



ATHLETIC HANDBOOK FOR STUDENT-ATHLETES AND THEIR PARENTS

THE MAGELLAN CHARTER SCHOOL MISSION

The mission of The Magellan Charter School is to provide a challenging intellectual journey for highly motivated students.

ATHLETIC STATEMENT

This athletic handbook is designed to inform athletes and their parents or guardians of the rules, regulations, and information that continues to help develop the rich and competitive tradition of The Magellan Charter School. Athletic participation on our teams is a ***privilege*** and not a right. Those who choose to participate are expected to follow the code of conduct established by the school as well as specific coaches' rules for their sport. Athletes should always remember that they represent their family, school, student body, and community.

ATHLETIC MISSION

The athletics mission is to provide a competitive athletic program that helps students grow and develop into healthy young adults.

ATHLETIC PHILOSOPHY

The Magellan Charter School athletic department believes that competitive athletics are desirable as part of the overall educational program of the school. To achieve maximum effectiveness, the athletic program must be closely coordinated with the instructional program of the school. The welfare of the individual takes precedence over any other interest.

We aim to provide a competitive schedule of interscholastic contests seeking to build positive rivalries, new friendships, improved playing skills, self-confidence, and enjoyment of participation, better community relations, sportsmanship, group interaction, discipline, leadership, and teamwork. A selection process is utilized by coaches in specific sports according to the number of participants and player abilities.

ATHLETE PARTICIPATION REQUIREMENTS

General Regulations

To be eligible for tryouts, practice, or participation in interscholastic athletic contests, a player must meet all eligibility requirements:

- Age policy: shall not participate if he/she becomes 15 years of age on or before October 16 of the school year
- Academic and Attendance Requirements
 - All students participating in athletics can have no more than four(4) absences of any class during the trimester of participation. Excused absences will not count against these totals when course work is made up.
 - All students participating in athletics shall demonstrate an acceptable level of achievement as follows:
Students shall earn a grade of A, B or C in each subject during the preceding trimester prior to participation.
 - Students with identified disabilities academic eligibility is determined by the student making progress toward meeting the educational goals on the IEP as determined by the school-based committee. A student with a disability must meet all other requirements that apply to the regular education student such as age, attendance, and other requirements.
- Receive a medical examination once per school year.
- Concussion Return-to-Play Progression
 - In order for student athletes to begin the return to play progression (or play), they should not have any symptoms for at least 24 hours, not be using medications to help with symptoms, and be attending school full time without any concussion related academic accommodations. When it's time to start the progression, there should be communication among athletic, medical and academic teams to make sure the student is functioning fully in school before beginning his or her return to sports.
- Present an insurance waiver form signed by parents or guardian.
Insurance information must be on file at Magellan.

When an athlete is suspended from school (either in or out-of-school) or receives three or more days of office detention for unsatisfactory conduct during school, he/she may not participate (practice or play) in any athletic event that day. Depending on the severity of the offense, the athlete may incur additional days suspended from participation.

Athletic Policies

- Students must meet all eligibility requirements before tryouts/practice.
- Students must practice a total of five (5) days before playing in a game.
- Prior to participation, students must have all completed athletic forms on file at Magellan.

INTERSCHOLASTIC ATHLETICS

Interscholastic athletics have a vital place in the total educational program when they are effectively planned, organized, administered, supervised, and evaluated. Through school athletics, many of the interests and needs of young people can better be served than through any other channel. For this reason, it is important that school administrators, teachers, students, parents, and community personnel determine the most desirable objectives and plan athletic programs aligned with the mission of the school program. All athletic policies should be printed in handbook format and provided to participants to ensure compliance and fairness.

Underlying every phase of the athletic program should be a primary concern for the athlete as a person, student and a member of society. At all times, emphasis should be placed upon progressing levels of maturity, both physical and emotional; upon integrity, both personal and social; and upon responsibility, both for one's self and to all involved in the athletic program. Any play between organized teams or individuals from different schools is defined as an "interscholastic athletic contest" and shall be subject to all regulations pertaining to such contests.

