



# PALMER TRINITY ATHLETIC

HANDBOOK

## Table of Contents

A Word from our Director of Athletics .....	1
Mission and Philosophy.....	1
Code of Conduct for Student-Athletes .....	1
Code of Conduct for Parents of Student-Athletes.....	2
Code of Conduct for Coaches .....	2
Athletic Forms .....	3
Insurance .....	3
Offerings, Levels of Participation, and Playing Time .....	4
Policy on Middle School Student-Athletes Participating on Upper School Teams.....	4
Upper School Academic Eligibility Policy.....	5
Middle School Academic Eligibility Policy .....	5
Multi-Sport Participation Policy .....	6
Policy on School Attendance for Athletes .....	6
Policy for Attendance at Practices and Games.....	6
Early Dismissals (ED's) .....	7
Missed Work .....	7
Cut-Off Date for Joining a Team .....	7
Athletic Dress Code (Game Day) .....	8
Game Day Admission .....	8
Awards Ceremony and Lettering Criteria .....	8
Hazing, Harassment, and Bullying .....	9
NCAA and Collegiate Eligibility .....	9
NCAA National Letter of Intent .....	9
Locker Room Behavior .....	9
Uniform and Equipment Return.....	10
Athletic Training .....	10
Concussion Management Plan .....	11
Communication Plan for Athletic Concerns .....	12
Expected Communication from Coach .....	13
Concerns Parents Should Discuss with Coaches.....	13
Other Helpful Points for Parents .....	13

Summer, Off Season, Non-School Sports and Club Sports Participation.....	14
Department Policy on Performance Enhancing Supplements, Alcohol, Tobacco or Drugs.....	14
Team Travel and Bus Transportation .....	15
Community Service .....	15
Evaluations .....	16
Athletic Department Contact Information .....	17

## A Word from our Director of Athletics

On behalf of the entire PTS family, I am excited that you have expressed interest in the interscholastic athletic program at Palmer Trinity School. It is my privilege to work with student-athletes, coaches and the entire PTS community in making the athletic experience fun, positive and rewarding.

This student athletic handbook provides important information on the school's guidelines, policies, and expectations for our student-athletes. It is important to read and understand the mission and philosophy of the athletic department, as this is our foundation. I look forward to working together.

Dave Lanham  
Director of Athletics

## Mission and Philosophy

The Palmer Trinity School Athletic Department is dedicated to providing opportunities for student-athletes to learn, develop and compete through education-based athletics.

By providing a supportive, inclusive environment, we emphasize student-athletes of high character and virtue. Our focus is on developing the whole student in pursuit of excellence in academics and athletics by teaching skill development, incorporating life lessons and providing healthy competition. Palmer Trinity Athletics empowers student-athletes to be the best version of themselves while creating lifelong relationships and memories. Winning is not the purpose, but the result of doing things the right way.

## Code of Conduct for Student-Athletes

- Remember that academic performance is your primary responsibility.
- Read, familiarize yourself, and comply with the policies and rules outlined in the Athletic and Student Handbooks.
- Treat teammates, coaches and opponents with respect.
- Respect officials and accept their decision without argument or gesture.
- Exercise self-control at all times, setting an example for others to follow.
- Win without boasting, lose without excuse.
- Always remember that you represent Palmer Trinity School and it is a privilege to be a member of our teams.
- Report any injury to the Head Coach and Athletic Trainer no matter how slight the injury may appear. If the injury requires a physician's care, the participant must have a written physician note clearing them for sport participation before returning to the activity. The physicians note must be given to the Athletic Trainer.



- Extracurricular activities are not an excuse for missing class, being tardy, or being absent on the day following a competition.

## Code of Conduct for Parents of Student-Athletes

- Encourage your child and their team, be enthusiastic, and show school spirit.
- Maintain a positive attitude whether your team is winning or losing.
- Refrain from being insulting or showing bad sportsmanship during the competition. Any problems or concerns should be brought to the attention of the coach and/or the Director of Athletics (use 24-hour rule).
- Support our student-athletes by becoming a Team Parent and/or assist teams by volunteering as a Statistician, joining the Chain Crew, or becoming a Videographer.
- Parents, as spectators, are expected to exhibit good sportsmanship at all times. Any parent, who, in the judgment of the School or Athletic Administration, behaves in a way that is inappropriate and in violation of the school's and FHSAA sportsmanship guidelines, will be warned about their behavior and may be asked to leave the competition, immediately.
- Respect and do not criticize players, coaches, officials or spectators.
- Parents wanting to take pictures during games should do so behind all fencing, fields of play, and the baseline in the Gymnasium. Parents are not allowed on the track or playing field to take pictures during games.

