



F R I E N D S A C A D E M Y

# Athletic Handbook

## 2012-2013

Login into Parent Portal to see Athletics information: [www.fa.org](http://www.fa.org)

Daily Athletics Schedule: [www.highschoolsports.net](http://www.highschoolsports.net)

# FRIENDS ACADEMY

FOUNDED 1876

## PHILOSOPHY AND MISSION

Founded in 1876 by Gideon Frost for “the children of Friends and those similarly sentimented,” Friends Academy is a Quaker, coeducational, independent, college preparatory school serving 750 students from age three through the twelfth grade.

The school’s philosophy is based on the Quaker principles of integrity, simplicity, patience, moderation, peaceful resolution of conflict, and a belief that the silence and simple ministry of the “gathered meeting” brings the presence of God into the midst of busy lives. Friends Academy is committed to developing a diverse community whose members value excellence in learning and growth in knowledge and skill, a genuine commitment to service and ethical action, and a realization that every life is to be explored, celebrated, and enjoyed in the spirit of the Religious Society of Friends.

Friends Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities available to students at the school. Friends does not discriminate on the basis of race, color, religion, sexual orientation, gender, national or ethnic origin in the administration of its educational policies, admissions policies, financial assistance program, and athletic and other school-administered programs.



FOUNDED 1876

## Friends Academy 2012-2013

Bill Morris	Head of School
Al Quackenbush	Director of Physical Education and Athletics
Aggie Jones	Administrative Assistant, Athletic Department
Deborah Schoman	Associate Head of School, Principal of Upper School
Stephen Rubenacker	Principal of Middle School

**Athletic Hotline:** 516-393-4299

### **Section 8 Website**

<http://nassauboces.org/site/default.aspx?pageid=555>

### **For Schedules and Updates**

Friends Academy Website:

[www.fa.org/athletics](http://www.fa.org/athletics)

<http://www.highschoolsports.net>

## Welcome

Dear Parent/Guardian and Student/Athlete:

Welcome to the Friends Academy Interscholastic Athletic Program. The Friends Academy “Quakers” are members of Section VIII of the New York High School Athletic Association.

Described in the following pages are the goals and philosophy, policies, procedures, and expectations of our Middle School and Upper School Interscholastic Athletic Programs and is an attempt to answer most questions you may have. Parents and student-athletes are encouraged to carefully read through this book.

Research indicates a student involved in team activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are those that will help promote success in life, after high school and college.

We hope the information provided within this handbook makes both the student/athlete’s and the parent’s experience with the Friends Academy Interscholastic Athletic Program more enjoyable.

If you have any questions or concerns about the information in this booklet or interscholastic athletics in general, please contact me at 393-4265.

Sincerely,  
Al Quackenbush  
Director, Physical Education & Athletics

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# I. ATHLETIC TEAMS/SEASONS

## UPPER SCHOOL SPORTS

### FALL GIRLS SPORTS

Cross Country  
Field Hockey  
Soccer  
Tennis  
Crew

### FALL BOYS SPORTS

Cross Country  
Football  
Soccer  
Crew (Varsity only)

### WINTER GIRLS SPORTS

Basketball  
Winter Track  
Cheerleading

### WINTER BOYS SPORTS

Basketball  
Winter Track  
Ice Hockey

### SPRING GIRLS SPORTS

Crew  
Golf  
Lacrosse  
Softball  
Track

### SPRING BOYS SPORTS

Crew  
Golf  
Lacrosse  
Baseball  
Track  
Tennis

## MIDDLE SCHOOL SPORTS

### FALL GIRLS SPORTS

Field Hockey  
Soccer  
Cross Country

### FALL BOYS SPORT

Football  
Soccer  
Cross Country

### WINTER I GIRLS SPORTS

Volleyball  
Ice Hockey

### WINTER I BOYS SPORTS

Basketball  
Ice Hockey

### WINTER II GIRLS SPORTS

Basketball  
Ice Hockey

### WINTER II BOYS SPORTS

Volleyball  
Ice Hockey

### SPRING GIRLS SPORTS

Lacrosse  
Softball  
Track

### SPRING BOYS SPORTS

Lacrosse  
Baseball  
Track

## II. PHILOSOPHY OF ATHLETICS

The quality of the athletic program, its inclusiveness of each individual and the equity between the boys and girls programs reflects our Quaker values. This philosophy of the school is deeply connected to the mission of our athletic program. Athletics contribute to the moral, social, and physical education of our students. Teamwork, commitment to excellence, and sportsmanship are the foundation that each team is built upon.

