



THE LOVETT SCHOOL
Athletic Handbook
2007-08

Revised June 2007



William S. Peebles IV, Headmaster

THE LOVETT SCHOOL
4075 Paces Ferry Road, N.W.
Atlanta, Georgia 30327-3099
(404) 262-3032
www.lovett.org

The Lovett School admits students of any race, color, gender, religion, sexual orientation, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Lovett School does not discriminate on the basis of race, color, gender, sexual orientation, and national or ethnic origin in administration of its educational policies, employment practices, admission policies, scholarship and loan programs, and athletic or other school-administered programs.





THE LOVETT SCHOOL PHILOSOPHY

In 1926 Eva Edwards Lovett, an innovative educator who emphasized the development of the whole child, established in her home a small school for boys and girls. The Lovett School continues today as a Kindergarten through Grade 12, independent, nonprofit, coeducational, college preparatory day school which is governed by a self-perpetuating board of trustees. The school is located on 100 acres on the banks of the Chattahoochee River in northwest Atlanta and serves students from the greater metropolitan area. Lovett, operating within the Judeo-Christian tradition, seeks students from all ethnic, cultural, racial, and religious backgrounds who can benefit from a challenging academic program.

The school is a community of active learners working in concert for the development of individual success and self-esteem. It employs a comprehensive curriculum which seeks to develop the total child—intellectually, physically, spiritually, socially, aesthetically, and emotionally. Creative and critical thinking, intellectual curiosity, and a love of learning are major objectives. Lovett values and encourages a sense of responsibility to God, respect for diversity, service to others, moral integrity, environmental awareness, and a sensitivity to issues of global significance.

A Lovett education is an active partnership of learning among parents, students, and faculty. The faculty and staff strive to be positive role models and are dedicated to encouraging, supporting, and nurturing students in the pursuit of excellence. They are also committed to their own continuing growth and development. The school's extensive facilities provide each student with an opportunity for a full range of offerings in academics, fine arts, and physical development. The broad curriculum has as its foundation a caring and supporting atmosphere that celebrates each individual and the unique potential of every child. Graduates of The Lovett School should be men and women of honor and faith who are prepared for a successful college experience.

Revised and approved by The Lovett School Board of Trustees, 2004

THE LOVETT SCHOOL CHARACTER PLEDGE

We, who are members of the Lovett community, seek to live lives of good character. We believe that good character grows from daily acts of honesty, respect, responsibility, and compassion. We pledge ourselves to develop these ideals with courage and integrity, striving to do what is right at all times.



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ATHLETIC DEPARTMENT CORE STAFF

Steve Franks
Director of Athletics
sfranks@lovet.org
ext. 1200

Charlie Finch
Assistant Director of Athletics
cfinch@lovet.org
ext. 1199

Perry McIntyre
Sports Information Director
pmac@lovet.org
ext. 1971

Lara Kauffman
Assistant Director of Athletics
lkauffman@lovet.org
ext. 1577

Stacey Noviello
Athletics Operations Coordinator
snoviello@lovet.org
ext. 1260



ABOUT THE ATHLETIC DEPARTMENT

ATHLETIC DEPARTMENT MISSION

The Lovett School seeks to provide a broad opportunity of interscholastic activities for both male and female students in Grades 7–12 that will support The Lovett School Philosophy, “which seeks to develop the total child—intellectually, physically, spiritually, socially, aesthetically, and emotionally.” Personal traits, including commitment, discipline, team cooperation, individual leadership, sportsmanship, and consideration of others, are emphasized and vital to the success of the Lovett athletic program.

ATHLETIC PARTICIPATION PHILOSOPHY

It is the intent of The Lovett School to provide the opportunity for students in Grades 7–12 to participate in as many interscholastic athletic activities as possible. While some of our sports require a limitation of numbers, others are open to all. We encourage our students to be aware of opportunities to participate and take advantage of them.

ATHLETIC DEPARTMENT GOALS

The primary goals of The Lovett School athletic program are to accentuate the development of the whole student and to achieve a personal level of excellence in the areas of fitness, team commitment, and sportsmanship.

When a student chooses to become a member of a team, the choices he or she makes will have an impact on not just one’s own goals, but on the goals of the team. For this reason, athletics is one of the most significant tools in the educational process of character development and helps to encourage students to lead by example.

TEAM GOALS

While each program has goals specific to the nature of the sport, all Lovett sports programs share the following three goals:

1. **Work to Improve**
Improving through practice and game experience is vital to success.
2. **Work to Have Fun**
Fun is a function of commitment. An athlete is having “fun” when he or she is improving both as an individual and as a member of a team.
3. **Work to Win State Championships**
All Lovett athletes should be preparing for the day when, as varsity athletes, they have the opportunity to compete for state championships.

SPORTSMANSHIP

Athletes, parents, and coaches should exhibit good sportsmanship at all times and adhere to the following sportsmanship guidelines during competition.

