.

FHSAA - Florida High School Athletic Association

Carrollwood Day School is a proud member of FHSAA. It is a membership-driven organization, which encompasses over 710 member combination/senior high schools and 86 member middle schools that believe sportsmanship and fair play will foster positive futures for its student-athletes. The Florida Legislature, in 1997, gave the FHSAA statutory recognition as the official governing body for interscholastic athletics in Florida. The aim of the FHSAA is to promote, direct, supervise and regulate interscholastic athletic programs in member schools.

To accomplish this aim, the Association:

- Establishes and enforces regulations to ensure that all such athletic programs are part of, and contribute towards, the entire educational program;
- Cooperates closely with the Florida Department of Education in the development of athletic programs;
- Promotes the spirit of sportsmanship and fair play in all athletic contests; and
- Enacts policies and guidelines that safeguard the physical, mental and moral welfare of students, and protect them from exploitation.

FHSAA Classification for Regions and Districts

An existing full member senior high school shall be classified on the basis of the school's standard and non-standard student population in the 9th, 10th, 11th, and 12th grades combined, as reported during the week in October designated by the Florida Department of Education for the fall semester. Each member school shall be responsible for reporting to the FHSAA its student population as required. The FHSAA may spot-check and/or audit the student population report submitted by any member school. Student populations for schools that enroll girls only or boys only (i.e. one gender comprises greater than 90 percent of the student body) shall be doubled for classification purposes.

Student Eligibility

House Bill (HB) 7029 Code of Conduct Guide

HB 7029 mandates each District School Board establish and publish eligibility standards for extracurricular activities in its Code of Student Conduct.

(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities. The code of student conduct must provide that:

- 1. Students not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including (1006.07, 1006.08, 1006.09) are eligible to participate in interscholastic/intrascholastic extracurricular activities.*
- 2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15(3)(b).*
- 3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20 (2)(b).*

FHSAA and CDS

Carrollwood Day School is a member of the Florida High School Athletic Association (FHSAA), which is the governing body of middle school/upper school athletics. Questions pertaining to FHSAA rules and regulations should be directed to the athletic director. The full FHSAA handbook can be found online at <http://www.fhsaa.org/rules>.

The FHSAA forms required for all middle and upper school student-athletes to participate in practice or competition of interscholastic sports are listed below. They must be on file with the school **prior to participation in preseason conditioning, practice, and competition.**

- FHSAA Form EL2 – Pre-participation Physical Examination
 - This document must be renewed and updated each calendar year.
- FHSAA EL3 – Consent and Release from Liability Certificate
 - The parent/guardian gives their consent for the student-athlete to compete in interscholastic sports.
 - The parent/guardian releases the FHSAA, its member schools, and contest officials from liability for any injury or claim that may result from the student's participation in interscholastic sports.
 - The student-athlete acknowledges he/she has read the information on concussions, heat-related illnesses, and sudden cardiac arrest and accepts the responsibility for reporting all injuries and illnesses to parents, the athletic trainer, or coaches associated with the sport.
 - The parent/guardian acknowledges that the information has been read and understood.

The FHSAA requires all student-athletes in grades 6 – 12 to view the following NFHS (National Federation of State High School Associations) sports injury prevention videos yearly. Students may also take the course as a group with their coaches. There is no fee to order/take these courses. After completing the courses, student-athletes must print and turn in the completion certificates to the athletic department before the first day of preseason conditioning or practice.

- "Concussion in Sports – What You Need to Know"
- "Sudden Cardiac Arrest"
- "Heat Illness Prevention"

Carrollwood Day School requires additional forms for all student-athletes to participate in practice and competition in interscholastic sports.

