

Athletic  
Handbook  
(Tennis)



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Dear Parents and Student-Athletes,

We would like to welcome you to the Harlan High School Athletic Program! We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

Harlan High School believes in the development of young men and women through athletics. We feel that a properly structured, well-organized sports program meets student's needs for self-expression, mental alertness, and physical growth. It is our pledge to maintain a program that is sound in purpose and will further each student's educational maturity. Likewise, we believe that parents have committed themselves to certain responsibilities and obligations to the student-athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized athletic program.

It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad-based community support to be fully effective. This is best achieved through mutual communication between the Athletic Department, the student-athletes and the parents of each of our student-athletes. One way that we have committed to accomplishing this objective is through this athletic handbook for students, parents and coaches.

The most important reason that our department exists is to ensure that students have an opportunity to partake in and enjoy sports during their time at Harlan High School. As an athletic department, we can assure you that students and the teams in which they are a part of are the guiding force in everything we do and every decision that we make. Our focus and primary objective—in making this handbook and in all that we do—will always be to do what is in the best interest of the student and their team. This combination shall ensure a promising and successful future for Harlan Athletics.

Thank You very much for taking the time to read the athletic handbook. It will not only allow you to become familiar with our policies and procedures, it will also allow for a smooth transition for you as a new or continued member of the Harlan Hawk athletic program.

Should you have any questions or concerns, please feel free to contact me.

Talons Up!

Eddie Salas

[eddie.salas@nisd.net](mailto:eddie.salas@nisd.net)

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## DEPARTMENT OVERVIEW

### **Philosophy**

The Harlan High School Athletic Program plays an integral part in student learning and the development of well-rounded student-athletes. The purpose of our Athletic program is to promote high academic standards along with developing strong character. Our coaches are committed to developing our young men and women to be the best possible student, athlete, and citizen they can possibly become through the spirit of competition. Coaches will motivate our student-athletes to always put forth their best effort in the development of their character, talents, and academic success.

### **Coaching Transformational Purpose:**

Our coaches are committed to developing our young men and women to be the best possible student, athlete, and citizen they can possibly become through the spirit of competition. We will accomplish our purpose by focusing on our core values and using athletics as a vehicle to teach many applicable life lessons. Our athletes will understand that with H.O.P.E (Honesty, Optimism, Persistence, and Excellence) anything can be accomplished. We will develop leaders who will have a positive impact in our world.

### **Coaching Goal:**

Our goal is to win. We will accomplish our goal by establishing a work ethic with our athletes that will help them reach their fullest athletic potential. We will create an environment in which our athletes are empowered to be successful. We will produce a committed culture through accountability. We will help our athletes' develop attainable and measurable goals. We will be a coaching staff who believes in constant professional development to improve our athletes' potential.

## Mission Statement and Athlete Expectations

The athletic department at Harlan High School is an important part of our school's educational program. We want to ensure that each student-athlete reaches their maximum potential. It is our mission to develop the whole student, not just the athlete, in mind, body and spirit. Specifically, the Athletic Department seeks to provide interested students with the opportunity to participate in its program of interscholastic athletics and is committed to the following:

- To offer a well-balanced and varied program of interscholastic athletics (based on numbers and the best interest of our student-athletes)
- To teach the value of competition
- To foster the development of athletic skills
- To encourage the development of a strong work ethic, self-discipline and self-sacrifice
- To teach the value of commitment, teamwork and cooperation
- To encourage the development of judgment, character, and leadership
- To teach the value of ethical conduct, sportsmanship, and fair play
- To encourage the development of loyalty and pride in one's self, their team, and the school community

The Athletic Department expects the following of each participant in the school athletic program:

- To be a worthy representative of teammates, coaches, and the school community, abiding by school and community expectations
- To maintain health and fitness levels by following the training rules prescribed by the coach
- To reflect the knowledge that commitment to victory is nothing without commitment to hard work in practice
- To understand that athletics is just one part in the big picture with the cornerstone being that a Harlan High School student strives to achieve excellence in all areas
- To learn to deal with adversity in an honorable way and to capitalize on growth opportunities
- To express feelings intelligently and appropriately
- To accept the responsibilities of team membership: support of teammates, cooperation, positive interaction, and mutual respect
- To help student-athlete learn how to balance a demanding academic schedule with an arduous athletic training schedule

## Definition of Excellence

First let's define winning. Winning on the scoreboard is not always in our control. We cannot always control our level of talent. Certainly it is important that through a strong work ethic we maximize what we have, but everyone is born with a certain amount of ability. Injuries can also play a major role in whether or not a team is successful on the scoreboard. If we base our criteria for success on "winning them all", we will be needlessly disappointed most of the time. Winning must be defined in such a way that we maintain a level of control. If success is not achieved, positive steps can be taken to assure positive results. There should never be a feeling of helplessness or despair, only a continual examination of attitudes and practices that brings about improvement. How is this to be done? Our criterion for success on the field or court is the achievement of excellence. Unlike victory over an opponent, we have control of our standards of excellence. What is excellence? Excellence is the ongoing process of becoming better than we once were, particularly in the below list areas.

