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I. The Prout School Athletic Program Player Guidelines

ATHLETIC DIRECTOR: Mr. David Oswinkle
PRINCIPAL: Mr. Gary Delneo
ASSISTANT PRINCIPAL: Mrs. Louise Pearson

1. A parent's or guardian's written approval is required for students to participate in a sport (*Athletic Consent Form*).
2. A complete physical examination by a physician is required before students may participate in athletics (*Pre-Participation Physical Evaluation*).
3. Parents or guardians must read the *Medical Insurance Information Form* and sign the *Consent Form*.
4. Parents or guardians must read and sign the Rhode Island Interscholastic League *Assumption of Risk Form*. This form is only required once during a student's four years.
5. Athletes must maintain academic eligibility as stated in the Student Handbook.
6. All athletes will be on time for all practices and games. Wandering in the buildings is prohibited.
 - a. Once athletes enter the Athletic Center, they will not be allowed back into the main school building.
 - b. The main building will be locked at 3:00pm daily.
 - c. Athletes should bring all personal items and articles from the main building to the Athletic Center at the time of dismissal.
7. Any athlete ejected from a game will receive a one-game suspension from the Rhode Island Interscholastic League and is subject to further penalties from the athletic department.
8. Athletes should remember at all times that they represent The Prout School. They should wear their team uniform proudly. Athletics is a privilege, not a right.
9. Vulgarity (words or gestures) at practice or games will not be tolerated and is subject to penalties.
10. Athletes who present themselves in an unethical or unchristian manner in school, competition, or community will be subject to penalties or dismissal by the athletic department.
11. The use of alcohol, controlled substances, or steroids will result in suspension or dismissal from the team and further participation in athletic programs. It is the responsibility of the parent(s) or guardian(s) to provide treatment for the athletes.
12. Athletes will attend practice in proper attire as indicated by their coach.
13. Each athlete is responsible for the security of their own equipment and uniform. If any piece of issued equipment or uniform is lost, athletes will not be allowed to compete in any other activities until restitution is made.
14. Any athlete who is disrespectful to a member of the coaching staff or an official will be subject to suspension or dismissal.
15. Any athlete caught stealing or vandalizing school property or that of another school will be dismissed from the athletic program.
16. Any athlete who leaves school early (without permission of the Dean of Students) will not attend practice or a game.
17. Any athlete who has detention will serve detention as the first priority. The athlete's eligibility to practice or play will then be determined by the coach. Any athlete who skips detention will risk suspension from the athletic program.
18. Athletes are to attend school regularly. In particular, a full day of attendance prior to, the day of, and the day following a game or competition is expected. In the event this becomes an infraction, the athletic department, with the cooperation of the Dean of Students, will intervene. An athlete must be in school in order to practice or participate. Refer to the Student Handbook for information on participation.

19. If an athlete is absent from school on the day of a game or practice, participation will not be allowed. Exceptions are noted and must be approved.
20. The head coach shall be notified of all injuries. In particular, the head coach should be notified of injuries which require medical attention so that it may be provided.
21. Injured athletes should attend practice. In the event the athlete is unable to attend, the approval of the head coach is required.
22. Athletes will use school transportation, when provided, to and from athletic events. **Any athlete who has special circumstances must file the appropriate waiver one school day prior to the event.** All waivers are subject to the approval of the athletic department. This is an exception, not the standard.
Any athlete violating this rule will be subject to penalties up to or including suspension.
23. Please refer to Athletic handbook for rules and Eligibility for Participation.
These guidelines should be saved and referred to throughout the year. If there is a question about a student's participation you should contact the Dean of Students or the Athletic Director.

II. The Prout School Athletic Program Procedure for Handling Athletic Complaints

All coaches, athletes, and parents/guardians are expected to read and follow the guidelines below. In order to insure the reasonable expression of differences that can occur in athletic activities, these procedures have been developed to establish a line of communication between school, parent, athletes, and coaches when a problem arises.

Prout Administration will review these procedures with all athletic personnel at the start of each season. Parents should remember that all Prout athletic staff and students are required to follow these procedures. Should need arise, parents are expected to adhere to this process as well.

