



Horizon Honors
High School
and
Horizon Honors
Middle School

2011-2012
Athletic Handbook

General Information

At Horizon Honors we have an Athletic Philosophy that we want you to know about. We are committed that our students are first, good citizens. Secondly, we insist that our students are academically eligible at all times. Finally, we believe that hard work will result in being prepared to compete in athletic events.

All of our standards and procedures are oriented toward this philosophy. We have made an attempt to address the most important issues knowing that we can't cover every situation. When unique situations occur that are not specifically covered in the Athletic Handbook, the Athletic Department reserves final judgment. We do not accept that, just because something is not "written down," that there is an excuse to behave in an irresponsible manner. We require Horizon Students to be responsible and accountable for knowing what is expected.

The athletic program at Horizon exists for the purpose of providing a high level of athletic opportunity. The individual sport programs, policies, procedures and coaches exist for the purpose of providing an environment wherein students are expected to work hard and grow in character and athletic skill.

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

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

The athletic program at Horizon participates in and supports the AIA's "Pursuing Victory With Honor" program. Our students, coaches and parents are expected to display the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Information on this program can be found at www.charactercounts.org or www.josephsoninstitute.org.

Middle School Sports:

Fall:	Girls' Volleyball Co-ed Soccer
Winter:	Boys' Basketball Co-ed Spirit Line Girls' Softball
Spring:	Girls' Basketball Boys' Baseball

High School Sports:

Fall:	Girls' Volleyball Co-ed Cross Country Co-ed Spirit Line
Winter:	Boys' and Girls' Basketball Boys and Girls Soccer Co-ed Spirit Line
Spring:	Girls' Softball Co-ed Golf Co-ed Track Boys' Baseball

Requirements to Participate in Sports at Horizon

Permission to participate in athletics at Horizon involves a number of steps including obtaining a physical, completing the required documents, ensuring academic eligibility, trying-out and making the team and submitting fees. If a student is not able to qualify for the team during tryouts, the athletic fee will be refunded.

Required forms to tryout:

- **AIA Physical Forms** (used for high school and middle school) must be submitted to the Athletic Assistant prior to participation in any tryouts or athletic activity. (This form must be completed once every year.)
 - o Students must be examined by a licensed physician annually and be determined to be physically fit. **The physical examination for the following school year shall be given on or after March 1st.** A student shall not be allowed to practice or compete in interscholastic athletics until there is a record on file of a physical examination performed by a doctor of medicine (M.D.), osteopathic physician (D.O.) or certified registered nurse practitioner (N.P.) licensed to practice, or a certified physician's assistant (PA-C) registered by the Joint Board of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery. Health care providers should be trained and experienced in the ability to assess prospective athletes on a systemic basis. Examiners shall be qualified to perform a complete physical examination, including comprehensive evaluation of the following organ

systems: circulatory; respiratory; genitourinary; neurological and muscular-skeletal. All health care providers must be licensed in the United States to prescribe all classes of medications in order to fully understand the impact various pharmaceuticals may have on a prospective athlete. (AIA Rule: Article 15 Student Eligibility Rules, Section 15.7 Physical examination rule, Paragraph 15.7.1)

- **AIA Annual Pre-participation Physical Evaluation Form** must be completed and submitted to Athletic Assistant in the front office. It is the intent at Horizon that fitness and consent be validated annually by parents/guardians. This form is filed once each year and is sufficient for multiple sports. In the event there is a change in the health, fitness or information on the card it is the responsibility of the parents/guardians to submit a correct form. The form contains the following information:
 - o Health history, to be completed by the parent for each year a student participates.
 - o Emergency information, giving important information and consent for emergency medical treatment. It is also very important to keep the coach and the office updated on work, home and other emergency phone numbers.
- **Athletic Insurance Information and Waiver Form** which contains:
 - o Medical Authorization.
 - o Insurance Information and Waiver
 - o Waiver, Release and Indemnity Agreement.
- **Horizon Athletic Policy & Procedure & Fees Contract** contains and explains:
 - o Eligibility requirements and qualification procedures to maintain eligibility.
 - o The Athletic Fee of \$220 is required for each sport the student participates in. Fees are due prior to trying out; a student will not be allowed to tryout if the fees are not turned in by the due date. If a student does not make the team, the fees will be refunded.
 - o Athletic Fees are applied toward transportation, referees, and other costs associated with athletics. The fee does not cover the cost of “extras” the coach, players or parents may elect to purchase such as t-shirts, shoes, bags, tournaments etc. Refund requests must be submitted to the Athletic Secretary prior to the third week of the season. A full refund will be given if requested during the first week or fifty percent if requested by the second week of the season.
 - o Acceptance of responsibility and accountability for equipment and uniforms. The student must replace damaged equipment or any uniform not returned by the first Monday following the end of the season.