### EXCELLENCE

- ✓ Superior Work Ethic
- ✓ Personal Humility
- ✓ Team-ness Oriented
- ✓ Determination
- ✓ Mental Toughness
- ✓ Actions Deserving of Victory
- ✓ Caring for one another
- ✓ Belief, Faith and Trust
- ✓ Sacrifice

All of these areas must be present to achieve excellence. The success of our teams will be a reflection on the degree to which the individuals on our teams develop these areas as fundamental components of who we are as a team and as individuals.

## Coaches Role

### **ATHLETIC COORDINATOR - Eddie Salas**

The Coordinator serves in a dual role as a coach and an administrator of the athletic programs for high school and middle schools assigned to his campus. The Coordinator shall be responsible for the following:

1. Will be involved with the Principal, Assistant Coordinator and Athletic Director in the recommendation of coaches for high school and middle school.
2. Is designated the supervisor of athletic programs, grades 7-12.
3. Will settle conflicts and problems within the department, if possible, before the problem is brought to the attention of the Principal or Athletic Director.
4. Is authorized, along with the Principal, to coordinate activities of the Booster Club.
5. Coordinates with the Principal, the assignment of staff to supervise athletic activities on campus.
6. Responsible for all forms and reports required by the Athletic Office and the UIL for all sports (should keep a copy of all forms on file).
7. Sees that all UIL rules and regulations are followed.
8. Works jointly with the Principal and Assistant Coordinator on maintenance of athletic facilities on campus and other assignments as deemed necessary.
9. Along with Assistant Coordinator, manage athletic budget.
10. Will assign other duties as deemed necessary.

### **ASSISTANT COORDINATOR FOR GIRLS' ATHLETICS - Monica Gonzales**

The head girls' coach is primarily responsible for overseeing all issues concerning the girl's athletic programs for high school and middle school assigned to his/her campus. The head girls' coach shall be responsible for the following:

1. Will be involved with the Athletic Coordinator and Principal in the recommendation of coaches for the high school.
2. Will be involved with the coordinator in the athletic evaluation process.
3. Will settle conflicts and problems within the women's' department, if possible, before the problem is brought to the attention of the coordinator or principal.
4. Will organize, with the coordinator, girls' athletic involvement within the Booster Club.
5. Works with the coordinator on the assignment of staff to supervise athletic activities.
6. Works with the coordinator and the principal on coaching assignments for girl's athletics.
7. Involved in the collection and distribution of all UIL forms and information.
8. Is knowledgeable of general UIL rules and regulations and is the first resource of information for women coaches. Assists staff in finding answers for UIL issues in question from coordinator and/or principal.
9. Communicates facility maintenance, needs and concerns with the coordinator. Prior to the start of seasonal play, (fall, winter, and spring sports), the head girls' coach will report the conditions of facilities to the Principal, Athletic Coordinator and Athletic Office.
10. Will attend seasonal meetings with the Central Office Athletic Staff concerning personnel, scheduling, facilities and play-off concerns.
11. Other assignments as deemed necessary by the Athletic Coordinator and will assign other duties as deemed necessary.
12. Along with Athletic Coordinator, manage athletic budget.

## **HIGH SCHOOL HEAD SPORT COACHES**

The head coach at the high school level shall be responsible for the following:

1. Communicating with the coordinator on staff assignments concerning his/her sport.
2. Designs offense, defense, and techniques to be used in that sport, grades 7 through 12.
3. Supervises all coaches in grades 7 through 12 working in that sport.
4. Should be familiar with UIL rules concerning his/her sport and see that all rules are followed.
5. Responsible for UIL forms, inventory and requisitions for his/her sport.
6. Responsible for assuring eligibility of all participants in his/her sport and the handling of the necessary forms through the Principal's office.

## **All Coaches**

The coach is responsible for creating a fun, safe, and challenging environment in which his/her student-athletes will receive a high level of instruction and competition. The coach is also responsible for confirming game and bus schedules, turning in a roster prior to the season, distributing and collecting uniforms and equipment, completing game, injury and/or incident reports, and communicating with parents. The coach must also ensure that student-athletes are exhibiting good behavior on and off the court.

The coach is expected to be a positive representative of Harlan High School and the Athletic Department. This includes ensuring that the coach conducts himself/herself in a manner that will bring honor and respect to our teams and school. He/She is expected to make decisions based on the collective interest of the team, while also developing each student-athlete to his/her fullest potential. The coach must be clear in expectations and available to student-athletes for positive mentorship on and off the field/court. He/She is expected to maintain high personal standards, motivate the players, and promote sportsmanship at all times.

## Student Athlete and Parent Expectations

### Student-Athlete

The student-athlete is expected to be a positive addition to the Harlan High School Athletic Department. If a student-athlete must discuss an issue with the coach, he/she must communicate in a respectful manner to try and find a solution. If a situation cannot be reached, the Athletic Coordinator may assist.