## Code of Conduct for Coaches

The responsibility of a coach is to teach. Coaches influence attitudes, proper habits, knowledge, and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as an individual whose welfare shall be primary at all times.

- The coach must be aware that he or she serves as a model in the education of the student-athlete and, therefore, shall never place the value of winning above the value of character building.
- The coach must constantly uphold the honor and dignity of the teaching profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the FHSAA, the media and the public, the coach shall strive to set an example of the highest ethical, moral, and professional behavior.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall be thoroughly acquainted with contest, state, league and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.

- Coaches shall actively use their influence to enhance spectator sportsmanship and work closely with spirit groups and administrators.
- Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct that will incite players or spectators against the officials or against each other. Public criticism of officials or players is unethical. Before and after contests, coaches should meet and exchange friendly greetings to set the correct tone for the event.
- It is unethical for coaches to scout opponents by any other means than those adopted by the FHSAA.
- It is the Head Coach and Assistant Coaches' responsibility to supervise all practice sessions, games/contests, locker rooms, bus trips, team meeting/gatherings and team members.
- Coaches are not to use the Palmer Trinity School directory, email addresses, parent information or student-athlete's personal information for any business opportunities, or personal gain.
- Coaches should never communicate electronically with a student-athlete. These communications should include an assistant coach or the athlete's parent(s).

## Athletic Forms

- School policy requires that all student-athletes have a physical medical examination (FHSAA EL2 Pre-Participation Physical Evaluation) conducted within the past year, and an (FHSAA EL3 Consent and Release from Liability Certificate) on file in Magnus (Magnus Health Forms are located in the parent portal of the PTS website).

Additionally, all student-athletes must complete athletic registration through [www.familyid.com](http://www.familyid.com), prior to the first day of tryouts. Students who do not have a current physical and/or haven't completed registration through FamilyID, will not be allowed to participate in tryouts/practice until they submit the required forms and complete the registration.

- Registration through FamilyID includes the completion of the following items:
  - Permission/Consent Form
  - Emergency Information Sheet
  - Three Completed Course Certificates through [www.nfhslearn.com](http://www.nfhslearn.com) (Concussion, Sudden Cardiac Arrest and Heat Related Illness) dated after June 1.

## Insurance

Parents are expected to provide medical insurance for their child. In the case of an injury the parent's primary insurance will cover medical cost. The school carries secondary insurance to offset the family's primary insurance. Please inform the Athletic Department if you do not have medical insurance for your child or if during the school year the medical insurance lapses.

## Offerings, Levels of Participation, and Playing Time

Palmer Trinity School encourages all students to become involved in extracurricular activities. A student who chooses to participate in athletic competition will be given the opportunity to try out for an athletic squad at the appropriate level. In most sports, there are three levels of competition: Varsity, Junior Varsity and Middle School. The coach determines rosters and playing time.

In some sports, it may be necessary to reduce the number of participants to a manageable size, particularly when considering safety, resources, equipment, facilities, and coaching personnel. The leagues and conferences that Palmer Trinity School participates in are very competitive featuring some of the state's best teams and athletes. The individual's ability, attitude, work ethic, and the team's specific needs or game situation will determine playing time and playing time is not guaranteed.

Note: Every effort will be made on our Middle School teams to grant playing time to the greatest possible number of players.

