



2025-26 LOWER & MIDDLE SCHOOL
Handbook For Coaches

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Athletic Department Staff and Contact Information

Middle and Lower School Athletic Director

Theresa Smith

theresa.smith@harker.org

408.553.0389 – office, 408.639.6568 – cell

Upper School Athletic Director

Dan Molin

dan.molin@harker.org

408.345.9627 – office, 408.639.0980 – cell

Middle and Lower School Assistant Athletic Director

Karriem Stinson

karriem.stinson@harker.org

408.553.0556

Middle and Lower Assistant Athletic Director

Brighid Wood

brighid.wood@staff.harker.org

717.433.7499

Assistant Head of School for Student Affairs

Ken Allen

ken.allen@harker.org

408.345.9600 – office

Athletic Department Philosophy

The Harker athletic administration believes that each student should have the opportunity to participate in a quality program of seasonal team sports. We believe that the students should be knowledgeable about the games they play, and understand rule interpretations and strategies of team play. They should have the opportunity to be coached by individuals who are of high character, good role models, and have a desire to share their knowledge and love of their sports with their students.

Harker teams are known for being well-disciplined and exhibiting a high level of sportsmanship. This includes being respectful of coaches, referees, players and fans. They are taught to win or lose with class and dignity.

We believe the students should gain a sense of self-confidence through skill improvement, knowledge of the game and support from both coaches and teammates. We feel that teamwork is essential to the development of good teams and good players. We strive to teach our students the value of each team member's contribution, whether team leader or role player.

Most of all, we believe the students should have fun! They will share in the camaraderie of participating with other team members and will develop a sense of pride in their team, their school and their success.

Coaching Staff Expectations

We expect our Harker coaches to:

Be positive role models for our students. Proper attire, language and sportsmanship are to be displayed at all times while performing your duties as a coach and supervisor.

Set high expectations for our students. This is best accomplished by clearly outlining your expectations at the beginning of the season with both student- athletes and their parents and consistently following through when course corrections are needed.

Be an advocate against verbal and physical harassment and maintain a safe environment for athletes.

Please understand that beyond your primary responsibility is to teach and develop self-confidence, and this transcends beyond the x's and o's. Playing time must be given to all students who meet attendance requirements and exhibit good sportsmanship.

Develop a sense of team unity and fun! You should strive to create an environment where students are supportive of one another despite differences of ability and confidence.

Collaborate during each season with the coaches from other divisions to build a programmatic system for each sport in grades 4-12. The commitment may vary from sport to sport, and those should be outlined by the program director at the beginning of the year.

Team Management

You are to be in charge of your team at all times. You should always model positive behavior. Inappropriate behavior (including swearing, taunting or disrespect of any kind, excessive physicality, etc.) is not to be tolerated. Address any unacceptable behavior immediately and issue a warning. If the behavior continues or you feel further action is necessary, discuss with the athletic director as soon as possible to determine if an increased disciplinary action is necessary. Parents should be informed immediately if there is more than one incident of misbehavior. Informing parents is critical, because they can possibly be your ally in helping to curb the issue. Regardless of their initial reaction, your communication with them early on is vital if further action becomes necessary at a later time.

The highest level of sportsmanship should be expected at all times. Complaining about officiating (by students or coaches) is unacceptable and counterproductive at this age level. Any display of poor sportsmanship during practices or games should be dealt with immediately by the coach.

Our athletes are to represent themselves, their team and their school at the highest level when involved in competition. The lessons of sportsmanship, teamwork, consistent effort and a commitment to

success are far more important than a team's win-loss record. We must not lose sight that our primary job is to educate our students in these areas that are consistent with the acronym of our LIFE program: Living with Intent, Focus and Enthusiasm.

Community Expectations

Harker athletics strives to create a supportive and inclusive athlete community, where coaches and players are expected to treat each other with respect and kindness. Players and coaches are expected to report any incident of actual or suspected discrimination, harassment or "locker room talk" to a figure of authority, including the athletic director, the lower or middle school division head, the lower or middle school dean of students or a faculty member of the diversity committee, to ensure that Harker has a safe and inclusive community.