Statutory Provisions – "Local boards of education shall make all rules and regulations necessary for the conducting of extracurricular activities in the schools under their supervision, including a program of athletics, where desired, without assuming liability therefore provided, that all interscholastic athletic activities shall be conducted in accordance with rules and regulations prescribed by the State Board of Education." G.S. 115C-47(4).

STATE BOARD OF EDUCATION REGULATIONS

Realizing the need for acceptable standards for the operation of sound athletic programs on a state-wide basis, county and city superintendents, principals, and coaches of the state devised and recommended minimum regulations for consideration by the North Carolina State Board of Education (SBE). The standards, "Regulations Governing Athletes," were first adopted by the North Carolina SBE on June 5, 1952. These regulations, which are kept up-to-date through frequent amendments, have been considered as minimum standards for each local administrative unit to abide by or surpass in its efforts to maintain the highest possible standards relative to its interscholastic athletic program.

The following guidelines and stated rules apply to middle/junior high athletics. The rules and regulations are established by the SBE for the following purposes:

- To maintain consistency in the governance of the middle/junior high school athletic program throughout the state.
- To enhance opportunities for fair play and competition.
- To promote safety for students who choose to participate in athletics at the middle/junior high school level

- To impose sanctions on schools, coaches, players, spectators, officials and anyone involved in the athletic program who do not adhere to the rules and regulations and subsequently violate the intent or substance of these rules and regulations.

AFFILIATION

The Magellan Charter School competes in interscholastic athletics as a member of the Capital Area Middle School Conference. Other members of the **CAMSC** includes Cary Academy, Cary Christian, Franklin Academy, Grace Christian School of Raleigh, North Raleigh Christian Academy, St. David's School, St. Timothy's School, Trinity Academy, and Wake Christian Academy.

ATHLETIC TEAMS

The Magellan Charter School competes in the following fall sports: boys soccer, girls tennis, girls volleyball, boys and girls cross-country; in the following winter sports: boys basketball, girls basketball; in the following spring sports: boys baseball, boys tennis, girls soccer.

DISCIPLINE

All school policy and standards of behavior for students set forth by the school administration will be carried out by the coaches at practices and games. Disciplinary actions for misconduct will be applied. Serious offenses will be brought to the attention of the Athletic Director and School Administration.

DRESS CODE

Appropriate apparel, as outlined in the student handbook, should be worn for all athletic events, including practices and home/away games. Dependent on the discretion of the coach, teams should be dressed in one of three options:

1. Boys are to wear collared shirts or polos with khakis or non-jean pants and girls should be neatly attired with choice of slacks/skirts and casual blouses or dresses.
2. Teams may wear 'Magellan Spirit Wear': ie. their current season t-shirt/sweatshirt.
3. Some venues (those with no locker rooms/dressing facilities) will require teams to go to the game in uniform.

EQUIPMENT AND UNIFORMS

All equipment used by athletic teams at The Magellan Charter School is the property of the school. At the beginning of each season, the coach will be given an inventory of the equipment checked out to him/her. The care of the equipment is the responsibility of the

coach. After each practice and game, a careful check should be made to make sure that all equipment is accounted for. No equipment should be checked out to students for personal or home use. At the end of the season, all equipment should be returned within one week of the final game.

Uniforms are the property of The Magellan Charter School. The booster club provides the funds for purchasing uniforms. The coach has the responsibility for distributing and collecting uniforms. Athletes are responsible for the care of the uniform and should follow the manufacturer's instructions for cleaning after each use. ***An athlete who loses a uniform must pay the replacement cost for that uniform. Uniforms which show more than normal wear may also have to be replaced and must be paid for by the student.*** Uniforms are not to be altered or tailored by the athlete. Athletes are to wear the complete uniform provided by the school at games and games only. They should not be worn to school, practice, or used for other recreational activities. (Athletes are to be in complete uniform for team pictures, which are made each season.) All uniforms are to be cleaned and returned to the coach and accounted for within one week of the final game of the season.