The school competes in the following sports:

### Fall:

Cheerleading - Coed  
Cross Country - B/G  
Football  
Golf - B/G  
Volleyball - G

### Winter:

Basketball - B/G  
Cheerleading - Coed  
Soccer - B/G

### Spring:

Baseball  
Lacrosse - B/G  
Softball  
Track - B/G  
Tennis - B/G

(B- Boys, G-Girls)

## Policy on Middle School Student-Athletes Participating on Upper School Teams

It is strongly recommended that Upper School team rosters, especially in team sports, do not include Middle School athletes if there is a Middle School team available. Exceptions may be made after a coach has a discussion with the athlete, the athlete's parents and Director of Athletics. Coaches are responsible for addressing specific questions pertinent to each situation. Middle School athletes will be considered by the varsity head coach only if they will be able to be given significant play time, there is a demonstrated need for the player(s) at the varsity level, and that the coach feels the player can meet the physical demands of varsity competition. In addition to the physical demands, there are also the social and emotional factors that need to be taken into consideration when having Middle School athletes play on the varsity level. A coach must consider what is in the best interests of the entire program presently and in the future before any decision made on Middle School athletes' eligibility for varsity participation.

Additionally, the only Middle School student-athletes eligible to try out for an Upper School team, are Middle School players that were on the Upper School team the previous year. All other Middle School student-athletes must try out for the Middle School team for a minimum of 2 days before being asked to move up to an Upper School team.

## Upper School Academic Eligibility Policy

Academic Eligibility Defined: Student-athletes must be passing all courses in order to be eligible for competition. The FHSAA requires student-athletes maintain a 2.0 cumulative GPA (See 9.4.2 of the FHSAA handbook). It is important to note that during the time of their ineligibility, student-athletes may tryout and practice with their respective teams, but not compete in any games. Student-athletes are only allowed to practice and tryout with permission from the Associate Head of School (Academics) and Director of Athletics.

## Middle School Academic Eligibility Policy

In an effort to aid student-athletes who are or are at risk of falling behind academically, the Middle School Office and the Athletic Department have created a Student-Athlete Academic Performance Program for all Middle School students.

Every three weeks, the Middle School Office conducts grade checks to ensure that all advisors, teachers, and parents are aware of any academic concerns. For athletics specifically, any student-athlete who has two or more D+ or below at a grade check will enter Athletic Probation.

There are three stages to Athletic Probation which includes a warning, a loss of Early Dismissal privileges, and ultimately removal from a team. Please see the chart below as an explanation of each probation level.

Probation Level	Reason	Action Plan
Level 1	Student-athlete has two or more D+ at a grade check	Warning to student and they are encouraged to speak with teachers and seek extra help
Level 2	Student-athlete has two or more D+ at next grade check after already being on Level 1 Probation	Student may not miss class for an athletic early dismissal. Student may still practice and participate in games, but cannot take an early dismissal
Level 3	Student-athlete has two or more D+ at next grade check after already being on Level 2 Probation	Student is removed from athletic team and may not practice or play until off academic probation

Students will be removed from Athletic Probation once their transcript shows no more than one D+, or there have been improvements in their grade at a subsequent grade check, and would be able to return in full to their team.

It is our hope that extra encouragement from coaches and teachers will lead to quick removal from the Athletic Probation list, but further removal from Early Dismissals will provide student-athletes additional class time to help improve their grades.



## Multi-Sport Participation Policy

It is important based on the size of Palmer Trinity School for athletes to participate in multiple sports. We support and respect any athlete's decision to embrace the spirit of the school by giving their time, effort, and the physical demands on the body to represent the school. The student-athlete has the full support of the Athletic Department. The decision to participate in multiple sports is made by the student-athletes and parents.

The following rules address multi-sport athletes:

- Athletes should complete one sport before trying out or joining another team
- Athletes should not quit one sport to join another
- Athletes should be in good academic standing
- Athletes should not participate in two sports during the same season
- Athletes should not burn themselves out or put their health at risk

## Policy on School Attendance for Athletes

No student may participate in any school-sponsored activity or athletic event, including practices and/or rehearsals, unless he or she has been in attendance at least three (3) full periods. A student who has an early dismissal due to illness will not be permitted to participate in any after school activities that day. Athletes and their parents are expected to schedule non-school activities (doctor appointments, etc.) so that academic classes are not missed.

All athletes must be in class or study hall unless they are on an official school field trip. An athlete with an UNEXCUSED absence from school may not participate in any athletic practice or game on that day. Students who miss class as a result of extracurricular contests or excused absences are expected to make up work as soon as possible. This may include after school sessions. Participants and coaches should understand that practice is not an acceptable excuse for failing to complete make-up work or for failing to attend after school help sessions. Athletes please communicate with your coach and teachers. It is important to stay on top of your commitments and responsibilities.

