

ATHLETICS

HawkenSchool

LOWER & MIDDLE SCHOOL

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Student/Parent
HANDBOOK
2008-2009

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ATHLETIC DEPARTMENT CONTACTS

(all phone numbers are area code 440)

Website..... www.hawken.edu/athletics
Upper School Sports Information Line 423-2921
Middle School Sports Info Line 423-2106
Athletic Department Phone 423-2932
Athletic Department Fax 423-2958

ADMINISTRATION

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ATHLETIC DEPARTMENT

HAWKEN ATHLETICS MISSION STATEMENT

Hawken School is dedicated to the pursuit of educational excellence through rigorous programs in both realms, student-athletes develop skills, as well as the life skills of teamwork, cooperation, unselfishness, setting and performance under pressure. The influence the athletic community is substantial. It provides the school with a platform to community. All student-athletes, coaches, employees of the school, must conduct themselves in a sportsmanlike manner at all athletic events.

ATHLETIC DEPARTMENT PHILOSOPHY

The experience of playing on a competitive athletic team is a uniquely valuable one that our students may not have elsewhere in their lives. In accordance with Hawken's central beliefs, athletics is an integral component of the student-athlete's overall educational experience. The major objective of the program is to provide wholesome opportunities for student-athletes to develop positive habits and attitudes. Hawken students learn the lifelong value of involvement in sports, the values of good sportsmanship, personal commitment, physical activity, teamwork, skill development, sacrifice, decision-making and an appreciation for the notion that participation in athletics is a privilege.

Hawken fields 21 varsity level teams and 14 sub-varsity level teams. Interscholastic contests provide an opportunity for students, teachers, administrators, staff, parents and friends to gather and promote fair play, friendship, community, good sportsmanship and positive interaction. Participation on a team builds community spirit by providing an ideal arena for students to learn and understand the values of cooperation, sharing, teamwork, sportsmanship, motivation, responsibility, respect and discipline. Students learn what it means to work towards a common goal. Recognizing the intrinsic educational value inherent in sport, the athletic department gives every student the opportunity for team competition. To that end, Hawken School makes every effort to provide appropriate team opportunities for students with a wide-range of athletic abilities willing to make the necessary personal commitment. Although Hawken teams and players will always strive fairly to win, the primary emphasis of freshman and junior varsity teams is to nurture talent and develop athletic skills. Depending on the degree of competition in any given contest, varsity coaches will decide which students will play and which may not have that opportunity.

ATHLETIC DEPARTMENT SPORTSMANSHIP POLICY

Hawken School, in conjunction with the Chagrin Valley Conference, expects all of its students, athletes, coaches, and spectators to behave in a sportsmanlike manner at all contests. The guidelines mandate that spectators must remain in designated areas, must not use obscene cheers or offensive actions, must not throw objects onto the playing surface and must not exhibit violent behavior or make threats of violence to others. Parents and students must understand that any violation of these guidelines may result in removal from the game, disciplinary consequences, and/or conceivably in an egregious circumstance, legal prosecution. Every member of the Hawken community must treat opponents with respect; respect the judgment of officials; abide by the rules of the contest; display no behavior that could incite fans; cooperate with officials, coaches, and fellow participants to conduct a fair contest; and accept seriously the responsibility and privilege of representing Hawken by behaving positively and appropriately at all times. Opposing teams and the supporters must be treated hospitably as our guests at Hawken. Spectators should only cheer for their team and not against the opponent, and should not interact negatively with the other team or its fans. If provoked by opponents or their fans, members of the Hawken community should walk away and communicate the problem in the most appropriate manner possible to the Athletic Director or Administrator on duty.

ATHLETIC TEAMS OFFERED

Although Physical Education is a state requirement, Hawken hopes that all students participate in a team sport at some time during their Hawken experience.

SPORTS OFFERINGS AT HAWKEN

Fall Season-Girls

Varsity Cross Country
Varsity Field Hockey
Junior Varsity Field Hockey
Varsity Golf
Varsity Soccer
Junior Varsity Soccer
Varsity Tennis Red
Varsity Tennis Gray
Junior Varsity Tennis
Varsity Volleyball
Junior Varsity Volleyball
Freshman Volleyball

Fall Season-Boys

Varsity Cross Country
Varsity Football
Junior Varsity Football
Varsity Golf
Junior Varsity Golf
Varsity Soccer
Junior Varsity Soccer

Winter Season-Girls

Varsity Basketball
Junior Varsity Basketball
Freshman Basketball
Varsity Swimming