- o Both parent and student must sign the Athletic Policy & Procedure form located on the last page of this packet.
- **Academic/Behavior Reporting Card** must be completed and submitted to Athletic Assistant before participating in any tryouts.
- **AIA MTBI / Concussion Statement Acknowledgement Form** must be completed and submitted to Athletic Assistant before participating in any tryouts.

Eligibility

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

- **Appropriate Conduct** must be maintained in order to get and maintain athletic eligibility and any student who exhibits chronic or serious behavior problems will be declared ineligible for the Horizon athletic programs. Horizon Administration reserves the right to final actions in disciplinary situations, including suspension from all athletics.
 - o Hazing and pranks are not part of the Horizon culture and are strictly prohibited.
 - o Any student who resigns from a team after a team has been selected is not eligible to participate in any other sport during that season or the following season.
 - o The first time a student behaves in a disrespectful or insubordinate manner a verbal warning will be issued. This will be followed by a suspension or expulsion from the team should the behavior be repeated.
 - o If a student is suspended or removed from the team for a serious problem, the parents/guardians will be notified of the action. The Athletic Director, only if appropriate, can approve reinstatement.
 - o Students who are absent for more than one half of the instruction time per day may not attend practice or play in a game on that day.
 - o All Horizon students are representatives of Horizon during the season and in the off-season. Compliance with the HCLC Dress Code and Code of Conduct is **required at all times** when representing Horizon.
- **Academic** eligibility requires students to have a **D or better in every class and a grade point average of 2.0 or better**, to be eligible to participate in sports. Academic eligibility is required before, during and after each sport season. Students are responsible and accountable for their own academic eligibility. Eligibility is determined by the quarter grade, not the semester grade.

- o Student eligibility begins with the completion of the Academic /Behavior Reporting card.
- o During the season, students are required to maintain a log that documents self monitoring of their grades. The students will enter their grades every week on their Student Grade Record Log. The log will be audited by the Athletic Department throughout the season.
- o At any time the student is found academically ineligible, there will be a suspension period of two weeks in which the student will not be allowed to participate, practice or play in games. At the conclusion of the suspension period the student's grades will be re-evaluated. Failure to be in compliance with the eligibility requirements at the end of the suspension period will result in removal from the team. The student may return to the team if eligibility is re-established.
- **AIA Compliance** requires that students be informed of its position on the use of supplements, drugs and performance enhancing substances.
 - o It is the position of the AIA that a balanced diet, providing sufficient calories, is optimal for meeting the nutritional needs of the growing student and that supplements are rarely, if ever, needed to replace a healthy diet. There is no place for the use or recreational drugs, alcohol or tobacco in the lifestyle of the student. The legal consequences for the use of these products by a student are supported by the AIA. Any coach or competitor using tobacco, alcoholic beverages or misusing drugs while participating in interscholastic competition shall be disqualified from the contest or tournament.
- **Try-outs & Practice** are mandatory and are scheduled by the coach according to the availability of the coaches and facilities. Each family, with a student trying-out for a team, should take the try-out process seriously. Being a team member is a big time commitment and sometimes may not fit an already busy family schedule. Other extra curricular activities that may be in conflict with being on a team will need to be suspended until the end of the season. Often there are other students who did not make the team and it is not acceptable to take that student's place on the team and not be committed to every practice and every contest.
 - o Once a team is selected, commitment to practices and games are mandatory.
 - o Practices may be held before school, after school, in the evening, or on a Saturday depending on the circumstances of each sport.
 - o A practice schedule for the season will be established however, the schedule is subject to change, as circumstances require.
 - o Practices generally last one to two hours up to six days per week, but never on Sundays.
 - o Practices will end at a specifically scheduled time, determined by each coach.
 - o Students are required to work hard and be at every practice. Practice is the time each student uses to gain experience and playing time. Playing time is the