FACILITIES

Extreme care and caution should be taken in the use of facilities. Coaches should enlist the help of athletes to ensure that every field and court is left in the condition in which it was found. All cups, bottles, and other trash should be picked up. Any student defacing or destroying property will be disciplined according to school policy. Activities by teams should be limited to the area specifically designated for the team's use. All other areas are off limits.

SPORTSMANSHIP FOR ATHLETES AND COACHES

Be modest in victory and gracious in defeat; respect the judgment and integrity of game officials.

Athletes and coaches at The Magellan Charter School are to be exemplary in their display of sportsmanship during games and practices. **Team members should congratulate opponents after a game with a customary handshake and kind word.** Physical and/or verbal abuse aimed at an opponent, official, coach, or teammate will result in immediate discipline by the coach, and possibly, the Athletic Director and School Administration. Taunting and/or inappropriate language directed toward an opponent or teammate is not "part of the game", and is inconsistent with the mission of The Magellan Charter School. An athlete ejected from a contest is automatically suspended for the next game, but may sit on the bench. All ejections are to be reported to the Athletic Director no later than the day after the ejection takes place.

SPORTSMANSHIP FOR STUDENTS AND SPECTATORS

Students and spectators should:

- Realize you represent the school as does a member of the team; therefore, you have an obligation to be a true sportsman, encourage through this behavior the practice of good sportsmanship by others.
- Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team.
- Remember that the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social, and emotional well being of the players through the medium of contest.

TRANSPORTATION

Transportation to all home and local away games is the responsibility of the parents/players. Please be sure to read the liability statement on the athletic participation permission slip. The Magellan Charter School does not provide transportation for teams to any off-campus games, matches, or events. In order for parents/guardians to drive students to practices and games, they must complete the Driver Agreement. (See the [Magellan Athletics Website](#) for access to access the Driver Agreement and all required forms.)

PARENT RESPONSIBILITIES

Parents of student-athletes are a vital part in the sports program at The Magellan Charter School. It is crucial to have strong parental involvement, providing the following necessary duties:

1. Team coordinator:
 - Acts as liaison between coach, team, and booster club.
 - Communicates team business
 - Coordinates all volunteers and ensures they have performed their responsibilities (***banquet, team fundraiser, practice parent, driving, and refreshment schedule***)
 - Collects all fees for the Booster Club
2. Practice parent:
 - Provides supervision of practice facility during practice
 - **Monitors student-athlete pickup after practice by remaining with all athletes until they are picked up**
3. Sport Specific Duties (Including but not be limited to the following):
 - Act as line judges for volleyball
 - Act as scorekeeper and clock operators for basketball
 - Maintain baseball field
 - Provide course assistance for cross-country
 - Assist with facility clean up after contests for all sports.

WHAT PARENTS CAN EXPECT FROM THE MAGELLAN CHARTER SCHOOL'S ATHLETIC DEPARTMENT

- A safe, caring, challenging environment
- Communication about athletics and our athletic philosophy
- Fairness and consistency
- Communication regarding any disciplinary action
- Professionalism
- Respect
- Information regarding practice, games (locations/times) and other team requirements
- An emphasis on the proper ideas of sportsmanship, ethical conduct and fair play.

