



The Williams School

**Department of Athletics
&
Physical Education**

2010-2011 Athletic Handbook

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The Williams School Mission

The Williams School aims to foster the intellectual, moral, aesthetic, and physical development of young women and men in preparation for college, a lifetime of learning, and active participation in a changing society.

The Williams School Athletic Philosophy

The Williams School Athletic Department seeks to instill a physical and mental foundation that will enable our young athletes to perform at a high level in a variety of settings. Regardless of the level of competition, our athletes will receive instruction that will help them flourish on the playing field, in the classroom and in life. We strive to teach the skills, techniques and strategies that will help them compete, and to teach the fundamentals of good sportsmanship, respect, commitment and honor that will help them succeed.

At the middle school and junior varsity level, students who have shown appropriate commitment to the team shall enjoy equitable playing experience in every game. The objectives of a sub-varsity level team are to: have fun, learn the skills and strategies of the game, understand commitment to team, experience good sportsmanship, and respect for teammates, officials and opponents, provide an experience to promote life-long activity, as well as prepare them for varsity competition.

The varsity team continues to strive for all of the sub-varsity objectives, but with the understanding that every player may not play in each game. Varsity coaches are encouraged to play all members of the team, but should not do so if the substitution would jeopardize the outcome of the game.

Introduction

This handbook was designed to help communicate expectations, philosophies, goals and procedures relevant to the Athletic Department at The Williams School. Personnel of the Athletic Department should be familiar with the policies and procedures that they will be expected to abide by. The handbook will be updated every school year to allow for changes within the department or for concerns or adaptations that come about.

Scott Wagner
Athletic Director

NEPSAC and Conferences by Sport

The Williams School is a member of NEPSAC (New England Preparatory Schools Athletic Council). All member schools must abide by the rules, regulations, and the code of ethics and conduct. Below is the NEPSAC code of ethics and conduct, which The Williams School will abide by.



NEPSAC Code of Ethics and Conduct

As a basic principle, we believe that the lessons learned from fairly played athletics, whether interscholastic or not, and including games and practices, are of benefit to our students and our schools. The purpose of this Code of Ethics and Conduct is to define what “fairly played” means and to provide guidelines for NEPSAC athletes, coaches, officials and spectators alike to follow.

Proper Conduct and Good Sportsmanship:

At the heart of this matter lie several terms which are often hard to define – yet no more important task confronts teachers and coaches than to set standards which are fair and honorable. Throughout this Code, when such terms as “proper conduct” and “good sportsmanship” are mentioned, they refer to such standards as these:

1. Treat other persons as you know they should be treated, and as you wish them to fairly treat you.
2. Regard the rules of your game as agreements, the spirit or letter of which you should not evade or break.
3. Treat officials and opponents with respect.
4. Accept absolutely and without quarrel the final decision of any official.
5. Honor visiting teams and spectators as your own guests and treat them as such. Likewise, yourself behave as an honored guest when you visit another school.
6. Be gracious in victory and defeat; learn especially to take defeat well.
7. Be as cooperative as you are competitive.
8. Remember that your actions on and off the field reflect on you and your school.

Purpose of Athletics In Our Schools:

Athletics exist primarily as an essential part of the student’s full education. As an educational process, they serve these purposes:

1. To teach and instruct students in the rules, fundamentals and skills of various individual and team sports; to provide physical training and physical outlet for adolescent energy.
2. To provide healthy competition and cooperation within and between schools, thus inculcating in each student the best principles of good sportsmanship.
3. To develop the other aspects of good sportsmanship which will best serve each student's education.
4. To maintain the spirit of true amateur competition.

Middle School Spirit of Competition:

Along with the rules for middle school play, coaches should play with a good spirit of competition. The NEPSAC Code of Ethics provides the framework on which all game behavior should be based. Beyond that, middle school coaches should intentionally make the game a positive experience for everyone involved – players on both teams, coaches, officials and spectators. This means taking a leadership role with your team and setting standards of behavior. Running up the score, keeping a press on in a basketball game when the outcome is clearly evident, putting your starters in as a group when the score is already lopsided, and continuing a run and gun style of play rather than emphasizing passing and a set offense, all represent examples of a coaching strategy which do not meet the intended spirit of middle school competition.

