

2012-2013



Ravenscroft

PARENT STUDENT-ATHLETE HANDBOOK

Ravenscroft Athletic Department
Athletic Director, Ned Gonet

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Athletic Director's Message

The purpose of this handbook is to communicate all aspects of the Ravenscroft Athletic Program to student-athletes and parents. The information contained in the handbook is beneficial to understanding the philosophy and over-all scope of our athletic program.

The Ravenscroft Athletic Program provides a variety of individual and team sport opportunities for students in grades 7 – 12. These activities are an integral part of the School's philosophy of providing an education that nurtures each child's personal growth and maturation.

The aim of the athletic program is to provide a competitive schedule of interscholastic contests seeking to build positive rivalries, new friendships, improved playing skills, self-confidence, enjoyment of participation, better community relations, sportsmanship, group interaction, discipline, leadership, and teamwork.

It is our hope that the Ravenscroft student body will take advantage of the athletic programs offered by the School and that the experience is both challenging and rewarding.

We encourage parental and family interaction in the Athletic Program, which results in increased school spirit and provides pleasurable whole family experiences.

Thank you,

Ned Gonet

Director of Athletics

Ravenscroft Mission and Vision Statements

Our Mission

The Ravenscroft community, guided by our legacy of excellence, nurtures individual potential and prepares students to thrive in a complex and interdependent world.

Our Vision

Through the implementation of our Strategic Plan, Ravenscroft will build upon its status as the premier comprehensive, independent college preparatory school in our community and will become a preeminent academic institution in the Southeast.

The key elements of our vision include a commitment to the following:

Academic

Provide a rich and appropriately challenging curriculum taught with passion by a nurturing and knowledgeable faculty.

Community

Enhance our contribution to become a more valued member of our community and increase our diversity to better reflect that of our idea.

Environment

Promote a working and learning environment that expects and celebrates mutual respect, personal responsibility, ethical leadership, and a sense of humor that restores.

Journey

Inspire our School community to value the educational journey as much as the outcome.

Relationships

Nourish meaningful and supportive relationships among students, teachers, staff, alumni, parents, and in the greater community.

Our Values

Our values ground our School, programs, and initiatives in the most important aspects of the Ravenscroft community—people and their collective growth. They reflect our legacy of excellence with an inspired commitment to the future.

An Engaged Mind

A student's mind is engaged by a developmentally appropriate and balanced college preparatory program emphasizing inquiry, critical thinking, and a love of learning.

An Ethical Character

A student's character is enhanced and horizons broadened through leadership, extracurricular, community service, and global study/travel opportunities.

An Aesthetic Appreciation

A student's talents are cultivated and creative mind enriched by a comprehensive program of Fine Arts.

A Healthy Lifestyle

A student's personal fitness and physical wellness are developed through a complete physical education and interscholastic athletic program emphasizing lifelong health, discipline, sportsmanship, and teamwork.

A Spiritual Foundation

A student's faith is developed as we embrace the Judeo-Christian tradition of Ravenscroft and respect the religious beliefs of each individual. As a community, we will model and teach values such as honor, respect, responsibility, and compassion.

Ravenscroft Interscholastic Athletic Policy

Purpose

The purpose of this document is to promulgate Ravenscroft policies on interscholastic athletics.

Preamble

Ravenscroft will provide for its students a program in interscholastic athletics which complements the program in academics. This interscholastic program is intended to support the overall Ravenscroft student experience, and to be educational in its purpose and conduct. Such a program provides significant educational opportunities for the broad Ravenscroft constituency:

- A. For the Ravenscroft student-athlete, the program in interscholastic athletics teaches Ravenscroft students skills in sportsmanship, group interaction, discipline, leadership, and teamwork; such a program provides Ravenscroft students with physical skills which increase student confidence, achievement, self-esteem; and such a program provides students with important interaction with other student bodies.
- B. For the Ravenscroft parents and family members, interscholastic athletics offer an opportunity for increased school spirit; improved pride in institutional association; increased intra-family interaction; and an occasion for family involvement in school activities.
- C. For the broad Research Triangle area that Ravenscroft serves, a program in interscholastic athletics offers an opportunity to enhance the School's public image; to encourage continued association with the School from its present constituency; and to encourage future student/parent interest in the more comprehensive Ravenscroft program in academics, fine arts, athletics, and community service.

Interscholastic Athletic Goals

Ravenscroft, in addition to the ideals expressed in the Preamble above, will strive to achieve the following goals in its program in interscholastic athletics:

- A. Provide the best possible personnel and physical resources for a comprehensive interscholastic athletic program. Financial constraints and the nature of the sport may require that certain sports receive greater emphasis than others.
- B. Provide an interscholastic program for students in grades seven through twelve. The program will include Middle School, Junior Varsity, and Varsity teams for both boys and girls.
- C. Recognize the importance of gender equity.
- D. Maximize participation and skill development
 - 1. As a guideline for all non-varsity teams, except those Junior Varsity teams containing only ninth and tenth grade level students, coaches are strongly encouraged to give every team member meaningful playing time in each game. The Middle School coach should emphasize skill development, increasing a student-athlete's self-confidence, and the awareness of the positive aspects of good sportsmanship.
 - 2. As a guideline, Junior Varsity coaches of ninth and tenth grade level students are encouraged to give every team member meaningful playing time during the course of the season. Junior Varsity coaches should be advocates of

- participation, sportsmanship, skill development, and self-esteem, but greater focus on competition is appropriate.
3. Varsity coaches are expected to subscribe to the same general standards as previously outlined. While it will be the goal of the Varsity level athletic program to encourage student-athlete participation, playing time in games will be earned by the student-athlete's efforts in addition to his/her talents. The Varsity coach should emphasize the ideals spoken of, in the Preamble; should emphasize positive student self-esteem, skill development, sportsmanship, team play, and realization of individual goals within a team concept.
 - E. Ensure that every reasonable precaution is taken to preserve the health and safety of the student-athletes who participate in the Athletic Program. Student-athletes, by virtue of their participation in an athletic program, are exposed to the physical hazards inherent in sport. The health and safety of the student-athlete is of paramount importance. Adequate physical facilities, playing equipment, a well-trained support staff, the teaching of proper technique, and a comprehensive injury treatment program should be emphasized for each sport. Off-campus travel vehicles should be well maintained and road worthy, and the drivers of Ravenscroft School vehicles should comply with existing School policies regarding operation of School-owned vehicles.
 - F. Encourage positive parent participation in Ravenscroft Athletic Programs through attendance at games and support of students and their coaches.

Administration

A successful program in interscholastic athletics requires a high level of professional leadership, management, and vision. The Athletic Program is administered by an Athletic Director who reports to Ravenscroft's Head of School.

Coaches

The coaches employed by Ravenscroft School should understand that the Athletic Program is educational in its purpose and conduct. Coaches should understand that they are to teach the characteristic physical, mental, and ethical skills practiced within the athletic framework. The Athletic Program at Ravenscroft is for the collective benefit of the student-athletes, not for the benefit of the coaches.

- A. Student-athletes placed under the coach's guidance should feel that their experience at Ravenscroft is being enhanced through participation in the sports program. With sufficient commitment, the student's physical skills should improve, self-esteem should be high, the student's presence on the team should be valued, and time spent on the activity should be worthwhile.
- B. Coaches not only should be proficient in the sport for which they are responsible, but also should serve as role models for Ravenscroft student-athletes for sportsmanship, teamwork, and appearance before the public. Coaches should require that Ravenscroft student-athletes represent the School in exemplary fashion.
- C. Coaches serve for one year at a time, and their contracts are subject to renewal on an annual basis.

Eligibility

Students are eligible to participate in interscholastic sports at Ravenscroft if they are medically sound and meet the academic and disciplinary requirements, specifically, refraining from the use of illegal substances at all times.

Recruiting

Ravenscroft is not in the business of recruiting students for their athletic talents alone. Coaches, teachers, administrators, and other School employees are expected to adhere to this statement of policy and to State and Conference standards. All students will be subject to the same admissions criteria regardless of their athletic abilities.

(Approved by Board of Trustees, September 2008.)