- CDS Consent, Authorization and Release (All students complete this at the start of the school year. Athletes do not need a second form.)
 - This form covers consent, authorization and release agreements involving transportation, hold-harmless agreements, and emergency information.
 - Both the student-athlete and the parent/guardian are required to complete.
- CDS Sports Conduct Form
 - This form is an agreement between the student-athlete/family and the school regarding both student/athlete sports conduct and the payment of fines for unsportsmanlike conduct and the parent/spectator conduct.
- CDS Athletic Authorization/Consent for Disclosure of Protected Health Information
 - This form covers consent, authorization and release agreements involving the student athlete, parents, the team physicians, certified athletic trainers, sports medicine team, and any health care professional representing CDS.

Academic Eligibility

- Students in grades 6 through 8 must be regularly promoted from the previous grade the immediate preceding year; he/she must be in regular attendance; he/she must carry a normal class load doing satisfactory classroom work with a satisfactory conduct grade.
 - A middle school student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each trimester.
- A student entering ninth grade is academically eligible during the first semester of the ninth grade year provided it is the student's first entry into the ninth grade and he/she was regularly promoted from the eighth grade the immediate preceding year.
 - A upper school student must have a cumulative grade point average of 2.0 or above on a 4.0 unweighted scale in all courses as required by Florida Statutes at the conclusion of each semester to be eligible during the next semester.

Limit of Eligibility

- Upper school students: A student is limited to four consecutive calendar years of eligibility from the date he/she begins ninth grade for the first time. After four consecutive years, the student is permanently ineligible, unless the Executive Director or his/her designee, as defined in the FHSAA Bylaws, has accepted clear and convincing evidence of a hardship.
 - A student whose four-year limit of eligibility expires during the season of a sport in which the student is participating may complete the season if the student continues to meet all other eligibility requirements. The student, however, will not be permitted to participate in any other sport that begins after his/her limit of eligibility has expired.
 - A student's four-year limit of upper school eligibility is not affected by the student's participation in interscholastic athletics before beginning the ninth grade for the first time.
- Middle school students: a 6th, 7th, or 8th grade student may participate only one year in each grade level. A student who repeats a grade will not be eligible during the grade being repeated.

Age

- Beginning with students entering grade 6 in 2014-2015, and thereafter, a student who reaches the age of 15 on or after September 1 may play interscholastic athletics during the entire school year.
- Beginning with students entering grade 9 in 2014-2015, and thereafter, a student who reaches the age of 19 on or after September 1 and who has not exceeded his/her four-year eligibility limit may play interscholastic athletics during the entire school year.

Residency Requirements

A student must attend school and is immediately eligible to participate in the interscholastic athletic programs sponsored by the school he/she attends each school year, which is either:

- The school where the student first attends classes (i.e. establishes school residency); or
- The school where the student first participates in athletic activities on or after the official start date of that sport season before he/she attends classes at any school (i.e. establishes school residency): or
- The school the student transfers to after previously attending another school (per FHSAA Bylaw 9.3.2).

Transfer Students

A student who transfers from one school to another during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extracurricular activity has not reached the activity's identified maximum size, provided the coach for the activity determines that the student has the requisite skill and ability to participate. (See FHSAA Bylaws for further clarification.)

A student may not participate in a sport if the student participated in that same sport at another school during the school year, unless the student meets one of the following criteria (*HB7029*):

- Dependent children of active duty military personnel whose move resulted from military orders.
- Children who have been relocated due to a foster care placement in a different school zone.
- Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
- Authorized for good cause in district or charter school policy.

The transfer student who qualifies under the FHSAA Bylaws will be eligible for competition on the sixth school day of attendance at the new school if:

- The school has received and evaluated the student's official transcript provided by his/her former school; and
- The school has determined that the student meets all eligibility requirements.

Required Form:

- FHSAA GA4 – Affidavit of Compliance with Policy of Athletic Recruiting
 - A student who changes attendance to CDS at any time during his/her upper school career after having begun the 9th grade in another school must complete this form.