WHAT PARENTS CAN EXPECT FROM THE MAGELLAN CHARTER SCHOOL'S ATHLETIC COACHES

- Emphasis on values derived from playing the game fairly.
- Establishment of a positive relationship with visitors, visiting teams and officials
- Demonstration of a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- Encouragement of leadership by the athletes on the team
- Support of the Magellan Charter School athletic philosophy, keeping in perspective that an athletic contest is only a game
- Monitoring of matters which are detrimental to the welfare of the conference and reporting to the proper authorities when appropriate
- Promotion of healthy lifestyles

WHAT THE MAGELLAN CHARTER SCHOOL ATHLETIC DEPARTMENT EXPECTS FROM PARENTS

- Respect
- Support for our philosophy, teams and coaches
- Athletes **to be picked up on time** from practices or games
- Adherence to the Triangle Middle School Conference and The Magellan Charter School's Sportsmanship rules when attending a game or match
- Communication of concerns to occur at the appropriate time
- Support of disciplinary actions
- Notification of any illness, injuries or missed practices.

PROCEDURE FOR ADDRESSING CONCERNS

Coaches are professionals. They make decisions based on what they believe to be the best for all athletes involved. Accordingly, the following issues are not appropriate to discuss with the coach:

- Playing time, positions, starting status, rotations, etc.
- Team strategy
- Play calling
- Other student-athletes

Please do not attempt to confront a coach before or after a contest or practice.

Listed below is The Magellan Charter School's Athletic Department procedure for addressing any concern regarding a child's athletic experience. Please use the following steps until a resolution is in place:

- 1) Have your child speak to the coach.*
- 2) Arrange an appointment with the child's coach.*
- 3) Arrange an appointment with the Athletic Director.*
- 4) Arrange an appointment with the Head of School.*

TRYOUT POLICIES

To the extent participation in a sport must be limited based upon facility or practice constraints, the following criteria will apply:

- Choosing the members of athletic teams is the sole responsibility of the coach(s)
- Prior to trying out, the coach shall provide the following information to all candidates for the team:
 1. Extent of try-out period (two- or three-day tryout based on number of participants). Fall tryouts are usually conducted during the second week of August. Winter tryouts are the last week of October and Spring tryouts are the last week of February.
 2. Criteria used to select the team
 3. Number to be selected
 4. Practice commitments
 5. Game commitments
 6. Student-athletes will be notified based on coach's discretion
 7. After team selection an Informational Sports Season Meeting for student-athletes and parents will be held at school to allow for an overview of the upcoming season, meeting with the coach, signing up for parental volunteer duties, and providing student-athletes with uniforms.

JOB DESCRIPTION OF THE ATHLETIC DIRECTOR

Position Title: Middle School Athletic Director

School: Magellan Charter School

Reports To: Head of School

Employment Type: Part-Time, Stipend Position

Position Summary

The Middle School Athletic Director is responsible for administering and overseeing all aspects of the Magellan Charter School athletic program. This position works under the direction of the Head of School and the MCS Board of Directors to ensure the effective operation of the school's athletics program, including coach coordination, student-athlete compliance, scheduling, and equipment management.

Qualifications

- Previous coaching experience (desired)
- Knowledge of the overall operation of a middle school athletic program
- Ability and willingness to lead a program involving coaches, the Booster Club, and students
- Any other qualifications deemed necessary by the Board of Directors/Head of School
- Successful completion of school-required background checks, eligibility verification, and training

Performance Responsibilities

The Athletic Director shall perform the following duties outlined below:

Program Administration:

- Work under the direction of the Head of School, MCS Board of Directors, and on behalf of the overall athletic program.
- Administer all athletic program policies/procedures established by MCS.
- Represent the school at all Capital Area Middle School Conference meetings.
- Fulfill duties necessary to maintain participation in the Capital Area Middle School Conference.
- Advise school administration regarding coaching concerns and athletic program matters.
- Make recommendations regarding facility improvements to school administration and the Board.
- Perform other duties assigned by the Head of School consistent with school policies.

Student-Athlete Records and Compliance:

- Maintain records for all student-athletes, including registration forms, physical examinations, proof of insurance, sports participation history, athletic participation contracts, driver Google forms, and parental consent forms.
- Collect and verify scholastic eligibility for all student-athletes.
- Support equal opportunity for all student-athletes and promptly refer any concerns involving discrimination, harassment, retaliation, unequal treatment, or student safety to the Head of School.
- Maintain confidentiality of student records in accordance with school policy.