1. ALWAYS cheer in a positive manner. Positive cheering leads to positive results.



2. Do not talk to officials before, during, or after the competition.
3. Accept the call of an official with grace. We want athletes and coaches to concentrate on what is about to happen, not on what already has.
4. Never communicate with Lovett coaches and athletes, or coaches and athletes from visiting schools, from the start of warm-up until the end of competition, other than to cheer their efforts.
5. Fans should be seated in bleachers or remain in designated areas away from the team and playing areas.

As part of Lovett's guidelines for sportsmanship, and in accordance with Lovett's technology code of conduct, the school expects the members of its community to engage in positive behavior online—blogs, sports vents, social networking sites, email, etc.—in regard to communication about Lovett athletics. Students, parents, coaches, and fans should not engage in any activity that is harmful to others, being mindful that they are representatives of our school.

COMMUNICATION POLICY

Open communication between student-athletes and coaches is a cornerstone to athletic success. Young people must learn to communicate directly with their coaches and other people in positions of authority on all matters of concern. Student-athletes should speak directly with coaches about absences, academic matters that affect team involvement, and any issue relating to performance, injury, playing time, and participation. Often this style of communication does not come naturally to young people and **must** be encouraged at all times by teammates, team captains, coaches, and parents.

Parents should not circumvent this communication process by contacting coaches about any of the above matters if their child has not made an attempt to speak directly to his or her coach. Parents should contact an athletic director when they have concerns at a programmatic level or they feel their child did not reach a resolution to a matter by speaking to his or her coach directly.

ATHLETIC OFFICE

The Lovett Athletic Office includes the director of athletics, the assistant athletic directors, the athletic operations coordinator (AOC), and the sports information director (SID).

SPORTS INFORMATION

Lovett coordinates its sports information department in a manner similar to a college or university. The school has a sports information director, who is the school's liaison to the media. The SID is Lovett's official conduit for all information flow relating to Lovett athletics, both internally and externally, and is responsible for maintaining the athletics portion of the Lovett website.

Most routine athletics inquiries can be answered either via the athletic hotline (see following paragraph) or the general and individual team pages within Lovett's website at <www.lovett.org>. A more detailed description of the sports information operation is available on page 15 of this handbook.



The Lovett School provides an athletic hotline that lists daily events and away directions. To reach the athletic hotline, please call the school at (404) 262-3032 and ask for the "athletic hotline"; when the recording is on, please dial "4." The Athletic Office will update the hotline as soon as any events are changed or canceled. The Athletic Office's policy is to try to make weather-related decisions by 1:00 PM, if possible. The Lovett School also offers information pertaining to athletic schedules on the school website at <www.lovett.org>.

ATHLETIC COUNCIL

The Lovett Athletic Council is made up of the varsity head coaches, the head strength coach, the head athletic trainer, the assistant athletic directors, the AOC, the P. E. department head, the SID, and the director of athletics. The council meets each month during the school year and is responsible for reviewing and/or advising the school on all matters pertaining to athletics. The director of athletics represents this council on Lovett's core administrative staff. Agenda items should be brought to the attention of the director of athletics in order to be considered for review by the Athletic Council.

GEORGIA HIGH SCHOOL ASSOCIATION (GHSA)

Lovett athletic programs are governed by the GHSA. Please contact the director of athletics regarding information about the GHSA or go to <www.ghsa.net>.

PRACTICE AND GAME COMMITMENT

Lovett athletic programs require a five- or six-day per week commitment, depending on the sport and level. Any exception to this policy must be authorized by the varsity head coach and director of athletics.


Sunday competition is not allowed and Sunday practices and/or meetings are prohibited without authorization from the director of athletics. Morning practices and/or weight room sessions on a school day are also prohibited without authorization from the director of athletics.

While Lovett athletic programs provide some flexibility concerning family needs, college trips, and academic needs, trips related to athletics or fine arts that occur outside the Lovett community are not excused. Unexcused absences from practices and games will affect a student-athlete's role on the team and will result in diminished participation, suspension, and/or dismissal from the team.

DEVELOPMENT OF AN ATHLETE

In order for athletes to improve they must be guided by their coaches and support personnel (strength coaches and athletic trainers) in the areas of strength, conditioning, agility, skill, and mental preparation. This preparation begins at the middle school level and continues into the high school years. In order to be a consistently competitive athletic program, sub-varsity athletes should receive training that is well structured, disciplined, and fun. The disciplined athlete should improve in a sport if the following tenets are observed:

1. The Middle School and sub-varsity programs emphasize an improvement of fundamentals.

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2. Full commitment, a positive attitude, and good sportsmanship are a minimum expectation for playing time.
 3. Coaches, athletes, and parents are willing to risk not winning at the sub-varsity level or prequalifying stage of the varsity season in order to prepare all members of the team for the opportunity to win state championships.

It should be noted that all Lovett teams are playing to win. At the varsity level, it should be understood that one of our main goals is to reach the playoffs. Our two goals in the playoffs are to win the next game and win the last game!

STYLE OF PLAY

It is the intent of the school to provide, through the structure of the sports programs and the coaching staff, a process that best prepares all of our athletes for varsity level competition. It is also the intent of the program to adopt a style of play that provides the opportunity for participation, opportunity to support the role player, opportunity to support the gifted athlete, opportunity to defeat superior talent, opportunity to win a state championship, and opportunity to have fun.