Student-Athletes will be representing Harlan High School on and off the playing court/field and are expected to conduct themselves in a manner that will reflect positively upon our program and school. Student-Athletes are expected to be respectful and exhibit good behavior in class, in practice, in games and in the community. If a student-athlete fails to conduct himself/herself in a manner that will bring honor and respect to our teams and school, he/she may be subject to penalties which may include game suspensions, ineligibility, or dismissal from the team.

### Parents

Parents play a vital role in the Harlan High School Athletics Program. Parents model attitudes and behavior for their children. We invite all parents to attend home and away games, support the team, and encourage their children to practice and play hard.

We are so appreciative of the assistance parents provide for their children in their athletic endeavors, whether driving them to an athletic event, volunteering to serve athletics as a member of the Booster Club, or sacrificing family time to accommodate athletic schedules. We also appreciate the support parents provide our coaches in their efforts to create a valuable athletic experience for all participants. It is important for parents to be mindful of and respect what the coach is trying to do by avoiding interference or public criticism, especially in front of their children, other teammates, or community members.

In regards to games, parents are expected to conduct themselves in a manner that will bring honor and respect to our teams and school. At no time should a parent display inappropriate behavior toward an official, coach, administrator or student-athlete.

***Any Spectator/Parent who acts in a disruptive manner will cause a game to be suspended until the situation is resolved or the spectator is removed. The Spectator/Parent will automatically be required to meet with the athletic coordinator and principal.***

## Parent/Coach Communication Guide

### IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH PLEASE FOLLOW THIS PROCEDURE:

- Call the coach to set up an appointment.
- Call the main number of the school and ask for the coach's extension.
- If the coach cannot be reached, call the Campus Athletic Coordinator and a meeting will be arranged.
- Please do not attempt to confront a coach before, during or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions.

### THE NEXT STEP

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call the Campus Athletic Coordinator or the Principal to discuss the situation.
- At this point, the appropriate next step can be determined.

### PARENT CODE OF CONDUCT

- Make sure your child understands that win or lose, you love him or her.
- Be realistic about your child's athletic ability.
- Help your child set realistic goals.
- Emphasize **improved** performance, not winning.
- Don't relive your own athletic past through your child.
- Control your emotions at games and events.
- Be a **cheerleader** for your child and for other children on the team.
- Respect your child's coaches. Communicate with them in a positive way. Encourage others to do the same.
- Be a positive role model.
- Be sensible, responsible and keep your priorities in order. There is a lot more at stake than a win or loss.

### PARENT-COACH RELATIONSHIP

Both parenting and coaching can be quite trying at times. By understanding and respecting the position of both parents and coaches, children are better served through their experience in athletics. Clear communication between parents and coaches can help all understand the position of the other and enhance the positive experience that can be gained from participation in athletics.

### COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

- Philosophy of the coach
- Expectations and goals the coach has for your child as well the team and season
- Location and times of all practices and games
- Team requirements, special equipment, strength and conditioning programs
- Procedure if your child is injured during participation
- Team rules, guidelines and consequences for infractions
- Team selection process

### **COMMUNICATION COACHES EXPECT FROM PARENTS**

- Concerns expressed directly to the coach
- Notifications of any schedule conflicts in advance
- Notification of any illness or injury as soon as possible

As your child becomes involved in athletics in the Northside ISD, he or she will experience some of the most rewarding moments of their lives. It is important to understand there may also be times when things do not go the way your child wishes. At these times, discussion with the coach is encouraged. It is the first and most important step to understanding and resolution.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

- The treatment of your child
- Ways to help your child improve
- Concerns about your child's behavior

### **COACHES ARE EDUCATORS FIRST AND FOREMOST**

It is very difficult to accept your child not playing as much as you hope. Coaches are educators. They make decisions based on what they believe to be best for all student-athletes and the educational goals of the Northside ISD. Certain concerns are appropriate to discuss with your child's coach. Other areas such as those listed below, must be left to the discretion of the coach.

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important all parents involved have a clear understanding of the other person's position. When a conference is necessary, the procedure outlined within should be used to help resolve any concerns.

## Athletic Opportunities

High School	Middle School
<b>Fall</b>	<b>Fall</b>
Football	Football
Volleyball	Volleyball
Cross Country	
Swim/Diving	
Tennis	
Golf	
<b>Winter</b>	<b>Winter</b>
Basketball	Basketball
*Soccer	
<b>Spring</b>	<b>Spring</b>
Track & Field	Track & Field
Tennis	Tennis
Golf	Soccer
*Baseball	
Softball	

**\*High School teams will separate into Junior Varsity and Varsity Team depending on the number of participants in each sport.**