Winter Season-Boys

Varsity Basketball
Junior Varsity Basketball
Freshman Basketball
Varsity Swimming
Varsity Wrestling

Spring Season-Girls

Varsity Lacrosse
Junior Varsity Lacrosse
Varsity Softball
Junior Varsity Softball
Varsity Track

Spring Season-Boys

Varsity Baseball
Junior Varsity Baseball
Varsity Lacrosse
Junior Varsity Lacrosse
Varsity Tennis
Junior Varsity Tennis
Varsity Track

CONDUCT AND ATTITUDE

Hawken athletes and coaches represent our community with distinction. Athletes and coaches recognize that all actions, for better or worse, reflect upon the Hawken community as a whole. While on campus, we expect our coaches and athletes to host visiting fans and teams. When off campus, we expect our coaches and athletes to be ambassadors of positive sportsmanship and courtesy.

AWARDS

At Hawken we offer individual awards for contributions to the many sports programs. In many instances, the coaches select individual awards for members of their team. In consultation with the other coaches, and/or with the members of

the team, coaches select those athletes they feel are worthy of special recognition. A coach may choose whether to give multiple awards. Not all awards are given every year or every season.

At the end of the school year, all head coaches meet to discuss and determine the recipients of three prestigious awards given on Awards Day in June: The Strong Award, The Carter Award, and the Marsh Award. The criteria for each is listed.

OLD BOARD AWARD

The Old Board Award is one of Hawken's most prestigious awards for deserving athletes. The criteria for earning athletic recognition are established by the coach with approval of the Athletic Director. Criteria vary slightly from sport to sport, but the essence of the award includes the following characteristics:

- the recipient is a senior
- the recipient is a varsity player
- the recipient is not necessarily the Most Valuable Player on the team nor a captain of the team
- the recipient must exhibit sportsmanship, team leadership, demand respect from teammates and exhibit an inclusiveness inherent in team sport
- the recipient must attend practices and games
- the recipient's work habits must be exemplary, skill level notwithstanding
- the recipient must practice and play hard
- in their discipline, the recipient must represent the highest ideals of:
fair play, respect for the game, respect for opponents, respect for coaches, and respect for teammates
- the award does not have to be given annually
- no award is given to more than one student/athlete per year on a team

THE MARSH AWARD

To recognize annually that person, male or female, who has devoted uncommon service and assistance to Hawken's Athletic Program in keeping with the standards of service and loyalty of the man in whose name the recognition is given. *(This award is given to any member of the Hawken community including staff, faculty or student)*

THE STRONG AWARD

Presented to the member of the senior class who, through his attitude, effort and example of fair play, best represents the ideals, traditions, and spirit of athletics at Hawken School.

THE CARTER AWARD

Presented to the member of the senior class who, through her attitude, effort and example of fair play, best represents the ideals, traditions, and spirit of athletics at Hawken School.

CAPTAINS

Individual teams annually determine the most appropriate process to select their captains. Many expect the captain(s) to be leaders in many ways, both on and off the field, and outside of school. The coaches expect that the captain(s) will exemplify and encourage the behavior considered appropriate to Hawken School and to the sport. Chosen by the team, in conjunction with the coaches, the choice is made with the understanding that the individuals will:

- exemplify sportsmanship
- exhibit leadership on and off the field/floor/court/pool/mat
- communicate well with players and coaches

- are trustworthy and fair
- give 100% effort to the team in games and practices
- are respectful and are deserving of respect
- set an example for others to follow

All coaches reserve the right to select a captain based on criteria in keeping with the needs of the team, and to relieve a student of a captaincy if the coach deems it necessary and appropriate during the season. Captains do not have to be seniors.

LETTERING CRITERIA

Varsity athletes in grades 9-12 may earn a Hawken letter or numerals in their sport. The criteria for earning athletic recognition are established by the coach with approval of the Athletic Director. The coach will communicate these criteria to his/her team at the beginning of each season. The number of quarters played, practices attended or missed, games participated in and a player's attitude toward hard work and team play are all critical factors in determining end of season awards. Although exceptions may occur, as a general rule, seniors who have participated constructively for two or more years in an athletic discipline are awarded a letter.

Each varsity letter winner will receive a large letter H for participation and recognition as a varsity athlete. Once an athlete has received his/her varsity H, he/she will receive a pin representing the sport for which they have received a subsequent varsity letter regardless of the sport. Junior varsity letter winners will receive a small letter H for participation and recognition as a junior varsity athlete. Once an athlete has received his/her junior varsity H, he/she will receive a pin representing the sport for which they have received a subsequent junior varsity letter regardless of the sport.