TRYOUTS

Some Lovett athletic teams require a tryout process; others are open to all. Please refer to TEAM OFFERINGS on the following page. Students below the seventh grade are not eligible to participate in any way with a Lovett athletic team.

Fall sports tryout dates usually occur in early to mid-August and are published on the website, in *The Lovett School Academic Calendar*, mailed home, and/or distributed at book pick-up. Winter sports tryout dates usually occur in mid-October. Spring sports tryout dates usually occur in late January or early February. Winter and spring sports tryout dates will also be announced in the *Lovett Lines* and on the individual team web pages.

Athletes are required to have a Lovett School Physical Examination Form/Student Health Report each year. An annual physical is required per GHSA. Physicals done before April 1 are valid for one year from that date. Physicals done on or after April 1 are valid through the following school year. **STUDENTS MAY NOT TRY OUT OR PARTICIPATE WITHOUT A CURRENT PHYSICAL EXAM ON FILE IN THE ATHLETIC OFFICE.**

POLICIES AND EXPECTATIONS FORMS

A Lovett School Policies and Expectations Form and a Lovett School Participation Form will be included in the spring school mailing and must be returned by the appropriate date. Once the form is signed, the top copy should be returned to the Athletic Office, and the athlete should keep the yellow copy. These forms must be on file in the Athletic Office prior to the first tryout day or practice. Each season, the athletic director, assistant athletic director, and coaches will review the Policies and Expectations Form with athletes. We encourage parents to discuss this form with their child. This form is available online at <www.lovett.org/websports/policies0708.pdf>.

PERSONAL BELONGINGS

Book bags and other personal belongings should not be left in bathrooms, hallways, or gym lobby areas, since these areas cannot be secured. Any student-athlete who has a question regarding how to secure his belongings should speak with his coach.



TEAM OFFERINGS

Students in Grade 6 and below are never eligible for interscholastic athletic participation, practice, or competition. Students in Grade 7 are not eligible to compete at sports on the junior varsity or varsity level. Students in Grade 8 may compete at the junior varsity level only when their sport is not offered at the Middle School level. In unusual circumstances, and only with the approval of the director of athletics and the Middle School principal, this rule may be waived. Students in Grade 8 are never eligible to compete at the varsity level.

Fall Athletic Teams

CHEERLEADING

Varsity (11–12)* *fall & winter*

Junior Varsity (10)* *fall & winter*

9th Grade (9)* *fall*

FOOTBALL

Varsity (9–12)

Junior Varsity (9–11)

9th Grade (9)

Middle School (8)

Middle School (7)

CROSS COUNTRY

Varsity (9–12)

Junior Varsity (9–11)

Middle School (7–8)

VOLLEYBALL

Varsity (9–12)*

Junior Varsity (9–11)*

Middle School (8)*

Middle School (7)*

SOFTBALL

Varsity (9–12)*

Junior Varsity (9–11)*

Middle School (7–8)*

Winter Athletic Teams

BASKETBALL

Varsity (9–12)*

Junior Varsity (9–11)*

9th Grade Boys (9)*

Middle School (8)*

Middle School (7)*

SWIMMING & DIVING

Varsity (9–12)

Middle School (7–8)

WRESTLING

Varsity (9–12)

Junior Varsity (9–11)

Middle School (7–8)

Spring Athletic Teams

BASEBALL

Varsity (9–12)*

Junior Varsity (9–11)*

8th & 9th Grade (8–9)*

GOLF

Varsity (9–12)*

Junior Varsity (8–11)*

GYMNASTICS

Varsity (9–12)

Junior Varsity (9–11)

Middle School (7–8)

BOYS LACROSSE

Varsity (9–12)*

Junior Varsity (9–11)*

Middle School (7–8)*

SOCCER

Varsity (9–12)*

Junior Varsity (9–11)*

Middle School (7–8)*

TENNIS

Varsity (9–12)*

Junior Varsity (8–11)*

Middle School (7–8)*

TRACK

Varsity (9–12)

Junior Varsity (9–11)

Middle School (7–8)

GIRLS LACROSSE

Varsity (9–12)*

Junior Varsity (8–11)*

Middle School (7–8)*

**These programs may require a tryout process and may limit numbers on the team.*

MULTIPLE-SPORT ATHLETES

All Lovett athletes, parents, and coaches should understand the importance of the multiple-sport athlete to our program and support, encourage, and allow students to participate in one, two, or three seasons as they so choose. It should also be understood that students who are finishing one athletic season while tryouts are in progress for



another season will be given special consideration and an opportunity for a delayed tryout. However, it is the duty of the athletes to discuss this with their coaches well in advance. Injury, illness, and other special situations will be taken into consideration as well, but must be authorized by the varsity head coach and director of athletics.

At no time should a Lovett coach encourage a Lovett athlete to specialize in one or more specific programs. Coaches will support the multiple-sport concept.