Friends Academy is committed to hiring coaches who are positive role models. These teachers who coach and coaches who teach contribute to the complete education of the student/athlete.

## III. MODIFIED PROGRAM PHILOSOPHY

### MIDDLE SCHOOL, GRADES 7 & 8, ATHLETICS

Middle School athletics enriches each student's school experience by helping to balance his or her academic, physical, and social life. Through physical education and athletics, early adolescents gain and use talents and skills. The goals for our Middle School athletes are to help them understand the value of teamwork, develop skills, and achieve personal satisfaction. In the sixth grade, Friends Academy provides a physical education program that meets four times per week for one hour. Students are taught a variety of movement concepts, motor skills, athletic team skills, and strategies. Physical education teachers provide experiences that enhance both cognitive and affective development.

In the seventh and eighth grades, each student has the opportunity to participate in interscholastic sports during the fall and spring seasons. Some teams will form a core group playing in all games with other team members rotating playing experience in various games. An effort is made to have all athletes who dress for a game play at least half of the game. Occasionally, due to the large number of participants, all athletes will not play one half of a game and all athletes will not dress for each contest. In some sports the rules permit an extra period so that more athletes can compete. We take advantage of this whenever possible.

During the winter season, not all of the students who choose to play interscholastic basketball, ice hockey or volleyball are able to do so since the interest is very high, far exceeding available space. The selection is made according to ability, potential, attitude, and effort. Those students not selected take part in a physical education program designed to improve health and fitness.

Practices occur daily during the school day and occasionally on Saturdays. In addition, some teams may schedule extended practices one or two days a week.

#### IV. JUNIOR VARSITY PROGRAM PHILOSOPHY

The junior varsity program is intended for those students who display potential for continued development as varsity level performers. Although team membership varies according to the structure of each program, freshmen, sophomores, and occasionally juniors and seniors make up the team.

At this level, athletes are expected to have committed themselves to the program, team, and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, and strategies of team play, in addition to social-emotional development.

To be a member of a successful team, attendance at practice sessions is as important as attendance at games and contests. A coach can never guarantee a player a specified amount of playing time. The coach's decision is based on a number of variables, i.e. on the player's attendance, attitude, skill level, and the game situation.

With the goal of becoming a varsity athlete clearly in sight, a high level of dedication and commitment is expected at the junior varsity level. Participants will practice sometimes six days a week and may practice over vacation periods. It is vital that each player and parent review with his/her coach the team practice and game schedule.

#### V. VARSITY PROGRAM PHILOSOPHY

Varsity competition is the culmination of each sport's program.

Squad size at the varsity level can be limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of its importance. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. The coach's decision is based on a number of variables, i.e., on the player's attendance, attitude, skill level, and the game situation.

A sound attitude and advanced level of skill are prerequisites for earning a position on a varsity team, as is the realization that a varsity sport often requires a six-day-a-week commitment. **This commitment is usually extended into vacation periods for all sport seasons.**

The varsity coach is the leader of that sports program and determines the system of instruction and strategy for that program. The communication among the modified, junior varsity, and varsity programs is the responsibility of the varsity coach.



## VI. CONDUCT AND EXPECTATIONS FOR STUDENT/ATHLETES AND SPECTATORS

### A. THE ATHLETES:

1. Understand that the athletic program is a part of the total educational opportunities offered to all students. Place athletic competition in its proper perspective. It represents only one part of the learning process and should not be pursued to the exclusion of everything else.

2. The athlete cannot possess/use tobacco, alcohol, or illegal drugs.

3. Accept victory with grace and defeat with dignity. Poor winners or losers do a disservice to themselves and to their team. Always remember that as part of a team you represent not only yourself but your school.

4. Set an example in word and deed, both on and off the playing area. Remember that as an athlete you assume a role of leadership and that the young look at you as a role model. An athlete understands and abides by the rules and respects his/her opponents and those who officiate the game.