TEAM SELECTION

Hawken encourages all students to participate in athletics. At all Upper School levels the athletic philosophy is to play to compete in order to win. To this end, teams must be kept at a manageable size to ensure as rewarding an experience as possible for the individuals and as successful a season as is possible for the team. In some sports, it is preferable to have large numbers of student-athletes. In some sports, it is in the best interest of the student and the team to have a smaller, more manageable roster. In some teams may only "carry" a certain number of players as dictated by State rules.

The emphasis on competition increases markedly as does the required level of commitment from Hawken's student/athletes and their families. All athletics are optional, and students should not go out for a team unless they are willing and able to make that emotional, physical, and temporal commitment. However, when necessary, coaches may hold tryouts. As facilities and staffing allow and as numbers dictate, Hawken will make every effort to field sufficient teams at various skill levels to accommodate the maximum possible student participants. If too many students express interest in participating on a team, coaches will make cuts to limit the size of their team to accommodate an appropriate team size. Seniors may only participate on Varsity teams; however, no guarantee can exist for regular playing time or a place on the team. Although extremely talented ninth grade students may be eligible for Varsity and Junior Varsity level teams, more typically they will play on Freshmen teams to allow them time to polish their physical skills and understanding of team systems.

COACHES

Coaches must understand the necessity of communicating their expectations to parents and players. The better the lines of communication, the more easily processes move during the season. Not all coaches are full-time Hawken employees;

coaches will meet with parents at the beginning of each season to answer questions, clarify expectations and discuss how the parents can help support the team.

PLAYER/COACH RELATIONSHIP

Coaches and players maintain a similar relationship to that of teachers and students. A level of mutual respect is expected; coaches must exhibit a positive expression of sportsmanship, respect for the game and understanding of adolescence. Athletes must respect the decisions of the coach(es) and respect the game they play.

PLAYING TIME IN GAMES

Competition and winning are important aspects of any athletic program, but should not dominate the ethos of the program. As a general philosophy, we strive to have all of our team members participate in games. However, at the varsity and junior varsity level, coaches are playing to win games and enhance the level of play of each player. It is entirely likely in a close contest, particularly at the varsity level, that not all team members will play. It is at the discretion of the coach to provide the appropriate amount of playing time commensurate with each member's practice preparation and ability, or in response to specific game situations. Substitutions should be made without risking the eventual outcome of the game. A ball game won by a dozen points with every player participating is to be favored over a game won by 30 points with only a small portion of the team participating.

CVC SCHOOLS AND LEAGUE PHILOSOPHY

Hawken School competes in a league composed of 17 other schools. The 17 schools in this conference share similar values regarding athletics, such as the value of athletic competition and the need to keep such competition in the proper perspective. At Hawken, the integrity and intrinsic value of each individual are of primary concern. The sportsmanship expectations stipulate that all athletes, coaches and spectators behave in a sportsman-like manner at all times at all contests. The Hawken Athletic Department expects that parents, teachers, students and athletes will represent Hawken School in all interactions with our friendly rival schools, and that they will be mindful to set a positive example for others.

The Chagrin Valley Conference is composed of the following schools:

Aurora
Beachwood
Berkshire
Cardinal
Chagrin Falls
Cuyahoga Heights
Fairport
Grand Valley
Hawken
Independence
Kenston
Kirtland
Newbury
Orange
Perry
Richmond Heights
West Geauga

Wickliffe

OUTSIDE USE OF FACILITIES

The Hawken Athletic Department is very conscientious about the maintenance of our high quality facilities. On occasion, the School will make its facilities available to outside groups through rental arrangements. We consider opportunities for community outreach, charitable functions and special youth sports events. In each case, a thorough process is in place to ensure that issues concerning liability, staffing and proper facility usage are fully addressed.

The Director of Facilities and Transportation is responsible for all scheduling of facilities. However, Hawken teams have priority of facilities in all cases.

EXPECTATIONS

PARTICIPATION EXPECTATIONS

When students join a Hawken team, they are expected to commit themselves to the team for the entire season. Athletes are expected to attend practices each day and attend all games. Students should understand that when they join a team they are accepting not only the pleasure and privilege of participating but also accepting the responsibility and commitment to that team.