### Hawks Pride Athletic Booster Club

The Hawks Pride Athletic Booster Club is a volunteer organization made up of dedicated and service-oriented parents who are committed to offering their time and energy to promote school and athletic spirit, support HHS sports teams and ensure that every athletic event is a success. In addition to volunteering time, the Booster Club also provides funds to enhance all HHS sports teams. The Harlan High School student-athletes and coaches directly benefit from the volunteer and financial support of the Booster Club and we encourage ALL parents of Harlan High School student-athletes to join. If you would like to join or would like more information on the Hawks Booster Club, please contact Jennifer Betus at [hawkspridesa@gmail.com](mailto:hawkspridesa@gmail.com)

## Harlan High School Head Coaches Contact Information

<b>Sport</b>	<b>Head Coach</b>	<b>Email</b>	<b>Work Number</b>
Athletic Coordinator Head Football	Eddie Salas	eddie.salas@nisd.net	210-398-226 0
Assistant Athletic Coordinator Head Volleyball	Monica Gonzales	monica-1.gonzales@nisd.net	210-398-226 0
Soccer (boys)	Humberto Atilano		210-398-226 0
Soccer (girls)	Shae Huntington		210-398-226 0
Basketball (Boys)	Jarvin Hall	jarvin.hall@nisd.net	210-398-226 0
Basketball (Girls)	Terry Barton		210-398-226 0
Track & Field	James (J.C.) Williams	james.williams@nisd.net	210-398-226 0
Tennis	Jason Torres	jason.torres@nisd.net	210-398-226 0
Golf	Scott Calkins		210-398-2260
Swim & Dive	David Jimenez		210-398-2260
Baseball	Jason Fox	Jason.fox@nisd.net	210-398-226 0
Softball	Alexandra Rodriguez		210-398-226 0

## **POLICIES and PROCEDURES**

### **Team Membership:**

High School

All teams may have player limits set forth by the Athletic Coordinator and/or Head Coach. Failure to attend tryouts can lead to disqualification from the selection process if tryouts are held.

### **Team Selection/Playing Time:**

It is our goal in team selection to find opportunities not only for participation, but more importantly, for success. Placing each student-athlete at the level where he/she can contribute physically and gain positive feelings from his/her efforts is important to the coaching staff. Disappointments are inevitable when teams are selected, and it is very important that student-athletes feel the support of teammates, parents, and coaches.

We believe in our coaches. Their job is to manage and direct a specific sport. Their responsibilities include evaluating and selecting students for teams, as well as determining the degree to which each student-athlete will participate and they do this with considerable thought and sensitivity. During the selection process, coaches will evaluate skill level, athleticism, physical conditioning, positional play, trainability, punctuality, and various other attributes.

We want our student-athletes to learn the value of being on a team and the contribution each must make. Team members have a responsibility to themselves, their teammates, and their coaches to learn and perform their role on the team. Teamwork requires the development of many interpersonal skills such as listening, following directions, accepting constructive criticism, being respectful, and supporting teammates and coaches. Student-athletes have an obligation to participate in practice sessions and games with full commitment and enthusiasm.

Harlan High School Athletics believes that at all levels—ninth grade through varsity—playing time in competition is earned in practice and is not an entitlement. Regardless of the subjective nature of the process and the potential for disagreement, the coach is the only one in a position to make team selections and decisions about playing time. Coaches WILL NOT discuss playing time with parents. Also members of a varsity team are not guaranteed playing time. Student-athletes should fully understand that by joining a team they are accepting the pleasures and benefits of participating as well as the responsibility and commitment to that team.

## Eligibility

Participation in athletics is a privilege, NOT a right. Students can earn the privilege through hard work, dedication, desire, and self-discipline. All students that are currently enrolled in grade ninth—twelfth grade and attend Harlan High School are eligible to participate in athletics. All students in ninth—twelfth grade are eligible to participate in High School Sports. No student in Middle School (6-8 grades) will be eligible to participate in High School Sports per UIL rules.

### Academic Eligibility

1. A student in grades 9-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if:
  - A. beginning the 9th grade...has been promoted from the 8th grade to 9th
  - B. beginning the 10th grade...has earned 5 credits;
  - C. beginning the 11th grade...has earned 10 credits OR has earned 5 credits in the last twelve months;
  - D. beginning the 12th grade...has earned 15 credits OR has earned 5 credits in the last twelve months.
2. In order to be eligible to participate in an extracurricular activity for a 3 week period following the first six weeks period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding grading period.
3. If a student's six weeks' grade average in any course is lower than 70 at the end of a six weeks period, that student shall be suspended from participation in any extracurricular activity for the succeeding three weeks.
4. A student who has been suspended from school for misconduct shall not participate in practice or competition until such suspension has been lifted.
5. At the end of any three-week period in which a student has attained a course grade average of at least 70 in each course taken, any suspension from participation shall be removed.
6. Extracurricular activities shall be limited, from the beginning of the school week through the end of the school week, to no more than one contest or performance per activity. Practice outside the school day shall also be limited to a maximum of eight (8) hours per school week, per activity.
7. Students who also assist the coach, such as student managers or student trainers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
8. A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for that grading period.
9. A student who fails a course becomes ineligible seven (7) days after the last day of the grading period in which the grade was earned.