5. Observe training regulations and requirements of physical fitness for better personal performance and greater contribution to the team effort.

## **B. SPECTATORS AND PARENTS:**

The expectation of modeling good sportsmanship and behavior is the same for our spectators and parents, as it is for our athletes. Spectators and parents are expected to adhere to the Nassau County Section VIII Code of Conduct for Spectators.

1. Fans should respect officials, coaches, and players and extend all courtesies to them.
2. Be respectful of those times when players need total concentration, such as free throws in basketball and serving in volleyball. Refrain from feet stomping, calling out, and the use of noise makers during those times. However, we do expect our fans to be loud and supportive of our teams.
3. Be mindful that second guessing a coach publicly or to your child can undermine the special relationship of players and coaches. Do everything possible to support a healthy relationship between a player and his/her coach.
4. Refrain from second guessing the coach and verbally giving advice from the sidelines or bleachers.
5. Please understand that our school is responsible for the conduct of our spectators, whether at home or away.
6. Friends Academy is a smoke-free campus.

Officials are the proper authorities to make decisions regarding rules and their interpretations; these decisions should be accepted and respected. Please refrain from loud criticism of the official's calls. It distracts our athletes from focusing on the game and it reflects poorly on you and on our school.

Friends Academy reserves the right to prohibit a parent or spectator from attending games because of unsportsmanlike behavior.

## VII. ATHLETIC DEPARTMENT POLICIES

### ATHLETIC AWARDS

Athletic Awards are based on department policy and coaches' criteria. Student/athletes have the opportunity to earn team or individual awards, i.e., letters, certificates, and plaques.

Section VIII also gives individual and team awards.

At the end of each varsity and JV team's season, the team has a gathering for giving out its awards. Athletes and coaches come together to bring closure and recognition to their season. Middle School teams have a school assembly at the end of their season.

JV Team Members receive a JV certificate for each JV team they are on. Varsity Team Members receive a Varsity certificate for each varsity team they are on and they also receive the following:

- 1<sup>st</sup> year - chenille red "F"
- 2<sup>nd</sup> year - pin
- 3<sup>rd</sup> year - silver foil
- 4<sup>th</sup> year - plaque

### ATHLETIC TRAINER

The Athletic Trainer provides emergency service for student/athletes and develops prevention strategies through appropriate training methods and physical conditioning programs. To ensure proper follow-up after an injury, the trainer often consults with parents, the school nurse, and/or the student's physician.

Any student/athlete under treatment by a private physician or who has missed five consecutive days of practice due to any injury, must have written permission from his/her physician in order to return to active status in the sports program.

### BENEFITS OF CONDITIONING

The obvious benefit of conditioned athletes is the potential for the team and individual to compete at the highest possible level without fear of injury or fatigue. It is important for our student/athletes to be exercisers for life. Developing lifelong habits to improve or maintain cardiovascular endurance, muscular strength, endurance, and flexibility are important goals for everyone involved in our athletic program. With this philosophy, one can understand why practice sessions are considered more important than contests. A well conditioned team is usually a successful team.

There is a Sports Fitness and Conditioning Program offered during the summer. Please contact the Athletic Department and a brochure will be sent to you.

#### **COMMUNITY SERVICE**

Community service is a vitally important part of the student's total educational experience. It is up to each head coach's discretion to either excuse interested student-athletes once a week for after-school participation in the community service program or to work with the Co-coordinator of Community Service in executing a team service initiative.

#### **EQUIPMENT AND UNIFORMS**

Athletic equipment and uniforms become more costly each year. It is the responsibility of the student/athlete to return to the coach all equipment and uniforms issued. Failure to return equipment/uniforms results in the student/athlete paying for the missing articles, and jeopardizes his/her participation in the next season. A student's report card will be held up until the uniforms are returned. It is important for our male athletes to wear an athletic supporter and that female athletes wear sports bras.

#### **FACILITIES USAGE POLICY**

Requests for the use of any athletic facility outside of a scheduled and organized Friends Academy activity must be made to the Director of Athletics. An application for facility usage must be executed prior to the event, by fully completing and submitting the Application for Facility Usage Form, including all required support documentation. Requests will be considered only for those programs at the youth level (8th grade and below), which are deemed mutually beneficial to the school and community. If approved, these programs must also be supervised by an employee of Friends Academy. It is not acceptable for any individual member or members of the community to access the facilities at any time without prior approval or without proper supervision.