## Policy for Attendance at Practices and Games

Each coach is entitled to have their own specific set of attendance/tardy policies, which may be in writing or verbally communicated to the team/parents and passed out at the beginning of the season and/or parent meeting. Missing practices during school vacations or extended breaks is always a concern, and depending upon the game schedule, different coaches may have different rules, consequences, or expectations.

As a courtesy to the coach and fairness to the team, it is vital and expected that the athlete, and if necessary, the parent, communicates any vacation plans, or any other situations that may require the

athlete to miss practices, to the coach well in advance. When student-athletes and parent choose to take family vacations during the season it must be understood that the time missed by the student-athlete may effect performance and chemistry. Student-athletes who miss practices or competitions for reasons related to vacations can (and likely will) have their playing time adjusted. The coaching staff recognizes that there are extenuating circumstances that may lead to an athlete missing practices. Athletes that miss more than three practices or games consecutively without notice to the coach will be deemed to have quit the team.

## Early Dismissals (ED's)

Due to mandatory starting times for games as well as the travel times between Palmer Trinity School and other locations, student-athletes may sometime be granted an early dismissal from school. ED times will be posted on the PTS website with the game schedule and can be verified by Athletic Department personnel.

The expectations of student-athletes is to communicate with their teachers prior to an early dismissal to turn in work, coordinate assignments, quizzes, or tests. It is best to see the teacher 24 hours prior to the early dismissal day.

Students are also expected to prepare quickly for departure. Student-athletes may not leave class before the stated ED time (You do not get an ED for the ED time). ED time allows for preparation for the game, seeing the trainer, and loading the bus.

## Missed Work

A student who misses class due to excused absence, late arrival or early dismissal, shall follow the missed work policy.

- If a student is in school for any part of a school day, the student is expected to collect new assignments and hand in due assignments for all of his/her classes, regardless of whether or not the student actually attended the class that day. A student returning to school during the school day is required to locate the teacher of each class missed in order to take or schedule any missed assessment(s).
- Upper School students that have an absence on the day of a test, will be afforded an opportunity to make-up the test on the closest Tuesday or Friday after the scheduled test day. Make-up testing will take priority over all other after-school activities. A student, who fails to do so, may receive a zero on the test.
- Middle School students that have an absence on the day of a test, will be afforded an opportunity to make-up the test on the day of return.

## Cut-Off Date for Joining a Team

Once a season has officially begun, no player will be allowed to join a team after 10 team practices. The exception to the rule will be student-athletes who are finishing their previous team commitment.

## Athletic Spirit Days (Friday's Only)

Student athletes are permitted to wear the team t-shirt or jersey provided by the athletic department, with their school uniform bottoms on Spirit Days. All other attire must be approved by the Director of Athletics and Dean of Students. Certain teams are prohibited from wearing their game jerseys to school because it is only appropriate to wear some jerseys during games.

During athletic contests, students-athletes are required to wear the team uniform and will not be permitted to compete without a full uniform. The Athletic Department will not lend uniforms to student-athletes who forget any part of a uniform.

## Game Day Admission

Palmer Trinity School does not charge admission to any home events with the exception of tournaments or State Series events as mandated by the FHSAA. Ticketing for these events will be done electronically through GoFan. No cash transactions are permitted.

## Awards Ceremony and Lettering Criteria

The recognition for successful participation in an activity is important to the participants, the school, and the community.

- There will be an Athletic Awards Ceremony for all Upper School athletes and their families at the end of April. Attendance is appreciated to honor all of our student-athletes and seniors.
- There will be an end of the season team party for all Middle School teams and their families planned or arranged by the coach and/or team parent(s).
- The coaching staff, based on the student-athlete's talent, leadership, teamwork, dedication, and contest statistics, determines Palmer Trinity team awards.
  - MVP Award – most valuable player
  - Coaches Award - leader, "coach" on the field
  - Falcon Award –positive face of the team
- The Athlete-of-the-Year Awards will be presented to two Upper School student-athletes (Seniors) and two Middle School student-athletes (8<sup>th</sup> graders).

Criteria: Athletic performance, time played, captaincy, post season awards, and academic standing. The Athletic Department will be involved in the process of selecting the Athlete-of-the-Year Award winners.