Non-School Competition

Non-school competition: Students who participate in non-school competition (i.e., AAU, USVBA, American Legion, club teams, etc.) are expected to make the Carrollwood Day School team on which they participate their number one priority during that specific sport's competitive season. Commitments to non-school competition teams should be arranged in advance with the CDS coach with the following considerations and understandings:

- Minimal loss of practice time for the CDS team.
- NO loss of game time for the CDS team.

Tryout Policy

Middle School Policy

If at all possible, the middle school coaching staff adheres to a no-cut policy. This means if a student-athlete wants to participate in athletics, he or she will be placed on a team in the desired sport. After a “team placement tryout,” the coaching staff will place the athlete on the team where his/her skills are best suited and where that student-athlete has the best opportunity for quality playing time. If there are necessary constraints due to unforeseen situations requiring a limit on teams within a sport, the athletic director will have final say on limiting the number of spots available on each team.

Middle school student-athletes participation in upper school sports:

- Middle school student-athletes are permitted to tryout and be placed on the upper school varsity team, if both the coach and parents mutually agree that it is in the player's best interest and development.
- A middle school player may not play on an upper school junior varsity team if there is a middle school team for that sport available. In the rare situation that after a junior varsity season begins, the team loses eligible upper school players and lacks enough players to compete, the junior varsity coach may request a middle school player's participation. This will be evaluated on a case-by-case basis and is at the sole discretion of the Athletic Director and varsity coach. Middle school players that have participated on an upper school junior varsity team before the 2017-2018 season will be permitted to continue on that team until they are elevated to varsity by the coach.
- In the event that a sport is not offered at the middle school level, middle school student-athletes will be eligible to tryout for the varsity team. A tryout may be necessary because of limited roster availability. The coach will select the best players for his or her team based on ability regardless of age and grade.

Upper School Policy

CDS is a member of the FHSAA and recognized as a “combination” school. A combination school allows student-athletes in grades 6 – 12 to compete at the upper school level and makes no distinction from a “middle school” student to an “upper school” student. It is Carrollwood Day School's aim to fill varsity team rosters with the most talented student-athletes whenever practical. Our athletic department is committed to early development opportunities when feasible, winning with integrity and rewarding those student-athletes that make the commitment to teamwork.

Preseason Tryouts

- For upper school varsity and junior varsity teams, there will be a preseason tryout where the head coach will evaluate potential players and form that season's roster. Roster selection is at the sole discretion of the coach. If roster cuts are needed as part of the preseason tryout to manage the roster size for the upcoming season, the coach will be permitted to reduce that season's roster. These cuts will be based on staffing and facility availability.
- Tryout process:
 - There will be a minimum of two (2) evaluation workouts.
 - Attendance is required for making a team. Student-athletes must attend every session of tryouts. If for some reason this is not possible, arrangements must be made in advance with the coach and athletic director.
 - During the tryout process, head coaches will be working directly with the athletic director to work through any special situations that may arise (injury, illness, etc.)
 - Parents are not allowed to attend the tryout process.

Coaches involved in varsity sports that conduct tryouts will communicate to those students not making a team roster in person and not by posting a list of names. Care will be taken at this time to encourage the student-athlete to continue his/her involvement with the sport as a member of the junior varsity team if available at the upper school level, as a member of the middle school Patriot team as a middle school athlete or – possibly with off-campus club teams, Parks and Recreation and/or the YMCA. As a competitive athletic program, we will fill our varsity rosters with the most talented student-athletes, regardless of age; and operate within the FHSAA's age restriction guidelines. By fielding the most competitive varsity teams possible, the athletic program will be more successful and help foster school spirit for all students. The FHSAA's recognition of CDS as a "combination" school, allows the athletic department to assemble our best athletic talent in a similar fashion.

Amateur Status

An amateur is a student-athlete who engages in athletic competition solely for the physical, mental, social, and pleasure benefits he/she receives from the activity.