Ravenscroft Administration and Staff

Head of School	Doreen Kelly
Assistant to the Head of School	Rebecca Poole
Assistant Head of School/Academic Affairs	Colleen Ramsden
Assistant Head of School/Institutional Advancement	Phil Higginson
Assistant Head of School/Business & Finance	Leonard Johnson
Head of Upper School	Bill Pruden
Assistant to the Head of Upper School	Kevin Billerman
U/S Administrative Assistant	Anne Wessing
Head of Middle School	Denise Colpitts
M/S Administrative Assistant	Karen Gainey

Athletic Administration and Staff

Athletic Director	Ned Gonet CMAA
Associate AD/Head Athletic Trainer	Michelle Piette A.T.,C. LAT
Assistant AD/Facilities & Operations	Chip Hoggard
Assistant AD/Technical Services	Jim Gibbons CAA
Athletic Administrative Assistant	Grace Edwards
Assistant Athletic Trainer	Tim Savage A.T.,C. LAT
Strength & Conditioning	Matt Kepley CSCS

All those connected with the administration of athletics pursue the highest level of professional leadership, management, and vision essential to the success of such a program.

Ravenscroft Interscholastic Athletic Teams

Ravenscroft offers the following sports during these seasons:

Fall Sports	Head Coach
Varsity Football	Ned Gonet
Varsity Boys Soccer	Alix Charles
Varsity Girls Tennis	Debbie Peek
Varsity Volleyball	Elizabeth Ledford
<i>Varsity Cross Country</i>	Cy League/Leslie Payne
Varsity Field Hockey	Kerry Norman
Varsity Girls Golf	Doug Hodges
Varsity Cheerleading	Cinde Burritt
JV Football	Greg Long
JV Boys Soccer	Dan Ressner
MS Boys Soccer	JJ Raabe
JV Girls Tennis	Scott Peek
JV Volleyball	John Karny
MS Volleyball	Gina Taylor
MS Cross Country	Mike McConeghy
<i>JV Field Hockey</i>	Noell Egeland
<i>JV Cheerleading</i>	Shanise Marks

Winter Sports	Head Coach
Varsity Boys Basketball	Kevin Billerman
Varsity Girls Basketball	Shon Hardy
Varsity Swimming	Greg Warren
Varsity Cheerleading	Jessica Cummings
Wrestling	Garrett Cummings
JV Boys Basketball	TBD
JV Girls Basketball	TBD
MS Boys Basketball	Jimmy Cox, Tim Phillips
MS Girls Basketball	Orlando Fenner, David Myers
<i>MS Cheerleading</i>	Shanise Marks

Spring Sports	Head Coach
Varsity Baseball	Jim Gibbons
Varsity Girls Soccer	JJ Raabe
Varsity Boys Tennis	Debbie Peek
Varsity Track & Field	Shon Hardy
Varsity Boys Lacrosse	Sandy Kapatos
Varsity Softball	Chip Hoggard
Varsity Girls Lacrosse	Kerry Norman
Varsity Boys Golf	Jimmy Cox
JV Baseball	Ed Durham
JV Girls Soccer	Gregg Luna
JV Boys Tennis	Scott Peek
<i>JV Track & Field</i>	Mike McConeghy
MS Boys Lacrosse	Bob Powell
MS Girls Lacrosse	David Myers
JV Softball	Mark Laskowski

Note: MS Middle School (Grades 7 & 8)

Coaches

To be a coach is first to be a teacher; like teaching, coaching requires the talents of a knowledgeable, responsible, fair, compassionate, and understanding individual, one who has both the team and its individual member's interests at heart. The Ravenscroft staff is looking forward to the opportunity of working with those student-athletes who choose to sacrifice time, effort, and energy and are willing to pay the price for excellence in the pursuit of individual and team goals.

Coaches employed by Ravenscroft School understand that the Athletic Program is educational in its purpose and conduct, and that the program is for the collective benefit of the student-athletes, not for the benefit of the coaches. Prior to employment, prospective coaches will be required to provide Ravenscroft with personal information to allow the business *office to do a* thorough background and clearance check. Coaches serve for one season at a time, and their employment agreement is subject to renewal on an annual basis.

Student-athletes placed under the coach's guidance should feel that their experience at Ravenscroft is being enhanced through participation in the sports program. With sufficient commitment, the student's physical skills should improve, self-esteem should be high, the

student's presence on the team should be valued, and time spent on the activity should be worthwhile.

Coaches should not only be proficient in the sport for which they are responsible, but also should serve as role models for Ravenscroft student athletes in sportsmanship, teamwork, and appearance before the public. They do not curse, "trash talk," or use profane language of any sort at any time. The use of alcohol, illicit drugs, or tobacco is strictly prohibited on campus, on school trips or functions, and any coach not in compliance with this regulation will face disciplinary action. Coaches should require that Ravenscroft student-athletes represent the School in exemplary fashion.

Middle School

Middle School athletic teams are composed of students in the seventh and eighth grades and are considered to be an introductory level of interscholastic competition. Emphasis is placed on skill development, individual improvement, self-confidence, and teamwork, with the ultimate goal being continued progress toward Junior Varsity and Varsity competition. A selection process is utilized by coaches during the designated tryout period. Coaches are encouraged to give every team member meaningful playing time during the course of the season.

*A limited intramural program is offered in the Middle School.

Junior Varsity

Junior Varsity teams are considered the transitional level between Middle School and Varsity athletics. Coaches will continue to refine individual skills, develop strategies, self-esteem, and sportsmanship as well as require a greater commitment to the game, the team, and winning.

The JV teams may be composed of both Middle and Upper or solely Upper School students. A selection process is utilized by coaches during the designated tryout period. Coaches are encouraged to give every team member meaningful playing time during the course of the season.

Varsity

Varsity athletics is the highest level of interscholastic competition. Ravenscroft is committed to fielding the best possible athletic teams for competition at this level.

A student-athlete may "play up" above grade level at the recommendation of the coach and upon consultation and approval of the Athletic Director and the parents. Varsity teams may have some roster limitations. Coaches will continue to strive for high levels of skill, positive self-esteem, sportsmanship, and team play. While it will be the goal of the varsity level program to encourage student-athlete participation, playing time in games will be earned by the student-athlete's efforts in addition to his/her talents.

Student-Athlete Leadership

The Student-Athlete Leadership Training program was designed to develop the leadership skills of our student-athletes and will be facilitated by Ravenscroft coaches and administrators. The student-athletes are nominated by their respective head coaches. The group will be issued two booklets for summer reading by Bruce E. Brown *Captain's 7 Ways to Lead Your Team Be First...Be Last, and Life Lessons for Athletes*. They will also view a DVD, *The Team Captain's Guide to Great Leadership* by Greg Dale. Discussion topics and breakout sessions include: rewards, risks, and

responsibilities of a leader; confidence; composure; character; being a vocal leader; team building; how to encourage your teammates; interacting with your coach; and minimizing and managing team conflict. A culminating experience involving a guest speaker is used to wrap up the informational sessions. The group also has follow-up sessions at the conclusion of the fall, winter, and spring seasons.

Number of Teams & Roster Limits

We offer 25 different sports and have 53 various teams throughout the year for boys and girls at the Middle school, Junior Varsity and Varsity levels.

Fall	Number of Teams	Maximum Team Roster
<i>Football</i>	(2)	(V) 50 (JV) 50
<i>Soccer (Boys)</i>	(3)	(V) 20 (JV) 20 (MS) 20
<i>Tennis (Girls)</i>	(2)	(V) 12 (JV) 12
<i>Volleyball (Girls)</i>	(3)	(V) 12 (JV) 12 (MS) 12
<i>Cross Country (Boys)</i>	(2)	(V) Unlimited (MS) Unlimited
<i>Cross Country (Girls)</i>	(2)	(V) Unlimited (MS) Unlimited
<i>Cheerleading (Girls)</i>	(2)	(V) 15 (JV) 15
<i>Field Hockey (Girls)</i>	(2)	(V) 20 (JV) 20
<i>Golf (Girls)</i>	(1)	(V) 10
Winter	Number of Teams	Maximum Team Roster
<i>Basketball (Boys)</i>	(4)	(V) 12 (JV) 12 (MS) 12
<i>Basketball (Girls)</i>	(4)	(V) 12 (JV) 12 (MS) 12
<i>Wrestling (Boys)</i>	(2)	(V) Unlimited (JV) Unlimited
<i>Swimming (Boys)</i>	(1)	(V) Unlimited
<i>Swimming (Girls)</i>	(1)	(V) Unlimited
<i>Cheerleading</i>	(2)	(V) 15 (MS) 15
Spring	Number of Teams	Maximum Team Roster
<i>Soccer (Girls)</i>	(2)	(V) 20 (JV) 20
<i>Baseball (Boys)</i>	(2)	(V) 16 (JV) 16
<i>Softball (Girls)</i>	(2)	(V) 15 (JV) 15
<i>Lacrosse (Boys)</i>	(2)	(V) 40 (MS) 35
<i>Track (Boys)</i>	(2)	(V) Unlimited (JV) Unlimited
<i>Track (Girls)</i>	(2)	(V) Unlimited (JV) Unlimited
<i>Golf (Boys)</i>	(1)	(V) 10
<i>Tennis (Boys)</i>	(2)	(V) 12 (JV) 12
<i>Lacrosse(Girls)</i>	(2)	(V) 20 (MS) 20

****Roster limits are subject to periodic re-evaluation**

Student-Athletes Cut from Teams

Student-athletes who have been cut from athletic teams with roster limits have the option of immediately joining a team with unlimited roster numbers.