### **Conduct Eligibility:**

Student-athletes are expected to maintain satisfactory conduct in all Northside facilities. Any student-athlete who does not maintain satisfactory conduct will be subject to a behavioral contract with the Head Coach of the sport and Athletic Coordinator.

### **Club/Select Teams:**

Harlan High School Athletics will take precedence over club or league competitions and practice sessions. Student-athletes will not be excused from Harlan High School Athletic practices or games in order to attend game or practice sessions for club or league teams. It is the responsibility of the student-athlete to communicate his/her participation on club or league teams prior to the start of the season so that any potential conflicts may be worked out. Failure to communicate before the season may result in the removal of a student-athlete from the team.

### **Required Forms for Participation:**

Prior to the start of each season, all parents and student-athletes must complete the following forms:

- Physical Examination Form (must be completed by Physician. Good for two years)
- Rank One Online Forms (Visit <http://harlansportsmedicine.weebly.com> for instructions under documents)
- Asthma Action Plan if needed
- Previous Athletic Participation Form (if a student is transferring from another school and plans to participate in athletics) Visit <https://nisd.net/athletics/rank-one-forms-and-insurance>

***Please visit our athletic trainer website for detail information at <http://harlansportsmedicine.weebly.com>  
Failure to complete all forms required for participation will result in the student-athlete being declared ineligible to participate.***

## **Quitting the Team**

**There will be times when some athletes find it necessary to quit playing a sport before, during or after the season. Whatever the reason, an athlete must follow the steps below:**

- i. The athlete should think the whole situation through and discuss it with their parents before reaching a final decision.

- ii. The athlete should talk to the head coach to see if a solution can be reached without having to quit. A conference between the parents, athlete, and coach, or any combination thereof is required before an athlete will be permitted to quit.
- iii. If an athlete decides to quit, he/she must check out of the sport just as he/she would check out of any academic class. Schedule changes will only occur during the first two week of the academic school year or at mid-semester. Some changes may be made after a grading period to a PE class as allowed by a counselor.
- iv. The athlete must pay for any equipment not returned.
- v. If the athlete decides to quit one sport and join another, the athlete must wait until the first sport has completed its season before joining the new sport.
- vi. It is very important to know that a head coach will not be required to allow an athlete who quits their sport to return back to the team after the athlete and parents have agreed that the athlete is quitting.

### **Lettering:**

High School Varsity student-athletes have the opportunity to earn a varsity letter based on their participation in competitive athletics. While the requirements for lettering may vary from sport to sport, general guidelines include the following criteria:

- Athlete must be in good standing
- Athlete must have participated on a Varsity Team
- Athlete must have completed the season with the team
- Athlete must have been academically eligible throughout the season

Student-athletes who have played on a varsity team and earned a varsity letter are eligible to purchase a Harlan High School letter jacket. The purchase of the letter jacket must be arranged through the Athletic Coordinator.

## **Recruiting Information**

### **1. If an athlete is interested in playing college sports, then use the following guidelines:**

- i. Player must set a conference with High School Head Coach to discuss their options and receive more information.
- ii. Head Coach will put him on a prospective list for college coaches to view.
- iii. Player must fill out prospective information on college websites.
- iv. Parents and Player are encouraged to watch a 55 min video on recruiting at [www.freerecruitingwebinar.org](http://www.freerecruitingwebinar.org)
- v. Player need to take the SAT or ACT as soon as possible to be eligible.

## **Harlan Athletic Training Policies and Procedures**

### **Treatments**

Athletes may be treated before school, during their lunch, or after school. Athletes may NOT come during class time. They will be asked to come back at the aforementioned times. Athletes may come during athletics if approved by their coach. We will stay for about 30 minutes after the completion of practice at the end of the day.

Rules: Shower first (be clean)

No shoes- leave on shelf at door.

No loitering (hanging out) or eating.

Towels go in the hamper and ice bags into the whirlpool when finished with them.

**Students must make an appointment with the trainers for treatment. QR code for treatment appointments is on the Harlan Hawk Tennis SportsYou page.**

### **Injuries:**

If injured (cuts, scrapes, strains, sprains), the athlete should come see an athletic trainer after they clean up from practice. If it is important, their ride can wait.

Minor injuries will be treated and no parent notification will be made. Minor injuries include cuts, scrapes, sprains, and strains that do not require crutches, immobilization, or a visit to the doctor.

Major injuries will be treated and parent notified of injury, evaluation of injury, treatment completed, and what further treatment is required including what is to be completed before seeing us the next day and whether a doctor's visit is necessary. Major injuries will include strains and/or sprains requiring immobilization and/or crutches; and traumatic brain injuries (concussions) or other life threatening injuries.

Parents will be notified by phone (home, then cell, then work). If no answer, a message will be left. If no message is possible to be left; a note/form will be sent home with the athlete.