Guidelines for Coaches:

1. Coaches shall remember that school athletics are primarily part of each student's education, not a goal in themselves. Coaches shall use athletics to help each student achieve the standards listed above.
2. Coaches shall assist each student toward developing his or her fullest potential in athletics.
3. Coaches shall remember that the behavior of a team can reflect the coach's own manner, attitudes, temper and approach to athletics, and shall conduct themselves in a way which brings credit to themselves, their team, their school and their sport.
4. Coaches shall be responsible not only for coaching their teams, but also for running games, dealing fairly and properly with officials, meeting before and after games and visiting coaches and players, and maintaining an objectivity and sense of balance commensurate with good sportsmanship. Coaches shall in particular preserve the tradition of shaking hands after games and matches.

Guidelines for Players:

1. Players should at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after games.

2. They shall fully comply with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made.
3. Players will not deface property or remove equipment of any kind from their own or another school.

Guidelines for Paid Officials:

1. Officials shall arrive at school well in advance of game time, making themselves available to coaches and other officials, and should be prepared to start the game on time.
2. They shall, in dress, conduct, and knowledge of the game rules, advance the objectives of this Code of Ethics and Conduct.
3. They shall bring understanding and patience in situations which involve young players who err through lack of skill, experience, and maturity.
4. Officials shall deliver in energy and speed their fullest capacities. The association requires, regardless of the level of the game or size of the fee, that officials always give their best.

Guidelines for Spectators:

1. Spectators – whether students, faculty, parents, alumni or friends – bear important responsibilities to the school for atmosphere and conduct of games, whether home or away.
2. Spectators shall watch games from those areas defined by each school as spectator areas. They must not run up and down sidelines, call to players, coaches or officials in an unsportsmanlike manner, go onto the field of play, or deface property. Any action which detracts from the ability of the coaches, players and officials to do their best is not acceptable.
3. Faculty members should remember that their responsibilities for student discipline and behavior extend to disciplining and controlling students who misbehave as spectators.
4. The use of alcohol and illegal drugs should not be associated with any athletic event.

These standards are ones which NEPSAC expects all athletes, coaches, officials, and spectators to meet.

Expulsion Rule

Players or coaches who are ejected from interscholastic games for “unsportsmanlike conduct” or other flagrant behavior will forfeit their eligibility to play or coach in the next regularly scheduled interscholastic game or tournament game played in that sport. We encourage a conversation between athletic director, coach and disqualified offender.

Conferences by Sport

The Williams School Varsity teams compete in two athletic conferences, CISAC (CT Independent Schools Athletic Conference) and SENE (South East New England). Here is a list of the conference memberships by sport:

Fall

Boys Soccer - SENE
Girls Soccer - SENE
Field Hockey - CISAC
Cross Country – SENE and CISAC

Winter

Boys Basketball – SENE
Girls Basketball - SENE
Swimming – SENE and CISAC
Squash - SENE

Spring

Boys Lacrosse - SENE
Girls Lacrosse - SENE
Baseball – CISAC and SENE
Softball – CISAC and SENE
Tennis – SENE and CISAC
Golf – SENE and CISAC
Sailing – NESSA (New England Schools Sailing Assoc.)

Below are the member-schools of each conference, although all schools may not compete in the conference for every sport.

CISAC

Chase Collegiate
Christian Heritage
Ethel Walker
Hamden Hall
MacDuffie
Masters
Williams
Westover

SENE

Falmouth
Hyde
Lincoln
Marianapolis
Moses Brown
Providence Country Day
Rocky Hill
St. Andrew's
St. Thomas More
Williams
Wheeler

The Season

Pre-season/Try-outs

Pre-season practices are an invaluable part of the athletic season. This gives the team a chance to work on skills, understand concepts and plays, build fitness and endurance, as well as build team cohesion, and it gives the coaching staff the time to assess players' abilities and place them at the appropriate level team. All players are expected to attend the pre-season, as they are just as important as any other segment of the season. Each season has a specified date to begin practices:

- Fall season – Typically begins the Monday before school begins. This year practices for all Upper School students (and Middle School Girls soccer and Field Hockey) will begin on Monday, August 23rd from 3:00-5:00. Middle School students in cross country and boys soccer will begin on Monday, August 30th
- Winter season – Typically begins second Monday before Thanksgiving. This year the Upper School will begin practices on Monday, November 15th from 3:00-5:30. This date has been set, yet if any fall team is invited to post-season play, players and/or coaches may not be able to start the winter season by this time.
- Spring season – Typically starts the Monday after President's Day. This year the Upper School will begin on Monday, February 28th from 3:30-5:15. Although the date has been set, if any winter team has been invited to post-season play, players and/or coaches may not be able to start the spring season by this time.

Coaches should hand a schedule of practices and games to the players on the first day of pre-season practice, as well as a guide of the team's expectations, rules and policies (Everything must be approved by the Athletic Director before handing to the team).

In-season

- Coaches must be present for all practices and games. Students cannot be left alone under any circumstance. Coaches must remain at practices and games until all students have been properly dismissed from the venue.
- Williams offers 9th period for extra academic help, and all students are encouraged to attend. There will be rainy days for all sports, and regularly-scheduled days when sports such as: golf, softball, sailing, basketball, squash, and swimming, use the 9th period time for practices. Schedules will be posted or given to students when 9th period practice is scheduled. Students should be aware of the commitment to join these teams, and should keep in very close communication with the coach if they cannot make practice. Some coaches request notes from 9th period teachers if they attend practice after 9th period, which helps to keep all students accounted for during this time period. Coaches must also communicate if they must teach 9th period and cannot supervise until after 9th period.
- Saturday practices may be necessary during the season to best prepare for upcoming games.
- On days when school is cancelled due to adverse weather, all games and practices will also be cancelled.

Player Commitment

Attendance

- All participants on every athletic team are expected to attend every practice, meeting and game.
- Any player arriving to school later than snack are not allowed to participate in practices or games for that day. Excused absences and tardiness due to doctor appointments or other scheduled appointments that are difficult to reschedule outside of the class day are acceptable, and do not disallow the student from participating.
- The use of academic 9th period is encouraged, but students should report to practice if they do not go for extra help. Some coaches request notes from academic 9th period teachers so all students can be accounted for during this time.
- A player cannot miss any more than 4 unexcused practices/games/meetings and receive a PE credit for the season. Each coach should keep a record of attendance and communicate to the Athletic Director any student who might be in danger of missing their 5th obligation. Each coach is allowed to make their own policies concerning missed practices and playing time, but that policy should be communicated and consistent with every student.
- Attendance, effort, and skill determine playing time in games. Sub-varsity players should receive fair and equitable playing time (except in situations when team rules or policies have been violated), while there is no expectation to play in every varsity game (coach's decision). There is no travel team at The Williams School; making the trip for an away game does not guarantee playing time for that player.

Discipline

- Coaches must set up appropriate rules and expectations and communicate them at the beginning of the season. A copy must be submitted to the Athletic Director.
- Infractions of the coach's policies may mean, but are not limited to, extra conditioning or the loss of playing time. The coach is expected to clearly explain the reason for the punishment.
- If problems persist the coach should set a meeting with the Athletic Director to discuss the situation and other possible avenues. The Head of the Upper School or Middle School Coordinator will also be notified and included in the decision to continue discipline.
- As per NEPSAC and The Williams School rules, any player ejected from a game must sit out the next game. The player will dress in appropriate clothing and attend the next game in its entirety.

Pick-up

- All players should be picked up promptly at the end of practices and games. If a player is picked up significantly (more than 15 minutes) later than they should have been, the following procedure will take place.
 - 1st offense – The coach will speak with the parent about the importance of a timely pick-up in the future.
 - 2nd offense – The Athletic Director will call the parent to discuss pick-up.

- 3rd offense – The Athletic Director will request a meeting with the parents, the head coach, and either the Head of the Upper School or Middle School Coordinator to discuss the situation and work on a solution.