#### **FAMILY VACATIONS**

Parents are encouraged to schedule their family vacations at times that do not conflict with their student/athlete's practices or games. Student/athletes who miss practice or competition for any reason may have their position or playing time adjusted. The athletic department makes every effort to inform parents and student/athletes of the season's schedule as far in advance as possible.

## **HAZING**

The Friends Academy Athletic Department expects all of its athletes to refrain from any form of hazing. There are to be no team initiations. ALL team members are expected to share in the responsibility of preparing equipment, supplies, etc., for games and practices.

## **INJURIES**

It is the student/athlete's responsibility to immediately report to his or her coach any injury.

## **MANAGERS**

Students in Grades 10-12 can choose to be a team manager. If the coach and student agree, the manager is a member of the team and thus attends every practice and game. The manager, must participate in the Managers Program, which meets after school, twice a week under the guidance of the Athletic Director, is in lieu of physical education and satisfies the P.E. requirement. If a team manager wishes to only be at games, then he/she must attend physical education class.

## **NUTRITION**

It is up to each individual athlete to take responsibility for his or her own health and fitness. In order to reach peak performance in athletics, student/athletes, parents, and coaches need accurate information on how to properly fuel and nourish the body. An athlete who comes to practice and skips breakfast or lunch or limits fluid intake is NOT going to reach his/her potential and it will affect performance of the team as a whole. The following are suggestions to sound nutritional choices:

- \* Eat more complex carbohydrates, they are the primary fuel for sports.
- \* Eat moderate amounts of protein.
- \* Eat less high fat foods.
- \* Always stay well hydrated, especially in hot weather.
- \* Maintain a healthy body composition.
- \* Replace carbohydrates used for energy during training and competition.
- \* Eat an appropriate pre-practice/pre-competition meal (mostly carbohydrates).

- \* Drink plenty of liquids.
- \* Avoid caffeine and dairy prior to activity.
- \* Do NOT skip breakfast! Eat 4 or 5 small meals throughout the day.
- \* Avoid chemical supplements (unless doctor prescribed).  
Eat real, whole foods.
- \* Physical and mental demands of preseason require extra attention to eating and drinking.
- \* Speak to the Athletic Trainer and coach with questions specific to your performance/dietary needs.

## **PARENT/STUDENT CONSENT FORMS**

This form is sent out each summer to students who will be in grades 7-12 in the fall. This form must be completed and signed before a student/athlete may participate in any team sport.

## **PHYSICAL EDUCATION REQUIREMENT**

Upper School student/athletes who are on a junior varsity or varsity team do not take physical education during that season. If the student/athlete, for any reason, is no longer on a team, he/she must immediately attend physical education class.

Upper School students in grades 10-12 may complete the application for a PE Alternative, valid for one season only. Before doing so, a discussion with the Athletic Director or must occur to determine whether or not the outside activity fits the departmental criteria.

## **PRACTICE SESSIONS**

Student/athletes are expected to attend all scheduled practice sessions and games unless excused by the coach in conjunction with the parent. Every sport requires a specific number of practice sessions that each student/athlete must attend before he/she is eligible to compete in a scrimmage or contest. Practices are held during school days, weekends, and vacations. It is important to note that fall practices for junior varsity and varsity teams begin in the third week of August. (Football begins even earlier.) Winter teams practice during Thanksgiving and Christmas vacations, and may include February vacation if a team qualifies for the playoffs. Most spring teams practice during spring vacation. Parents and athletes should always communicate early if there is a concern regarding vacation practices.

## **RISKS**

The athletic program is conducted, first and foremost, with the safety of its participants in mind. However, student/athletes and parents must be aware that there are risks of injury inherent in athletic participation.

## **SCHOOL ATTENDANCE**

Student/athletes must be in school in order to participate in after-school practices or games. In rare cases and after review of the specific circumstances, permission to participate may be granted to students not in attendance by the Principal or Director of Student Life.