### **Athletes:**

Players must dress out, check roll, and speak to a coach before being released to visit the training room for treatment. All players are required to be back with their team taking mental reps after their treatment.

## EXTRACURRICULAR CODE OF CONDUCT

Northside provides comprehensive extracurricular programs for the benefit of NISD students. The underlying belief is that that participation in an extracurricular program can provide students the opportunity to learn responsibility, dedication, leadership, hard work, respect for rules, respect for authority and many other positive qualities. Regulations are established to promote these qualities and to help build and maintain strong programs. **It is recognized that some of the expectations for students involved in extracurricular activities exceed the expectations for the general student body.** These students are expected to follow district policies and all program-specific procedures set by the district and the school. Violations of the rules will result in corrective and/or disciplinary action. The facts and circumstances will be taken into consideration when determining consequences for rule violations.

It is the desire of Northside coaches, directors and sponsors to educate and counsel our students on the harmful effects of a violation of this Code of Conduct and the potential consequences inflicted upon themselves, their families, and their respective teammates should they choose to breach the Extracurricular Code of Conduct. It is also the intent of the Extracurricular Code of Conduct to provide a clearly defined course for our students to follow and instill a belief that a one-time infraction need not result in a permanent pattern in life.

In all instances of an alleged violation of the Code of Conduct the student will be provided due process. The process for determining a violation of the Code of Conduct will be established by the principal on his/her campus. Any student involved in an extracurricular activity who is found to be in violation of any of the infractions mentioned below will face disciplinary action.

Once guilt has been determined, the General Guidelines for Student Discipline as outlined in NISD Board Policy FO (Local) will be used when possible and applied to all cases concerning the Extracurricular Code of Conduct. The following penalties will be administered throughout the district when infractions occur:

### **TOBACCO**

No extracurricular participant shall, while on or off school premises, use, possess, distribute or be under the influence of tobacco.

A first offense will result in 2-week suspension of the student from game competition or extracurricular participation. If there are not 2 weeks remaining in the particular sport season or activity, the balance will be fulfilled in a subsequent sport season or period of extracurricular activity. A contract will be required.

A second offense will result in a 4-week suspension of the student from game competition or extracurricular participation. If there are not 4 weeks remaining in the particular sport season or activity, the balance will be fulfilled in a subsequent sport season or period of extracurricular activity. A contract will be required.

A third offense will result in dismissal of the student from middle school or high school extracurricular programs.

## **ALCOHOL**

No extracurricular participant shall, while on or off campus, sell, give, deliver, use, possess or be under the influence of alcohol.

The first offense will result in a 3-week suspension of the student from game competition or extracurricular participation. If there are not 3 weeks remaining in that particular sport season or activity, the balance will be fulfilled in a subsequent sport season or period of extracurricular activity. A contract will be required.

The second offense will result in a 6-week suspension of the student from game competition or extracurricular participation. If there are not 6 weeks remaining in that particular sport season or activity, the balance will be fulfilled in a subsequent sport season or period of extracurricular activity. A contract will be required.

The third offense will result in dismissal of the student from middle school or high school extracurricular programs.

## **ILLEGAL SUBSTANCES**

No extracurricular participant shall, while on or off campus, sell, give, deliver, use, possess, or be under the influence of any controlled or otherwise illegal substance.

A first offense will result in a 5-week suspension of the student from game competition or activity. If there are not 5 weeks remaining in that particular sport season or activity, the balance will be fulfilled in a subsequent sport season or period of extracurricular activity. A contract will be required.

A second offense will result in dismissal of the student from middle school or high school extracurricular programs.

## **THEFT (on campus)**

Any extracurricular participant guilty of theft on campus will face the following consequences:

A first offense will result in a 3-6 week suspension of the student from game competition determined by the circumstances involved in the theft. If there are not 3-6 weeks left in that particular sport season or activity, the balance will be fulfilled in the subsequent sport season or period of extracurricular activity. A contract will be required.

A second offense will result in dismissal of the student from extracurricular participation for the remainder of the school year. Another contract will be required.

A third offense will result in dismissal of the student from middle school or high school extracurricular activities.

## **ARRESTS**

Citations or arrests on or off campus in regards to smoking, using/selling or possession of illegal drugs, drug paraphernalia, drinking alcoholic beverages, vandalism or any behavior which causes embarrassment to the team or Northside ISD may result in suspension or dismissal from the extracurricular program. Any member of extracurricular organization **must notify** the head coach, director or sponsoring staff member immediately upon any arrest or citation. Failure to notify the staff member responsible for the program may result in

suspension or dismissal from the program.

### **ELECTRONIC COMMUNICATION**

Social networking websites and electronic communication: Maintaining a higher standard of conduct will also include ensuring that Northside ISD's extracurricular participants' personal electronic communication is appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication including, but not limited to, Snapchat, Twitter, Facebook, photo sharing, inappropriate texting that is published or appearing on the internet is public domain even if it is marked private. Extracurricular participants are responsible for texting and electronic communications on the internet through their personal websites as well as postings on other students' websites. The areas of appropriateness will include, but are not limited to, language (abbreviated or alluding to negative, lewd, vulgar or obscene comments about any individual's), pictures, suggestive poses, clothing, and reference to alcohol, drugs, and tobacco.