Dress Code Policy

You will be provided with Harker coaching gear that we ask you to wear daily. In general, coaches are expected to wear shorts, T-shirts, sweats and other coaching apparel. The clothing should be clean and in good condition. There cannot be any pictures of alcohol, tobacco or drugs displayed on them. Clothing from any competing school is unacceptable.

Shoes should be worn at all times. Flip-flops, sandals or any other open-toed shoes cannot be worn by the coaching staff at any time. The exception to this rule would be the swim and water polo coaches.

On game days and team picture days we expect the coaching staff to be in Harker- issued coaching gear.

Student-athletes should also be properly dressed for practice in the Harker-supplied physical education clothing, including shorts or sweats. Occasionally students may be out of uniform due to lack of clean P.E. clothes, but this should be the exception, and the parents of any student inconsistently in uniform should be contacted to remind them of the requirement before it becomes an habitual problem.

Athletic Participation Release Form

Every student must have a signed health form on file in Magnus to participate in athletics. They will not be allowed to participate in any interscholastic contests until the form is digitally signed. Parents will be made aware if we are missing the signed form in Magnus prior to their child's first game.

Preseason Meeting with Parents

Communication is vital to a healthy relationship between coach and parent(s). Each coach is to attend the established preseason meeting with the parents on Zoom, and to follow up directly with all team parents who fail to attend that meeting. It is important to exchange the following information and to learn about any potential seasonal conflicts at the start of the season.

Topics to be covered at the meeting should include:

- Review of mandatory practice days – Tuesday and Wednesday for Bucknall, and Tuesday, Wednesday and Friday at Blackford. The current exception is club swimmers who can attend one practice per week, but all exceptions need the approval of the athletic director. Swimming is Tues/Thurs (LS), and Mon/Wed/Fri (MS). Track (LS/MS) - no mandatory days, but all students need to attend at least two times per week. VA tennis is a Mon/Wed/Fri commitment and VB tennis is a Tues/ Th commitment; water polo, baseball and girls lacrosse are Tues/Wed/Fri only.
- Verification of signed athletic participation release forms and notation that failure to have one on file will prevent the student from playing in interscholastic contests until it is in Magnus.
- Distribution of game schedules.
- Daily practice attire requirements and uniform distribution and cleanliness.
- Expectations for practice commitment, sportsmanship, and energetic participation in both practices and games.
- Parental involvement possibilities: team parents, "game snack coordination."
- Playing time guidelines and infractions that may impact same.
- Bus travel expectations, including rules for picking up and

- signing out students from game sites.
- Chain of command for problem-solving if issues arise: coach first (following 24-hour rule), then athletic director, and after those two avenues have been pursued, the assistant head of school for student affairs. Each member of the chain of command will only engage the parent if the previous contact has been made first. (In other words, the assistant head of school for student affairs will only engage with a parent who has first spoken to both the coach and the athletic director and remains dissatisfied with the response.)
 - Other topics as specific to the sport or coaches' philosophy (consistent with Harker's expectations).

Attendance Criteria

This descriptor can be used in explaining the system to parents at the season- opening meeting.

The athletic attendance issue has been thoroughly discussed, reviewed and agreed upon by the athletic department, BEST/BASE and performing arts department and has the approval of the full administration. This system was designed so that coaches at all levels have days on which they can expect full attendance and plan practices accordingly to teach and reinforce techniques and strategies to the entire team.

Our goal is to have our athletes develop a sense of commitment, camaraderie and skill development during each season. The students must understand that it is a privilege to be part of a team. The hope is for each student-athlete to be at every practice except in the case of an excused absence or bona fide conflict.

We recognize the fact that our younger students and their families want and need to try a variety of activities to determine their long-term interests. However, there will be times when decisions will need to be made regarding the involvement of students in multiple after-school activities that end up in conflict with each other. Each coach is responsible for contacting parents when players do not attend mandatory practices or games when they are recorded as attending school that day. Missing mandatory practice may result in reduced playing time, and players and their parents should be

advised of this in advance as part of the preseason meeting. Parents of students who have game conflicts as a result of mandatory performing arts rehearsals should bring these to the attention of the coach as soon as they review the seasonal game schedule so coaches are aware and can potentially adjust to these conflicts (not always possible). Students who miss games or practices because of these conflicts will receive no consequence. The athletic director will assist to alleviate these in advance whenever possible.