Being a Hawken athlete requires that the student balance his/her school work with the expectations of the coaches, teachers and Athletic Department. It is imperative for the well being of the team that students fulfill their requirements to their chosen sport/team. If students do not commit to the team, then the other players are put at an unfair disadvantage.

Before the fall season, all athletes must attend the pre-season practices; to this end, students and families should plan accordingly. During the school year, students must balance their schoolwork and their athletic commitments. Athletes must make arrangements with teachers and coaches when they recognize potential conflicts balancing their athletic and academic commitments.

Although minor variations may exist from coach to coach or from sport to sport, Hawken has general expectations for all athletes at all levels.

These expectations include:

- 1) Attendance at all practices
- 2) Punctuality and preparedness for all practices and games
- 3) Maintaining a satisfactory level of academic achievement: no student may participate if he/she has not passed five major classes in a term
- 4) A desire to improve skills and knowledge of the sport
- 5) A willingness to work hard and be attentive in practices
- 6) Behavior representing one's self, team, school and family in a dignified and sportsmanlike manner
- 7) Attention to and respect for designated authority figures

ATHLETIC TEAM PRACTICE TIMES AND GAMES

Team sports have athletic competitions scheduled regularly throughout their season. At the beginning of each season, each member of the community receives a copy of the sports schedule. In advance of games, coaches will inform athletes of the

approximate return home time. During the year, athletes can expect to practice up to two hours each day during the week, and some teams may practice on Saturdays. Sometimes, coaches may supplement practice times with weight training or land workouts, but rarely will any athletic practice exceed 120 minutes. All coaches require that athletes remain at practice and games until the practice/contest is over. Athletes can expect to begin practice shortly after classes end, although some students may regularly need to leave a few minutes early to catch a bus.

During the winter season, because of limited indoor space, athletes may have staggered practice times, either evening or morning. Practices for varsity and JV athletes could start as late as 5:30 p.m. and end at 7:00 p.m.; some practices may start as early as 6:00 a.m. and end by 7:15 a.m. Practices typically run after school and occasionally on weekends. Although usually planned for 90 minutes, the practices often last no more than 2 hours, from 3:30 p.m. to 5:30 p.m. At times, coaches may supplement a practice with weight training or land workouts. During the week and on weekends during the winter, coaches work around restricted gym space to implement practices. Therefore, many practices may occur at varying times.

A gym schedule is made before the season begins for all levels of basketball. If teams need to practice late, an afternoon study hall, proctored by a coach, must be arranged for the team. During the spring season, athletes can expect to practice shortly after classes end.

TEAM SELECTION

The Athletic Department expects that students consider their availability for games and practices during school breaks when making their decision to participate on an athletic team. If a player is unable to make a commitment to the team, he/she should not try out for a team. The disruption of missing players during preseason or during the season should be avoided.

Attendance at practices is a crucial requirement of team participation. Athletes should inform their coaches as early in the season as possible if family trips prevent their attendance at practice during school vacations. Missing practices during the season may affect the athlete's standing on the team.

HOMEWORK AND PRACTICE

All academic work takes precedence during the season. If a player must meet with a teacher to complete work after school, the academic work must be first priority. However, athletes should attempt to avoid such conflicts by working with their teachers during free bands in the academic day.

EXAM PERIOD PRACTICE INFORMATION

During the exam periods, all teams may hold practices. Practices may not exceed two hours and player attendance must be optional and voluntary. Students who need to study for exams must have time to study. Nonetheless, we encourage students to exercise during the exam period. Coaches will determine the "study break" practice times based on their own teaching or working schedule. If players are unable or unwilling to attend practice, they should inform their coaches.

DEVELOPMENT OF CLUBS

If students or parents are interested in participating in or developing a club sport outside of Hawken, they must produce a proposal outlining the club sport and the purpose of the club sport. The club sport must be in a sport not offered at Hawken. Each proposal must be submitted at least 6 months in advance. Once the proposal is submitted, a panel consisting of the Physical Education Department Chairs, the Upper School Athletic Director, the Middle School Associate

Athletic Director, and members of the Upper, Middle and Lower Schools' Athletic Departments will determine if the club sport will be accepted. The decision of the department is final, and further similar proposals may not be made again for another two years. If Hawken sanctions the club sport, participants must uphold the rules governing Hawken and must represent the school with integrity. No Physical Education credit will be given for participation in a club sport, even if it is a Hawken sponsored club sport. **New club sports will not replace the 2 sport commitments required for middle school students. These clubs will exist outside the athletic department.**

MEDICAL RELEASE FORMS

Each coach receives a packet of Medical Release Forms for each athlete on his/her team. The information provided by the Athletic Trainer provides reference information if an athlete is injured at an away contest or in the absence of the Athletic Trainer on campus.