- Three Sport Jacket Eligibility
  - Varsity student-athletes are eligible to receive a Three Sport Jacket by earning a letter in three varsity level sports in the same school year.
  - Team managers and trainers are not considered varsity athletes.

- Student-Athletes are only eligible for one jacket during their career.
- Middle School athletes are eligible to earn a Three Sport Varsity Jacket if they meet all the requirements to letter on a varsity team.
- Jackets will be awarded at the Athletic Awards Ceremony
- Varsity letters and service pins are kept by the Athletic Department and will be given to varsity student-athletes upon request (should they qualify for them). Criteria for varsity letters are specific to each sport and coach. At the preseason meeting, coaches will review his/her criteria for a varsity letter.
  - Lettering: Lettering is earning credit for participating in a Varsity sport each season. Athletes can letter in multiple sports in a year but can only earn one letter.
  - Service Pin: Athletes can receive a Varsity pin for each sport they participate and complete each season.

Note: All awards are presented at the discretion of the Director of Athletics. All the awards may not be presented every year.

## Hazing, Harassment, and Bullying

Hazing, harassment, and bullying will not be tolerated in any form. Hazing and bullying is defined by the Athletic Department as: “Any type of activity that adversely affects the mental or physical safety of the student; any activity involving the ingestion of a substance that could cause risk or harm; any activity that causes the student extreme mental stress; or any activity that induces or causes the student to perform a crime or an act of hazing. A person is considered to have committed an act of hazing or bullying when she/he engages in hazing; solicits, encourages, directs, or aids hazing/bullying; or intentionally, knowingly, or recklessly permits hazing/bullying to occur. It is not a defense of one’s actions that the person against whom the hazing is directed has consented or acquiesced in the hazing activity.”

## NCAA and Collegiate Eligibility

Students may wish to participate in intercollegiate athletic activities upon completion of high school. In order to be academically eligible, the NCAA requires certain high school core courses, and grades. It is the responsibility of the student to monitor his/her status with regard to meeting NCAA requirements. Any questions in this area may be directed to the Head Coach, Athletic Department or College Counseling Office.

## NCAA National Letter of Intent/Celebratory Signing Letter

For student-athletes signing to Division I, II or III institutions in which participate in the National Letter of Intent or Celebratory Signings, Palmer Trinity holds a Signing Day Ceremony in late April. A copy of the NCAA NLI or Celebratory Signing Letter must be provided to the Athletics Office prior to Signing Day.

## Locker Room Behavior

Head Coaches are responsible for providing and scheduling supervision of the locker rooms. Athletes are to behave in the locker room in such a way that it is safe and respectful to the belongings, physical well-being, and emotional stress of all athletes that use this common area. At no time should student-athletes engage in horseplay, inappropriate comments, or bullying in any area of the locker room, bathroom, or shower areas. This behavior will not be tolerated. Coaches are the only ones allowed to open and close the locker room for their respective team. Coaches are required to be available before and after practice to open, close and lock the locker room.

## Uniform and Equipment Return

All equipment and uniforms are expected to be returned in functional condition minus regular wear and tear. It is the responsibility of the participant to make restitution to the Athletic Department for any equipment or uniform that is lost, damaged or stolen.

## Athletic Training

Palmer Trinity Athletic Trainers are committed to providing high quality medical coverage and care for all injuries and illnesses to all PTS student-athletes regardless of sport, gender, or ability level.

Your physical well-being is essential to your success both as a student and as an athlete. Athletic training is recognized by the American Medical Association (AMA) as a health care profession. Athletic Trainers (ATs) are healthcare professionals who render service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the state's statutes, rules and regulations. As a part of the healthcare team, services provided by ATs include injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions.

Management of Athletic Related Injuries:

- Injury Reporting: Student-athletes are instructed to report any sickness or injury immediately to the AT and coach and are encouraged to not wait until just prior to practice to do so.
- Communication: The AT will communicate the plan of care and status of an injured student-athlete to sport coaches on a regular basis. Parents and/or guardians will be informed of athletic related injuries on a case-by-case basis.
- Medical Referrals: Recognizing that some injuries may need to have physician care and follow-up, the AT will assist and counsel student-athletes and their families on physician referrals and available treatment options.
- Injury Treatment: Based on the type and severity of an injury, corrective exercises and/or therapeutic modalities may be provided to assist in the care and treatment of that particular injury. The plan of care and treatment protocols provided are individually designed for our student-athlete's safe return to sport participation. The therapeutic modalities in the Athletic Training Facility are calibrated on an annual basis.
- Sport Participation: The primary goal is to protect and return an injured student-athlete to sport participation as quickly and safely as possible. Any injury that requires a physician referral and care

will need full clearance from the treating physician or designee. The PTS AT has the final authority as to when full sport participation may commence.

