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# **HORIZON HONORS**

## **SECONDARY SCHOOL**

**2017-2018**

# **ATHLETICS HANDBOOK**

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## ***PHILOSOPHY, GOALS, & OBJECTIVES***

The athletics program at Horizon Honors exists as an integral part of the total education experience for students. The individual sport programs, policies, procedures, and coaches provide the framework for an environment wherein students are expected to work hard and grow in character, as well as athletic skill.

Our Horizon Honors Athletics philosophy is that we are first committed to having our students exhibit good citizenship and character traits that follow the Horizon Honor's values. Next, we require that our students are academically eligible at all times. Finally, we believe that commitment and hard work will result in being prepared to compete in athletic events.

The goals and objectives of the athletics program are to develop:

- A sense of responsibility and accountability to fulfill the requirements of a given sport, team, and coaches.
- A sense of loyalty, team play, cooperation, and sportsmanship.
- Respect for the efforts, abilities and rights of all team members, opponents, and coaches.
- The awareness of leadership responsibilities in school and the community, as well as on the athletic field or court.
- Active participation by all members of a team in the effort to improve the team.
- An awareness of progressive skill requirements needed to continue to improve in a specific sport or activity.
- Awareness that hard work and commitment are always the starting point to improvement.

Horizon Honors standards and procedures are oriented toward our athletics philosophy, goals, and objectives. When unique situations occur that are not specifically covered in the Athletics Handbook, the Athletics Department reserves final judgment. We do not accept that, just because something is not "written down," that there is an excuse to behave in an irresponsible manner. We require that Horizon Honors Students be responsible and accountable for knowing what is expected. The Athletics Department also reserves final interpretation of all information in this handbook.

**ARIZONA INTERSCHOLASTIC ASSOCIATION (AIA)**



Horizon Honors is a member of the Arizona Interscholastic Association (AIA). The AIA is a voluntary association of public and private high schools which was established by and is responsible to its members. All Horizon Honors games and tournaments are scheduled and sanctioned through the AIA.

Horizon Honors participates in AIA’s “Pursuing Victory with Honor” program. Our students, coaches and parents are expected to display the six pillars of character:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

**ATHLETICS OPPORTUNITIES**

**Middle School Sports (Grades 7-8)**

**Fall:**

Girls Volleyball  
Co-ed Soccer

**Winter:**

Co-ed Cross Country  
Boys Baseball  
Girls Softball

**Spring:**

Girls Basketball  
Boys Basketball  
Co-ed Spiritline

**High School Sports (Grades 9-12)**

**Fall:**

JV and Varsity Girls Volleyball  
Co-ed Cross Country  
Co-ed Spiritline  
Co-ed Swim and Dive

**Winter:**

JV and Varsity Boys Basketball  
JV and Varsity Girls Basketball  
Varsity Boys Soccer  
Varsity Girls Soccer  
Co-ed Spiritline

**Spring:**

Varsity Girls Softball  
Co-ed Golf  
Co-ed Track and Field  
JV and Varsity Boys Baseball  
JV and Varsity Boys Volleyball  
Girls Beach Volleyball

## ***2017-2018 IMPORTANT DATES***

### **Middle School Sports (Grades 7-8):**

Fall Sports: Paperwork Due 8/9/2017, Tryouts begin 8/14/2017

Winter Sports: Paperwork Due 11/1/2017, Tryouts begin 11/6/2017

Spring Sports: Paperwork Due 1/31/2018, Tryouts begin 2/12/2018

### **High School Sports (Grades 9-12):**

Fall Sports: Paperwork Due 8/2/2017, Tryouts begin 8/7/2017

Winter Sports: Paperwork Due 10/25/2017, Tryouts begin 10/30/2017

Spring Sports: Paperwork Due 1/24/2018, Tryouts begin 2/5/2018

## ***ATHLETIC ELIGIBILITY***

At Horizon Honors, evaluation for eligibility is an on-going process that takes place before, during and after every sports season. A student must obtain and maintain eligibility that considers conduct, academics, AIA compliance, wellness, and sportsmanship. All of these factors are considered when evaluating eligibility status and that evaluation process lasts the entire year.