STRENGTH AND CONDITIONING

Every athlete, parent, and coach should understand that strength and conditioning work is a primary tool for achieving success in all athletic programs. All athletes should participate in a workout program both in and out of the season of their sport. Workout programs are designed by the Lovett strength and conditioning coordinator and should be executed at the Hite Wellness Center, located on the Lovett campus, for the most consistent results.

The Lovett strength and conditioning program follows the guidelines of the National Strength and Conditioning Association (NSCA). The NSCA is professional organization that continuously researches adolescent strength training and provides functional information that we apply to our program. Several members of our strength and conditioning staff are CSCS (Certified Strength and Conditioning Specialists) through the NSCA, which is the only nationally accredited strength and conditioning certification organization.

All strength and conditioning activities are closely supervised and monitored by an on-duty Lovett strength and conditioning staff member(s).

LOVETT WEIGHT ROOM / WELLNESS ROOM RULES

1. Students may not be in the weight room or wellness room without authorized supervision.
2. All students entering the weight room or wellness room must sign in noting the date, time, and sport.
3. Do not enter the weight room or wellness room unless you are going to work out.
4. PROPER attire must be worn at all times. This includes shirts, athletic shorts or warm ups, indoor athletic shoes (tied), and socks. Those not dressed properly will be asked to leave immediately. NO HATS.
5. No food, drinks, or gum are allowed in weight room or wellness room.
6. No athletic equipment, such as balls, bats, lacrosse sticks, etc., is allowed in the weight room or wellness room at any time.
7. Collars must be used at ALL TIMES on all free weight bars.
8. You must have a spotter(s) when doing flat bench, incline bench, all above-head dumbbell exercises, and squats.
9. Weight plates and dumbbells that are not being used belong on the proper weight racks, not on the floor, bars, or against the walls.
10. The weight room and wellness room should be neat and clean at all times. Unload bars when you are finished. Do not leave the work for others.
11. Always use a weight belt when doing MAX REPS on squats, cleans, snatches, and push-press.
12. ALWAYS USE CORRECT TECHNIQUE (quality over quantity).



13. Use only equipment and exercises that the instructor has permitted and demonstrated.
14. Report all injuries or illness to the instructor.
15. NO horseplay in the weight room or wellness room at any time.
16. Only instructors teach proper technique(s).
17. Be aware of your surroundings at all times.
18. Safety bars should be used on the fourth hole for squats and the third for bench press at all times.

SPORTS MEDICINE

Lovett athletic trainers are on staff and available for athletic medical needs. We encourage you to inform the athletic trainer as soon as an injury occurs, thus appropriate treatment may commence immediately. Once an athlete is in the care of the trainer or a physician, the student may not return to practice or competition without authorization from that person.

FACILITIES

The Lovett athletic facilities include four multipurpose playing fields, a six-lane all-weather track, three gymnasiums, an indoor swimming pool, a weight room, a wellness room, an athletic training room, a baseball field, a softball field, an aerobic room, a cross-country trail, and 10 tennis courts. Use of these facilities by teams other than for Lovett athletic practices or games is prohibited without authorization from the director of athletics.

STUDENT PARKING

Due to the high number of student drivers coupled with various afternoon activities that require students to be picked up at different locations on campus, student-athletes are not permitted to move their cars to be closer to an athletic competition or practice venue. These no-parking zones include the roadway between Wallace Gym and the softball/baseball/natorium area; areas directly behind Glover Gym; and areas around the Pope Gym.

TRANSPORTATION AND TRAVEL

For most events, Lovett provides transportation for our athletes by school vehicle. However, there are occasions when parents or students are asked to drive. Parents will be notified with as much advanced notice as possible if their assistance is needed in transporting our athletes. Athletes should drive themselves to an event only with the prior approval of the coach and the director of athletics.

Coaches are to have current medical forms on hand at every athletic event, home or away, and refer to the information therein in case of emergency.

When athletes are required to stay overnight, such as at a state competition, their hotel and transportation expenses are covered by the school. During the regular season, meals and any extras are covered by the students. During state-level, post-season competition, meals and most other expenses are covered by the school. All optional trip expenses are the responsibility of the student.



DRESS

When students are traveling to an away contest either in or out of town, they are expected to dress in an appropriate way as set by the head varsity coach of each program in cooperation with the director of athletics.

LETTERS/LETTER JACKETS

Students may be eligible to receive a varsity letter if they meet the criteria set forth in a particular program and should direct their questions pertaining to lettering to the head varsity coach. A student must complete a season and remain in good academic standing in order to earn a varsity letter.

All students who receive a letter are eligible to purchase a letter jacket and may do so at the Lovett Campus Store. Letters will be distributed at each awards ceremony or may be picked up in the Athletic Office. The Campus Store will have information regarding options of which items may be placed on the letter jacket. Region and state patches are ordered by the head varsity coach of each program and will be distributed by the coach or the Athletic Office.

Junior varsity and Middle School team members will receive certificates of participation at the end of the season. No individual awards are given to sub-varsity athletes.

CARICATURES

Each senior athlete is eligible to receive one caricature free of charge during his or her senior year in the sport of his or her choice. Additional caricatures may be purchased if desired. The Lovett Athletic Office will mail out forms and information to seniors' parents during each sport season. Athletes must complete the season to be eligible for a caricature.