Facilities

Our beautiful 125-acre campus features facilities typically found only at the college level. The A.E. Finley Center houses the Athletic and Physical Education Departments including the offices of the Athletic Director, Associate Athletic Director/Head Athletic Trainer, Assistant Athletic Director/Facilities & Operations, Assistant Athletic Director/Technical Services and Athletic Administrative Assistant. On campus you will find:

- 3 full-sized gymnasiums, plus a smaller Lower School gymnasium
- Lighted football and soccer stadiums
- Lighted baseball diamond
- Softball diamond
- Practice fields
- Eight-lane rubberized regulation track and pavilion
- Indoor aquatics center – 25-yard, 6 lane pool
- Six lighted tennis courts
- 1,200 square foot state-of-the-art fitness facility staffed with a strength and conditioning coach
- Two athletic training rooms staffed with 2 N.A.T.A. Certified Athletic Trainers
- Two wrestling facilities

Ravenscroft Middle & Upper School Policies & Procedures

Ravenscroft Academic and Citizenship Standards for School-sponsored Extra-Curricular Activities

Middle School

Academic and Citizenship Standards for School-sponsored Co-Curricular Activities

Guidelines for co-curricular activities:

- Maintain at least a C overall average, with not more than two grades of a C- or below in core classes (language arts, math, social studies/history, and science).
- Includes tryouts for sports team and non-curricular based Fine Arts performances.
- Student averages are determined at interim, the quarter, and before tryouts.
- An overall average may be calculated in between these times, if needed.
- Act in accordance with our citizenship standards, as defined by our RavenWay Guide, the Honor Code, and the Middle School Handbook.

Probation Guidelines:

- If in the judgment of the Head of Middle School, you are not meeting academic and citizenship standards, you, your parents, your teacher and/or your coach will be informed that you are being placed on probation.
- You cannot participate in co-curricular activities, including practices, rehearsals, games or productions until your academic work and/or citizenship improves.
- The Middle School Dean and your advisor will help you follow a plan designed to improve your academic condition or standard of behavior.
- This plan may include lunch sessions designed to help you get back on track.
- Your progress will be reviewed weekly, and a decision will be made on whether you are eligible to return to the activity.
- In order to be released from academic probation, your homework needs to be completed on a consistent basis and the above criteria need to be met.
- To be released from behavioral probation, you need to follow the guidelines and expectations of our community on a consistent basis.
- Once eligibility is reinstated, the Head of Middle School or Dean will notify you, your parents, and your teacher or coach.
- To participate on a Ravenscroft sponsored athletic team, you must have a signed and dated Parental Permission Form on file in the athletic office prior to the first day of practice.

12-13 Middle School Student Handbook

Upper School

The School has adopted detailed rules regarding co-curricular participation to help ensure the continued eligibility of each student for re-enrollment.

With the exception of any student who has been granted a one-time only exemption to the re-enrollment standards (see below), a student's continued eligibility for participation in any co-curricular activity designated in the Upper School *Student Handbook* shall be determined by his or her academic performance as measured at the end of the 1st Quarter, 1st Semester, and/or 3rd Quarter. If the student's grades at *any* of those points would

- a. fall below a 2.00, or
- b. include more than two grades below a C-.

At the next Progress Report, the student's situation will be re-evaluated with the division head seeking as accurate, as forward-looking, and as grade-based an evaluation as possible. If, in the Head of School's judgment, the student has improved his/her situation sufficiently as to be out of imminent danger, eligibility may be restored.

Normally a student will not be reinstated more than once in a single school year. With the exception of the one situation detailed below, Progress Report Grades will be used to notify students whose eligibility is in jeopardy and to introduce remedial measures.

Any student who is ineligible may appeal his or her status to the Head of Upper School. The Head of Upper School may grant a waiver *once* in a student's career, but such a grant shall only be based on exceptional circumstances unrelated to the specific co-curricular activity in question.

In the rare instance in which a student is given a re-enrollment exemption and allowed to re-enroll despite a failure to satisfy the published re-enrollment requirements, he/she shall be eligible to participate in all co-curricular activities at the start of the year. However, such a student will have a full review of his/her performance at the First Progress Report to ensure compliance with the criteria listed above, and if such compliance is not achieved, that student shall be deemed ineligible until the end of the First Quarter, at which point a new evaluation will be made. If at the end of the First Semester, a student who has re-enrolled by virtue of an exemption has a record which would not allow him or her to return for the following year – *i.e.*, a cumulative GPA below 2.0 (if the cumulative GPA has improved to the point that maintenance of the First Semester grades would raise the cumulative GPA above a 2.0 by the end of the year, then eligibility may be retained) or more than three credits below 'C-'—or, in the case of a senior, a record which would not allow him or her to graduate, then the student shall be deemed ineligible for the remainder of the year with no possibility of reinstatement in that academic year.

In addition, students participating in co-curricular activities are expected to maintain citizenship standards as defined in the *Student Handbook*. Students who disregard citizenship standards may be subject to a loss of eligibility.

Conditions for Athletic Participation

Any student who participates on a Ravenscroft sponsored athletic team must have signed and dated parental permission forms on file in the Athletic Office prior to the first day of practice. The following terms and conditions will apply.

1. The student is covered by a School sponsored insurance program. This insurance functions as a secondary carrier to other insurance carried by the student's family.
2. Students are not permitted to engage in tryouts or practices for fall athletic teams unless enrolled in school.

3. All students who participate on athletic teams are required to have a yearly physical; this physical must be administered after May 15 of the upcoming academic year in order to be valid for the entire year. *No student is allowed to begin practice unless the School has this physical examination on file*; the original physical form should be sent to the School Nurse and a copy given to the Athletic Department.
4. Where local travel is involved, students may be asked to provide their own transportation. Students will not be allowed to drive, or ride with another student, without permission from the parent of both the driver and the passenger on a per game basis. Student-athletes are also required to return from away events with their team unless written parental permission has been given to the coach in advance.
5. Each Ravenscroft student-athlete is expected to adhere to high training standards and will confirm his/her commitment with a signed *Parental Permission and Student Standards* Form prior to any team participation. Therefore, the use of tobacco products, alcohol, or any other illegal substances will not be permitted at any time either on or off campus. Appropriate disciplinary action will be taken if such offenses occur and will likely result in removal from the team.

12-13 Upper School Student Handbook

Expectations of Student-Athletes

In order for students to participate in interscholastic athletic programs, there are certain rules and regulations that must be followed. It is the responsibility of every coach and student-athlete to know and understand these rules and regulations. While expectations may vary from coach to coach, Ravenscroft has general expectations for all levels. Continued disregard for team policy and responsibility could mean suspension or dismissal from that team.

As noted in the Middle and Upper School *Student Handbooks*, students are expected to show respect for the rights and property of others, to exhibit courtesy and good character, and to engage in behavior, which brings credit to the School and to the community, whether they are on or off campus. This commitment is reflected in each student's pledge to abide by the Ravenscroft Honor Code. Students who disregard citizenship standards may jeopardize their athletic eligibility.

Sportsmanship and Conduct Codes for Players

- Ravenscroft students and players are expected to exhibit the highest level of sportsmanship at all athletic events, home and away, accepting wins and losses with pride and humility.
- Student-athletes will display dedication and hard work to both their teammates and their sport.
- Student-athletes will exhibit a positive attitude, self-discipline, and a desire to improve skills and knowledge of their sport.
- Inappropriate and unsportsmanlike conduct by players (i.e. baiting the opponents, ridiculing them, and displaying tasteless signs, throwing objects on the playing area, *etc.*) is entirely unacceptable.
- Ravenscroft student-athletes do not curse, "trash talk," or use profane language of any sort. A player who is guilty of breaking this rule will likely be benched for a period of time, the length of which is at the coach's discretion. A player's removal from the team will result from frequent disregard of this policy.