- **Appropriate Conduct** must be maintained in order to acquire and maintain athletic eligibility and any student who exhibits chronic or serious behavior problems will be declared ineligible for the Horizon Honors Athletics programs. Horizon Honors Administration reserves the right to final actions in disciplinary situations, including suspension from all athletics.
  - o Hazing and pranks are not part of the Horizon Honors culture and are strictly prohibited.
  - o If a student is suspended or removed from the team by a coach for a serious problem, the parents/guardians will be notified of the action. The Athletic Director, only if appropriate, can approve reinstatement.
  - o All Horizon Honors students are representatives of Horizon Honors during the season and in the off-season. Compliance with the Horizon Honors Dress Code and Code of Conduct is **required at all times** when representing Horizon Honors.
  - o If a student is suspended for in-school disciplinary reasons, he/she will not be eligible to participate in any manner until the suspension is served.
  - o Refunds of the Athletics Participation Fee will not be given for removal from the team due to inappropriate conduct.

- **Academic Eligibility requires students to have a D or better in every class and a grade point average of 2.0 or better**, to be eligible to participate in sports. Academic eligibility is required during each sport season. Students are responsible and accountable for their own academic eligibility. Eligibility is determined by the quarter grade and GPA, not the semester grade or GPA.
  - o Initial eligibility and then eligibility throughout the season is completed using PowerSchool. Grade checks are done biweekly and at the end of each quarter.
  - o The first time a student is academically ineligible, they are placed on probation until the academic eligibility requirements are met.
  - o The second time a student is academically ineligible; they are placed on suspension by removal from the team for a period of two weeks. At the end of the two week suspension period, if the student is still academically ineligible, they will be removed from the team.
  - o Students who are ineligible at the end of a quarter will remain ineligible until the first grade check of the next quarter. This grade check will occur on the second Friday of the next quarter.
  - o Students must attend at least a half day (of their individual schedule) of school to be eligible to participate in practice or a competition that day.
  - o Refunds of the Athletics Participation Fee will not be given due to removal from the team for academic ineligibility.
- **AIA Compliance** requires that students be informed of its position on the use of supplements, drugs and performance enhancing substances.
  - o It is the position of the AIA that a balanced diet, providing sufficient calories, is optimal for meeting the nutritional needs of the growing student and that supplements are rarely, if ever, needed to replace a healthy diet.
  - o There is no place for the use of recreational drugs, alcohol or tobacco in the lifestyle of the student. The legal consequences for the use of these products by a student are supported by the AIA.
  - o Any coach or competitor using tobacco, alcoholic beverages or misusing drugs while participating in interscholastic competition shall be disqualified from the contest or tournament.
  - o Refunds of the Athletics Participation Fee will not be given due to removal from the team for an AIA violation.
- **Wellness** is primarily the responsibility of each student.
  - o Students must use good judgment concerning nutrition, hydration and fitness.

- o The accountability for communicating physical condition starts with each student. If there is any condition, injury or wellness issue, which is of concern to any student, the student has a responsibility to inform their parents and the coach.
  - o Students that use prescription inhalants must take responsibility for having a current prescription in their possession at all times. It is not acceptable to use an alternative inhalant at any time. The **Authorization for Student to Self-Administer Inhaler** form, provided by the school Health Office, must be completed and in their possession.
  - o When a student is required to visit a doctor or urgent care, a physician's clearance to return is required. The clearance must clearly state that the student is fit to resume participation in their sport.
  - o Students sent home from the Health Office during a school day are ineligible for practices or competitions that day.
  - o Refunds of the Athletics Participation Fee will be considered if the student has received a season ending injury. If a refund is granted, the fee will be prorated based on the time from tryouts to last regular season competition.
- **Good Sportsmanship** is required of all Horizon Honors students at all times. Each coach will determine and is held responsible for appropriate field and court behavior. All students are expected to honor these requirements and conduct themselves accordingly.
    - o Students are expected to have complete self-control.
    - o Fits of anger, clowning, belittling others, cursing, throwing equipment, etc., are not acceptable at any time.
    - o Losing as well as winning is part of the game. Students should be gracious in defeat and gracious in victory.
    - o Officials are to be treated with respect at all times. Arguing and negative comments are not allowed.
    - o Opposing players, cheerleaders, coaches and fans are to be treated with respect. Negative comments and gestures are not allowed.
    - o Poor sportsmanship is grounds for immediate and permanent suspension from a team.
    - o Any student ejected from any contest will be ineligible for the next athletic competition.
    - o Refunds of the Athletics Participation Fee will not be given due to removal from the team for poor sportsmanship.

## ***PARTICIPATION FORMS***

Clearance to participate in try-outs for athletics at Horizon Honors involves a number of steps including obtaining a physical, completing the required documents, ensuring academic eligibility, and submitting fees. All documents and are to be submitted to the Horizon Honors Secondary Office; fees are to be submitted online through the Horizon Honors Secondary Web Page. Do not submit forms or fees to coaches. Only the Athletics Department may clear a student to participate in try-outs.