AWARDS

The athletic department gives the following student awards at the end of each school year:

The John A. Rabbe Scholar/Athlete Award

This award is the most significant honor a senior can receive from the athletic department, and is presented annually on behalf of The Lovett School Board of Trustees to a graduating senior who has, in the opinion of the Athletic Council, made an outstanding contribution to the school as measured by excellence in athletics, worthiness of character, leadership in school activities, and academic performance.

The William C. Conley Distinguished Athlete Award

This award is given to that senior who has achieved the highest level of excellence in one or more sports. In addition to working beyond what others expect, this athlete has also exemplified integrity, loyalty, compassion, and concern for others—all traits that we so admire in former Lovett Athletic Director Bill Conley.



The Athletic Department Award

This award is presented by the varsity head coaches to that boy and girl who, through excellence in participation, have given unselfish time, energy and effort, and demonstrated traits of leadership, character, and scholarship. This award is presented to one boy and one girl in each of Grades 9–12.

LIONBACKERS

The Lovett LionBackers was formed in 1967 to provide support to the athletic program and the school as a whole. This group of parents raises money through dues, an annual golf tournament, an annual tennis tournament, and the LionBackers Picnic. The LionBackers help provide funds for extras that would typically not be provided by the current school budget. The LionBackers pay for congratulatory signage, banners, and t-shirts for state championship teams, as well as sports equipment and contributions to capital campaigns. Membership information is available on the Lovett website under the "Parent organizations" link.





COACHING POLICIES AND EXPECTATIONS

GHSA

All Lovett athletic programs are governed by the rules and regulations of the Georgia High School Association (GHSA), which may be found in the GHSA "White Book." It is the responsibility of each coach, and especially each head varsity coach, to see that all rules and regulations are followed at all times. Any questions or concerns regarding GHSA policies should be brought to the attention of the director of athletics as soon as possible. Varsity head coaches and program coordinators should receive a copy of the white book at the beginning of the season from the Athletic Office along with the GHSA Directory of Georgia Schools "Blue Book." The "Blue Book" comes out in the fall.

ROSTERS/MEDICAL/PARTICIPATION/POLICIES AND EXPECTATIONS FORMS

Each coach **must** supply the AOC with a roster of students who are on a team beginning with the first day and update it every time there is an addition, deletion, or level change. At no time should a student be allowed to tryout or participate in a practice unless he has valid (1) Medical, (2) Participation, and (3) Policies and Expectations Forms on file in the Athletic Office. Coaches will be notified by the AOC as to the status of these forms for each student prior to the start of each season. *It is required for all coaches to have current copies of all medical forms on hand at every event, home or away.*

THE LOVETT COACH

Lovett will seek to hire experienced coaches whenever possible and will first look to the hiring of faculty/staff coaches and second to the hiring of community coaches.

It is a GHSA requirement for community coaches to be certified under the GHSA Community Coach Certification Program. It is highly recommended that all Middle School level community coaches receive this certification as well. Certification requires a one-time, 12-hour commitment to a GHSA approved certification workshop, some of which are held at Lovett. Information about the GHSA Community Coaching Certification Program may be obtained from the director of athletics. Lovett coaches are required to attend a GHSA Rules Clinic for their sport each year.

Experience and expertise will vary among coaches who are hired. It should be understood that it is shared responsibility of the varsity head coach and director of athletics to ensure that all is being done to support the assistant coaches in their programs at all levels in areas of safety and instruction and shall evaluate each level of their sports and report to the director of athletics on a regular basis.

PROFESSIONALISM

Each coach shall demonstrate a professional manner, presenting a positive role model to athletes, parents, and the community as a whole.

Each coach shall stress the value of good sportsmanship with their athletes, coaching staff, and parents, and will address inappropriate behavior with any and all when appropriate. Each coach shall also recognize that officials do not like to be embarrassed and should be treated with respect. The practice of working for a penalty,



technical foul, or yellow card should never occur.

Each coach shall recognize that Lovett is a cooperative community and that it is the intent of the school to provide opportunity for athletic participation while recognizing that academics come first.

Each coach shall recognize that as a cooperative community Lovett students are encouraged to participate in multiple-sport seasons and in other co-curricular activities as well. Head varsity coaches should refer to the “Lovett Athletic Conflict Calendar” when scheduling practices and games. The conflict calendar will be sent to each program coordinator or head varsity coach once completed, usually early in May for the following year. Specific conflict dates will be forwarded to the coaching staff as soon as they are recognized.

Each coach shall do his or her best to develop a cooperative style of coaching. A cooperative style of coaching is one defined as one with open lines of communication between coaches, athletes, and parents.

Each coach shall constantly strive to continue self improvement, recognizing that learning is a lifetime experience. Varsity head coaches are expected to communicate opportunities for clinics or other learning experiences for coaches in cooperation with the budget and policies set forth by the athletic department.