Hazing Has No Place Here (August 2003)

Hazing is: "Any activity expected of someone that humiliates, degrades, abuses, or endangers regardless of that person's willingness to participate." (Alfred University study, 2000)

Hazing includes:

- Tormenting, Taunting (e.g. hiding equipment; yelling, cursing)
- Physical Humiliation (e.g. requiring haircuts/tattoos, etc., forcing public embarrassment or personal service).
- Physical Endangerment (e.g. locking in locker, forcing illegal substance use, beating younger teammates, or forcing them to engage in physical activity not related to the sport).

Participating in Hazing:

- Is in violation of North Carolina State Law (section 14.35)
- Will jeopardize your athletic eligibility and continued enrollment at Ravenscroft.

Tryouts, Pre-season, Practice and Game Attendance

Fall Varsity sport pre-seasons typically begin the first week in August with several teams conducting two-*a-day* sessions. *These practices are essential for individual conditioning and team selection. Attendance is mandatory and the only exceptions allowed are late enrollees to Ravenscroft, student-athletes rehabilitating injuries or family emergencies.* Late enrollees to Ravenscroft who arrive after team tryouts have taken place will have one week from their first day of classes to express an interest to a coach or the Athletic Director about participating on a Ravenscroft athletic team. At this time the student-athlete may be given a tryout of up to 3 days to be evaluated by the coaching staff. If at the end of the tryout period, it becomes clear that the student-athlete would have made the team, the roster size maybe increased to accommodate his/her addition. This courtesy period for late enrollees will only last for 30 days from the announced date of team tryouts after which time NO additional roster increases will take place.

Fall Middle School /Junior Varsity pre-seasons typically begin the Monday of the week before school begins. (ex.: Mon. 8/13 1st day of practice – Wed. 8/22 1st day of school)

Practice and game attendance are mandatory, and it should be noted that optional and required practices or games may be scheduled on weekends, holidays, or breaks. Illness, family emergencies, and academics are acceptable reasons for missing practices and games. Ravenscroft teams take precedent over all outside programs. Anticipated conflicts with practices will be directly addressed by the head coaches. Anticipated conflicts with games must be identified before the start of the season (tryouts) and brought to the head coach's attention. The head coach will notify the Athletic Director who will review the circumstances surrounding the conflict. If after review the absence is not approved (only exceptional circumstances will be considered), the player maybe subject to consequences including possible loss of privilege of team membership. Any participant who tries out and is selected for a Ravenscroft team at any level is required to fully commit to that team. Student-athletes are responsible for punctuality and preparedness for all practice and games. Tardiness or unexcused absences will not be tolerated.

Game Day Dress

Game day attire must conform to all the specifications as noted in the Middle and Upper School *Student Handbooks* under the "General Attire" section. Game day attire will be worn by all student-athletes and support personnel for the duration of classes and any travel on game days.

Boys must wear the following:

- Collared dress shirt and tie.
- Dress slacks (**NO** jeans or shorts).
- Dress shoes (**NO** tennis shoes).
-

Girls must wear the following:

- Dresses, dress skirt or dress slacks.
- Blouse.
- Dress shoes.

Missed classes

Student-athletes and support personnel are responsible for pre-arranging with their teachers to make up work including homework, tests, quizzes, and papers due in classes missed for athletics. It is the student's responsibility to inform the teacher that he/she will miss class at least one full day before the absence so that adequate arrangements for completing all assignments can be made.

School Attendance and Athletic Participation

Students must be in school and in class the full academic day of any co-curricular activity in order to participate in the activity. This includes school dances, drama productions, and athletic events. Excuses involving illnesses, doctor appointments, and family emergencies will be considered on an individual basis.

All student-athletes who are registered in Physical Education class must dress out for participation in that class on all days of practices and games. If the student-athlete fails to dress, he/she is ineligible for practice or game participation on that day.

Expectations of Parents and Spectators

In order to ensure that the principles of sportsmanship, fair play, and mutual respect among players, coaches, officials, and spectators characterize all competitions sponsored by Ravenscroft we offer the following Code of Conduct. We feel it is the obligation of all program administrators, coaches, parents, spectators, and players to create an environment that promotes this objective.

The parents' and spectators' role is one of support to the players and coaches. Parents and spectators should not engage in "coaching" from the sidelines, criticizing players, coaches or game officials or stand on or behind team benches. Every parent and spectator is expected to:

- Learn and respect the rules of the game being played.
- Show respect and courtesy to game officials, coaches, and players at all times.
- Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.
- Cheer for your team in a positive manner, refraining at all times from making negative or abusive remarks about the opposing team.
- Maintain control of your emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.
- Demonstrate appropriate gestures of sportsmanship at the conclusion of a game, win or lose.
- Teach and practice good sportsmanship and fair play by personally demonstrating commitment to these virtues.

Parent Coach Communication Guide

Athletic achievement requires sincere commitment from all student-athletes, parents, coaches, and athletic administrators. For everyone to be successful, effective communication must occur. As parents, when your child becomes involved in Ravenscroft athletics, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication from the Coaching Staff to the Parents

1. Program's coaching philosophy.
2. Individual and team expectations.
3. Location and times of all practices and contests.
4. Team requirements, special equipment, off-season conditioning or activities.
5. Procedure followed should your child be injured during practice or games.
6. Any discipline or behavior that may result in denial of your child's participation on the team.

Communication from the Parents to the Coaching Staff

1. Concerns expressed directly to coaches.
2. Notification of practice conflicts well in advance and game conflicts at the start of tryouts.
3. Specific concerns with regard to coaching philosophy and/or expectations.

4. Support for the program and dedication, commitment, and responsibility that are essential ingredients for success and excellence.

As your child becomes involved in the programs offered by Ravenscroft, he/she will experience some of the most rewarding moments of their lives. It is important to understand there also may be times when things do not go the way you or your child wishes. At these times discussions with the coach are encouraged.

Appropriate Concerns to Discuss with Coaches

1. The treatment of your child mentally and physically.
2. Ways to help your child improve and develop in a sport.
3. Concerns about your child's behavior.

It is sometimes very difficult to accept that your child is not playing as much as you may hope. Coaches are professionals. There are aspects to our programs that are the sole responsibility of the coach and should not be part of any discussion.

Issues Not Appropriate to Discuss with Coaches

1. Playing time.
2. Team strategy or play calling.
3. Other student-athletes.

Discussions with Coaches

1. Encourage your child to speak with the coach. Intervention by a parent should be a last resort.
2. Call to set up an appointment. Never approach the coach after a game unless the coach requests it.
3. If a coach cannot be reached, call the Athletic Director at ext. 2261
4. Please do not attempt to confront a coach before, during, or following a practice or contest. These can be busy and emotional times for the parent, student-athlete, and coach, and this period does not promote objective analysis of the situation.

The Next Step: What a parent can do if the meeting with the coach did not provide a satisfactory resolution:

Call and schedule an appointment with the Athletic Director to discuss the situation.

Ravenscroft Sports Medicine

Ravenscroft Athletic Training

Two full-time NATA (National Athletic Trainers Association), Board Certified (BOC), and State Licensed Athletic Trainers direct the Ravenscroft Sports Medicine Program. With two A.T.,C. LATs, an on-site school nurse, numerous consulting physicians, physical therapists, and other allied health-care professionals, student-athletes are provided with a safe environment for interscholastic participation. The Head Athletic Trainer coordinates the coverage and staffing of the athletic training room in the A.E. Finley Activity Center, practices, games, as well as the supervision of all students participating in the student athletic training program. An Athletic Trainer will be on campus during all home athletic events to ensure the safety of the participants.

Ravenscroft provides insurance for students who are injured on campus or during a school-sponsored activity off campus. The policy considers expenses for services not covered by other insurance policies or health plans, provided information is submitted in a timely manner and treatment is determined to be a covered expense of the plan.

When an injury is reported, a packet will be sent to the home outlining how to file a claim. The claim packet will include a self-addressed envelope to the insurance company, along with its toll-free number.

For the 2012/13 school year, our student accident policy is underwritten by:

The Loomis Company
Supplemental Accident Unit
PO Box 14162
Reading, PA 19612-4162
Policy #PAIL00221898-001

General Training Rules

Each Ravenscroft student-athlete is expected to adhere to high training and conditioning standards. Ravenscroft School strictly prohibits the use of tobacco products, alcohol, or illegal substances on campus, on school trips or functions, or prior to the school day of sponsored trips or functions. The consequence of violating this rule is serious and may result in suspension or dismissal from the School.