After these items are completed a student may try out to make the team. If a student is not able to qualify for the team during tryouts, the athletics fee will be refunded.

### **Required forms to try-out:**

- **AIA Physical Forms** This form must be completed once every year on the appropriate AIA document and meet the following AIA requirements...  
“Students must be examined by a licensed physician annually and be determined to be physically fit. **The physical examination for the following school year shall be given on or after March 1st.** A student shall not be allowed to practice or compete in interscholastic athletics until there is a record on file of a physical examination performed by a doctor of medicine (M.D.), osteopathic physician (D.O.) or certified registered nurse practitioner (N.P.) licensed to practice, or a certified physician’s assistant (PA-C) registered by the Joint Board of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery. Health care providers should be trained and experienced in the ability to assess prospective athletes on a systemic basis. Examiners shall be qualified to perform a complete physical examination, including comprehensive evaluation of the following organ systems: circulatory; respiratory; genitourinary; neurological and muscular-skeletal. All health care providers must be licensed in the United States to prescribe all classes of medications in order to fully understand the impact various pharmaceuticals may have on a prospective athlete. (AIA Rule: Article 15 Student Eligibility Rules, Section 15.7 Physical examination rule, Paragraph 15.7.1)”
- **AIA Annual Pre-Participation Physical Evaluation Form** This form annually validates fitness and consent by parents/guardians. This form is filed once each year and is sufficient for multiple sports. **In the event there is a change in the health, fitness or information on the card it is the responsibility of the parents/guardians to submit a corrected form.** The form contains the following information:



- o Health history, to be completed by the parent for each year a student participates.
- o Emergency information, giving important information and consent for emergency medical treatment. It is also very important to keep the coach and the office updated on work, home and other emergency phone numbers.
- **Athletic Insurance Information and Waiver Form** This form contains:
  - o Medical Authorization.
  - o Insurance Information and Waiver
  - o Waiver, Release and Indemnity Agreement.
  - o Medical insurance that covers athletic activities and conditioning is required.
- **AIA MTBI / Concussion Statement Acknowledgement Form** This form must be completed to show acknowledgment of the information.
- **Brainbook Course Certificate** (High School only) showing successful completion of the **Brainbook Course**. The course is free and can be accessed at [www.aiaonline.org](http://www.aiaonline.org). (This is for High School students ONLY and needs to be completed once in a four year career.)
- **Transportation Release Form** This form must be completed to declare family expectations for transportation.
- **Horizon Honors Athletics Policy & Procedure & Fees Contract** This form contains and explains:
  - o Eligibility requirements and qualification procedures to maintain eligibility.
  - o The Athletic Fee of \$250 is required for each sport the student participates in. Fees are due prior to trying out; a student will not be eligible to tryout if the fees have not been paid. If a student does not make the team, the fee will be refunded. This extra-curricular fee qualifies for Arizona School Tax Credit and your receipt will reflect accordingly.
  - o To pay your Athletic Fee go to:  
<http://www.horizonhonorssecondary.org/>  
 Click on the Donate and Tax Credit icon, and then select High School or Middle School Athletics.
  - o Athletic Fees are applied toward transportation, referees, and other costs associated with athletics. The fee does not cover the cost of “extras”. The coach, players or parents may elect to purchase t-shirts, shoes, bags, etc. (These types of purchases and all gear must be approved by the Athletic Director.)

- o Acceptance of responsibility and accountability for equipment and uniforms. The student must replace damaged equipment or any uniform not returned by the first Monday following the end of the season.

### ***TRY-OUTS***

- Attendance at try-outs is mandatory. Try-outs are scheduled by the coach according to the availability of the coaches and facilities. Each family, with a student trying-out for a team, should take the try-out process seriously. Being a team member requires a large time commitment and sometimes this may not fit a busy family schedule. Other extra-curricular activities that may be in conflict with try-outs, practices, or competitions will need to be suspended until the end of the season. Often there are other students who did not make the team and it is not acceptable to take that student's place on the team and not be committed to every practice and every contest. Please consider the commitment prior to trying-out and understand that any student who resigns from a team after a team has been selected is not eligible to participate in any other sport for a period of one year from the date the student resigns from a team.
- Try-outs are closed to the public.
- Try-outs may be held before school, after school, in the evening, or on a Saturday depending on the circumstances of each sport.
- High School try-outs generally last one to two hours for up to five days, Middle School try-outs generally last one to two hours for up to four days.
- Any scheduling conflicts need to be reported to the coach or Athletic Director immediately.