Lower School – Bucknall Campus

The mandatory days for participation at the lower school in grades 4 and 5 are Tuesday, Wednesday and all game days, no matter what day those fall upon. Swimming - Tuesday and Thursday. Track - no mandatory days, but a student must attend at least two days a week.

Middle School – Union Campus

The mandatory days for participation at the middle school are Tuesday, Wednesday, Friday and all game days, no matter what day those fall upon. Swimming - Mon/ Wed/Fri. Track - no mandatory days, but a student must attend at least two days a week. VA tennis (MS) is a Mon/Wed/Fri commitment and VB tennis is a Tues/Th commitment. Water polo, baseball and girls lacrosse only practice Tues/Wed/Fri.

Those students who are selected to participate at the varsity 'A' level are expected to commit to all practice sessions unless they have an excused absence or arrangements are made before the season.

It is the responsibility of the student-athletes to inform their coaches ahead of time if they need to miss a practice and are aware of this need in advance. It is not acceptable for student-athletes to send another student to the practice area to tell the coach, "Johnny won't be here today." Please reiterate this to your players regularly.

Athletic Awards Criteria

Certificates of participation will be given out to all lower school players at the end of each season.

Those students who participate on the junior varsity B team on the lower school campus (JVB) will earn a junior varsity H block and an insert for each sport they play at the junior varsity B level.

Those students who participate on the varsity A team on the middle school campus (VA) will earn one varsity A T-shirt for the school year. MVP, Eagle and Coaches awards are given out at the end of each season by the coaches. We ask that you only give out these three awards. Eagle and Coaches' awards are open for individual coaches' interpretation.

Grade 8 Athlete of the Year

At the end of the school year the athletic director will supply the varsity A coaches with a list of names of students who are eligible for this award. The athletic director will supply coaches with a list of team-level awards that have been given out over the course of the school year to assist in your decision.

General criteria for the award:

1. The athlete should have participated in at least three sports during the school year.
2. The athlete's grade point average cannot be lower than a C- for the school year.
3. The athlete must be viewed by the coaching staff and teachers as a positive role model and citizen both on and off the court.

Employee Performance Issues

We want our coaches to be successful – from those in the formative stages of their coaching careers to those veterans with many years of experience. We want everyone to be happy in their work, pursuing their passion to work with young people in their sport of choice. However, even coaching professionals can face challenges in their jobs from time to time that may result in conflicts with parents, student-athletes, other coaches, and even the athletic director or other administrators. The athletic director is responsible for making sure all coaches adhere to levels of behavior and courtesy consistent with Harker standards.

If you have an issue like one of those described above we ask that, if possible, you begin by speaking directly with that person to resolve the issue. If you find that you cannot come to a resolution, please seek the advice and assistance of the athletic director on your campus. If you feel you need further assistance, please contact the assistant head of school for student affairs.

If the athletic director on your campus has a performance issue to discuss with you, they will make an appointment to discuss it with you and determine what corrective action may be necessary. The normal steps in the process are listed below.

- If you are a coach on the Bucknall (lower school) campus, Karriem Stinson will be the first to discuss the issue with you and document in writing the agreed-upon resolution. If that fails to produce the desired change, the athletic director will schedule an appointment outside of coaching hours to meet with you to continue the discussion toward resolution. If the issue remains unresolved you will be contacted by the assistant head of school for student affairs for further discussion and final resolution.
- If you are a Union (middle school) coach, Theresa Smith will discuss the issue with you. If the issue remains unresolved you will be contacted by the assistant head of school for student affairs for further discussion and final resolution.

Coaching Responsibilities

Attendance Requirements

Coaches are expected to attend all practices, games and tournaments, as well as all required meetings. Coaches are also required to attend the Coaches Workshop in August, all grade 4-12 program meetings, and an agreed-upon number of clinics for any sport they coach. Coaches should arrive 15-30 minutes before practice/games start. The exception is for teacher-coaches, who, if they teach last period, are allotted 15 minutes to report to their coaching assignments. Extra time should be allotted if your team has to travel to another site to practice or play a game.