Procedure:

1. No conflict between a parent, student, official, or coach should be addressed during or immediately following a game. The game sites, practice field, lobby, or locker room are not appropriate places to handle conflict or disagreement.
2. Coaches are **NOT** to meet or deal with conflict at these times or places.
3. Parents should contact the Athletic Director to arrange a meeting with the coach for the following workday.
4. We ask that parents and guests respect the decisions of the coaches and officials during contests and practice. We realize that you may disagree with these decisions from time to time. In order to teach sportsmanship and fair play, we need the adults to be visible role models. Keep cheering and comments in a positive mode and encourage our athletes.

The following steps should be taken in order for a problem to be resolved:

1. If athletes have an issue with a coach, a meeting should be arranged with the coach to discuss the situation. This should always be the first step with any conflict.
2. If a further meeting is needed, the coach, athlete, and/or parent may request the meeting. This should be done through the Athletic Director. The Athletic Director will keep notes of the meeting.
3. If the conflict is still not resolved, the Athletic Director will inform the Principal of the situation and they will decide how to proceed.

Group Conflicts

No group shall meet at Prout to discuss team problems without representatives from Prout, which can include the Athletic Director, the Principal, and/or the coach. At any group meeting, individuals must speak for and represent themselves, not other individuals or groups.

The Prout Athletic Program is a part of the overall educational program of the school. We recognize that the athletic program is meant to serve the development and enhancement of the participating **athletes**, within the framework of the school's philosophy. As difficult as it can be at times, parents are expected to abide by coaches' decisions regarding a student's playing time and related issues.

III. Medical Insurance Information

The insurance the school has obtained for students is a deductible type; it pays only after other types of insurance, such as Blue Cross, United Health, etc., have paid what they will. However, do not presuppose that you have no need for the school insurance because you have other insurance. Some health insurers will not pay for doctor visits, ambulance services, or prescriptions, nor do they pay in full for all types of care.

Injuries can and will happen in athletics and the purpose of this form is to make you aware of your child's responsibilities when an injury occurs.

The school has obtained accident insurance for students for injuries that occur while they are in school or engaged in school programs. However, it is your responsibility to make sure that the conditions of the insurance policy for coverage are fulfilled. Otherwise, the insurance company will not pay.

1. An athlete must report any injury to their coach immediately. The coach will then complete an Injury Incident Report and submit it to the Athletic Director.
2. An athlete **must** seek medical attention within 60 days from the time of the injury. Some injuries are deceptive in the beginning, do not seem to be serious, but tend to linger. Joint injuries (knee, ankle, wrist, finger, and elbow) and shoulder injuries, unless superficial, should always be examined by a physician.
3. An Accident Claim Form will be filled out by the Athletic Director and sent to The Prout School Business Office. The Business Office will then contact the student's parent or guardian to pick up the Accident Claim Form. **It is the responsibility of the parent or guardian to make sure that the Accident Claim Form is picked up from the Business Office and sent to Lefebvre Insurance within 90 days from the date of the injury.**

MEDICAL BILLS

1. Any bills from the doctor or hospital should be forwarded immediately to the insurance agency. They should not be brought to the school, nor should the school be made the recipient of the bills. **The school is not responsible for the payment of medical bills.**
2. To make sure the bills are paid as promptly as possible, all health professionals who treat your child should be given the numbers of the other types of insurance that you have. The insurance policy covers most medical bills. However, there are limitations and exclusions. Check with the Business Office for a list.

RHODE ISLAND INJURY FUND

The Rhode Island Injury Fund is available to pay the cost of athletic injuries not covered by other insurance or when other insurance has been exhausted and care has been taken to keep expenses reasonable. All applications to the fund must be made through the school. This only covers RIIL sports.

This information should be saved and referred to throughout the year in the event of an injury.

IV. The Prout School Athletics Program Athletics Consent Form

Please read and sign below:

PARENT'S CONSENT FORM

I hereby give permission for _____ to participate in the sport(s)
(Full name of athlete)

designated below. In giving this consent, I do so with full understanding of the policy of The Prout School in which it assumes no financial liability for any accident or injury to a pupil which occurs as a result of participation in athletics.