Each student and parent must complete a state required authorization form. This form will release and disclose the personal health information to the Hawken Division Director, Assistant Director, Athletic Director, Coach, Athletic Trainer, Physical Education teacher, School Nurse or other members of the School's Administrative staff. The Informed Consent form also requires a parental signature indicating their understanding of the OHSAA brochure entitled "*Your Athletic Eligibility.*"

MEDICAL NOTES

All notes concerning a player's physical condition must be delivered immediately to the Athletic Trainer. The Athletic Trainer must authorize the note if it is allowing a student to return to practice or play. All limitations to practice or play, as determined by a doctor, will be accommodated. Only an appropriate physician can remove play/practice restrictions that have been placed on an athlete by a physician.

OUTSIDE TEAMS

Students may participate on outside teams if practice times do not in any way conflict with participation on Hawken teams. Ohio rules dictate that students may not participate on a team outside of school similar to the sport they are playing in-season for Hawken. Students are not excused from Hawken School practice to go to games/practices for their outside teams. They are not excused from Hawken School responsibilities for travel teams. In-season, a Hawken student's athletic priority must be to his/her school.

DRIVING TO AND FROM GAMES

The Athletic Department expects that students will travel to and from games on school provided transportation. If in some instances a student lives closer to an opponent's site than the distance for that student to travel back to Hawken before traveling home, then he/she may, with a letter from his/her parent granting permission, drive to a contest so that he/she may leave immediately after the game to go home. However, students may not drive other students to and from contests when school transportation is provided. The Athletic Department discourages athletes driving with their friends' parents. However, we recognize that there may be exceptions. In some cases, the Athletic Director or Division Director may be contacted for special permissions. No student may travel with a non-Hawken School community member to or from a contest. No permissions will be granted immediately following a contest unless a parent at the game speaks directly with the coach. All other requests for athletic travel exceptions must be made prior to the day of the contest. **In some cases, team policies may dictate that teams travel together to, or to and from events on the team bus. In such cases, team rules stand above other policies, and athletes are therefore required to ride the bus. No other exceptions to standing travel policies may be made without permission from the Athletic Director.**

ATHLETIC TEAM ELIGIBILITY

Athletes may only participate on one team per season. All students who attend Hawken are eligible for team competition. Seniors are eligible only for varsity-level team sports. Juniors, sophomores and freshmen may participate on junior varsity or varsity level teams. When a team is available, most 9th graders participate on a freshman level team. Students who turn nineteen (19) before August 1, are ineligible for participation in interscholastic sports at Hawken for that calendar year.

Students who do not maintain at least a satisfactory level of academic achievement may not participate in athletic contests or practices until they improve their academic standing. Since Hawken has a quarterly grading system, a student's quarter grades are used to determine eligibility. Students may not participate until they have completed the required courses. Ohio rules indicate that a high school student may not play or practice without a current physical signed and dated by a physician indicating that he/she is cleared to play.

MANAGER POSITIONS FOR TEAMS

Students may have the opportunity to be engaged in something beyond their academic work by becoming a manager for a sport team. The responsibilities of being a manager would differ based on the team. However, the overall purpose of the position would be to allow students to be a part of a varsity or junior varsity team, and, consequently, a part of the greater Hawken community.

The responsibilities of being a manager for a team could lead to developing and learning new skills, developing communication and leadership skills, or being a potential mechanism for college, being a resource for recommendations for college and jobs. However, the most important aspects are being involved with peers, attending all the games, being a part of a winning tradition, playing a role in the team's wins and losses, helping with practices, learning about a sport from the coach involved, and becoming a leader on the team or within the group of other managers assigned to the team.

The managers could earn a varsity or junior varsity letter with the successful completion and fulfillment of the criteria set forth by the coach. Being a manager does not guarantee that a student will earn a letter if she/he does not fulfill the expectations of the coach.

PARENTS

Parents can be an integral part of a team's overall success. At all levels and for all teams, parents help with supplying or hosting pre-game meals, preseason meetings and/or post-season events; some parents facilitate fund-raisers, and/or help during games as ball chasers, concession stand attendants, ticket takers, swim timers, computer operators, scoreboard operators and enthusiastic fans. Involved, positive parental involvement is a wonderful aspect of the Hawken educational and athletic experience.