## Concussion Management Plan

The Palmer Trinity School Athletic Department recognizes that concussions are a significant risk to those participating in athletics and is committed to the prevention, identification, evaluation, and management of concussions. The Concussion Management Plan (CMP) helps educate student-athletes and coaches to assist in the identification of student-athletes who exhibit signs, symptoms, or behaviors consistent with a concussion.

- Annual Education: Per the FHSAA handbook, all FHSAA member school head coaches, paid/supplemented coaches, and student-athletes are required to annually view the most current FREE online NFHS concussion education course ([www.nfhslearn.com](http://www.nfhslearn.com)). Additionally, a Center for Disease Control (CDC) Concussion fact sheet is available to all student-athletes and parents online.
- Baseline Testing: A baseline assessment for a student-athlete will be recorded. The SWAY system will be used for baseline testing. The same baseline assessment tool will be used post-injury at appropriate time intervals. Baseline test results will be used for comparison with post-concussion testing; however, they will not be the sole determining factor in return-to-play considerations.
- Management of Suspected and Diagnosed Concussions: When a student-athlete is suspected of having a head injury or concussion, the “Heads Up” Four-step Action Plan will be followed.
  - STEP 1: Remove the athlete from play.
  - STEP 2: Ensure that the student-athlete is evaluated by an appropriate health-care professional. These health-care professionals shall have sole and unchallenged authority in determining return to play and management of the student-athlete. The Palmer Trinity School Athletic Department designates the Athletic Trainer (AT) as the medical provider that will assess, manage, remove the student-athlete from either practice or competition when necessary and inform the parents or legal guardians when a concussion is suspected.
    - The AT will perform a sideline evaluation. This may include, but not limited to, a current Sport Concussion Assessment Tool (e.g., SCAT 5), SWAY assessment, modified Vestibular Ocular Motor Screen (VOMS), and/or cranial nerve examination.
    - If it is determined the student-athlete does not demonstrate symptoms consistent with a concussion, the AT will follow procedures within a written operational protocol to determine return to play and continued to be monitored for any delayed onset of concussion symptoms.
    - If an AT is not present, the coach will withhold the student-athlete from participation and contact the AT for evaluation as soon as possible and practical.
  - STEP 3: Inform the student-athlete’s parents or guardians about the possible concussion and give them written post-concussion care instructions.



- STEP 4: Keep the student-athlete out of play the day of the injury and until an appropriate health-care professional says they are symptom-free and gives the okay to begin the graded return to sport protocol (FHSAA AT-18 form).
- Return to Cognitive and Learning Activity Guidelines: Implementing reasonable academic adjustments during the early stages of the concussion will often help bring the student through recovery in a typical, expected timeframe of less than a few weeks. Student-athletes that are experiencing concussion-related symptoms will be provided an individualized return to learn accommodation plan, recommended by their physician, that allows for symptom-limited learning activity similar to return to physical activity protocols. Any academic accommodations recommended by a physician will be forwarded to the faculty by the PTS Health Clinic or AT. Accommodations available to the student-athlete include but not limited to:
  - Team accommodation Specified: No Physical Activity
  - Attendance restrictions: Modified attendance as tolerated
  - Academic Accommodations Specified: Frequent breaks when requested, additional time on tests, pre-printed or assistance with class notes, reduced workload when possible, extra time to complete assignments/homework, limit use of computer, television, and phone

If a Palmer Trinity School athlete is suspected of having a concussion while participating in a contest at another venue, the coach has the responsibility of communicating the details of the injury with the parents, the AT, and Director of Athletics. Timely communication will assist in the proper management and treatment of concussions as well as expediting the process outlined above.

If an athlete on the visiting team suffers a concussion during a contest the AT will notify the parents of the injured athlete and the Palmer Trinity School Director of Athletics will notify the Athletic Director from the visiting school.