Each coach shall be familiar with the Policies and Expectations of The Lovett School Athlete and shall take an active role in support of each of these expectations and guidelines. Each coach should refer to the Policies and Expectations Form on during the season, using it as a reference for teaching athletes about commitment.

Each coach shall dress for practice and games in a manner which best represents a positive image for The Lovett School and Athletic Department. Athletic clothing is available in the Lovett Campus Store with certain items available at no personal charge to the coach. Budget officers for each sport in cooperation with the director of athletics will be able to provide more information about acquiring athletic clothing.

SUPERVISION

Coaches are responsible for the athletes under their supervision and should be present and in control of the activities taking place while students are under their jurisdiction. The coach’s responsibility and jurisdiction starts at the time when the students have been instructed to arrive before an activity and continues until each participant has left the practice or game site. Special consideration must be given to the Middle School athlete. It is the coach’s duty to see that Middle School athletes are under direct supervision until they are picked up from practices and games. If an emergency arises, the coach should see that another coach assumes responsibility. Middle School students who are not picked up in a timely manner may be directed to the Extended Day Program..

TRANSPORTATION

Lovett mini-buses are the primary mode of transportation. Each bus carries 14 passengers plus one driver. Coaches driving school vehicles are subject to a driving background check yearly and a one-time training session. Each coach must set up an appointment with the Physical Plant to become accustomed to the bus prior to his first trip as a driver.



Lovett also has a 28-passenger bus that requires a Commercial Driver’s License (CDL). If a coach has this license he or she still must schedule an appointment with the Physical Plant staff to become accustomed to the bus. In addition, Lovett also has a 36-passenger bus that requires a CDL with an air brake endorsement. If a team needs to request the 36-passenger bus, the Physical Plant must be notified as soon as possible for scheduling conflicts and to schedule a special driver for the trip.

When athletic teams travel overnight it is imperative that a complete travel itinerary be communicated in writing to the Athletic Office, athletes, and parents at least one week prior to departure. The itinerary must include departure and return dates and times, hotel information including telephone number, a complete list of all coaches and students, as well as any additional chaperones, and other information such as items to bring, money, clothes, etc. The itinerary form may be obtained from the AOC.

All transportation needs must be submitted to the AOC prior to the start of a season. All keys will be distributed to the coaches in the Athletic Office prior to an away event. The bus keys should either be returned to the Athletic Office in the black key box located on the mailbox hutch or to the key box at the Physical Plant once you return to campus or by the next morning. All Lovett vehicles should be returned to their appropriate parking spots in the Physical Plant area once you return to campus.

On occasion, coaches will show movies to teams. All movies will be restricted to G and PG for Middle School athletes and G, PG, or PG-13 for Upper School athletes. It is the responsibility of the coach to use his discretion when selecting movies.

COMMUNICATION

All head coaches at each level are required to give to the Athletic Office a copy of all practice and game dates and times. Coaches must plan ahead and give special consideration to conference days and holidays.

It is imperative that the director of athletics and the AOC receive copies of letters either handed out or sent home to athletes and parents, especially when they include information such as practice dates and times, cost of equipment, camps, special trips, and expectations of the athlete.

SPORTS INFORMATION

Timely and accurate responses to media requests and deadlines are critical in the pursuit of representative coverage in the local media outlets. To aid and assist coaches, who are also heavily involved with academic schedules and workloads, the sports information director (SID) acts as liaison between the Lovett Athletic Office and the news media. It is still the responsibility of the individual head coaches of each sport to decide and arrange for the depth and breadth of statistical information compiled during the course of a given season, but the SID will assist in organizing this information into a form preferred and usable by the media.

In the case of the reporting of individual varsity game/match/meet results, the coach should call, or arrange to have a designated individual call, *The Atlanta Journal-Constitution* at the conclusion of each event, **home and away**. The phone numbers to report results are (404) 526-5331 or (404) 526-5401. As the desk editors are receiving numerous reports in a variety of sports, keep your call basic and factual. **To receive coverage in**



the following morning's editions, results MUST BE REPORTED prior to 10:00 PM.

Generally, the home team is responsible for reporting results, though it is advisable to report results when away, as well. Varsity and sub-varsity coaches should forward results via e-mail or voice mail to the SID immediately after events for posting to the team web pages.

The SID will also field requests for quotes, interviews, and photo opportunities and communicate to the individual sport's coaches when such requests have been made. Outstanding performances and interesting feature story ideas should be shared with the SID for story development in an organized and timely manner.

SCHEDULING

The scheduling of athletic practice and interscholastic competition is the responsibility of the program coordinator or the varsity head coach, depending on the sport. With multiple programs using the same facilities it is imperative that each program schedule in a cooperative manner and work in close relation with each other and the Athletic Office. This includes working together in regard to indoor facilities/space due to inclement weather when outside practice is not possible.

All coaches should observe the sanctity of the tutorial period, 3:00–3:30 PM in Grades 6–8 and 3:05–3:40 PM in Grades 9–12. There is no scheduled tutorial on Tuesday or Friday. Tutorial obligations take precedence over athletic commitments, and no meetings or practices can occur before tutorial's end. In extreme cases, a teacher may keep a student beyond 3:30/3:40 PM and release the student to the meeting/practice with a note.