The Ravenscroft Athletic Department believes that the use of ANY alcohol, illicit drug, or tobacco is contrary to the health and fitness of the team and its individuals. Student-athletes' use of alcohol, illicit drugs, or tobacco is strictly prohibited, and any member not in compliance with this regulation will face disciplinary action, including the possibility of suspension or dismissal from the team. **All Ravenscroft student-athletes and their parents are expected to read and sign these general training rules as they are written in the Parental Permission Form.**

Parental Permission

ALL students, including those wishing to provide support services (manager, statistician, student trainer, videographers, *etc.*) must have the approval of their parents or guardians before

reporting to the first day of practice in any sport. The Parental Permission Form will be signed **ONCE** a year and will cover **ALL THREE** sport seasons. Student-athletes beginning summer conditioning and training must sign new a form for the upcoming academic year. These forms will be kept on file in the Athletic Office.

Physicals

ALL student-athletes are required to obtain an athletic physical by a physician of their choice before reporting for the first day of practice in any sport. A "current physical" is one that took place within the last thirteen (13) months from the last physical on file. The pre-participation physical exam is a vital part of our athletic program. It has been required to identify if any student-athlete is at risk before he or she participates in the upcoming sport season. This evaluation fulfills legal and insurance requirements and yields a baseline of the student-athlete's fitness level for participation. A record of this baseline level may be used by the athletic trainers and coaches to write individual pre-season conditioning and nutrition programs should they be necessary or for later comparison should illness or injury occur during the course of the season. Most importantly, the athlete's fitness level provides an aid in setting criteria for return to play following an injury. A copy of these physical forms is to be turned in to the Athletic Office (attention: Head Athletic Trainer) and the original will be kept on file with the school nurse. We encourage physicals to be completed sometime after the third week in May to cover summer training and conditioning as well as the upcoming academic year.

Ravenscroft Athletics School Athlete Medical Card

ALL parents/guardians and student-athletes must complete, sign and date this form. New forms must be signed by ALL student-athletes before beginning any summer conditioning and training for the upcoming academic year.

Ravenscroft Strength & Conditioning Permission Form

ALL parents/guardians and student-athletes must complete, sign and date this form. New forms must be signed by ALL student-athletes before beginning any summer conditioning and training for the upcoming academic year.

STUDENT-ATHLETES WILL NOT BE ALLOWED TO TRAIN, CONDITION OR PRACTICE UNTIL ALL OF THESE FORMS, COMPLETED AND SIGNED, HAVE BEEN RECEIVED BY THE ATHLETIC OFFICE. ALL FORMS CAN BE FOUND ON THE RAVENSCROFT ATHLETICS WEBSITE.

Injured Student-Athlete Try Out Policy

Non-Varsity Teams: Injured athletes unable to try out for a team with limited roster spaces will have thirty (30) days following the conclusion of the team's tryout period in which to make the team. Should the athlete be selected for the team, the roster will be expanded to accommodate the addition of that player.

Varsity Teams: The Athletic Director and Head of School will determine the eligibility of the injured player.

CPR/Defibrillators

CPR/AED Certification is required of ALL Ravenscroft coaches. The Ravenscroft Sports Medicine Department currently has 5 Automatic External Defibrillators. One is housed directly to the left of the A. E. Finley Athletic Training Room and is hung on the wall. The other 4 are kept inside the training room. These AEDs are used on a daily basis on practice fields and at games. AEDs may be sent along with traveling teams when necessary.

Concussions

The Gfeller-Waller Concussion Awareness Act was drafted and implemented to protect the safety of student-athletes in North Carolina and was signed into law on June 16, 2011 by Governor Beverly Perdue. We ask that you visit the website at www.gfellerwallerlaw.unc.edu. All parents/guardians and student-athletes are required to review the education information on head injuries and complete the form provided on the website. This form must be signed and dated by parents/guardians and student-athletes and returned to the Ravenscroft Sports Medicine Department.

Ravenscroft is currently implementing an innovative program for our student-athletes. This program will assist our team physicians/athletic trainers in evaluating and treating head injuries (e.g. concussion). In order to better manage concussions sustained by our student-athletes, we are partnering with Orthopedic Specialists of North Carolina to administer the ImPACT computerized exam.

Heat Related Concerns

Early fall practices are conducted in very hot humid weather. A proper heat-acclimatization plan is essential to minimize the risk of exertional heat illness during the pre-season practice period. Gradually increasing student-athletes' exposure to the duration and intensity of physical activity and to the environment minimizes exertional heat-illness risk while improving athletic performance. Progressive acclimatization is especially important during the initial 3 to 5 days of summer practices. When a student-athlete undergoes a proper heat-acclimatization program, physiologic function, exercise heat tolerance, and exercise performance are all enhanced. During hot weather conditions student-athletes are subject to the following:

- **Heat Cramps** – Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to sweating.
- **Heat Syncope** – Weakness, fatigue, and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heat stroke.
- **Heat Exhaustion (Water Depletion)** – Excessive weight loss, reduced swelling, elevated skin and core body temperature, excessive thirst, weakness, headache, and sometimes unconsciousness.
- **Heat Exhaustion (Salt Depletion)** – Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.
- **Heat Stroke** – An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and hot dry skin (heat stroke victims, contrary to popular belief, may sweat profusely)

The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the student-athlete unrestricted access to water. Water breaks two to three times every hour are better than one break an hour. Probably the best method is to have water available at all times and allow the student-athlete to drink whenever he/she needs it. Never restrict the amount of water a student-athlete drinks, and be sure student-athletes are drinking water. The small amount of salt lost in sweat is adequately replaced by salting foods at meals.

Informed Consent Risk

Prior to participating in interscholastic athletics, it is important for the student-athlete and the parents/guardians to understand that injuries can occur. These injuries can range from mild to moderate or severe. Student-athletes and their parents/guardians sign the "Parental Permission Form" and the "Strength & Conditioning Permission Form" indicating that they understand there are risks inherent in participating in sports.

During the teaching of skills, coaches will explain ramifications of performing a skill incorrectly and will take steps to ensure that the student-athletes understand all necessary safety precautions and the correct manner of performing a given skill.

Injuries

When a student-athlete is injured during practice or competition, coaches are expected to follow the Ravenscroft "Emergency Action Plan" which has been prepared. Following an injury, coaches or Athletic Trainers must complete a "Ravenscroft Athletic Injury Report". The report will be filed with the Ravenscroft Business Office. The injured student-athlete must make arrangements to be seen as soon as possible by one of the Certified Athletic Trainers. In case of minor injuries not requiring the services of a physician, the Athletic Trainers will determine when the student-athlete is ready to return to practices and games.

Return to Play Notes

If a student-athlete is injured during the season and is seen by or under the care of a physician, the student-athlete must obtain a written release from the Physician of Record prior to resuming active participation in practices and games.

General Athletic Department Information

Transportation

Ravenscroft will provide transportation to all away athletic contests. Coaches will communicate departure and return times to team members as set by the Athletic Director. Each coach is responsible for driving vehicles provided by the School. Any individual driving Ravenscroft vehicles must provide the Athletic Department Administrative Assistant with his/her driver's license numbers to be kept on file for insurance purposes. Coaches are responsible for finding a driver if they do not feel capable of driving the school vehicle provided to them; the Athletic Director's office must approve this driver before the scheduled trip. *It is extremely important that bus drivers use seat belts themselves and stress with their passengers that they be belted whenever the bus is in operation.* Coaches can't be expected to control all the behavior of all their riders all the time, particularly when they can't see if a rear passenger removes his belt. However, coaches should make a big point of compliance and add a penalty of some sort if they discover someone unbelted.

Carpools maybe needed at some time during the season, and coaches are responsible for arranging this special transportation. These arrangements must be cleared through the Athletic Director before departure.

Student-athletes are not allowed to ride to or from games with friends or in their own cars except in special situations. If there is a student-athlete who needs to make alternate transportation arrangements for a legitimate reason, parents must grant written permission and obtain approval of the coach and Athletic Director. It is the coach's discretion whether the student-athlete must return from a trip with the team. If the coach decides it is not necessary for the student-athlete to return with the team, the following steps should be followed:

1. The student-athlete may ride home with his/her parents, no one else; parent must give coach verbal or written notice. Or...
2. Parents must personally give the coach verbal or written permission for their children to ride home with another parent (no one else).