A student-athlete will not forfeit his/her amateur status for accepting:

- Symbolic awards such as school letters, medals, trophies, pins, ribbons, plaques, or keys of small monetary value purchased from an established awards company.
- Rings, sweaters, jackets, or award blankets; provided that they are presented by the school which they represent and do not exceed the value of the purchase price from an established awards company.
- Remuneration of "essential expenses" for any game in which he/she participates as a player; limited to meals, lodging and transportation.
- A college scholarship offer.

A student-athlete forfeits amateur status in a particular sport for one year by:

- Competing for money or other monetary compensations.
- Receiving any award or prize of monetary value which has not been approved by the FHSAA.
- Capitalizing on athletic fame by receiving money or gifts of a monetary nature.

- Signing a professional playing contract in any sport or hiring an agent to manage his/her athletic career.
- Competing under an assumed name.

Any student who may consider participating in athletics as an amateur after upper school should determine whether any action they intend to take while in upper school would violate the amateurism regulation of the governing body at the level of completion at which he or she intends to participate.

College Eligibility and Compliance

- All student-athletes interested in participating in athletics in college need to go the NCAA, NAIA, or NJCAA Eligibility Centers websites and register.

Conduct

Commitment

When a student-athlete goes out for a sport, he/she has joined a team. Working together with teammates, the goal of the team is to make the team the best it can be. As a member of the team, student-athletes are responsible to their teammates and coaches. CDS strongly encourages all student-athletes to make a commitment to their team. Athletes who do not finish the season may not tryout or practice with another CDS team until the end of the season of their original sport. A request for exception will be made to the head coach of the original team and the athletic director. If an athlete wishes to play two sports during the same season, the athlete is required to get written approval from both team head coaches and the athletic director with a schedule of practices and games that will be attended. If a senior athlete quits a sport after the senior banner photo has been taken, they will be responsible for both the participation fee and the cost of the senior banner.

Practice is very important for any sport. If the student-athlete is not able to attend practice for whatever reason, the athlete must notify the head coach before the practice session is held. Repeated unexcused absences will be dealt with at the discretion of the head coach and athletic director.

Student Conduct

As a member of an athletic team, students are high profile representatives of Carrollwood Day School. Students are expected to act in an exemplary manner. Opposing teams, their fans, and the contest officials are our guests. We should greet visitors politely, shaking the hands of opponents and officials. Coaches and players should always practice excellent bench decorum, as should fans in the stands. We cheer for our teams, not against their teams.

The following behavior is never appropriate and will not be tolerated:

- Fighting.
- Profanity.
- Possession of, use of or being under the influence of alcohol, tobacco, or other drugs.
- Unsportsmanlike conduct:
 - Any act of unsportsmanlike conduct or inappropriate behavior will be dealt with swiftly.
 - If the act occurs during an athletic contest, the student will be removed from the contest immediately.
 - A student who strikes, curses, or threatens an official, coach, or opponent during a game or at any other time because of resentment over occurrences or decisions, or who fails to maintain a standard of conduct satisfactory to the FHSAA and/or Head of School, shall be ineligible to participate in interscholastic athletics for a period of up to six weeks.
 - A student who is ejected from a contest for a flagrant foul or unsportsmanlike conduct cannot participate in any contest for that week or, if no contest is scheduled during that week, the next two contests.
- Rude or disrespectful behavior.
- Taunting opponents or officials.
- Destruction of property.

The Florida High School Athletic Association (FHSAA) charges a fine against the school if the student is ejected or disqualified for unsportsmanlike conduct or gross unsportsmanlike conduct. The CDS Sports Conduct form signed by the student-athlete and parent/guardian each year states

that in the event of the athlete's ejection or disqualification while representing the school, the family agrees to pay the fine or fines as follows:

- General Unsportsmanlike Conduct * \$50.00
- Gross Unsportsmanlike Conduct ** \$250.00

The CDS Sports Conduct form further states that parents understand that the FHSAA and Carrollwood Day School may not allow the student to participate in athletic contests as a result of his/her ejection or disqualification for unsportsmanlike conduct. They understand that the student will not represent CDS in any athletic contests until all fines have been paid to the school and the athletic director has cleared the student.