SPORTS

Please check the appropriate sport(s) for this school year:

FALL	WINTER	SPRING
Volleyball (Girls)	Basketball (Boys & Girls)	Baseball
Cross Country (Boys & Girls)	Cheerleading (05-06)	Fastpitch Softball
Tennis (Girls)	Gymnastics (Individual)	Golf
Soccer (Boys & Girls)	Ice Hockey (Boys)	Lacrosse (Boys & Girls)
	Swimming (Girls & Individual Boys)	Outdoor Track (Boys & Girls)
		Tennis (Boys)

MEDICAL INFORMATION FORM

I have read the information contained on the *Medical Insurance Information* handout concerning medical insurance for my son/daughter and accept the responsibilities stated therein.

PLAYER GUIDELINES

I have read the *Player Guidelines* with my son/daughter. We agree to follow the guidelines required to participate in athletics at The Prout School. We are signing this contract to be a member of a Prout School Athletic Team. I will follow all team rules, regulations, and guidelines as set forth by the coaching staff and The Prout School.

PROCEDURE FOR HANDLING ATHLETIC COMPLAINTS

I have read the *Procedure for Handling Athletic Complaints* with my son/daughter. We agree to follow the guidelines set forth in this document.

Student's Signature

Grade

Date

Parent's Signature Date

The above signatures acknowledge that the above named student/athlete and his/her legal guardians have read and agree to the above stated conditions (I, II, III, IV) as a condition for participating in The Prout School Athletic Program. **In addition the Student Pre-Participation Physical Form has been completed and returned with this form prior to August 12, 2005.**

*******Physical should be preformed between June 15th- and August 11th. *******

V. The Prout School Athletic Program Philosophy of Athletics

The Interscholastic Athletic program at The Prout School is an accepted and integral part of the curriculum which produces many benefits difficult to achieve in other areas of education. Students on Interscholastic teams can often achieve greater measures of physical fitness, motor skills, and the development of sound social, emotional, and mental attitudes.

The Athletic Department will strive to develop good sportsmanship, team play, a competitive spirit, and team and school loyalty in every athlete. Program participants will be expected to display the proper ideals of ethical conduct and fair play, and to show respect to officials, opposing teams, and fellow players. Also, the athletic program will strive to encourage a winning attitude while not losing sight of other related ideals.

The athletic program will provide instruction and encourage maximum participation in a wide variety of activities that should satisfy most of the needs and interests of the students. The health and welfare of the participants shall be the primary consideration in conducting the athletic program.

Every student wishing to take advantage of the athletic program at The Prout School should make certain that they are well aware of the rules and obligations they are assuming before deciding to try out for an athletic team. The student's first obligation is to the school team. There will be some games and practice during school vacations. All athletes are expected to make all practices and games during this time. All other conflicting sports obligations shall be secondary. Also, parents should be familiar with the rules and regulations. Each student and parent should realize that participating in the school athletic program is a privilege of representing themselves and their school.

VI. The Prout School Athletic Program Rules and Regulations

All rules apply to all athletes, including players, managers, trainers, and all other students representing a team from The Prout School.

Attendance

Regular school attendance is required of all athletes. If athletes are absent from school an entire day or a half day (arriving after 11:00am), they are NOT permitted to participate in a practice or game on that day. Athletes absent from school any part of the day of a game or practice shall not participate without a written excuse of a parent or physician and the full sanction of the school administration. All athletes are expected to attend school the day following any contest played (on a day or night which is followed by a school day). Students suspended from school (in-school or out-of-school) shall not participate in practice or games on the day or days of suspension.

Alcohol, Narcotics, and Controlled Substances

Any member of an athletic team will be suspended or dismissed for the remainder of that season and will be ineligible for the remainder of the school year if it is determined by the Athletic Department and the school administration that an athlete has:

- a. Off-campus
 1. Consumed, possessed, or transported alcoholic beverages during that sports season
 2. Used, possessed, or transported any controlled substances during that sports season
- b. On-campus

If it is determined by the Athletic Department and the school administration that an athlete has reported for practice or scheduled contest, or school function, while under the influence of alcohol or any illegal substance, that athlete will be disciplined under The Prout School regulations.