## Communication Plan for Athletic Concerns

Good communication is critical in athletics, on and off the field. A communication plan is in place to assist and improve communication between parents, coaches and administrators, ultimately for the benefit of the student.

Involvement in athletics and activities will allow the students to experience some of the most rewarding times of their lives. However, there will likely be times when things don't go their way, or they disagree with a coach. It is important that students and parents realize these difficult situations are as much a part of the learning experience as are the good times.

Coaches work hard to do the best they can for all of our athletes, and we ask the students and parents to respect that decisions are often extremely difficult and are made based on factors of which students and parents may not be aware. The student, not the parent, is strongly encouraged to talk to the coach about any issues or problems that arise during the season. This is not only the most direct and productive means of communication, but also a valuable method of teaching responsibility.

## Expected Communication from Coach

- The coach's philosophy and criteria for the team selection process
- Specific team policies
- Expectations the coach has for your child as well as all the players on the team
- Locations and times of all practices and contests
- Team requirements, i.e. practices, special equipment, out of season conditioning
- Any special events or activities planned, including optional team garments that the team is considering purchasing
- Procedure to follow should your child be injured during participation
- Specific ways to improve upon athlete's ability

## Concerns Parents Should Discuss with Coaches

It is recognized that situations may arise where parents find it necessary to raise a concern with a coach and it is imperative the parent(s) adhere to the following communication guidelines.

- Advance notification of scheduling conflicts
- Specific concerns with regard to a coach's philosophy and/or expectations
- If their child, at any time, feels threatened or uncomfortable in any way by actions of teammates or coaches
- Any specific information that the parent feels would be of value to the coach to help him/her coach their child
- Ways the parent can help the child improve
- Concerns a parent may have about their child's behavior or performance in or out of school

There are situations that may require a conference between the coach and the parent. In most instances, it is vital, when possible that the athlete be present. It is important that all parties involved have a clear understanding of the other's position.

It is not appropriate to discuss playing time, play calling, team strategy, other student-athletes, or team lineups.

## Other Helpful Points for Parents

Please do not discuss a coach's tactics or playing strategies, starting line-up decisions, or decisions a coach makes about the playing time of other players with your child. This will only undermine the coach's ability to help your child improve, develop team chemistry and constructive team play.

Palmer Trinity School has established a variety of extracurricular activities because they teach valuable athletic, academic, and life skills. Research indicates a student involved in extracurricular activities has a greater chance for success during adulthood, as many of the character traits required to be a successful participant are exactly those that will promote a successful life after graduation. The intent of this communication plan is to help make the Palmer Trinity School Athletic Program experience more enjoyable and productive for all athletes, coaches, parents and fans.

If your communication with the Head Coach is not successful, the next step is to setup a meeting with the Director of Athletics, Dave Lanham (305) 969-4211. After contacting Mr. Lanham, a meeting with the parent, coach, athlete, and Director of Athletics may be necessary.

## Summer, Off Season, Non-School Sports and Club Sports Participation

Students frequently participate in sports outside of school, which can conflict with academics, their school/team, and personal/family time. Palmer Trinity School expects their commitment to PTS teams to be their first priority should a conflict arise. The coach must be informed of any such conflicts well in advance, and a decision regarding the conflict will be made after consulting the Director of Athletics.

The summer is defined as the period of time outside the FHSAA sports year. Off-season means the period of time during the regular school year but outside the defined sports season for a specific sport. Non-school sports include sporting events outside the school setting and outside the FHSAA sport season. Club Sports include teams affiliated with outside agencies promoting athletic participation opportunities for a fee. Schedules, fees, and participants must all be documented. No school uniforms are permitted to be worn in club competition.

Conditioning, training, and limited play is allowed by FHSAA rules. (21.4, 21.5, & 22.3.1). Any club team must be affiliated with an outside agency promoting athletic participation opportunities. A list of agencies is listed in the FHSAA Handbook (22.3.1). Gym and facilities may be used with usage agreement filed upon request with the Director of Auxiliary Programs.

## Department Policy on Performance Enhancing Supplements, Alcohol, Tobacco or Drugs

The use of alcohol, illegal substances, medically inadvisable substances, or substances banned by the FHSAA is prohibited. Additionally, student-athletes may be penalized for alcohol, drug, or over-the-counter pill use if they have violated public law, school policy, or team rules.