exclusive decision of the coaching staff and cannot be negotiated. Missing practice can result in suspension from the team.

- o Each student is allowed two excused absences. Excused absences must be requested, in writing, and be approved by the coach, in advance. Absences due to illness are not included as part of the two allowed excused absences.
- o Un-excused absences are unacceptable and can result in removal from the team. Extraordinary circumstances or additional excused absences can be appealed to the Athletic Director.
- **Wellness** is primarily the responsibility of each student.
 - o Students must use good judgment concerning nutrition, hydration and fitness.
 - o The accountability for communicating physical condition starts with each student. If there is any condition, injury or wellness issue, which is of concern to any student, the student has a responsibility to inform their parents and the coach.
 - o Students that use inhalants must take responsibility for having a current prescription in their possession at all times. It is not acceptable to use an alternative inhalant at any time. The **Authorization for Student to Self-Administer Inhaler** form, provided by the school Health Office, must be completed and in their possession.
 - o When a student is required to visit a doctor or urgent care, a physician's clearance to return is required. The clearance must clearly state that the student is fit to resume participation in their sport.
- **Good Sportsmanship** is required of all Horizon students at all times. Each coach will determine appropriate field and court behavior. All students are expected to honor these requirements and conduct themselves accordingly.
 - o Students are expected to have complete self-control.
 - o Fits of anger, clowning, belittling others, cursing, throwing equipment, etc., are not acceptable at any time.
 - o Losing as well as winning is part of the game. Students should be gracious in defeat and gracious in victory.
 - o Officials are to be treated with respect at all times. Arguing and negative comments are not allowed.
 - o Opposing players, cheerleaders, coaches and fans are to be treated with respect. Negative comments and gestures are not allowed.
 - o Poor sportsmanship is grounds for immediate and permanent suspension from a team.
 - o Any Student ejected from any contest can become ineligible for all athletics for the remainder of the school year.

Parent Information Section

Much of the joy of being a high school sports parent comes from watching your child compete in games. There are very few kids who are not bolstered by looking into the stands and seeing their Mom and Dad cheering for them. We are proud of our Horizon parents for upholding our school goals and values in their behavior at our events. We need our parents support to meet our goal of earning the AIA's Executive Cup which recognizes the pinnacle of excellence in school activities, scholastics and athletics.

Games

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

- **Spectators & Supporters** are expected to exhibit good sportsmanship just like Horizon students.
 - We expect and require that students adhere to the highest standards of behavior.
 - Hazing and pranks are not part of the Horizon culture and are strictly prohibited.
 - Fan support for Horizon Athletics should always be positive and respectful. The quickest way to have a negative impact on any contest is to criticize the officials. Yelling at officials never results in a change of rulings and often results in future intolerance. We do not anticipate any spectator behavior problems however; it is a Horizon practice to ask disruptive spectators to leave.
- **Game Schedules** will be distributed to team members at the beginning of the season.
 - Every effort will be made to distribute current schedules as soon as changes occur through team members and coaches.
 - Schedules are also available on the school website.
 - Addresses and directions to away games can be found at www.aiaonline.org.
- **Admission** to all High School home gym events will be:
 - \$4 for adults.
 - Horizon Students are admitted for free with their school I.D.
 - Annual family passes will be available for \$80.00. Family passes will admit 2 adults and their children to all home volleyball and basketball games. The family passes may be purchased at the Athletic Assistant.