Tobacco

Use of any tobacco product, including smoking, determined by the Athletic Department or school administration, will result in automatic suspension for a period of one week. The suspension will be effective immediately upon notification. A second offense will result in suspension for the remainder of that sports season.

Travel

All athletes are required to travel to and from out-of-town contests on a bus with their team. Under no circumstances will an athlete be allowed to drive to a contest. Permission may be granted by the coach to allow an athlete to be released to a parent or guardian if requested in writing prior to such release.

Miscellaneous

Athletes are expected to be neatly groomed and attired when traveling to contests. General conduct in and out of school shall bring no discredit to the athlete, school, team, or the athlete's parents.

Uniforms and Equipment

Athletes will assume responsibility for all equipment and clothing, and will be assessed for any lost or damaged items. All equipment and clothing must be turned in to the Athletic Department no later than five school days after the last contest. No school equipment or clothing should be used or worn except when participating in a practice or a game. Wearing an athletic team uniform in physical education class will result in an automatic zero for the day.

Under no circumstances will an athlete be given an extra uniform on a game day. It is the athlete's responsibility to bring a complete uniform on game days.

Miscellaneous

An athlete injured and treated by a doctor will not be permitted to resume practice or play until a doctor's written note allows.

All team members will abide by any additional training regulations set forth by the coach and approved by the Athletic Director. Each team member will be given a copy of these additional rules and/or regulations prior to enforcement.

Coaches shall have the right to take disciplinary action pertaining to any issues not addressed in this handbook. However, the penalty of dismissal must be approved by the Athletic Director. In a case of disagreement between a coach and the Athletic Director, the matter will be referred to the Dean of Students. The Dean's decision will be final, and the athlete will be notified of any infraction and subsequent penalty.

VII. The Prout School Athletic Program Eligibility for Participation

To be eligible for interscholastic athletics, students must meet all requirements set up by the Rhode Island Principal's Committee on Athletics, as well as those of The Prout School. The three main requirements for Prout athletes are as follows:

1. The academic eligibility of students to participate in interscholastic activities will be reviewed subject to the following four marking periods. First quarter, first semester, third quarter, final grade. It is the established rule of the school that eligibility may begin or end, depending upon the circumstances on the day report cards are issued.
2. Students must be regularly enrolled and may not be failing more than one subject at the end of the quarter or semester in order to be eligible to compete during the next quarter.
3. Athletes on **Social Probation** at any time during an athletic season (including try-out period and postseason play) will be ineligible for the remainder of the season.
4. Students are eligible for eight semesters after first enrolling as a freshman in high school.
5. Students become ineligible if their nineteenth birthday falls prior to September 1.

Before a student can participate in athletic try-outs, the following must be completed and handed in:

1. RIIL Pre-participation Physical Evaluation form
2. Assumption of Risk form (c2005)

VIII. The Prout School Athletic Program Responsibilities of Coaches

Coaches are responsible for:

1. Giving all RIIL Pre-participation Physical Evaluation and Assumption of Risk forms to the Athletic Director in a timely fashion.
2. Giving the Athletic Director team rosters one week prior to the first athletic contest.
3. The welfare of the athletes.
4. Working with the Athletic Director to track each athlete's educational progress.
5. Supervision of athletes during and after practice or an event. Coaches should remain until all athletes have left.
6. Obtaining a written request signed by a parent/guardian before releasing an athlete from riding the team bus.
7. Locking the gym after practice or a game.
8. Calling in scores to RIIL and The Providence Journal immediately after a home game.
9. Informing the school of any practice cancellations before 11:00am.
10. Fundraising for the advertisement book for the All-State, All-Division selections.
11. Maintaining equipment, and reporting any damage to the gym, fields, or equipment to the Athletic Director.
12. Promoting sportsmanship and representing The Prout School in a positive way at both home and away games.
13. Keeping good rapport with the Athletic Director, communicating any suggestions, comments, or problems.
14. Leading a team prayer as a part of pre-game activities.

Any major infractions of these responsibilities may lead to dismissal.