The Athletic Department encourages the organization of parent volunteers to support certain functions for each team, such as organizing an introductory family gathering, team social events, and/or providing meals for athletes before games.

PLAYER/PARENT CONCERNS

Parents must trust the coach to make appropriate decisions. If concerns arise, parents should encourage their child to speak with the head coach. If a parent needs to intervene, they should call to make an appointment with the coach. Parents should never question or make recommendations to a coach during or immediately after a contest when the coach must

focus on the game and the athletes. If a parent has communicated appropriately to the coach without result, then the parent may schedule a meeting with the coach and the A.D., who has authority to handle the concerns.

UNIFORMS/EQUIPMENT

Hawken equips each team member with the necessary materials to compete in a sport, with the exclusion of athletic shoes. In golf, students must provide their own golf clubs, tees and accessories. Hawken does provide balls for matches. Coaches are responsible for distributing and collecting all uniforms and other related equipment and are accountable for specific materials given to athletes. Students will need to pay for lost materials. If athletes do not pay for lost materials, they will have their grades held until the payment is made.

PURCHASE OF TEAM/SCHOOL RELATED ITEMS

From its annual operating budget, uniforms are purchased and recycled on a multi-year schedule that ensures both equity and timely replacement.

Occasionally, teams decide to purchase clothing items for their team such as T-shirts or sweatshirts. The Athletic Director must approve all purchases. When players or coaches promote clothing items, it is important that no individual feels compelled to purchase the item or embarrassed because they cannot afford the item. All expenses for discretionary apparel relating to a team or sport cannot be covered by the Athletic Department budget.

DRUG AND ALCOHOL POLICY

Hawken School seeks to maintain a healthy environment where students can grow intellectually, physically, artistically and socially. Therefore, the School strives to educate its students about the dangers of alcohol, non-prescribed drugs and other illegal substances and to deter their use. In addition to offering school-wide education regarding decision making and personal responsibility, the School requires students to complete a trimester of Health education in which drug and alcohol education takes place. Moreover, the School has developed a relationship with Freedom From Chemical Dependency (FCD), a drug education organization that works worldwide with independent schools. Each year, representatives from FCD visit Hawken and offer a four-day curriculum to ninth-graders. In an effort to educate parents about drug and alcohol abuse, FCD also sponsors an evening workshop for parents each year at the Gates Mills campus. All parents are urged to attend this event, which usually takes place in November.

Although the School wishes to prevent any abuse of drugs and alcohol through education, the School must also be clear on the consequences of drug and alcohol usage. Students may not possess, use, transmit, sell, conceal, or be under the influence of alcohol, marijuana, or non-prescribed drugs; this policy also includes the abuse of any prescribed drug. The School assumes jurisdiction with respect to this rule when the student is on campus at any time, on the way to campus, when the student is off campus at a School-sponsored function, participating in off-campus senior lunch, when the student is on a School bus, or during an unauthorized absence from campus. Lastly, any drug or alcohol abuse that occurs off campus, but which discredits the School, could result in a disciplinary response.

VOLUNTARY DISCLOSURE

In the event of a student or his or her family voluntarily disclosing problems related to drug or alcohol abuse, the School will make every effort to work cooperatively to assure that the student receives support, intervention and any other care that will enable the student to return to a healthy condition.

DRESS CODE FOR ATHLETES

Athletes traveling to off-campus games should wear appropriate clothing. Teams may wear the team uniform, team shirts or school dress. However, no athletes should wear clothing representing negative slogans, professing drug/alcohol or tobacco use or using offensive language.

ATTENDANCE

Although attendance at practices is mandatory, coaches obviously understand that at times students have illness, excessive homework expectations, or family issues that may interfere with attending practice. However, the athletes should communicate the problem at their earliest opportunity with the coach. Students should not request a friend or parent talk to a coach on their behalf.

Unless athletes have a doctor's clearance, athletes must arrive at school by 10:30 a.m. in order to participate in any after school practices and games. Parents cannot excuse their child from school nor approve their participation in sports when their child is unexcused from school. When events not sanctioned by the school occur, like a Senior Skip Day, students must still arrive at school by 10:30 a.m. and attend classes in order to participate in after school practices and games. No exceptions will be made.