- o There is no charge for Middle School events.

Transportation

Transportation for team members for away games will be provided by Horizon. Teams are expected to travel to games together and to return together. If a team member is going to travel with a parent/guardian or another designated adult, the arrangement must be made with the coach, in advance, in writing. In an emergency, alternative transportation can be requested; however the coach or Athletic Director must make personal contact with the parent to obtain approval (in person, not via phone). Otherwise, the student must return on the bus.

Media

Team rosters, including students' names, cities of residence, positions, team numbers, and class years, may be distributed to local media including newspapers, magazines, radio, and television and included on the HCLC Web site. Any student who wishes not to be included in public team rosters should have their parents/guardian notify the Athletic Director in writing as soon as possible.

All game scores, including game highlights, will be reported immediately after every game to The Arizona Republic and MaxPreps.

With the exception of score reporting, all media contacts will be managed by the Director of Community Relations. Coaches, family members, and students are not to contact the media regarding individual or team coverage. If you have a story idea, please contact the Director of Community Relations at melissa.hartley@horizonclc.org.

End of Season Athletic Celebrations

At Horizon Honors our teams usually celebrate each athletic season with an event that recognizes our students. This event is intended to be a time to recognize team and individual achievements and to honor high-level behavior in our students. We want to encourage the celebration to be simple in its approach. Our objective is to have a celebration that is not a financial or time burden for families. We request that you use the following guidelines when planning your event:

- A parent or group of parents should volunteer to support the coordination of the event. The concept and plans can be discussed with the Athletic Director for any guidance or direction that is needed.
- The multi-purpose room at school can be used, if available. However, please keep in mind that the end of each season is a very busy time and the MPR is normally booked for other school activities. You may find it easier to hold the event at a local church, clubhouse, park, or someone's home.
- Generally, expenses should be kept to a manageable level. The traditional "pot-luck" would be an example of something that would fit this guideline.

We do not support and ask that you avoid:

- Banquets and student/athlete gifts that result in inappropriate expenses for HCLC families. (Remember, certificates, letters, and pins are provided by Horizon).
- Fundraising, or requests for money, in order to purchase gifts for coaches. Often, the best gifts that a coach can receive are those of non-monetary value (things written down, players speaking about the coach, etc).

Team Lunches

We encourage our teams to eat a healthy meal together on game days if they choose to. Students may select a table in the courtyard to sit at with their team, or use a classroom if the room is available and a teacher or coach is available to supervise. Attending a team lunch is a personal decision, and will never be a requirement due to the amount of activities many of our students take part in.

To cut back on the overall costs that many families experience while participating in athletics, team lunches will no longer be catered or provided by a parent. Students will eat their lunch that they have purchased through the school or the one that they bring from home.

Recognizing Seniors

Seniors will be recognized prior to the start or at the conclusion of the last regular-season home event for the sport in which they are participating in. Each sport will have its own Senior Night; alternative arrangements will be made for sports that do not host home events.

Volunteers

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

There are many other ways to volunteer, and we appreciate and need your help! Please see the coach or Athletic Director for additional information.

End of the Season Awards

Horizon will provide each student with a certificate at the end of the season along with a varsity letter or pin if the student participated in a high school sport. Trophies and plaques will not be presented to individual students, but they may be earned at the team level.

Team Shirts

Horizon supports teams that want to order team shirts. Each student will purchase their own shirt and each team will be allowed to purchase one shirt per season. Additional shirts (league

champs, tournament champs, etc) can be approved by the Athletic Director. For the safety of all our students, individual names will no longer be placed on any of our team shirts.

Out of Season Activities

Many of our High School teams offer many chances to improve during the off-season. These opportunities range from open gyms to summer leagues / tournaments. Please note that while these types of activities go a long way in improving your skills, they are all optional and not mandatory to participate in the same sport the following season. Horizon does not pay for any out of season leagues / tournaments; those expenses are the responsibility of those who choose to participate.

Coaches

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