Inclement Weather Policy

On days when weather does not allow Ravenscroft to open there will be no practice or games unless there is special clearance from the Athletic Director. Announcements regarding event cancellations and postponements can be found on the Ravenscroft website, (www.ravenscroft.org) and the Athletic Departments Sports Information Hotline. (919-861-2111)

Rainy weather can be a factor for teams participating outside during the fall and spring seasons. Should severe weather appear or advisories be issued while athletes are on the fields, ALL activities will stop and the following necessary precautions will be taken. Move quickly to an inside facility or safe dwelling and remain there until an ALL CLEAR is given. The first sign of lightning, hail, or strong winds is an indication to take immediate cover. **Safety is our first concern!** Communication will be established either verbally or via a strong siren blast from the PA system. If you hear the siren ALL activities must be stopped and cover taken as quickly as possible. Once activities have been suspended, wait at least 30 minutes following the last sound

of thunder or lightning flash prior to resuming an activity or returning outdoors. The Athletic Director has the final decision on cancellations or postponements of games due to inclement weather. Coaches have the final decision on cancellations of practices and should make that decision as early as possible so communication to parents can be made. Students can assume that practices or games will be held as scheduled unless an official announcement has been made or posted. At no time will Ravenscroft allow practices or games to be held if the weather or field conditions create a danger to students or spectators.

All official announcements regarding cancellations and postponements of practices and games will be issued through the Athletic Department directly to the Middle and Upper Schools as soon as the information becomes available. Generally those decisions will occur between noon and 2:00 p.m. Pertinent information can be found on the Ravenscroft website as well as the Sports Information Line.

Parent Information Meetings

All parents are strongly encouraged to attend the informational team meetings held at the beginning of each sport season. Coaches will set the date and notify the Athletic Office as to the dates, times, and locations of these meetings. Coaches will share pertinent information from the Ravenscroft Athletic Handbook, discuss practice and game schedules, as well as any additional needs for the upcoming season.

Locker Rooms

ALL student-athletes will dress in the A.E. Finley Activity Center locker rooms except in the winter season when wrestling and basketball teams will use the Richards Hall locker rooms during practice, games and matches. Coaches are encouraged to supervise and monitor locker rooms for safety, cleanliness and to discourage loitering. There will be NO tolerance towards bullying and or hazing at any time while teams are using locker rooms. ***Student-athletes are encouraged to lock ALL valuables in their lockers.** Student-athletes who are not enrolled in a physical education class may obtain a locker in the Finley Center by seeing one of the Physical Education faculty members.

At NO time should there be any photography in any locker rooms. This includes personal cameras, personal cell phones and or any other electronic device.

Postpractice/game pick-up

It is advised that parents and student-athletes discuss this issue, as there are a number of pick-up locations around campus. Keep in mind game, practice, and locker room locations when establishing your pick-up site. We ask that you be as prompt as possible when picking your children up after practices and games. Coaches are required to supervise their student-athletes until ALL have been picked up. Should you anticipate your child leaving early from practice or you being late for pick-up we suggest giving the coach some advance notice. ****An emergency phone with instructions is located outside the front doors of the A.E. Finley Center.**

Additional Expenditures

Overnight Stays/Regular Season: Several Ravenscroft athletic teams will have away contests scheduled during the regular season that include overnight stays. Each individual student-athlete is responsible for their own lodging and meal expenses associated with these trips. Advance plans will be made by the Athletic Department and each student-athlete's family will be notified as to the cost of their lodging. **Checks should be made payable to: Ravenscroft School and turned into the Athletic Office before departure.**

Overnight Stays/State Tournament: In the event that a Ravenscroft Varsity Team earns a berth in the NCISAA State Tournament, overnight stays are a possibility. In this case student-athletes are responsible for all of their meal expenses and ½ of their lodging expenses with Ravenscroft responsible for the other ½. Advance plans will be made by the Athletic Department and each student-athlete's family will be notified as to the cost of their lodging. **Checks should be made payable to: Ravenscroft School and turned into the Athletic Office before departure.**

Ravenscroft Spirit Gear: Order your Ravenscroft School Spirit Gear Apparel Online! We have partnered with **Johnson-Lambe Co., Under Armour and Required Team Gear** to bring you the best prices on your Ravenscroft School athletic gear. Ravenscroft varsity coaches will determine their particular sport needs and send home a flyer with Spirit Gear options. ** Pay close attention as there are **order expiration dates**. Go to [http:// www.rtgbeta.com](http://www.rtgbeta.com) Click on 'Create an Account' and enter the Package Code provided by your Head Coach to buy your Ravenscroft Athletic gear online. For any questions regarding your order contact **Required Team Gear at 817-922-8448**.

Athletic Website and Information Line

Visit us on the Ravenscroft website at www.ravenscroft.org and click on "**Athletics**". You will find the current season's individual team schedules, driving directions, current information and more. Additional updates are also available on the Sports Information Line by calling 919-861-2111.

Conference & State Athletic Affiliations

Conference Affiliation – TISAC

Ravenscroft competes regionally in the Triangle Independent School Athletic Conference (TISAC). The conference includes the following schools: Cary Academy, Durham Academy, Ravenscroft School, Saint Mary's High School, North Raleigh Christian Academy and Wake Christian Academy. Additionally the football program participates in the Big East Independent Football Conference (BEIFC) and the NCISAA Division I – 11 man league.

Athletic Directors from the member schools jointly determine conference procedures concerning scheduling, conference championship and tournament sites, state tournament representatives, participation guidelines, and a variety of other issues relevant to daily athletic program administration.

State Affiliation – NCISAA

The North Carolina Independent Schools Athletic Association (NCISAA) was organized by independent schools throughout the state of North Carolina who desired the opportunity to compete for state championships in various sports. Initially, the NCISAA was designed to oversee state play-offs and not to serve as a governing body for regular season play.

In July of 1973 representatives from twenty-six North Carolina schools meet with Calvin C. Criner at Ravenscroft School in Raleigh. Mr. Criner was, at the time, coordinator of non-public schools from the North Carolina Department of Public Education. James E Williams, head of Wayne Country Day School, served as the organization's chairman. The following year, state tournaments were conducted in boys and girls' basketball, tennis, and golf. Membership gradually spread throughout the state, and an executive committee evolved and subsequently developed the association's first handbook.

In 1998, the organization voted to expand to three classifications with 39 state tournaments planned in that year. These events are now supported in part by donations from the following corporate sponsorship partners: Wells Fargo (formerly Wachovia), Time Warner Cable, Team IP Sports, Excalibur Awards, Sink Photographic Designs, Take the Shot, Wilson Sporting Goods, Adidas and Nike.

By 2001 the organization's needs had grown to a level requiring an official Executive Director. While Chuck Carter had performed these services on a volunteer basis for many years, his position was officially recognized and he was formally hired by the Executive Committee as the NCISAA's first Executive Director. Kathy Bailey, who served for many years as Secretary-Treasurer, was subsequently appointed Business Manager. In 2003 NCISAA staff expanded to include Chappell Carter as the NCISAA Web Manager until 2006 when he was appointed Director of Communications. NCISAA Web Site www.ncisaa.org Visit the site for the latest edition of the NCISAA Handbook.. The year 2004 saw the implementation of a strategic planning process and the ratification of new bylaws with budgetary changes designed to ensure NCISAA leadership for the future. Additionally, the Executive Director took steps to form the North

Carolina Federation of Athletic Associations providing an opportunity for the NCISAA, NCHSAA, and the NC Christian Schools to meet annually to discuss common issues and opportunities.

Mission Statement

The NCISAA exists to encourage interscholastic competition among North Carolina independent schools who are committed to integrity, sportsmanship, and fair play.

Core Values

- ❑ We believe that the Head of School is always ultimately responsible for the students and coaches representing a school. Therefore, the Head must be willing to hold all school representatives to the highest standards of behavior.
- ❑ We believe that interaction through statewide athletic activities is a character and community building experience.
- ❑ We believe that, because time and money are scarce resources, interruption of academic schedules, travel time and expense should be minimized.
- ❑ We believe that athletes should respect officials and accept their decisions and that coaches should show restraint and respect when dealing with officials.
- ❑ We believe that financial aid in any form in return for athletic participation is wrong.
- ❑ We believe that the main goal of conference and classification assignments is to provide equitable competition based on variations in school enrollments.
- ❑ We believe that schools must provide safe and adequate facilities for participants, spectators, and officials; the best possible officials for the events; and adequate control of spectators, players, and pre and post-game activities.
- ❑ We believe that coaches should instill in their players a love of the game.
- ❑ We believe that our governing body of school heads will fairly represent each conference in the state.
- ❑ We believe that schools should educate their supporters to cheer for their own teams and never to denigrate the performance of opponents or officials. We believe that schools must not tolerate a spectator – adult or student – whose behavior is disrespectful toward players, officials, coaches or other spectators.

As a non-profit organization, the NCISAA operates with the belief that the basic integrity of each member school is the most vital part of the organization.