GAMES/PRACTICES DURING BREAKS

Often CVC games occur during school breaks and holidays. Students who choose to participate on teams that have games or practices over school breaks or during holidays should plan accordingly to avoid any conflicts that may arise. If a student foresees a problem attending practices or games during a scheduled break, that student should consider the relative importance of team participation that season. In all fairness to other students on the team, all athletes should have the same expectations for games/practices. Hawken expects that students will make the appropriate commitment to the sport so as not to jeopardize the team experience for others. Therefore, the summer preseason, Thanksgiving Break, Winter Break and Spring Break are times when, in season, students should make sure they are not missing valuable practice or game times. Coaches will distribute practice and game schedules for the season.

BUS DECORUM

When traveling to and from games on school busses, athletes must remain seated and relatively quiet. Students must be respectful of the bus and the bus driver; no objects should be thrown, all food must be disposed of properly and no loud music may be played. Players may not yell at or to opponents or opposing fans or throw objects out of windows. Coaches must travel with athletes and monitor the behavior of their team(s).

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

The Athletic Director oversees all sports teams and coaches. The A.D. schedules, postpones, or cancels sports contests; attends any meetings involving Hawken athletics. The A.D., along with the Assistant to the A.D., notifies all constituents of any cancellations or postponements, organizes the seasonal sports banquets, generates a coaches' bulletin and transportation list, updates the Hawken website and Schedulestar website. The A.D. works with the Business Office and the most appropriate Division Director in the hiring of all coaches. As well, he/she evaluates coaches during and after each season. He/She meets with coaches prior to and after each season. The A.D. helps develop programs with coaches and informs them of their responsibilities. He/She helps coaches prepare for game days, provides support for coaches, gets officials for contests, supervises games, helps organize the Fall preseason camp, maintains and orders equipment, oversees

and organizes tournaments, serves as commissioner of a sport for the CVC, oversees the Athletic Trainer and handles the yearly budget. The A.D. also handles parental, player and coach concerns.

POSTPONEMENTS, DIRECTIONS, SCHEDULE CHANGES, AND CANCELLATIONS

All postponements, cancellations and schedule changes will be posted and updated in the athletics section of the Hawken School website at <http://www.hawken.edu>, as well as the sports information line at 440-423-2921. Also, parents, coaches, students and alumni can access the Hawken athletic schedules at www.highschoolsports.net. The Athletic Department uses Schedulstar on-line service. Parents can get immediate information about Hawken athletics and schedule changes by signing on with highschoolsports.net. Directions to all contests are on the Hawken website.

ATHLETIC TRAINER

Hawken employs a part-time Certified Athletic Trainer (ATC) for the school year. Our Athletic Trainer arrives on campus by about 2:30 p.m., and remains until the final contest ends. The athletic training room is located in the Sports Center at Gates Mills. All athletes are encouraged to see the Athletic Trainer to attend to injuries or to prevent injuries. The Athletic Trainer provides first aid and taping for athletes and provides preseason conditioning ideas as well as basic rehabilitation for athletes. The Athletic Trainer will oversee most sports related injuries and will communicate with parents, coaches and doctors regarding all serious injuries.

The responsibilities of the Athletic Trainer:

- Provide first aid to injured athletes
- Help to prevent injuries from occurring or from getting worse
- Provide support to the coaching staff on issues of conditioning, sports injuries, rehabilitation, etc.
- Communicate daily with the coaches concerning injured athletes
- Keep coaches and athlete informed about rehabilitation and a timetable for returning to practice/games

IN CASES WHEN THE ATHLETIC TRAINER IS NOT PRESENT FOR THE DAY

Occasionally, the Athletic Trainer will have another obligation during normal training hours. He/She will inform the Athletic Director and coaches and will usually get a replacement Athletic Trainer. Athletes should check with the nurse, coach or A.D. if the Athletic Trainer is not available when required.

STUDENT ATHLETIC TRAINER'S AIDE PROGRAM

Hawken has a student athletic training program to supplement the ATC's work. Student Athletic Trainer's aides are Basic First Aid, CPR and AED certified within the first month of each new sports season. Student Athletic Trainer's aides provide ice and emotional support for injured players, do basic taping, and serve as liaisons between the athletes and the Athletic Trainer. In case of an emergency, the student Athletic Trainer's aides contact the Athletic Trainer, or other emergency professionals, immediately. The student Athletic Trainer's aides are trained in our Emergency Action Plan. The Athletic Trainer's aides receive hands-on training and are under the supervision of the ATC. *The student Athletic Trainer's aides should not make the decision to move an injured player or to let an athlete return to a game/practice after an injury. The coach or Head Athletic Trainer decides what to do in case of injuries and informs the student-Athletic Trainers accordingly.*