### ***PRACTICES***

- Practices and games are mandatory and are scheduled by the coach according to the availability of the coaches and facilities.
- Practices may be held before school, after school, in the evening, or on a Saturday depending on the circumstances of each sport. All students must be available for mandatory practices and games during the last week of Fall, Winter, and Spring Breaks.

- A practice schedule for the season will be established, however, the schedule is subject to change, as circumstances require. Many circumstances are outside the school or coaches control.
- High School Practices generally last one to two hours up to six days per week, Middle School practices are usually one to two hours four days per week. Per AIA policy, no team will ever practice, chalk talk, watch film or get together for any reason on a Sunday.
- Practices will end at a specifically scheduled time, determined by each coach. Students are expected to be picked up at the scheduled time.
- Students are required to work hard and be committed at every practice. Practice is the time each student uses to gain experience and playing time. Playing time is the exclusive decision of the coaching staff and cannot be negotiated. Missing practice can result in loss of playing time and/or suspension from the team.
- Absences:
  - Each student is allowed two absences as excused by the coach or Athletic Director. Excused absences must be requested in advance and approved prior to the absence.
  - Absences due to illness are not included as part of the two allowed excused absences.
  - Unexcused absences are unacceptable and can result in removal from the team.
  - Extraordinary circumstances or additional excused absences can be appealed to the Secondary Principal.
  - Students who are absent for more than one half of their school day may not attend practice or play in a game on that day unless arrangements have been made in advance with the Athletic Director.
- Any student who resigns from a team after a team has been selected is not eligible to participate in any other sport for a period of one year from the date the student resigns from a team.
- Most sports have a Team Captain(s) who are chosen by the coach based on leadership, dedication, a positive attitude, and skill.
- Coaches often provide athletes with their cell phone numbers. This method of communication between Coach and athlete should only be used in rare special circumstances and must be kept brief.
- Any scheduling conflicts need to be reported to the coach or Athletic Director immediately.

## ***GAMES/COMPETITIONS***

Athletic events at Horizon Honors are times of pride and celebration. The coaches and students have practiced and prepared and are doing their best to represent the Horizon Honors Athletics philosophy of academics, character and hard work.

Game Schedules will be distributed to team members at the beginning of the season. Every effort will be made to distribute corrections as soon as changes are known through communication with team members and coaches.

**Admission to Home Gym Events:**

- Horizon Honors Students and Staff are admitted for free with school I.D.
- AIA playoff competition and other tournament admissions costs may vary.
- High School events: \$5 for all adults and \$3 for non-Horizon Honors students; age 5 and under are free.
- Middle School events: no admission fee for regular season. There is a charge for playoff games.

**Spectators & Supporters** are expected to exhibit good sportsmanship just like Horizon Honors students.

- We expect and require that students and parents adhere to the highest standards of behavior.
- Hazing and pranks are not part of the Horizon Honors culture and are strictly prohibited.
- Fan support for Horizon Honors Athletics should always be positive and respectful. The quickest way to have a negative impact on any contest is to criticize the officials. Yelling at officials never results in a change of rulings and often results in future intolerance. We do not anticipate any spectator behavior problems; however, it is a Horizon Honors practice to ask disruptive spectators to leave.

***TRANSPORTATION***

Transportation for team members to away games will be provided by Horizon Honors. Transportation will also be provided back to Horizon Honors, however, students who decide to either drive themselves or carpool with another family will need to have the Athletic Transportation Release Form signed to designate these arrangements. Students who drive themselves to and from athletics events may not transport other team members. In some circumstances, transportation may not be provided for tournaments and some Saturday events.

## ***SUPPORTING COACHES***

At Horizon Honors, our coaches are open to hearing from you and are more than happy to answer any of your questions. The best way to touch base with any of our coaches is via their Horizon Honors email. If an individual meeting is required, our coaches will work with you to schedule a meeting when both of you are available. Please remember that there are appropriate times to meet with a coach; we ask that you respect the coach and do not speak to them either during practice/games, or immediately after practice/games.

## ***VOLUNTEERS***

There are many ways to volunteer to support our teams. Many teams need stat keepers, bookkeepers, clock operators, concession workers, gate workers, etc. Each team may also have a Parent Coordinator(s) to support team parent communication, team needs, game needs such as concessions/volunteers, and team special events. Please contact the Athletic Director to see what you can do to get involved.

If an adult is interested in becoming an assistant volunteer coach, please see the Athletic Director for additional information. In order to serve as an assistant volunteer coach, a valid finger print clearance card must be on file in the Athletics Office and the Volunteer Coaching Application must be completed. In addition, an interview will be required. If you are volunteering for a High School sport, the AIA requires you to complete the NFHS Coach Education Program along with a course on Concussion Awareness.