Sportsmanship Code

The NCISAA recognizes that independent school interscholastic athletic events must be conducted in such a manner that good sportsmanship prevails at all times. It is necessary that administrators and coaches be individually and collectively responsible for taking every possible step to promote good sportsmanship at every interscholastic event. These steps must include the provision of safe and adequate facilities for participants, spectators, players, and pre-game and post-game activities. Every effort must be made to promote a climate of wholesome competition. While the NCISAA governs Varsity play, Middle School and JV teams are expected to honor NCISAA rules of sportsmanship.

Failure to comply with any NCISAA rules or regulations may result in players, coaches, or schools

- a) Forfeiting an event,***
- b) Losing state tournament privilege,***
- c) Being suspended or expelled from the NCISAA, or***
- d) Being fined by the NCISAA Executive Director as defined by the NCISAA bylaws.***

North Carolina Independent Schools Athletic Association Handbook *2012-2013

Ravenscroft Sport Practice

NCISAA Rules & Regulations
(NCISAA Handbook *12-13)

All students in grades 7 – 12 are considered potential varsity athletes and therefore are required to abide by the following. *****Ravenscroft does not endorse the NCISAA Policy of 7th grade participation at the Varsity level.**

In Season or “Official” Practice 2012-2013

In season, or “Official” practice, with a school coach present – in any sport – is prohibited outside these designated sport seasons.

FALL SEASON – Begins August 1 or on Monday of the week containing August 1, if the Head of School approves. Ends on the final Saturday in October except for football. (October 26, 2012).

WINTER SEASON – November 1 is recommended. Practice may begin no earlier than the Monday of the week containing November 1. Ends on the last Saturday in February (Feb. 23, 2013)

SPRING SEASON – Begins on the third Monday in February. (Feb. 21 in 2011) Ends on the third Saturday in May. (May 18, 2013)

Off Season or “Unofficial” Practice

The following chart shows the designated numbers of athletes, per sport, allowed to practice with coaching instruction in the off-season or “unofficial” practice. (Summers are exempt.)

Sport	# Athletes on a given day	Sport	# Athletes on a given day
Baseball	no more than 8	Soccer	no more than 10
Basketball	no more than 4	Softball	no more than 8
Cross Country	no more than 6	Swimming	no more than 10
Field Hockey	no more than 10	Tennis	no more than 5
Football, 11	no more than 10	Track	no more than 10
Football, 8	no more than 7	Volleyball	no more than 5
Golf	no more than 5	Wrestling	no more than 10
Lacrosse (Boys)	no more than 9	Lacrosse (Girls)	no more than 11

Rules for Off Season Practice or Competition

Organizational meetings, for the purpose of discussing policies or academics, distributing equipment or paperwork prior to the beginning date of practice is allowed, but no sports instruction is permitted on those days.

Skill Development/Restricted Number (See grid above) Practice sessions with school coaches are permissible **AS LONG AS:**

1. They are not a requirement for participation on that team,

2. Attendance is voluntary and open,
3. They are not held during tryout periods for another sport,
4. No more than the allowable number (See grid above) of athletes may participate in a skill development session or sessions in any location or locations no matter how many coaches are present,
5. Multiple skill development sessions are allowed per day provided that no student participates in more than one session per day.
6. Any NCISAA coach does not coach a practice or game for a non-school team (select/challenge, AAU, USVBA, fall baseball, etc.) that has more than the allotted number of athletes from his/her school,
7. Any officially employed or volunteer coach at an NCISAA school abides by these rules.

Summer Practice (May 21– August 1, 2012)

Summer will be defined as the season beginning on the Monday after the last spring tournament and ending on the Monday of the week containing August 1.

During the summer coaches are permitted to work with individuals or an entire team **AS LONG AS:**

1. This is not a requirement of participation on that team,
2. Attendance is voluntary and open.

Ethical Statement: Any coach who promotes the idea that participating in summer practice is required is out of compliance with the intent, spirit, and purpose of these rules.

Open Gym/Open Fields

During any season informal pick-up games with a school representative present – in any sport – are permitted.

During the off-season or “unofficial” practice, a coach may not play and may not give verbal or physical instruction of any kind in the open gym or open field arena.

Heads of schools and directors of athletics are responsible for seeing that these rules and concepts are understood and followed by their coaching staffs without exception. Enforcement of all NCISAA rules is the responsibility of each school, each conference, the NCISAA Board of Managers, the NCISAA Board of Directors and the Executive Director.

Ravenscroft Athletic Eligibility Policy

NCISAA Rules and Regulations
(NCISAA Handbook *12-13)

Athletic Eligibility Policy

- a. **Student-Athletes.** To be eligible for any level of NCISAA competition, a student must be enrolled as a full-time student in an NCISAA member school. No non-family student-athlete may reside with a coach of the sport in which they both participate during the school year.
- b. **Enrollment Rosters.** To be eligible to participate in state championship play-offs, students must be enrolled in grades 7 through 12 except football (grades 9 through 12 only) and must not have received a high school diploma or its equivalent from any school within the United States. *****Ravenscroft does not endorse the NCISAA Policy of 7th grade participation at the Varsity level.**
- c. **Late Enrollees.** For the 2012-2013 school year, students who enroll after September 15 may be eligible for fall sports if the NCISAA office is notified in writing by September 18, for winter sports if the NCISAA office is notified in writing by January 18, and for spring sports if the NCISAA office is notified in writing by April 15.
- d. **JV/Middle School players** may be moved up for participation in NCISAA play-off competition provided they are listed on the school's enrollment roster by the date shown above each sport season. **In team sports with individual qualifications, i.e., tennis, golf, cross country, track and swimming, athletes must have competed in the minimum four varsity contests in that sport to be eligible for participation in NCISAA state championships.** All new enrollees must be reported to the NCISAA office regardless of their intent to participate in athletics.
- e. **Date of Birth.** No player shall have reached his/her 19th birthday on or before August 1 of the current year. (For the 12-13 school year, this birth date would be 8-1-93.)
- f. **Grade Status.** No student who has received the appropriate number of credits to graduate or a high school diploma or the equivalent of a high school diploma will be eligible to participate in NCISAA activities. (The intent of this rule is to prevent foreign students from gaining an athletic advantage by taking a post-graduate year.)
 1. Student-athletes must be full-time student-athletes in an NCISAA school. Full-time students must be taking 50% or more of scheduled classes at the NCISAA member school at which they are enrolled.
 2. Eligible students must be successfully progressing toward graduation with the expectation of meeting all graduation requirements.
 3. Under special circumstances, a student may also take college courses while pursuing his/her high school diploma.
 4. Home-schooled students are not eligible for NCISAA competition.
- g. **Six Semester Rule.** Students may participate in athletics in no more than six consecutive semesters or nine trimesters after enrolling in the 10th grade of any NCISAA member school, no more than four consecutive semesters after enrolling in the 11th grade of any NCISAA member school, and no more than two consecutive semester after enrolling in the 12th grade at ANY school, regardless of whether he/she remains continuously enrolled. A student transferring from one NCISAA School to another at mid-year would be considered to have used up one semester of athletic eligibility for that school year.

Gender Policy

Except as provided for in a particular sport under the sport specific section of the NCISAA Handbook, participation by boys in girls' sports and girls in boys' sports in any event hosted and/or sponsored by an NCISAA school is prohibited.

Financial Aid/Scholarship Policy

The NCISAA operates under the basic premise that student-athletes do not receive preferential treatment in the awarding of financial aid from member schools. The NCISAA understands that every school has individual criteria in the distribution of aid. Most importantly, schools may not require participation in athletics as a condition for the allotment of financial aid. Each member school will be required to:

- A. Provide a written statement of its financial aid policy and any exception to that policy. This statement must accompany the annual enrollment declaration and NCISAA dues payment and should be signed by the head of the school.
- B. Offer financial aid to prospective student-athletes based on needs consistent with the guidelines of the school's financial aid statement,
- C. Submit the roster and the foreign student declaration, and
- D. Support the NCISAA's position concerning athletic recruitment.

Ejection of Student-Athletes

If any NCISAA player is ejected from any contest, he/she will not be allowed to participate in the next scheduled contest but may sit on the team bench. If the same player is ejected a second time from any contest, he/she will not be allowed to participate in the next two scheduled contests but may sit on the team bench. If the same player is ejected from any contest for a third time, he or she will not be able to participate in or attend any sport until the beginning of the next school year.