Captains

- At the end of a varsity season through a vote, an open discussion, or some other similar procedure, the players and coaches will decide who the two or three captains will be for the following year. This should be done by that season's sports assembly so "next year's" captains can be recognized.
- Sub-Varsity teams will go through this process before the first game each season.

Athletic Trainer

- The Athletic Trainer will attend all home games on Mondays, Wednesdays, Fridays and Saturdays, although there may be times when multiple home games will prevent the trainer from attendance at every event. In the case where there are multiple venues, a decision must be made which is the more logical to attend.
- If during a game or practice an injury is brought to the attention of the trainer, she has the right to refuse a student from further participation.
- Any student who sustains an injury during a Williams School athletic event may seek treatment from the trainer. If an injury is sustained outside of a Williams School athletic event, the trainer can refuse treatment.
- Injury reports are to be kept on file in the trainer's office. If an injury occurs at an away game or when the trainer is not present, the coach must submit an injury report to the trainer within 48 hours.

Away Games

- For all away games the whiteboard in the front lobby will indicate when the bus should leave. Players should leave class no more than 10 minutes before the scheduled leave time, unless arrangements have been made to receive treatment with the Athletic Trainer.
- Students may not enter or exit the buses through the back door. The back door may be used for equipment loading and unloading, but all students should enter and exit the bus through the side door.
- All passengers must be seated on the buses and may not be seated in the aisles or the storage areas in the back. Seatbelts must be used on all buses.

Student Drivers

- The Athletic Director, along with the Head Coach of any sport that practices away from the Athletic Complex, will decide if student drivers will be allowed to drive to home practices and home games. If school transportation is provided, non-licensed drivers should travel with the team, unless other travel arrangements

have been made by the coach. Students may lose the privilege of driving if it is found that the student cannot drive safely or abuses any team rules.

- All players are required to take school transportation to and from every away game (bus or parent driver) with only the following exceptions:
 - A parent chooses to drive their son/daughter to or from a game.
 - A parent chooses to allow another parent to drive their child to or from a game. This must be made known to the Head Coach before the student leaves the game for liability purposes.
 - A licensed student who lives near an away game location may drive their own car, only with the proper form signed by the parents, and on file with the Athletic Director.

Team Parent

- Each team is encouraged to have a team parent or two that will help organize various tasks for the team. Team parents are typically asked to, but are not limited to: organize snacks for the players for games, find parent drivers to games if necessary, help organize the team party at the conclusion of the season, etc.

Inclement Weather

- The Athletic Department will do its best to predict the weather every day around lunchtime, but adverse weather may still interfere with practices or games.
- If a team is outside and thunder is heard, all practices and games must stop immediately, and players should take shelter. Players may huddle in the building and bathrooms at the Athletic Complex. Practices and games may continue 30 minutes after the last rumble of thunder is heard.

Fitness Room

- No food or drink (except water) is allowed in the fitness room.
- Coaches are expected to monitor their players at all times, and should make sure the room is locked when they leave. Keys can be borrowed from someone in the Athletic Department.
- Machines should be wiped down after use to prevent the spread of germs and/or diseases.
- Sneakers must be worn in the Dayharsh Fitness Center.
- Students may not be unsupervised at any time in the Fitness Center.

Equipment and Uniforms

Equipment

- Head Coaches are responsible for inspecting all equipment on a daily basis to insure working order, and the safety for all who may use it. If the coach is unsure of any piece of equipment, the piece in question cannot be used and the Athletic Director must be notified.

Uniforms

- Once a student has been issued their uniform, they are responsible for that uniform for the remainder of the season. If a player forgets a uniform on the day of a game, a replacement will not be issued. Mouth guards, extra socks and hats can be purchased from the Athletic Department.
- If a player does not hand in all of their issued equipment, they will not be issued any equipment or uniform for the next season until the missing items are returned or paid for.

Athletic Clothing

- Any clothing that a team would like to order must go through Mrs. Carter or Julie-Ann Maheu.

The Coaching Staff

Coaching expectations

- All coaches should follow the expectations as written in the Coaching Handbook.