## **SPORTS SPECIALIZATION**

The Athletic Department is philosophically opposed to sport specialization. We encourage student/athletes to play as many sports as they can. Each sport will enhance their overall athletic ability and help them be better in their best sport. If the student/athlete is feeling pressured by coaches to play only one sport, or being pressured to play an out of season sport, see the Athletic Director.

If a student chooses to exclusively participate in an outside athletic program in the same sport and season as Friends Academy offers a competitive interscholastic team, he/she forfeits all rights and privileges afforded to a Friends Academy athlete (including but not limited to use of the Friends Academy name in competition, PE Alternative Qualification and Departmental Awards.)

## **STUDENT ACCIDENT INSURANCE COVERAGE**

The school provides mandatory student accident insurance coverage through the Insurance Company of North America for students in Play Group through 12<sup>th</sup> grade. The plan provides benefits coverage of up to \$100,000 for reimbursement of out-of-pocket medical and dental expenses due to accidental injury. Coverage is for accidents as a result of a school-sponsored and school-related activity or interscholastic sporting event, whether on or off campus.

## **THE COACH**

The primary purpose of the coach is to teach and promote the moral ideals of sportsmanship and ethical conduct. In addition, coaches are responsible for developing physical conditioning and sports specific skills.

All Friends Academy coaches are hired by the Athletic Director with the approval of the Division Principal and the Head of School. Each coach is respon-

sible for guiding their student/athletes through practices, scrimmages, and games appropriate to their age and level of play. These activities are conducted so that the physical welfare, health, and safety of the participants are protected and fostered.

### **TOBACCO/DRUGS/ALCOHOL**

The Friends Academy Athletic Department expects all team members to observe the team's training rules. There is NO question that drugs, tobacco of any kind, and alcohol use have a negative effect on athletic performance and one's health. They should not be used. The use of these by a team member harms the individual athlete, the entire team, the coach, and the school. As is stated in our school handbook, students cannot possess/use tobacco, alcohol, or illegal drugs.

### **TRANSPORTATION**

Transportation to all school contests is normally by school bus or van. Team members are required to travel to and from the contest with the team. In **unusual circumstances**, with written parental permission and approval by the Athletic Director, a student may drive to and from a game. **The final decision will be made by the Athletic Director.** All students must return to school with the team, unless picked up by a parent or there is written permission or phone permission to go home with another adult. On weekend games or on games at night, when students go home directly after school, they can meet the team at the game. He/she should communicate their plans with the head coach.

In the sport of crew, team members must travel to and from regattas with the team. Any variation in this requires prior written approval by the Head Crew Coach and the Athletic Director. To be considered for approval a written request must be submitted to the Athletic Department at least 48 hours before the event.



## VIII. MEDICAL CLEARANCE

### GETTING READY TO PLAY:

1. During the months of May and June, the school medical forms are mailed to every family in grades 7-12. This is the time to schedule your private physician's appointment for your student/athlete.

2. The private physician form, the athletic consent form, and the medical update form should be mailed back to the Athletic Director during the summer. The medical update form must be filled out if your physical was taken more than 30 days prior to practice.

3. The school doctor will review the student's private physical form and will see student/athletes on an as need basis.

4. The student/athlete is not permitted to practice or play an interscholastic sport without the school having his/her medical, signed consent form, and medical update form (if needed) on file.

5. Students who are on prescribed medications must inform the school nurse, athletic trainer, and their coach.

## IX. SELECTION/CLASSIFICATION PROCEDURES

Exceptional eighth graders may be permitted to try out for a varsity or JV team under the State Education Department Program called Selection/Classification. However, the Athletic Department strongly encourages our students to compete with students of their same age and grade. The procedure to follow is listed below.

**STEP 1:** Only the Varsity head coach of the program, after discussion with the Middle School coach, can recommend that the student be considered for selective classification.

**STEP 2:** The coaches would then speak to the athletic director and the Middle School Principal and present their rationale for selectively classifying the student. The Athletic Director and Middle School Principal would then meet to decide whether to continue the process.

**STEP 3:** The 7<sup>th</sup> grade or 8<sup>th</sup> grade advising team, the Middle School and Upper School coaches of that specific sport, the Middle School Principal, Athletic

Director and the student's advisor meet. They discuss the various pros and cons of the student's advancement to compete at the varsity and junior varsity level. These include, but are not limited to, the psychological, social and academic implications of such a move. If this group doesn't recommend going to Step 4, the child may not be Selectively Classified.