You should make every effort to give advance notice that you cannot

attend work. If you are going to be unable to work that day, call the assistant athletic director if you work on the Bucknall campus or the athletic director if you work on the Union campus. Maximum advance notice is appreciated so assistants can be notified or a substitute arranged.

- Practice time for grade 4 is 3:45-5 p.m.
- Practice time for grade 5 is 3:45-5 p.m.
- Practice time for all middle school teams is generally 3:45-5 p.m. Daily practice time can be extended to 5:15 p.m. as long as parents are notified of this ahead of time.
- Some teams will have practices at a site other than their campus. For instance, middle school water polo practices are 4-5:15 p.m. at the Bucknall and Saratoga campuses. There are also special schedules for swimming, tennis, track, boys volleyball and baseball that take place off site.

Court and Field Assignments

Practice court/field assignments will be issued at the beginning of each season. Please make sure that the area is safe and that all equipment is properly set up and stored. If you see something that is unsafe, please notify your athletic director immediately.

With the new gym on the upper school campus, the campus gymnasiums at the middle and lower school have been used more often by those divisions. The schedule for coordinated gym use is determined by the athletic directors and is given to the coaching staff at the start of each season. Varsity A teams will be given priority on gym space, but an effort will be made to ensure that everyone gets some time in the gym, including home games. Field space is generally ample for all field sports.

Swimming is held at the Bucknall pool on the lower school campus, and water polo is held at both the lower school and upper school campuses. Cross country, softball, girls lacrosse, baseball, and track are held at Blackford. Tennis is held at Blackford and Del Mar HS. Boys volleyball is held at Boynton.

Emergency Preparedness Planning for Walk-On Coaches

Coaches must respond to any alarms that sound during practices or games. At Union, teams on the outer fields when an alarm sounds should gather and remain there, verify attendance and await instructions. If indoors, evacuate to the blacktop area, gather in a line as a group, verify attendance and await instructions. Never leave your team. If this is a lockdown emergency, you may actually be instructed to escort your team off campus and remain with them while the situation is resolved.

At Bucknall, students are taught to gather "at the rope" on the west end of Rincon Field. No matter where you are practicing or playing, when the alarm sounds, escort your students to this area slowly, calmly, and keep them together and await instructions from the dean or BEST/BASE staff as to how to proceed. Do not leave your team unless advised to do so by an administrator.

Supervision Schedule - Bucknall Walk-On Coaches Only

The walk-on coaches for the lower school are responsible for supervision after practice on the Bucknall campus from 5-5:30 p.m. The assistant athletic director will create and distribute the supervision schedule for the coaching staff.

You must cover your supervision area daily. If you are ill, absent or cannot cover your area due to a game, then you must find someone to cover for you or notify the assistant athletic director in advance. When supervising please refrain from simply sitting down and carrying on conversations with other staff members. Please take an active role in your supervision duties during this half hour.

Home-Game Duties

Please arrive by 3 p.m. on game days to help with field/court setup and to help organize your players before the game. The students get out of school at 3:25 p.m. Lower school is released at 3:10 p.m. on Wed. They should be ready for warmups 15 minutes after class is dismissed and at least one of the coaches on each team needs to

help organize this process.

Supervise your team before, during and after the game and ensure that the players and coaches clean up their areas before leaving. PLEASE report your scores to the athletic director immediately after your game by any means necessary (post it, email, phone call, text).

Away-Game Duties

Check your game schedule carefully in advance so you are aware of all travel dates. Check to see if you are traveling with another Harker team (see the weekly travel arrangements email from the athletic director). Discuss travel dates regularly with your team so you can encourage them to talk to their parents and assist with planning ahead. Verify arrangements the day before each game with your athletic director, if possible.