Coaches If any NCISAA coach is ejected from any contest, he or she may not attend the next scheduled contest and will be fined according to the NCISAA Handbook. If the same coach is ejected a second time from any contest, he or she will not be allowed to attend the next two scheduled contests. If the same coach is ejected from any contest a third time, he or she will not be able to participate in or attend any sport until the beginning of the next school year.

An ejection is a judgment call; therefore, there are NO appeals. If a wrong player is identified, a correction can be made. Penalties are cumulative from sport to sport and from sport season to sport season, but not from one academic year to academic year. Ejections in the last game of a given season carry over to the next sport in which the individual participates that year. Conferences may choose to enforce a more stringent code of conduct regarding this rule.

Athletic Recruitment Policy

A member school shall not actively recruit athletes to play sports at their schools. In order to fully support the integrity of this premise, school heads and directors of athletics are to communicate directly with their counterparts at any school alleged to have violated the following best practices. In order to report an alleged violation, please see the Recruiting Violation Form in the Appendix of the NCISAA Handbook.

1. Heads and AD's should meet with all coaches to outline admission policies and procedures for the school.
2. Heads and AD's should ensure that when a prospective student-athlete contacts a coach, the student and family will be immediately referred to the admission officers of the school.
3. Heads and AD's should mandate that if any school employee is aware of a violation of the NCISAA recruitment policy that they shall immediately notify the administrators of the school.
4. Heads and AD's should mandate that if a prospective student-athlete is a member of a non-school team coached by a school employee that school administrators be informed.
5. Heads and AD's should inform school staff and coaches that the NCISAA may and will impose consequences upon a school found in violation. *Note: When illegal recruitment allegations are made to the NCISAA office, the burden of proof will rest with the accusing school.*
6. When a recruiting violation has been determined, the student-athlete will be ineligible to participate in NCISAA games for one year. Any member school found in violation will be placed on probation and will be ineligible to participate in NCISAA play-offs in any sport for one year. The team involved will forfeit any previously played games in that sport. A second incident demonstrating blatant disregard of this rule MAY result in a school's expulsion from the NCISAA.
7. No non-family student may reside with a coach of the sport in which they both participate during the school year.

Athletic Awards

Following the conclusion of each sport season, an athletic awards ceremony will be held at an appropriate location. The format, including food and refreshment arrangements, changes periodically; however, the purpose of the program is to recognize all Middle School, Junior Varsity, and Varsity student-athletes and their accomplishments during the past season. At this program, Varsity coaches introduce their teams; recap their seasons, and present awards, and recognitions, including Most Valuable Player, Most Improved Player, and Coach's awards.

Junior Varsity and Middle School coaches introduce their teams, recap their seasons, and present Sportsmanship Awards. The entire team and coaches vote on the JV/Middle School Sportsmanship Award, presented to the player who exemplifies all the qualities of a true Ravenscroft student-athlete. This individual is one who is a pleasure to coach, strives at every practice to improve, and contributes to the best of their ability in every game. This student-athlete also provides leadership, instills spirit, pride and confidence in his/her teammates and reflects the truest definition of sportsmanship, fair play, and character.

Lettering Criteria

Varsity student-athletes, including eighth graders participating at this level, have the opportunity to earn a Varsity Letter. Emblematic recognition of athletic achievement is traditional. Awards should be considered as mementos or recognition for participation in athletics, not something to which a student-athlete is entitled because of services rendered. The criteria for earning a letter have been established by the Athletic Department, and it is the coach's responsibility to communicate these requirements to the student-athletes. Each Varsity student-athlete who does not letter, as well as all JV and Middle School student-athletes will receive a certificate of participation at the conclusion of each season.

General Requirements:

1. The student-athlete must complete the season. In the event of an injury, season ending or otherwise, the student-athlete is required to remain a part of the team for the duration of the season by assisting the coach in whatever manner the Coach and/or Head Athletic Trainer sees fit.
2. The student-athlete must attend all practices as outlined by the coach.
3. The student-athlete must conform to all training rules established by the coach of that sport.
4. The student-athlete must display sportsmanship and conduct which exemplify the school to his/her opponent, spectators, teammates, and officials and must conform to practice and game rules/regulations as established by the coach of that sport, the school, and the NCISAA.
5. The student-athlete must be in good standing with the school at the time of the presentation.
6. All equipment must be returned and/or paid for by the conclusion of the season.
7. Student managers and statisticians must complete two years of successful service.
8. Participation in conference and state competition will not count against an athlete's eligibility for lettering unless specifically addressed under Sport Specific Requirements.
9. Lettering in the previous year does not guarantee the recipient of a letter in the following year.

10. **Any senior** who has not met the competition requirements, but meets all other requirements, shall be awarded a letter.
11. Exceptions may be granted due to extenuating/special circumstances after review by the respective coach and Athletic Director.

Sport Specific Requirements:

1. Student-athletes must compete in 50% of all quarters, halves, matches, or innings played during the season in the following sports: basketball, football, lacrosse, soccer, field hockey, volleyball, tennis, baseball/softball.
2. Golfers must compete in one-third of all scheduled matches during the season.
3. Swimmers must compete in 50% of all scheduled meets and practices and qualify for the State Swim Meet.
4. Cross Country athletes must score (top 7) in at least 50% of the meets that they are eligible to participate in.
5. Track & Field student-athletes must compete in all of the team's scheduled meets (excluding invitationals), the conference meet, and must score a required number of points during the season, or, meet the above competition requirement and place in a major invitational, conference, or state meet. ****A student-athlete who misses the conference meet (barring injuries or a documented illness) will not letter for the season but may participate in the State meet if qualified.**
6. Cheerleaders must cheer at each of the selected contests during the season.

The following rules will govern the distribution of certificates and letters:

1. Each student-athlete who letters in a sport will receive a letter certificate denoting the number of years the student-athlete lettered in that particular sport.
2. First-time letter student-athletes will in addition to the letter certificate be given chenille "R" with a crossbuck pin to be sewn on the jacket if they wish. The jacket, which will be the responsibility of the student-athlete, may be purchased from Johnson-Lambe Sporting Goods.
3. The first time a student-athlete earns a letter in the second sport, he or she will receive a sport pin for his or her letter.
4. Fourth and fifth-time winners in a sport will be presented with the special "Ravens" or "Golden Ravens" certificate signifying their outstanding service and dedication to that sport. Certificates have been attractively designed so athletes will be proud to keep them as a tangible remembrance of their time and effort as a Ravenscroft student-athlete.

Additionally, special end-of-the-year athletic awards will be presented at the Upper School Awards Ceremony:

Rusty Lewis Sportsmanship Award

This award honors the student-athlete who is considered by the coaching staff to have done the most to promote school spirit and good sportsmanship.

Scholar-Athlete Award

This award is given to seniors who have lettered in at least two Varsity sports both their junior and senior years and maintained at least a 3.5 grade point average.

Athletic Achievement Awards

These two awards honor the senior boy and girl who are considered by the coaching staff to have evidenced outstanding contribution to the School through participation in athletics. This participation includes more than prowess as a winner. It encompasses physical agility, stamina, and strength, but also exemplary attitudes in leadership and sportsmanship.

Triple Play Athlete

Senior athletes who play three different varsity sports in both the 11th and 12th grades and have lettered in ALL three sports will be awarded a special certificate to be presented at the Spring Awards Banquet.

(Doubling in two sports during the same season will not count as two)

(Support personnel i.e. managers, stats and student athletic trainers will not be considered)

NCAA Initial-Eligibility Clearinghouse

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. It is each student-athlete's responsibility to see that the Clearinghouse has the documents it needs for certification. The NCAA Initial-Eligibility Clearinghouse, located in Iowa City, Iowa, is the organization that handles ALL inquiries regarding an individual's initial eligibility status. The Clearinghouse operates a separate website at www.ncaaclearinghouse.net which maintains and processes all of the initial-eligibility certifications.

To register with the Clearinghouse

Fill out the online form at the Initial-Eligibility Clearinghouse website or call the NCAA publications hotline at 800-638-3732 and ask for a free copy of the "Guide for the College-Bound Student-Athlete" which contains the registration forms and a Clearinghouse brochure. This guide can also be viewed online at www.ncaa.org in the Student-Athlete Eligibility and Recruiting Section.

Contacting the Clearinghouse

Customer Service

877-262-1492 (toll free in the USA) or 319-337-1492

24-hour Voice Response:

877-861-3003 (toll free in the USA)

Fax:

319-337-1556

Mail

Initial-Eligibility Clearinghouse

301 ACT Drive

P.O. Box 4044

Office Hours:

8 a.m. to 5 p.m. Central Standard Time Monday through Friday