All volunteer coaches must be approved by the Athletic Director prior to any coaching or participation in team functions, practices, or games.

## ***MEDIA & TEAM PUBLICITY***

Team rosters and photos, including student names, cities of residence, positions, team numbers, and class years, may be distributed to local media including newspapers, magazines, radio, and television, as well as included on the Horizon Honors website and Horizon Honors social media sites. Any student who wishes not to be included in publicity should have their parents/guardian notify the Athletic Director in writing as soon as possible. Only designated school employees may contact members of the media with story ideas, etc.

## ***TEAM GEAR/FAN GEAR***

All team/fan gear designs and orders must be approved by the Athletic Director. Horizon Honors

supports teams that want to order team/fan shirts and other gear. Each student and their family members will have the option to purchase authorized shirts and gear. For the safety of all our students, personalized shirts are not allowed. Options will vary per sport. Unauthorized team/fan gear will not be permitted. All orders will be placed by the parent/student via an online store. Please check Eblasts and announcements for ordering information. Please note that the merchandise must be ordered by the deadline as stated per the online store; late orders will not be accepted. Please contact the Athletic Director with gear ideas to support our teams.

### ***USE OF HORIZON HONORS LOGO***

The use of the Horizon Honors Logo is prohibited without consent from Horizon Honors Administration.

### ***TEAM LUNCHESES/MEALS***

We encourage our teams to eat a healthy meal together on game day. Students may select a table in the courtyard to sit at with their team or use a classroom if the room is available and a teacher or coach is available to supervise. Attending a team lunch is a personal decision, and will never be a requirement due to the amount of activities many of our students take part in. Team lunches/meals may not be catered or provided by a parent. Students will eat their lunch that they have purchased through the school or the one that they bring from home.

### ***SENIOR RECOGNITION***

Seniors will be recognized at the last regular-season home event. Each sport will have its own Senior Night; alternative arrangements will be made for sports that do not host home events.

Guidelines for the planning and implementation of Senior Night:

- The Parent Coordinator for the Varsity Team shall be allowed a budget from Horizon Honors not to exceed \$25 per senior on the team. This money is used to cover any senior gifts and decorations. Expenses beyond the budget will not be refunded. A request for a purchase order must be arranged with the Athletic Director prior to any expenditure.
- Posters and signs are acceptable; school logo may only be used with Athletics Department Approval.
- Seniors are announced prior to the start of the competition or the end of the competition depending on the sport.

- Announcements/Speeches will be brief; detailed speeches will be given at the End of Season Celebration.

### ***END OF THE SEASON AWARDS***

Horizon Honors will provide each student with a certificate at the end of the season.

High School Sports Only: A varsity letter or pin may be earned for a high school sport, as well as the following individual recognitions: Most Outstanding Player, Most Improved Player, and the Eagle Award for Character.

### ***END OF SEASON CELEBRATIONS***

At Horizon Honors our teams usually celebrate each athletics season with an event that recognizes our students. This event is intended to be a time to recognize team and individual achievements. Celebrations have been as simple as an afterschool pizza party, a picnic at the park or as elaborate as a sit down dinner. It has really been dependent on the age level involved and the desires of the team and coach.

Guidelines for the planning and implementation of the End of Season Celebrations:

- End of season celebrations will never be held on a Sunday, no exceptions.
- If a Horizon Honors facility is required for the event, the reservation must be made with the Athletic Director prior to the first game of that team's season.
- It is acceptable to reserve a room at an affordable restaurant where each family pays on their own. The Athletics Department will need to approve the restaurant.
- Personal homes may be used. Public parks may be used.
- All dates and times need to be approved by the Athletics Department (to ensure no conflicts with other Horizon Honors events; art show, concerts, etc.)
- Horizon Honors will not reimburse for catering or cost of food.
- The Parent Coordinator for the Varsity Team shall be allowed a budget from Horizon Honors not to exceed \$10 per athlete. This money is used to cover any gifts, decorations, basic supplies. Expenses beyond the budget will not be refunded. A request for a purchase order must be arranged with the Athletic Director prior to any expenditure.

### ***HIGH SCHOOL OUT-OF-SEASON ACTIVITIES***

Many of our High School teams offer chances to improve during the off-season. These opportunities range from open gyms to summer leagues/tournaments. Please note that while

these types of activities go a long way to improving skills, they are all optional and not mandatory to participate in the same sport the following season. Horizon Honors does not pay for any out of season leagues/tournaments; those expenses are the responsibility of those who choose to participate.