Arrive early on travel game days (2:45 p.m.) to help organize your players and get them on the bus. You need to have completed your travel roster and have turned it in to the designated BEST/BASE staff member before departure. Keep a copy for yourself. Parents MUST sign their child out on your copy if their student is not riding the bus back to campus after the game! Keep all copies of these travel rosters until seasons' end in case there end up being any discrepancies.

The Harker School provides transportation to and from away games that start at 4 and/or 5 p.m. Most teams leave campus at 3 p.m. for away games; however, weekly travel arrangements are sent to all coaches in advance of travel and must be checked by the coaches weekly! Students get out of class at 2:50 for 3 p.m. departures. Parents are required to drive (carpool) their children to those games that start later than 6 p.m. Again, advance planning with students and parents is essential to successfully getting the players to the game if bus transportation is not provided.

Supervision must be provided from the moment that the students board the bus until the last child is picked up after the game. Upon return to the campus, coaches must stay and supervise their players until they all have been picked up. Never leave a student at another site by themselves to wait for their parents. If the parent cannot be

there in reasonable fashion to pick up their student, call the parent and advise them that the bus needs to leave to drive the remainder of the team back to school and that their child will return with the team rather than delay the whole group. If they have an issue with that, give them the athletic director's phone number to make contact.

PLEASE report your scores to the athletic director immediately after your game by any means necessary (post it, email, phone call, text).

Faculty Meetings And Faculty Coaches

Those faculty members who coach in the after-school sports program are excused from all faculty meetings, except the TK-12 faculty meetings. Practices should not be canceled due to the smaller faculty meetings that are held frequently throughout the school year. If you are a teacher-coach and need coverage for a specific meeting, please consult with the athletic director to ensure coverage for your team's practice.

If it is safe and a walk-on assistant coach is available, practices can be held on K-12 faculty meeting dates. If it is not safe and/or a walk-on assistant is not available, cancel the practice and give advance notice to parents. No games will be scheduled on these dates unless the coach in charge is a walk-on coach.

Rainy Day Practices

Have a game plan just in case it rains during practice time! Activities such as chalk talks, going over game film, team bonding, etc., are all ways to make good use of practice time on rainy days. The athletic director is the only person who will cancel practices. That information will go home to parents/students/coaches around 1 p.m. during the school day.

Uniforms

The athletic director for each campus or the assistant to the athletic director will be in charge of issuing and collecting uniforms each season. The uniforms are issued to the students before the first game and are collected as soon as the season concludes. A record is

kept regarding which student has which uniform.

Students are responsible for turning in their uniforms in the condition it was issued to them. Any lost or damaged uniform replacement cost will be charged to the student's account. Parents are not allowed to alter game uniforms in any way.

If students do not have their uniform the day of a game, they can call home to see if their parents can bring it to them. If not, then the student may not play in the game. Please do not allow students to borrow other players' jerseys or switch with other players who may play reduced minutes, or wear the uniforms of injured or sick players who may not be playing in the game. It is a lesson in responsibility.

Injuries

Any minor injuries such as scrapes, cuts or bruises can be taken care of by the coach or the child can be sent to the nurse. Middle school students with minor injuries may go to the nurse's office by themselves; lower school students must always go with a buddy. More serious injuries may require the nurse to come out to the practice or game site. Having the nurse's office phone number programmed in your cell phone is a good idea. If you are not sure, do not move the child. Instead, stay with the child to keep them comfortable and calm while you send a student or another coach to bring the nurse.

If the injury is serious, the nurse will ask you to fill out an accident report detailing what you witnessed of the incident. Please be sure to alert the athletic director on your campus of the situation as well. If a student is unable to participate in sports for three or more days, they cannot return to play sports unless they have a note from a doctor.

Concussions

An addendum titled "Concussion Management for Coaches" is located in the back of this handbook. It is imperative that you err on the side of caution with any injury to the head or facial area, especially if it involves a head hitting the ground, court, playing equipment or another student.

First Aid Kits

First aid kits can be found in the athletic director's office on both campuses. It is the coach's responsibility to bring a first aid kit to all away games. Please return it to the athletic director's office when you return to campus, or if later in the evening, before practice begins the next day! A first aid kit will be supplied for the coaches at the scorer's table for all home games.