- * General unsportsmanlike conduct includes, but may not be limited to, use of profanity, fighting, flagrant foul, or other unsportsmanlike acts.
- ** Gross unsportsmanlike conduct is an act of malicious and hateful nature toward a contest official or opponent. Such acts include, but are not limited to cursing, striking, or threatening a contest official during a contest or at any other time because of resentment over occurrences or decisions during a contest: physical contact with an opponent that is beyond the normal scope of competition and appears to be with the intent of inflicting bodily harm on the opponent, or spitting on a contest official or opponent, directing gender, racial, or ethnic slurs toward a contest official or an opponent, or any other gross unacceptable act.

Students who exhibit any of the above behaviors may be suspended from athletic competition for a period of time as per FHSAA regulations or the Carrollwood Day School administration. Additionally, the student may face school disciplinary action. Carrollwood Day School has been awarded the prestigious Fred E. Rozelle Sportsmanship Award sponsored by FHSAA. The school is very proud of this distinction and competes for this award on an annual basis. Any contest ejection immediately disqualifies CDS from consideration for the award. All matters of unsportsmanlike conduct will be dealt with swiftly and with extreme seriousness.

Spectator Conduct

All spectators want to have a good time at an athletic event. Everyone associated with an athletic event plays an important role in seeing that the standards of sportsmanship are upheld. Fans are reminded that their sportsmanship and behavior reflects upon the reputation of Carrollwood Day School.

Carrollwood Day School Parent/Spectator Code of Conduct

- I will encourage good sportsmanship by demonstrating positive support for all players, cheerleaders, coaches, game officials, and administrators at all times.
- I will place the emotional and physical well-being of all players ahead of any personal desire to win.
- I will support the coaches, officials, and administrators working with my athlete, in order to encourage a positive and enjoyable experience for all.
- I will remember that the game is for the players, not for the adults.
- I will ask my athlete to treat other players, coaches, game officials, administrators, and fans with respect.
- I will always be positive and show good sportsmanship.

- I will allow the coach to be the only coach.
- I will not get into arguments with the opposing team’s parents, players, or coaches.
- I will not come onto the field for any reason during the game.
- I will not criticize game officials, coaches, or players.
- I will support my athlete and Carrollwood Day School Athletics.

Parent Pledge

- Competition
 - As a parent:
 - I understand and agree that the CDS Athletic Department fields competitive programs in each sport.
 - I understand and agree that all players may or may not play during each game.
 - I understand that not all players will have equal playing time.
 - I understand and agree that the coaches will not discuss playing time with parents.
 - I understand and agree that each player will have a role to play on his/her respective team.
 - I understand that the coaching staff will determine the role of the player and I will support that decision with our student-athlete, other parents, and coaches.
- Volunteering
 - As a parent:
 - I may be asked to volunteer during each season that my student-athlete participates.
- Fundraising
 - As a parent:
 - I understand the Office of Advancement approves all fundraising at CDS.

Preseason Meeting Rationale and Goals

Parenting and coaching are both quite rewarding. Both can also be challenging at times. Parents are an integral part of our team community. Please check out the CDS Athletics Forms page and see our preseason parent/coach communication guide.

<http://www.carrollwooddayschool.org/uploaded/documents/ParentCoachCommunicationGuide7-16-15.pdf>

Dealing with Conflict on Athletic Teams

Below is the process for parents and student-athletes to use in dealing with conflicts on the team:

1. Student-athlete meets with the head coach

The student-athlete needs to approach the head coach about conflicts on the team. Parents are asked to encourage their student to deal directly with the team’s head coach.

2. Student-athlete and the parents meet with the head coach

After the student’s meeting with the head coach, the student together with the parents are welcome to set up a meeting with the head coach.