Supervision

- Coaches are responsible for monitoring their team at all practices, home and away games, and during transportation to and from any athletic event. Coaches and players should model the highest form of good behavior, as the team is representing the entire Williams community.
- Whenever a bus is taken to and from a game a coach must be present on the bus.
- Players at an away game may go home with their parents, only after the coach is notified. Other players may also get rides from a teammate's parent only when the coach is notified and the student is accounted for.

Rosters

- In seasons where The Williams School only offers a Varsity team and a JV/MS team, all middle school students will play on the sub-varsity team.
- A player may be moved up from a JV team to a Varsity team during the season on either a permanent or individual-game basis. The Athletic Director must be notified of the change a minimum of 24 hours in advance.
 - Middle School students will not be eligible for varsity participation. Exceptions to this rule may occur, but the following procedure must be followed:
 - A. The head coach must inform the Athletic Director of the interest.
 - B. A meeting with the Head of the Upper School, Middle School Coordinator and Athletic Director will determine if the move is right for that particular student.
 - C. If all parties are in agreement, the Athletic Director and/or the coach will then approach the parents and the student for permission to play up to the Varsity team.
 - D. At no time will a coach approach the athlete or parents about the proposed move until the previous steps have transpired.
- In cases when there are low numbers for a JV game, a player(s) can be moved down from the Varsity team to play for the JV team. Permission must be granted from the Athletic Director 24 hours in advance of the game.

Awards and Recognitions

Post-Season Parties

- Each team should have a post-season party. Parents can choose to host at their homes or can be done by reserving the Williams Room or Student Center.
- Funds for these parties are the responsibility of the team, not the Athletic Department.
- Varsity teams should announce and award letters, pins, bars and special awards at the parties. Sub-varsity teams are also expected to honor their teams with participation certificates and special awards. The Athletic Department has a checklist and will be mailed to the Head Coach prior to the end of the season.

Awards

- Students earn a varsity letter by the recommendation of the Head Coach and the approval of the Athletic Director. Varsity letters should be awarded to all players who were in good standing all season and who made an impact on the team. Each coach should have some criteria that would be attainable for most, but not all of the team.

- When a player earns their varsity letter, they are also given a pin to signify in which sport a letter was awarded. The second year a student has earned a letter in a sport, they are given a bar to add to the sport emblem. Captain's pins are awarded to all varsity captains.
- All Varsity teams also recognize 2 special awards: MVP and Coach's Award, based on the following criteria:
 - MVP Award – season stats, career stats, impact on team, good sportsmanship, positive leadership, and overall ability.
 - Coach's Award – Positive leadership, good sportsmanship, work ethic, and being a good team player/teammate.
- At the end of every year the Athletic Department will choose students to recognize at the Prize Assembly and the spring-season athletic assembly. The Prize Assembly awards that will be given away are the Most Valuable Athlete Award and Leadership Award (senior boy and girl for each award). The awards given at the spring sports assembly are for the underclassman Most Valuable Award and Sportsmanship Award (one boy and girl for each award) and the Middle School Athlete of the Year and Sportsmanship Award (one boy and girl for each award).

Physical Education

Sports Credits

- Each Upper School student must earn two sports credits every year. Please see the Student Handbook to see how credits can be earned.

Independent Study/Upper School PE

- Students who do not feel like their talents are best utilized in The Williams School Athletic Program can still earn PE credits by doing an Independent Study or by participating in Upper School PE.
- Independent Study applications are available anytime from the Athletic Office, and must be submitted within the first 2 weeks of each semester. The Athletic Department will review each application and either accept or deny the proposal for an Independent Study. Students must participate in their activity for a minimum of 3 hours per week, and last throughout an entire sports season. Independent Study credits can be earned in any of the three seasons. The activity must be a sport that Williams does not offer, must have an instructor, and should have some expectation of competition or performance. Reports are due to the Athletic Department at the end of the season. Late paperwork will not be accepted, and will result in the loss of the PE credit.
- Upper School PE is sponsored by the school, and runs during the fall and spring athletic seasons. Students must enroll in the class and participate fully to earn the PE credit.