Scheduling and Events:

- Schedule games, meets, and matches.
- Hire, schedule, and coordinate game officials.
- Authorize and assist in preparing contest sites.

Equipment and Budget:

- Oversee maintenance, inventory, and storage of athletic equipment.
- Order necessary equipment, uniforms, and supplies for upcoming seasons.
- Collaborate closely with Magellan Charter School Athletics Boosters to monitor expenditures aligned with the annual budget.

Coach Management

- Recruit and select coaches for each sport, subject to school approval.
- Ensure all coaches have completed contracts, background checks, and necessary courses or training, including Concussion in Sports, CPR, and Emergency Procedures.
- Provide coaches with training rules and sport-specific regulations.
- Provide general oversight and supervision of coaching responsibilities and expectations.
- Meet with each coach before and after the season to communicate job expectations and responsibilities, provide feedback, establish requirements for the upcoming season, and address requests or needs regarding equipment, uniforms, parent volunteer responsibilities, and related matters.

JOB DESCRIPTION OF HEAD ATHLETIC COACH

Position Title: Middle School Head Athletic Coach

School: Magellan Charter School

Reports To: Athletic Director and School Administration

Employment Type: Volunteer (Volunteer Coaches may receive a monetary gift from the Booster Club in recognition of their service.)

Qualifications:

1. Ability and willingness to organize and supervise a specific sports program
2. Knowledge of the technical aspects of the sport and continuation of examining new theories and procedures pertinent to the field

Performance Responsibilities:

- Possess a thorough knowledge of all athletic policy approved by The Magellan Charter School and be responsible for its implementation.
- Maintain discipline, adjust grievances, and work to increase morale and cooperation.
- Delineate procedures concerning due process when the enforcement of discipline is necessary.
- Make necessary preparations to hold scheduled sport events or practices and adhere to scheduled facility times.
- Provide proper safeguards for maintenance and protection of assigned equipment sites.
- Advise the Athletic Director of recommended policy, method, or procedural changes.
- Provide training rules and regulations of the sport to each athlete.
- Monitor each student athlete's grades and conduct on a regular basis.
- Attend Magellan staff meetings if employed by the school.
- Be present at all practices (with the exception of Magellan staff meetings), games, meets, and matches and provide guidance for each participant.
- Adhere to policies concerning injuries, medical attention, and emergencies
- Secure student managers, statisticians, timekeepers as needed.
- Participate in the close-out procedure with the Athletic Director.
- Be accountable for all equipment and uniforms as well as the collection of fees for non-returned items. Arrange for issuing, storage, and reconditioning of equipment.
- Monitor and assist with the maintenance of equipment rooms.
- Ensure student-athletes use only authorized areas of the building at all times.
- **Ensure athletes are supervised at all times and are picked up after practices and games.**
- Be responsible for general cleanliness of the facility and maintenance of sport equipment.
- Secure all doors, lights, windows and locks before leaving the building if custodians are not on duty.
- Instill in each player a respect for equipment and school property, its care and proper use.
- Perform other duties as assigned by the Athletic Director and Administrator in keeping with The Magellan Charter School policies

NORTH CAROLINA COACHES ASSOCIATION CODE OF ETHICS

When entering the coaching profession, a coach accepts certain obligations and responsibilities to the players, fellow coaches, and to the game each coach directs. If we are to keep the coaching profession at a high level, we must assume all the responsibilities in such a way to give our profession honor and dignity.