3. Parents meet with the athletic director

If the proper channels of communication have been followed and the conflict is not resolved, parents may meet with the athletic director. Please contact the athletic department to schedule this meeting. This will allow the proper allotment of time to be scheduled for the meeting.

(A follow-up meeting with the parent, student-athlete, head coach, and athletic director will take place if necessary.)

4. Parents meet with the Head of School

If the above steps have been followed and the conflict is not resolved, a meeting with the Head of School can be set up through the Assistant to the Head of School.

*If at any point during an athletic season, an observed behavior of a CDS coach is considered unethical as pertains to the values and standards of our school, please notify the athletic director directly.

School Attendance Policies for Student-Athletes

- Student-athletes must be in “regular attendance” in order to participate in practice or contests.
- Student-athletes may still participate in practices and contests if they miss classes due to an excused absence such as documented doctor appointments, school trips, etc. However, excused absences cannot cause the student-athlete to miss more than half a school day of class.
- Student-athletes must be in school a minimum of two full blocks in a four-block day to be eligible to play in the day’s competition.
- Student-athletes are to be at all practices and games if in attendance at school.
- Student-athletes may be excused from a team due to excessive absences and/or tardiness.
- Student-athletes are responsible for all missed work due to early dismissal. They should obtain all assignments for classes missed. All classwork normally due should be turned in prior to departure. Any make-up work should be completed at the earliest possible date. Early dismissal is never an excuse for second-rate classwork.

Dress Code

Practices

Coaches may require team members to purchase practice gear bearing the school name, logo, and sport moniker. All such gear will be ordered through team shops and payment will be the responsibility of the family. Students are to present themselves neatly.

Team Shops

Team shop items may include shoes, warm-up suits, t-shirts, polo style game day shirts, practice gear, etc. Coaches may require specific items for their team and will keep the cost to a reasonable amount. Since the ordering will be done on-line, the student-athlete/parent is responsible for payment of the items. In the event of a student-athlete not completing a season, the student-athlete is still responsible for paying for all ordered items. All team shop items are approved by the Athletic Department prior to making the items available to the families.

Games

Different sports and individual coaches have varied traditions and ideas regarding travel attire. Students must travel to and from games dressed uniformly, in game uniforms, team warm-ups, team shirts, shirts and ties, school dress code, etc. Players must look neat and clean at all times when representing Carrollwood Day School.

Athletes are not permitted to wear jewelry during practices or games.

Participation Fees

School tuition is designed to cover a percentage of the cost of sports, but athletics is also an extracurricular program. Therefore, a fee has been established for participation in athletics to help offset program expenses such as transportation, equipment, game officials, league fees, awards, first aid supplies, field paint, etc. Below is the break down of the participation fees.

Elementary

- Running Club, Track and Field Club – \$125.00
- Pep Squad - \$150.00

Middle School

- Cross Country, Track and Field, Street Hockey – \$175.00
- Volleyball, Basketball, Soccer, Baseball, Softball, Tennis, and Cheerleaders – \$225.00
- Football – \$300.00

Upper School

- Beach Volleyball*, Cross Country, Golf*, Tennis, Track and Field – \$300.00
- Cheerleaders, Baseball, Basketball, Soccer, Softball, Swimming*, Volleyball, and Wrestling* – \$350.00
- Football – \$400.00

**(Varsity – grades 6-12)*

The participation fee is non-refundable after the sport's first game/match. A participant can withdraw prior to the first game and receive a complete refund. Any athlete who has coach and AD approval to participate in two sports during the same season will be responsible for the participation fees for both sports. In the event that an injury occurs and the student can no longer participate, a refund will only be granted if the injury occurs prior to the first game.

Equipment and Uniforms

- Uniforms issued to athletes are the property of Carrollwood Day School.
- Game uniforms are not to be worn at practices or at any other time when not officially representing CDS.
- Athletes may wear game shirts or uniform jerseys on game day, but only as a team. Uniform jerseys will be completely tucked in when being worn at school or during a game, unless tailored otherwise.
- Uniforms should be turned back in immediately after the completion of the season. Athletes will be required to pay for any lost or damaged equipment or uniforms.
- Any item or team gear, i.e., team socks, baseball cap, practice gear, mouthpieces, etc., purchased by the athlete is considered consumable and is the athlete's to keep.