Team Parties

We like to conclude the season with an athletic department-funded team party. Generally, we offer pizza, breadsticks and root beer floats.

We hold our seasonal team parties as a whole group near the gym area on both the Bucknall and Union campuses.

WBAL Rules

The rule books for each sport governed by the WBAL are distributed to each coach before the season. If you lose yours please request a replacement from the athletic director. There are nuances to the various levels of play in each sport and each coach needs to be well-versed in them.

Dismissal from a Team

Dismissal from a team is the last action a coach should take in attempting to discipline a student. Counseling, suspensions, etc., are alternative ways of dealing with discipline problems. Reasons for dismissal from a team include, but are not limited to, failure to consistently attend practice or games, verbal or physical harassment, or other actions that do not meet Harker's athletic department expectations.

Addendum: Concussion Management

Quick Facts About Concussions

- A concussion is a brain injury.
- All concussions are serious. (Do not downplay a “ding” or “bell ringer”; they are brain injuries.)
- Most concussions occur without loss of consciousness.
- Concussions can occur in any sport or recreation activity.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.
- Adolescent brains are particularly vulnerable to injury/concussion and also take longer to recover from injury.

Coaches are the first line of defense in protecting students from dangers associated with head injuries in sports. They should be prepared to respond appropriately when a brain injury is suspected.

Recognition of Concussion

The first step of appropriate treatment of concussion is recognizing that a brain injury might have occurred. Coaches need to be prepared to pick up on possible symptoms and signs of a concussion. Any mechanism of injury like a blow or jolt to the head, falling and hitting the head, or impact to another part of the body that may cause the head to be shaken or jolted followed by just one or more of the following symptoms should be treated as a concussion.

Symptoms (reported by athlete):

- Headache
- Dizziness
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering
- Ringing in ears
- Feeling poor in general, athlete may not be quite able to put into words

Signs (observed by others):

- Athlete appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness for any duration. Most concussions occur without loss of consciousness.

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the contest or practice and shall not return to play, even if symptoms resolve. After that, the Return to School and Return to Play Protocols will be initiated through the nurses' office. A copy of the complete protocol is available from the athletic office.

Management and Referral Guidelines for All Staff

The following situations indicate a medical emergency and require activation of the Emergency Medical System. The athlete should be immobilized, 911 should be called, and these players should be transported by ambulance.

- Athlete with a witnessed loss of consciousness.
- Athlete who has symptoms of a concussion, and who is not stable (i.e., condition is
- worsening)
- Deterioration of neurological function
- Decreasing level of consciousness
- Decrease or irregularity in respirations
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- Mental status changes: drowsy, difficulty "waking athlete up," confusion or agitation

- Seizure activity
- Persistent vomiting

An athlete who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the athlete's primary care provider, or seek care at the nearest emergency department, on the day of the injury unless advised otherwise by the athletic trainer or school nurse. If the athlete is stable, but parents are unavailable, the athlete should be transported to hospital via ambulance (activate EMS).

Guidelines and Procedures for Coaches: Recognize/Refer/Remove

Recognize concussion

1. All coaches should become familiar with the signs and symptoms of concussion that are described above and be prepared to immediately remove athlete from competition/activity.
2. When in doubt, sit 'em out.

Refer the athlete for medical evaluation

1. When possible, utilize the help of the school's nurse or athletic trainer if available. You may also contact the athletic directors for their assistance.
2. The coach is responsible for notifying the athlete's parents of the injury. Refer athlete/parents to their physician or emergency department.
3. A coach should remain with the athlete until a parent or health care provider arrives. Do not leave athlete unattended, or allow them to go to the locker room, etc., alone.
4. Student must be monitored closely for worsening symptoms. If a stable situation begins to deteriorate, then it becomes an emergency and EMS should be activated.

Remove from participation

Any student who has been suspected of having a concussion must be removed from all activity and must be cleared by a physician. When students return to school or sports, they must be held out of physical activity of any sort (including physical education classes) until they have been explicitly cleared medically and has progressed

through a return to play protocol that can be administered by an athletic trainer or athletic director. This involves a graduated progression of activity over the course of a few days. Communication between coach, AD, family, trainer and nurse's office is vitally important in the event of a concussion.