Communication on the internet or by electronic means by extracurricular participants that are published and as a result cause disruption or damage to school district property at Northside or another school district are also inappropriate.

Any member of a Northside ISD extracurricular program who is involved in inappropriate, disruptive, negative, lewd, obscene, or sexual pictures, comments, or statuses on any social networks such as, but not limited to, Snapchat, Twitter, or Facebook may result in suspension or dismissal from the extracurricular program.

### **HAZING**

Harlan High School forbids any form of hazing. Hazing is defined as any forced, required, intentional or negligent action, situation or activity which recklessly places any person at risk of physical injury, mental distress or personal indignity, or which encourages violation of any federal, state, local, or school law for the purpose of initiation into, or affiliation with, any organization affiliated with Harlan High School. This applies regardless of the willingness of the participant. Hazing, with or without the consent of a student, is prohibited by Harlan High School and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.

### **ADDITIONAL DISCIPLINARY ACTION**

Behaviors that are identified by the Texas Education Code, Section 37.007, may also result in suspension or dismissal of a student from the extracurricular program. These behaviors are identified in the Student-Parent Handbook and are listed as Category Offenses I, II, III and IV of the Code of Student Conduct and will apply to students while on or off the campus. Students must remain aware that being a part of an extracurricular activity is considered an honor and a privilege and not a right. Therefore, it requires observance of all discipline policies whether or not a student is at school or school-related activities.

The discipline consequences for violation of the Extracurricular Code of Conduct may include suspension or dismissal of the student from the extracurricular program. Such actions shall be taken by coaches, directors or sponsors only after consultation with the campus athletic coordinator (where appropriate) and/or school administration. A behavioral contract may also be used following various infractions. Consequences for some rule violations may be addressed by coaches through discipline within the student's program. Additional disciplinary consequences can also be imposed by the appropriate school officials for conduct or behavior that violates the District's Code of Student Conduct.

**Note:** If the offense occurs during the summer, the suspension from activities will begin with the first week of competition/activity.

If the offense occurs during the sport season or period of extracurricular activity, the suspension will begin with the next competition or extracurricular activity as determined by the coach, director or sponsor.

### **CONTRACTS**

Upon verification of a first offense of the Extracurricular Code of Conduct, the student will be required to attend a conference in which he/she will be presented with a contract detailing future behavioral expectations. The contract will be signed by the student, parent(s) or guardian(s), campus administrator, and his/her coach, director or sponsor (and athletic coordinator where appropriate). The contract will reflect an understanding of the expectations of his/her particular campus and consequences for future rule violations. The contract must be signed by the student and his/her parent(s) or guardian(s) prior to his/her reinstatement to the extracurricular program.

## **DRESS AND GROOMING**

Research has indicated that student behavior is influenced by athletes' dress and grooming. Consequently, athlete grooming is the proper concern of school administrators and coaches. In order to help insure proper and acceptable behavior on the part of the athlete, it becomes necessary to establish certain guidelines to aid parents and athletes in selecting the proper attire for school wear.

Coaching staff recognizes that parents bear the primary responsibility for setting standards for their children's dress and grooming. However, because of health and safety factors, because of the influence of dress and grooming on athlete's attitude and behavior, and because of the need to prevent disruptive influences and preserve the athletic programs of the school, athlete's dress and grooming are proper concerns of coaches and administrators.

Regulations shall be established concerning the grooming for all athletes. Athletes enrolled in any athletic sport shall be informed of those regulations and are expected to conform while in these athletic programs. Final determination of acceptable dress and grooming rests with the athletic coordinator or designee and cannot be appealed.

To aid athletes and their parents in making decisions about appropriate dress and grooming for Harlan High School, the following guidelines are established:

### **GUIDELINES**

1. Hair must be neat and clean. Any hair style which brings attention to an individual athlete will not be permitted. Unconventional colored, multi-colored or Mohawk (spiked) hairstyles are not permitted.
2. Any clothes that are suggestive or indecent or which cause distraction are not acceptable. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited.
3. All pants are to be full length (no "sagging" or "bagging"). Cut-offs and intentionally frayed pants are also prohibited.
4. Body piercing jewelry is prohibited for all athletes including facial piercings, tongue rings, tongue studs, as well as earrings, while participating.
5. Facial hair is not permitted for all athletes at Harlan High School. Players must be clean shaven unless a doctor's note is provided for a medical or religious reason.
6. Tattoos are discouraged; but if an athlete has them, they must be covered during competition. If the tattoos are offensive, they must be covered at all times.