**STEP 4:** The Athletic Director would then send a letter home to inform the parents of the process and to see if the parents are interested in pursuing selection classification. A form would have to be filled out by the parents giving permission for the student to move forward with the process of being selectively classified and to have a tryout with the upper school team.

**STEP 5:** The school physician or the family's own physician does the screening process to determine the Developmental Rating of the student.

**STEP 6:** The athletic performance test is taken by the student. The six item test is administered by a physical educator who is not the coach of the team for which the student is being evaluated.

**STEP 8:** The coach of the sport the child is being selectively classified for must fill out a Sports Skill Evaluation.

**STEP 9:** The Athletic Director mails notice to all schools and section officials announcing the student's approval to participate in the Selection / Classification Program and listing his/her athletic performance scores.

**STEP 10:** The athlete participates in the tryout period for the varsity or junior varsity team. If the athlete doesn't meet the requirements during the tryout they don't make the team.

## X. COMMUNICATION

Our goal is to develop open lines of communication where our parents and coaches work in partnership in developing our student/athletes. A valuable benefit of athletics is to have the student/athlete learn how to communicate with his or her coaches. Whenever scheduling conflicts interfere with the student's ability to attend practice he or she should make direct communication with the coach.

Communication you should expect from your student/athlete's coach:

1. Location and times of all practices and contests.
2. Team requirements and rules.

Communication coaches should expect from parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Only positive remarks as a spectator at a contest.
4. Written requests regarding pick up by another parent or the students driving to/from a practice or game. (See page 15)

Communication between student/athlete, parent and coach:

1. As your son/daughter becomes involved in the program at Friends Academy, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your child wishes. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for the athlete, parent, and the coach. Meetings of this nature do not promote resolution. At these times, parents are encouraged to urge the student/athlete to discuss any problems at an appropriate time directly with the coach and/or captains.

2. There are situations that may require a conference between the coach and the parent and/or student/athlete. When these conferences are necessary, this procedure should be followed:

- a. The coach or parent calls to set up an appointment.
- b. If the coach cannot be reached, call the Athletic Director and a message will be given to the coach.

3. If the parent feels that the meeting with the coach did not provide a satisfactory resolution, an appointment can be scheduled with the Athletic Director to discuss the situation.

## XI. BECOMING A COLLEGE ATHLETE

High school athletes should call upon coaches and other members of the Athletic Department to work with them and their college counselor in the process of applying to colleges.

The coach and counselor working together with the student/athlete and his/her parents are an effective team in guiding those student/athletes interested in playing collegiate sports.

Typically the process is best begun early and involves the following steps:

- \* Student/athlete expresses interest in collegiate athletics to his/her coach and college counselor.
- \* Student/athlete should set up a meeting with the coach to discuss his/her potential to play sports at the collegiate level.
- \* Based upon the student's ability and performance, the coach will recommend the appropriate level of play and will review the student/athlete's athletic resume.
- \* Coaches may provide further support for the student/athlete in the application process by writing letters of recommendation and contacting college coaches when appropriate.

It is important for student/athletes and their parents to take the initiative and responsibility of pursuing the student/athlete's desire to play college sports. While the college counselor and coach will provide assistance in the form of evaluations, resumes, and letters of recommendation, the student/athlete and parents remain the driving force in this process by initiating meetings, developing a resume, contacting colleges, and meeting application deadlines.

**TWO RESOURCES THAT MAY ALSO BE HELPFUL THROUGHOUT THIS PROCESS ARE:**

**“Guide for the College-Bound Student-Athlete”**

— NCAA: <http://www.ncaapublications.com/productdownloads/CBSA.pdf>

**“A Guide for College-Bound Student-Athletes and their Parents”**

— NIAAA: <http://www.niaaa.org/pdf/college-bound.pdf>

## NCAA Eligibility Center

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions — Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Eligibility Center (<http://www.eligibilitycenter.org>). All students should read the recruiting rules that are posted on the NCAA website ([WWW.NCAA.ORG](http://WWW.NCAA.ORG)). The Eligibility Center ensures consistent application of NCAA initial-eligibility requirements for all prospective student/athletes at all member institutions.