- The coach, in contact with each player, should by principle and example set a pattern of behavior for each student, for he/she influences these players more than any other person. Parents put their dearest possessions under your guidance, and you should be sure to see that they are better for having played under you.
- Coaches shall actively promote good sportsmanship of spectators by working closely with administrators, students, parents, and boosters.
- The coach should meet rival coaches before and after each game and exchange greetings. The coach shall respect and support contest officials by avoiding conduct which will incite players or spectators against officials.
- The coach should see that every injured athlete is given immediate medical attention.
- The coach should remember that his/her first function is to educate a student through participation in athletics.
- The coach shall know the game rules and be responsible for their interpretation to team members. Additionally, the coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- The coach should be sure that every participant fulfills all the rules and regulations for eligibility.
- The coach should inspire every student to achieve the highest academic success possible. The coach shall work in harmony with the entire interscholastic program of the school.
- Every coach should advise players as to the proper conduct in meetings with the press and how to conduct themselves in player interviews, both for their protection and to avoid any embarrassment.
- The coach shall take an active role in the prevention of alcohol, tobacco and other drug abuse while stressing the importance of a healthy lifestyle.
- The coach shall discipline athletes who display unacceptable behavior. Any serious violations of school rules should be reported to the Athletic Director.

**REDUCING THE RISK OF CONTRACTING BLOOD BORNE INFECTIONS
(HIV AND HEPATITIS B VIRUS) UNIVERSAL HYGIENIC PRECAUTIONS FOR THE
ATHLETIC SETTING**

1. Before competing, cover any open wounds you might have to reduce the transfer of blood from one open wound to another.
2. Athletes should render first-aid to themselves and cover their own wounds whenever possible. This reduces the risk of transmitting a blood-borne virus from one person to another.
3. When rendering first-aid to others, wear protective gloves anytime blood or other body fluids containing visible blood, open wounds, or mucous membranes are involved. Clean gloves should be worn for each athlete or the recurrence of an injury with the same athlete if any practice has occurred following treatment.
4. If you get someone else's blood or other body fluid containing visible blood on yourself, wear protective gloves and wipe it off with a disposable towel using a solution known to inactivate blood-borne pathogens. Soap and water or antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes, are recommended by OSHA. Cloth towels should be used only once before laundering and disposable towels/towelettes should be discarded properly. Proper disposal would be the use of a plastic-lined container with a lid, labeled with biohazards waste label.
5. If blood or other body fluids containing visible blood are present during practice or competition, play should be stopped, the injured athlete removed from the activity and given proper attention, and any contaminated surface should be cleaned. A uniform saturated with blood should be changed. Any open wounds should be cleaned, the bleeding should be stopped, and the wounds should be covered before the athlete is allowed to continue participation.
6. Do not use common towels to clean surfaces contaminated with blood or other body fluids containing visible blood. The use of common towels any time during athletics is a very poor health habit. Personalize towels, cups, and water bottles with the individual's name or number.
7. When cleaning contaminated surfaces, use a solution of household bleach and water or a commercially-prepared, EPA-approved solution. The household bleach solution should be mixed fresh daily and should be a dilution of 9 parts water to 1 part bleach.
8. All blood-contaminated linens such as uniforms and towels should be presoaked and then washed in hot, soapy water.
9. Wash all soiled uniforms, towels, and other dirty linen in warm or hot soapy water. Use a normal laundry cycle and follow the washer and detergent manufacturer's recommendations.
10. In general, use good hygienic practices. Shower after each practice or competition, using a liberal amount of soap and water. Avoid sharing towels, cups and water bottles.

***LISTED BELOW ARE THE SPORTS SEASONS AND ATHLETIC PROGRAMS
OFFERED AT THE MAGELLAN CHARTER SCHOOL***

FALL

Boys Soccer
Girls Tennis
Girls Volleyball
Boys & Girls Cross Country

WINTER

Boys & Girls Basketball

SPRING

Girls Soccer
Boys Tennis
Boys Baseball

ATHLETIC PARTICIPATION FORMS

Prior to try-outs, student-athletes must complete all athletic forms and provide to the Athletic Director to keep on file for the particular school year. These forms include the sports participation history form, physical examination, certification of accident insurance, athletic participation contract, and parental consent form for school trips. All required forms can be downloaded from the [Magellan Athletics Webpage](#).