Team uniforms are provided for most sports. Students are issued game uniforms at the beginning of the season and are expected to return those uniforms in clean and good condition at the end of the season. Varsity uniforms are usually used for three to four years depending on budget and “wear and tear”. Once we get new varsity uniforms, the old ones will be used by the junior varsity. In the event athletes do not turn in their uniforms, parents will be billed for a complete set. Since we order

our uniforms in bulk, a single uniform or garment will be considerably higher in unit price. Not only may a uniform be higher in price, the manufacturer may have discontinued items, making it impossible to match a single uniform with a team set. Transcripts may be withheld until the uniform is collected or payment made. Parents and seniors, please return uniforms in order to help us maintain our team sets.

It is the responsibility of the parent/student to purchase any additional items necessary for participation in a sport. Any item purchased by the individual is considered the property of the individual. Additional items that may need to be purchased include but are not limited to:

- Cheerleaders – uniforms are purchased by the student and ordered through the school
- Volleyball – proper playing shoes, knee pads, team socks, spandex shorts, varsity – jersey
- Football – practice gear (practice jersey, t-shirts and shorts), hip pad girdle, socks, cleats
- Golf – golf balls, clubs, skorts/shorts, shoes
- Cross Country – proper shoes, team shorts
- Soccer – cleats, shin guards, team socks, game shorts
- Basketball – team shoes and other team gear may be required such as practice
- Wrestling – practice shorts, t-shirt, proper shoes, wrestling singlet (match uniform)
- Baseball – practice gear to include team t-shirts and shorts, hats or visors, cleats
- Softball – practice gear to include team t-shirts and shorts, hats or visors, cleats, and pants
- Track and Field – proper shoes, team shorts, warm-ups
- Tennis – racquet, team polo, tennis skirt/shorts w/pockets
- Beach Volleyball – shorts, shoes
- Street Hockey – shorts, shoes

If there are any changes or additions to these suggestions, parents should be notified at the beginning of the season.

Student Accident Insurance FAQs

What is Student Accident insurance?

Carrollwood Day School purchases a student policy on behalf of our families each year. Student accident insurance is insurance that provides secondary or excess coverage for CDS students when they incur an injury while participating in a school-sponsored activity (PE, athletics, field trip, etc.) The injury can occur on or off campus.

What does secondary or excess coverage mean?

When your child is treated for his/her injury, your family's health insurance is primary and will cover the treatments. However, in many cases you may incur out of pocket costs such as co-payments, coinsurance and/or deductibles. The student accident insurance exists to reimburse families for only their out-of-pocket costs associated with treatment of the injury.

How long does it take to process the claim?

The time it takes to process the claim depends upon several factors. Generally it is within 15-45 days of when the claim is filed and the insurance company receives all information.

Athletic Team Celebrations and Awards

Senior Night

Carrollwood Day School celebrates Senior Night for each team's senior student-athletes. Once the athletic director and coach have approved the date for Senior Night, it will be posted on the CDS team events calendar. Near the end of the season, parents will be notified via an emailed invitation by the athletic department of the date, time, and place of the event. The department will honor each senior with a bouquet and picture during the ceremony.

Individual and Team Awards

- Individual trophies or medals will be given each season at the middle school sports team parties.
- The end of the year awards ceremonies for each of the middle school grade levels include presentation of the following:
 - Male and Female Athletes of the Year
 - Male and Female Scholar Athletes of the Year
 - Male and Female Sportsmanship Awards
 - Iron Athlete (three sport season athlete)
 - Ultimate Athlete (four sport season athlete)
- Varsity letters, pins, and service bars will be given each season at the end of season gathering held by coaches and parents. Students unable to attend may pick them up from the Athletic office.
- There is one academic/athletic awards ceremony at the end of the school year for upper school. The athletic department awards the following:
 - Male and Female Athletes of the Year
 - Male and Female Scholar Athletes of the Year
 - Male and Female Sportsmanship Awards
- Middle and upper school end of the season gatherings held by coaches, player parents and/or the team parent will be an occasion for coaches and players to present and announce team/individual recognitions.