## **MEDIA RELEASE FORM**

**(For use in Northside ISD publications, web posting & potential release to news media)**

Dear Parent:

The Northside ISD Athletics Department uses web-based software to create, organize and report schedule, roster, statistics, and team information. This information, published online at <http://www.rankonesport.com>, is often used by college recruiters, the media and the general public. With your permission, the following information about your student-athlete may be published online in association with his/her school's athletic program:

- |                       |                          |
|-----------------------|--------------------------|
| • First AND Last name | • Weight                 |
| • Uniform number      | • Position / Event       |
| • Grade level         | • Performance statistics |
| • Height              | • Action photos          |

In doing so, your child's image and/or full name could appear in a Northside ISD official publication, such as Inside Northside Weekly or Lessons, other communication methods that the District uses, or on the NISD website ([www.nisd.net](http://www.nisd.net)). In addition, NISD may also provide this story, image and/or name to news media.

# Harlan Hawk Tennis

## 2022-2023

### **Core Values:**

1. We want to establish an inclusive and inviting environment.
2. We want to learn life long skills that can be applied to academics.
3. Players must have a willingness to learn and share their knowledge with others.
4. Players must try to give 100% on and off the court.
5. We want players to be lifelong learners.

### Harlan Tennis Guidelines:

1. **Attendance** - In order to play and improve in the sport and reach their goals, athletes must attend practice. If an athlete misses a practice for a non-approved reason the week of a match or tournament, that athlete will not be allowed to participate in that week's match or tournament. Practice and competitions are the biggest part of the commitment to the team and the program.
  - a. Approved absences: Doctor appointment, funeral, other school extracurricular activities that are only available in the afternoon. Athletes must notify Coaches of any absences prior to the date of the absence if possible.
  - b. Non-approved absences: Tutorials that are offered before school, work (that you did not take care of scheduling before), just not wanting to attend practice, poor planning on the athlete's part.
2. **BE ON TIME!** - Tennis is a commitment to your team, your coaches, and yourself. If you are on time, you are late. Be there early if at all possible.
3. **Communication** - PLEASE communicate with the coaches when a situation arises. We will do our best to be understanding of your circumstances, IF you communicate in a timely manner. Athletes can either find the coaches at school or message us through the SportsYou app or via email.
4. **Academics** - Due to the nature of the sport, especially the spring season, Tennis team members may miss full days of school at times. It is the athlete's responsibility to communicate with their teachers when they will be out and find out what work they will be missing.
5. **Tutorials** - Athletes are expected to attend tutorials when needed to reach their academic goals and to remain eligible for tennis. During the fall or spring seasons, athletes are to attend tutorials at a time that is OPPOSITE of their assigned practice.

It is the athlete's responsibility to communicate with their teachers that they need to attend tutorials before school so as to not miss after school practice.

6. **Uniforms** - All players will be issued several articles of clothing that are the property of NISD. These uniforms are to be worn only at Harlan Tennis matches and tournaments, unless otherwise instructed by the coaches. No exceptions. Athletes will keep the uniforms at home and are responsible for them at all times. Any lost or missing items at the end of the season will need to be paid for by the student.
7. **Practice Uniforms** - Uniform for practice is as follows: official practice shirt, athletic shorts or pants (no belt loops allowed), athletic shoes - Tennis shoes for tennis.
8. **Practice Times** - We will plan on practicing daily, rain or shine, in some capacity. If we are inside due to weather, practice times will vary and the players will be notified at the earliest possible time to arrange for transportation if needed. We will also send any practice time changes out on the SportsYou communication system. During the offseason, practice times may vary. **Players need to plan on doing physical activity of some sort EVERYDAY.**
9. Players must follow all NISD, Harlan, and Harlan Tennis rules. Any violation of these rules will result in action that will be taken at the discretion of the tennis coaches.



**Athletic Code of Conduct Acknowledgement Sheet**

*Please fill out the following information:*

**Athletes Name:** \_\_\_\_\_

**Current grade:** 9, 10, 11 or 12

**Athletes Address:** \_\_\_\_\_

\_\_\_\_\_

**Athletes Cell #:** \_\_\_\_\_ **Athletes email:** \_\_\_\_\_

**Athletes Date of Birth:** \_\_\_\_\_ **Current Age:** \_\_\_\_\_

**Parents Names:** \_\_\_\_\_

**Parent's Cell #:** \_\_\_\_\_

**Parents email:** \_\_\_\_\_

**Acknowledgement Signatures**

I have received and read the Harlan High School Athletic Handbook and acknowledge all its content including the Northside ISD Athletic Code of Conduct as well as the Northside ISD Media release form.

***Please indicate your preference by placing a checkmark on one of the following in regards to the Northside ISD Media Release Form:***

\_\_\_\_\_ You have my permission to use my child's image and/or full name as described in the Northside ISD Media Release Form, and I give permission to my school to send the information to the Communications Dept.

\_\_\_\_\_ You do not have my permission.

\_\_\_\_\_

**Parent or Guardian's Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Athlete's Signature**

\_\_\_\_\_

**Date**