### Your Responsibility as a Prospective NCAA Student /Athlete

It is your responsibility to make sure the Eligibility Center has the documents that are required, to certify you. These documents are:

- Your completed and signed Student Release Form and fee
- Your official transcript mailed directly from every high school you have attended
  - Your ACT or SAT scores
  - Foreign Student Application (If you attended a secondary school outside the United States for all or a portion of your 9th-12th grades, different evaluation procedures must be applied.)

Prospective college athletes should pick up an eligibility form from our college guidance office in the spring of his/her junior year.

## Checklist for athletes who hope to compete in college

### 9th grade

- \_\_\_\_\_ Maintain good grades, citizenship, and attendance at school
- \_\_\_\_\_ Pursue sports at the highest level (in your school and/or in travel program)
- \_\_\_\_\_ Explore your strengths in clubs and other extracurricular programs
- \_\_\_\_\_ Record details and stats of performance for athletic resume

### 10th grade

- \_\_\_\_\_ Maintain good grades, citizenship, and attendance at school
- \_\_\_\_\_ Pursue sports at the highest level (in your school and/or in travel program)
- \_\_\_\_\_ Record details and stats of performance for athletic resume
- \_\_\_\_\_ Explore ways to increase your exposure (travel team, camps, showcases, etc.)
- \_\_\_\_\_ Prepare profile for tournament and showcase play
- \_\_\_\_\_ Reach out to coaches on tournament list via e-mail to let them know you will be playing and that you are interested in their institution
- \_\_\_\_\_ Decide whether a video from games is needed and make plans for filming or work on editing tape
- \_\_\_\_\_ Take PSAT if offered in your school

### 11th grade

- \_\_\_\_\_ Maintain good grades, citizenship, and attendance at school
- \_\_\_\_\_ Study and take PSATs and schedule SATs or ACT in spring
- \_\_\_\_\_ Research on-line to get information on college teams (i.e. league, ranking, Division I, II, or III, talent of individual players, number of seniors or underclassmen in your position, reputation of coach, etc.)
- \_\_\_\_\_ Write and send letters via e-mail to coaches to let them know you are interested
- \_\_\_\_\_ Respond to all letters you receive after Sept. 1st
- \_\_\_\_\_ Complete on-line recruiting forms if appropriate
- \_\_\_\_\_ Begin making appointments to meet coaches when you visit colleges
- \_\_\_\_\_ Register with NCAA at [www.naaclearinghouse.org](http://www.naaclearinghouse.org) for eligibility in college
- \_\_\_\_\_ Obtain copy of transcript from college guidance office to show to coaches

## Sample Letter to Potential Coach

Dear Coach (look up name online or in NCAA book in college office),

I am writing to introduce myself as a potential athlete for your team. I am currently a junior on the Varsity (crew, lacrosse, tennis, etc.) team at Friends Academy and believe that I could make a significant contribution to the program at (University name). I am a tall, strong athlete (or other physical attributes) who trains year around to prepare for my sport. I am determined and motivated to work hard and compete to the best of my ability. I have competed at the top level in high school in numerous (games, meets, regattas, etc.) and received distinction in the following (races, seasons, games, etc.) as a (100m athlete, forward, coxswain, shortstop, etc.): list them. For further details on my athletic honors please refer to my enclosed resume.

I am an excellent student and am confident that (school name) would be a good place for me to pursue my academic goals. My grades are in the (X to X range and my PSAT scores are X Verbal and X Math (or include other scores or note when you will have scores). I am taking a challenging curriculum with AP or honors courses (or other distinguishing details of your program). I am interested in humanities (or another general field of study) and hope to major in English (or other major) in college. (If you are undecided, you can simply say that you are interested in X and Y and hope to get a good liberal arts education.)

As a talented student/athlete, my goal is to find a school that will challenge me and give me a chance to contribute to the overall life of the school. I am hopeful that your school will give me that opportunity. Thank you for your consideration. I look forward to hearing from you in the near future.

Sincerely,

Bill Jones

\*Attach resume and include your contact information (e-mail, phone #, address) and coaches' information as well.



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