We have zero tolerance in regard to drugs, alcohol, or tobacco at any time during the season. Please be aware that athletes who violate the procedures around substances are subject to school and athletic consequences.

Palmer Trinity School Athletic Department prohibits the purchase, use, or possession of a reasonably related alcohol or drug device, being under the influence, and participation in a related incident or refusal to cooperate with an investigation. School violations include all activities on school grounds, school

transportation, or at any school sponsored activities (such as field trips, athletic events, trips abroad, or community service).

Healthy student-athletes do not need supplements. Our students are encouraged to maintain a healthy diet, lifestyle, and exercise regimen in order to optimize performance. Use of illegal performance enhancing substances such as anabolic steroids, diuretics, HGH, etc. is now included in our state rules and will result in dismissal from the team. There are many other commercially available products (such as creatine and other nutritional supplements) marketed for the purpose of enhancing athletic performance. We advise against use of these products – studies on their long-term effects are incomplete, and they may be detrimental to the health and performance of young student-athletes. They potentially can be dangerous when used inappropriately. Our athletic trainer staff is knowledgeable about the use and dangers of these products and they are available to answer questions from students and parents.

## Team Travel and Bus Transportation

Athletes are to travel to and from all events in school designated transportation when applicable.

Following an away game, players are allowed to return home with a parent/legal guardian but must sign the self-transportation log kept by the coach. Coaches are not allowed to release student-athletes to anyone other than the parent/legal guardian. Parents are not allowed to set up carpools or take other children without written notice to the Head Coach and the Director of Athletics 24 hours in advance. Coaches will not release any student-athlete without the specified written notice.

Upper School athletes require special permission to travel in their personal vehicle to away games. 48-hours prior to the event, student-athletes and parents must complete and return a Student Driver Transport Form to the Athletic Department and have an approved PTS Student Parking Permit. Approval to drive will be determined by the Director of Athletics. No student-athlete will be permitted to transport teammates that are not siblings. Sibling transport by an older sibling will also require 48-hour notice both to the Director of Athletics and Upper School Dean. Any other driver cannot drive any other student-athletes' sibling.

## Community Service

All teams are strongly encouraged to design and implement a community service project each season. (Rationale: To bond as a team, to learn to work together, and most importantly, to give back to the community). Coaches should submit a summary of the event, with a photo, to the Director of Athletics and Communications Department.

Examples of projects:

- Coaching, officiating, or helping at youth athletic program
- Inviting a senior citizen to a game (flowers at the door, stand for recognition at halftime)
- Pick-up trash on beach or highway

- Feed the homeless

## Evaluations

Players, parents and coaches will be asked to participate in anonymous coaches and athletic department surveys at the end of each sports season. Responses will be used by the Athletic Department and School Administration to help evaluate our coaches, teams and Athletic Administrators.

Head Coaches will receive post season evaluations from the Directors of Athletics.

## Athletic Department Contact Information

Director of Athletics:

Dave Lanham  
305-969-4211  
[dlanham@palmertrinity.org](mailto:dlanham@palmertrinity.org)

Middle School Athletic Director:

Matt Levin  
305-251-2230 ext. 255  
[mlevin@palmertrinity.org](mailto:mlevin@palmertrinity.org)

Assistant Athletic Director:

Kaylee Padron  
305-251-2230 ext. 164  
[kpadron@palmertrinity.org](mailto:kpadron@palmertrinity.org)

Athletic Trainer:

Scott Freer  
305-969-4274  
[sfreer@palmertrinity.org](mailto:sfreer@palmertrinity.org)

Strength and Conditioning:

Eric Perri  
305-259-1173  
[eperri@palmertrinity.org](mailto:eperri@palmertrinity.org)

Transportation:

Darryl Maple  
305-251-2230  
[dmaple@palmertrinity.org](mailto:dmaple@palmertrinity.org)

Last updated June 2024





# PALMER TRINITY SCHOOL

8001 SW 184 STREET, MIAMI, FLORIDA 33157

*Main office: (305) 251-2230 | Fax: (305) 251-2917*

WWW.PALMERTRINITY.ORG