Earning a Varsity Letter

The head coach of the sport determines the varsity team. It is the coach's responsibility to notify the athletic director of all student-athletes playing at the varsity level.

- A letter is earned at the end of the first season of varsity play. This includes middle school students who have played the entire season at the varsity level. To earn a letter the athlete must finish the season and have been in regular attendance at all practices and games.
- Letter jackets may be ordered once a student-athlete has been awarded a letter.
- Sports pins are awarded at the end of the first season of each particular sport a student qualifies for a letter at the varsity level.
- Service bars are awarded at the end of each additional season for each sport.
 - For example: A senior who started playing varsity football as a freshman and continued all four years will have a letter, a pin, and three bars for football.

Team Photographs

CDS will contract with a professional photographer to have team and individual photos taken. Order forms will be distributed ahead of time or sent via email, and should be turned in at picture time. All players must be in uniform for the team picture. Only coaches, players, and team staff members are allowed in the team photo. Every effort is made to ensure that all players are present for the photo shoot. These can be very valuable keepsakes and should be handled as such.

Weather

In the event of inclement weather, in agreement with the head coach, the athletic director will make a decision by 2:00 p.m. concerning the cancellation of practices or home games. We ask that you do not call prior to the 2:00 p.m. deadline for updates. Cancellations may occur after this time, but sometimes these situations just cannot be prevented. Cancelling an away game is the responsibility of the hosting school. Please check Schoology for weather cancellations.

Transportation

CDS Bus Transportation

- Only athletes, coaches, and athletic staff are permitted to use school transport to and from games and practices.
 - If a non-student-athlete needs to accompany a student-athlete, permission must be requested in advance and in writing.
 - The athletic director along with the coach will assess the situation before giving approval.
- Transportation for middle school student-athletes will be “drop-off only” at game/match sites. Parents must pick up their students at the site.
- Athletes returning on the bus from away games should call from the bus with approximate arrival times to CDS. Parents are asked to please be on time picking up your child. Coaches are required to stay at the school until all students are picked up. Please be considerate.

Parent or Student-Athlete Transportation

- In the rare occasion when the school cannot provide transportation, parents will be notified as early as possible and may be asked to assist in transporting the team. Proper permission forms must be filled out before parent transport is permissible.
- Athletes must travel to all athletic contests with the team unless authorized by the head coach. Most coaches strongly encourage the athletes to ride with the team unless prior arrangements have been made.
- The athletic department requires a separate form for student-athlete drivers in addition to any upper school driving forms. This allows the student-athletes to leave school before the end of the day and drive or be a passenger without daily written permission from parents for each game/match.
 - Athletes wanting to drive must complete the Student-Athlete Driver/Passenger Permit

- form available in the athletic office.
- Athletes given permission to drive to practices or contests, who wish to transport other athletes, must complete the Student-Athlete Driver/Passenger Permit form available in the athletic office. The form needs to be signed by the parents/guardians of all athletes involved.

Patriot Booster Club

As a rule, financial support to athletics comes primarily from the athletic budget and contributions from and funds raised by the Patriot Booster Club. The purpose of the Booster Club is to support the operation of the athletic department. Volunteers, fundraising, and donations will be paramount to the success of the program. All parents of athletes are encouraged to join the Booster Club and become involved with such activities as the running of the game concession stand, game gate, school store, or serve as officers or committee chairs. It is a fun way to get involved. There are varying levels of membership in the Patriot Booster Club. Please refer to the CDS website for further details.