INCLEMENT WEATHER POLICY

When weather forces the school to close, practices may still occur. However, a school closing usually dictates that interscholastic contests will be cancelled. After conferring with a competing school's Athletic Director, the Hawken

Athletic Director determines cancellations regarding a game. On rainy days, decisions on outdoor practices and games will be made as soon as possible to ensure everyone involved can be notified via the Hawken Athletic Website or Hawken Voicemail Hotline (440-423-2921). Unless there is an official announcement made or posted, students should assume that practice and/or games will be held. Hawken strives to provide the safest environment possible for all students. All professional personnel must use their best judgment in matters of student safety. Therefore, all coaches must confer with officials or Athletic Trainers before any dangerous weather strikes. Ultimately, the officials or Athletic Trainers determine whether conditions are safe. If there is any thunder, lightning or excessive winds accompanied by either heavy rain or snow, an outdoor athletic activity must be postponed and/or cancelled. Any postponement should continue 15-30 minutes after the dangerous weather passes.

RECRUITMENT

Although Hawken does not recruit student-athletes, appropriate students are encouraged to apply. Once a student has shown interest in Hawken, and he/she has visited campus for an official visit, coaches may contact a student simply to introduce him/herself, answer any questions, and/or to invite the student to a contest. At all levels for every student, admission decisions follow the same procedures and are based upon consistently high standards of behavior, performance, achievements and potential for success in a rigorous, college preparatory environment.

COLLEGE RECRUITMENT OF STUDENT-ATHLETES

The Hawken Athletic Department and College Counseling Office will play an active role in supporting our students with aspirations to play sports at the collegiate level.

The Athletic Department, Coaches and College Counseling Office will assist families in several areas:

- Informing them of the process of establishing contact with college coaches;
- Educating them on NCAA rules and regulations governing the recruiting process;
- Aiding in the assessment of suitable matches from the universe of college athletic programs; and
- Serving as the primary contact point for college coaches interested in recruiting Hawken student-athletes.

Students must:

- Communicate his/her interest to the coach of their sport;
- Work with his/her coach to contact potential school coaches;
- Have his/her coach(es) make phone calls, send emails, or send pertinent information;
- Inform the College Counseling Officers of his/her interest so that they can assist in communicating with coaches and College Admissions Officers;
- Attend team or individual development camps to be seen by college coaches who might attend.

The Athletic Department and College Counseling Office will work with students to open the lines of communication with college coaches. Any athlete can always speak with the Athletic Director about his/her interests, but to be clear, the College Counseling Office is the lead resource for all issues pertaining to the college selection process.

DIRECTIONS

Directions to all schools are available on the Hawken Athletic Website and outside the Athletic Department office. Prior to a season, athletes receive copied directions to all away games by the Athletic Department.

VARSITY COACHING

Varsity Head Coaches are responsible for overseeing all coaches within their program in order to ensure appropriate programmatic consistency. The responsibilities listed below are crucial for the success of the athletic program. Assistant coaches working on the same field, gym, pool or court as another coach must work together in fulfilling many of these responsibilities.

USE OF WEIGHT ROOM

All students use the weight room. Teams may use the weight room to supplement or replace a normal practice. A coach must accompany athletes at all times while in the weight room. Appropriate protocols must be followed at all times.

The Alumni office and Athletic Department make the weight room available during school vacations. Hours are posted on the Hawken website. At those times, any member of the Hawken community can use the weight room.

All alumni, board members, and non-Hawken employees must sign a waiver before using the weight room. These documents are available in the Athletic Department office and in the weight room.

****SIGN AND RETURN PRIOR TO JULY 28, 2008****

Student: Please sign and return this form to the Main Office before July 28, 2008. Your signature indicates that you have read the Handbook and discussed it with your parent(s).

I, _____, have read the Parent/Student Athletic Handbook and understand and agree to abide by the terms and spirit of the Handbook.

(student signature)

(date of signature)

(student signature)

(date of signature)

(student signature)

(date of signature)

Parent: Please sign and return this form to the Main Office before July 28, 2008.

I, _____, have read the Parent/Student Athletic Handbook and discussed it with my child. I understand that the information in the Handbook is current and applicable for the 2008-2009 school year.

(parent signature)

(date of signature)

Please return to:
Hawken Upper School Main Office

Thank you for your prompt attention.