All coaches should consult the conflict calendar in advance of scheduling. The calendar is available online at <<http://www.calendarwiz.com/conflictcalendar>>. Any questions or concerns about this calendar should be directed to the assistant athletic director in charge.

Lovett faculty and staff who are coaches are expected to attend the faculty/staff meetings and should communicate with their principal or administrator regarding any conflicts. Each program coordinator or head varsity coach is responsible for providing both the Athletic Office and team parents and athletes with a complete practice and game schedule, including weekends, holidays, and special days such as conference time.

Practice times should not exceed two hours in length and must adhere to the following dismissal times on school days:

Grades 7 and 8: no later than 6:00 PM
 Junior Varsity and Varsity: no later than 7:00 PM

All changes in this schedule must be approved by the director of athletics and be brought to the attention of the AOC as soon as possible.

FACILITIES

Safety is of primary concern regarding facilities. Concerns for the safety of a facility should be brought to the attention of the head varsity coach and director of athletics immediately in written or e-mail form. Do not continue an activity or modify the



activity if an unsafe situation is determined. Only return to full use of a facility once it has been determined to be safe.

A work order must be submitted by the AOC for usage of Lovett facilities outside of normal practice hours. Please communicate with advanced notice, so the AOC can handle the request in a timely fashion.

Any camps, clinics, or usage of indoor facilities by non-Lovett athletes or other groups must be approved by the athletic director in advance and be documented by a facility use agreement. Please work with the AOC well in advance to complete the proper paperwork.

Typically, facilities are not made available to non-Lovett sponsored groups due to maintenance and high in-season usage.

Requests for physical plant, housekeeping, or food service support should be directed to the AOC, preferably by e-mail. All requests must include complete information and will be returned if incomplete. Once completed, the AOC will then forward the request after receiving approval of the director of athletics. All requests should be sent to the AOC as soon as possible.

The cleanliness of the indoor athletic facilities is the responsibility of the Lovett Housekeeping Department and the outdoor fields are the responsibility of the Lovett Grounds Crew. Concerns about cleanliness of the athletic facilities should be brought to the attention of the AOC or the director of athletics.

It should be understood that locker rooms will be kept neat by the teams and coaches that occupy them. Housekeeping should not have to pick up items left on the floors in order to sweep and mop. Coaches should check on and maintain locker room tidiness on a regular basis.

NATATORIUM

All use of the pool is restricted unless authorized by the director of athletics. At NO TIME should anyone be in the pool area without the presence of a certified lifeguard whose records are on file with the natatorium coordinator. At NO TIME should anyone be alone in the pool.

UNIFORMS AND EQUIPMENT

Sport coordinators or varsity head coaches are responsible for the inventory, care, and storage of uniforms and equipment. Each program should have a well-developed system for accounting for all uniforms and equipment both in and out of season. A sound inventory of all uniforms and equipment should be updated every year. All uniform selections must be approved by the director of athletics.

Varsity head coaches should establish a plan to ensure that all protective equipment meets certification standards and that inspection and needed maintenance or replacement of the equipment is carried out in a timely manner. The plan should also establish guidelines for the proper fitting of equipment and who is responsible for seeing that the equipment is correct for each athlete.



BUDGETS

All coordination of budgets and purchasing are the responsibility of the sport coordinator or varsity head coach. Budget request forms are submitted to budget holders in November for the following school year and are approved in February or March.

BUSINESS TRANSACTIONS/EXPENSES

All receipts/invoices for merchandise received should be initialed and include proper account numbers when it is clear that the equipment or uniforms have been received and then sent to the Athletic Office for approval to be paid by the Business Office. All transactions not having the director of athletics or AOC signature of approval will not be processed and will be returned to the Athletic Office. Please remember to give at least five business days' notice when requesting checks and/or cash advances.

When purchasing an item that costs \$250.00 or more, you must fill out a purchase order form. This form must be signed by the director of athletics and the Business Office before ordering.

When requesting a cash advance from the Business Office for a trip or when acquiring petty cash for small amounts you must complete a Business Office Transaction Form and have the director of athletics or AOC approval. A valid receipt must be returned with remaining cash to the Athletic Office.

A Lovett athletic travel expense form must be used when reporting expenses on any trip related to athletics. This form may be obtained from the AOC.

RESTRICTED GIFTS

Restricted gifts are donations to your specific program. At no time should a Lovett employee solicit gifts or initiate conversations that might directly or indirectly encourage restricted gifts unless authorized by the chief advancement officer in the Advancement Office and the director of athletics. Should a parent or other individual initiate conversations about a restricted gift (funds or a gift in kind), Lovett coaches and all employees should have the prospective donor contact the Advancement Office; the coach may offer to talk to the Advancement Office and get back with the prospective donor; or have a member of the Advancement Office staff contact the prospective donor. Once the Athletic Office receives written confirmation from the Advancement Office that the funds have been received, the coach will be notified. Only after the funds have been received can a purchase be made with those funds.