Lower / Middle School Athletics

Team Parent Job Description

Introduction

This role should be formally introduced at the parent preseason meeting at the end of one of the first practice days in each sports season in both the middle and lower schools. This volunteer opportunity is recognized by the advancement office.

Overview

Many of our parents have acted as a team parent for their child's little league team, or club team, or perhaps even a Harker team, or for a non-athletic program. We have formalized the position at Harker to create the opportunity for connectivity between parents and additional support for our student-athletes – and prepare parents in general for involvement in the larger scale of interscholastic athletics in the upper school.

Since these seasons are only about eight weeks long, this is not necessarily a long-term commitment, but since we field so many teams, there is an opportunity for a lot of parental involvement.

Job Description

- Coordinate simple post-game refreshments for student-athletes at games: fruit, juice, water, sport drinks. This does not need to be (or even want to be) cookies, cakes, etc., and no nuts of any kind, of course!
- Help in promoting the "key game" concept – the one game each season at which we are absolutely going to try to have a high level of attendance. We understand that for many families with busy schedules, that may be all to which they can commit, so let's try to get as many of them there in a coordinated fashion to create the best communal and supportive atmosphere at this one game to best support the

student- athletes.

The parent will not be called upon to be the emissary to the coach when someone has a grievance about playing time, etc. – but may be asked to remind parents to observe the “24-hour rule” about these issues following a game day. We strive for a “no controversy policy” for our volunteers!

Support we will provide

- Email addresses of students/families on the teams
- Coach(es) best contact information
- Templates of sample emails on a variety of topics: requesting contact information, organizing a “snack rotation,” and promoting the “key game.”

Admissions Department Timetable

Introduction

As ambassadors for Harker, coaches may generate interest in the school through their contacts as well as the observations of outside parents who observe our teams perform. This may generate an interest in an inquiry or actual application to the school, which should be directly coordinated with the admission office.

Because there is a very finite window for applications, we include that information here for your reference and communication to prospective families. Inquiries after the deadlines can be difficult to pursue because of the fact that Harker may have already enrolled a full contingent of students, and the financial aid budget is already fully encumbered.

Key dates

Oct. - Jan.

Applications accepted for first round consideration. Applications must be completed with all supporting materials in hand for consideration.

Early Feb.

Financial aid applications due

Mid-March

First round decisions and financial aid decisions announced

Rule 510: Financial Aid and Admissions Process at Harker

Below are the answers to some frequently asked questions that may assist you when responding to interested families.

- There is no such thing as a scholarship at Harker, athletic or otherwise.
- Our financial aid program is entirely need-based.
- We do not offer merit scholarships of any kind.
- The confidential financial aid process is separate from the admissions process, though the two occur simultaneously.
- A neutral third party evaluates all applications using a standard formula, and Harker is sent a figure regarding what families should be expected to contribute toward tuition. Then, if funds are available, we try to give a grant that covers the difference between the expected contribution and actual tuition.

This information ensures compliance with CIF Rule 501, dealing with undue influence and recruitment. We will discuss it in detail at the fall coaches meeting each year.

The recruitment of non-Harker students for athletic purposes is prohibited. You may not speak with students or parents solely about athletics or broadly about the school even if they initiate the contact. You may have a cursory talk about the school, but then immediately refer families to the admission office. You can cite CIF Rule 510 as the reason for this response, if you like. You may inform families of the Harker open house dates and invite them to attend. If you have information about a specific family or students, advise the athletic director, who may relay information to admissions. The key element is that your contact with the student or the family not be able to be construed as creating undue influence to their choice to apply to or enroll at Harker.

If people inquire about financial aid, the previously documented information applies. We encourage anyone interested in Harker to apply, both for admission and financial aid.

If you have any questions about any of the above please contact your athletic director or Ken Allen for support and guidance. You have all worked very hard to advance the athletic program at Harker in a positive and constructive way on behalf of the participating students and their families, and with your help we can ensure that the best and the most accurate information is available within our community. Thanks for all you do, keep up the excellent work with our students, and Go Eagles!



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