KEYS

Keys for access to athletic facilities should be requested through the AOC, who in turn will submit the proper form to the director of athletics for approval. Once approved, the form will then be sent to the Physical Plant Office. Physical Plant will distribute keys personally or they will be given to the director of athletics to be distributed. At NO TIME should athletic keys be given to a student.

OUTDOOR SPORTS AND INCLEMENT WEATHER

Varsity and sub-varsity coaches are to notify the AOC of any changes in game scheduling due to inclement weather before 1:00 PM, and provide information on contingency



plans for practices and games. Coaches should keep in mind that varsity teams have priority for indoor facility use on inclement days. As a result, sub-varsity teams may not have access to indoor practice facilities. All decisions relating to suspension of practices are at the discretion of the athletic training staff. A decision to suspend practices is not negotiable and instructions relating to this matter are to be carried out immediately. The athletic training staff will also decide when practices may resume.

DAILY ELIGIBILITY LIST, GRADES 9-12

A list of daily ineligible students is sent to all current coaches by e-mail and is available at the athletic counter. The students on this list may not participate in any extracurricular activities (due to their arrival to school after 9:15 AM). Students listed under the "Doctor's note needed" section must present a note from the doctor's office stating that the student was in their office at the time missed from school. This note should be shown to the coach before the athlete may participate in practice and then given to the Attendance Office by the next morning.

EARLY DISMISSALS

All requests for early dismissals from school must be given to the AOC as soon as possible, so the AOC may forward the lists to the school offices. All requests MUST include the date and time of departure and a list of all students to be dismissed. Every attempt should be made to schedule sub-varsity competitions at a time that does not require early dismissal.

STRENGTH AND CONDITIONING

As stated in the Parent/Student Handbook, all strength and conditioning activities are to be closely supervised. Workout programs that have been carefully designed are to be personally monitored by the scheduled Lovett strength and conditioning staff. It is also necessary for the strength and conditioning staff to provide guidance for the athletes during their workout which decreases the risk of injury and ensures that the correct form and technique are being used. At no time is an individual to work out in the Hite Wellness Center without constant, authorized supervision.

As a Lovett coach you are expected to encourage your athletes to physically prepare for their sport using Lovett strength and conditioning standards both in and out of season. The strength and conditioning programs for athletes have been carefully designed to decrease the chance of sport-related injury and increase sport performance if they are performed on an ongoing, regular basis.

SPORTS MEDICINE

Coaches must have copies of each of their athlete's consent to treat forms and a Lovett emergency medical information card available at all times, especially when traveling away from the Lovett campus. Copies of these forms and emergency medical cards will be distributed by the AOC.

It is the responsibility of each coach to see that a stocked emergency first aid kit, ice, and drinking water are available at all times. First aid kits may be checked out from the training room. Coaches are responsible for bringing kits to the training room should they need restocking. Coaches should have their medical kits at all practices and competitions and should return them to the head athletic trainer the day after the last competition.



At no time are students allowed to enter the equipment/ice room without supervision. Do not expect your athletes to have something to drink. It is still the responsibility of the coach should a player not remember to bring a water bottle. Encourage your athletes to drink plenty of water prior to practice or competition. Water breaks should be given at least every 20 minutes, or sooner if an athlete communicates a need.

Coaches should have a radio when an athletic trainer is not present or when practicing/competing at a remote site on campus. Radios may be picked up in the training room.

Coaches should speak directly to an athletic trainer should they have any questions regarding the injury status of one of their athletes.

A monthly schedule of event coverage and training room hours is made available from the athletic trainer with cooperation of the director of athletics and will be distributed by the AOC. Coaches with changes and/or special needs must see the head athletic trainer for scheduling coverage.

Lovett athletic trainers are on staff and available for athletic medical needs. Once an athlete is in the care of the trainer or a physician the student may not return to practice or competition without authorization from the trainer. The trainer will not release the student to participate without authorization from the attending physician.

WEIGHT CONTROL POLICIES

Especially pertaining to wrestling, cheerleading, and gymnastics, a written policy regarding weight control as it relates to each sport should be distributed to both parents and athletes and kept on file in the Athletic Office and Sports Medicine Offices.

TEAM AND INDIVIDUAL PICTURES

Each coach is expected to work in a cooperative manner with the SID when scheduling team photos, to ensure that athletes and coaches dress appropriately, and to allow enough time for athletes to have individual pictures taken. At the time the picture is taken it is the coaches responsibility to see that the athletes and coaches are properly dressed and arranged in a way to give good representation of the school.

SECURITY

Valuables should never be left unattended and should be locked away at all times. Coaches must secure locker rooms at all times, and remind students on numerous occasions to lock their valuables away and take precautions concerning their personal items. Lovett has security on campus 24 hours a day. The security officer may be reached at (404) 405-1256.

ADMISSION POLICY

Lovett coaches are expected to follow school guidelines with regard to admission policies and in doing so should not lend themselves to the recruitment of students/athletes from other schools. If a coach is approached by an athlete or family from another school, the coach should refrain from any extended conversation and encourage the family to contact the Lovett Admission Office for any further information if they are interested in the school.