This publication contains information about the Athletic Department policies and guidelines of The Spence School. The following policies seek to promote good sportsmanship, team spirit, discipline, excellence in athletic endeavors, school unity, and pride.

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The Spence Athletics Philosophy

Athletics are a fundamental part of the overall educational experience at Spence. The athletic program strives to teach students physical and mental skills, self-discipline and sportsmanship, while motivating athletes to strive for excellence. The value of participation in sports is broad and life-long, as athletes develop teamwork, organizational skills and leadership skills. Spence athletes are a source of pride and unity to the school community.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Accompanying participation is the responsibility to conform to standards established for the Spence athletic program.

The Grade 5 & 6 Athletics Experience is a time for exploration and discovery; students are provided the opportunity to experience a multitude of activities in a variety of settings. This age-appropriate focus on skill development and socialization is reflected by the diverse program offerings and allows coaches to include all interested students while fostering both the social and sport-specific skill development necessary to prepare the participants for competition. The season will include the opportunity for students to compete in small-sided games, in-school and interscholastic games. Whenever possible, each season will culminate with opportunities for interscholastic play.

The 7 & 8 Athletic Experience is the gateway to the competitive program of the Upper School. The program breadth is reflective of the sport experiences of the Upper School; utilizing a “no-cut” policy, teams are selected based upon skill ability and to include A/B subdivisions when possible. The 7 & 8 athletic program is designed to foster an increased level of competitiveness, skill development and game strategy in an age-appropriate modeling of the Upper School athletic experience. There is notable emphasis placed on honoring commitment to the team, accountability to others, and developing the time management skills necessary for the heightened expectations of the competitive 7 & 8 program. Regular attendance by student-athlete at all practices, as well as all games, is expected. Playing time is based upon skill, an understanding and ability to employ team strategy, coachability, and sportsmanship. Playing time is not equal, and not every team member will play in each contest.

The Upper School Athletic Experience is a highly competitive, very selective athletic program that strives to prepare participants for the rigors of play in the AAIS and NYSAISAA, while continuing to cultivate the personal skills of leadership, commitment, competitiveness, time management, personal sacrifice and the appreciation for the unique skills of the individual. Cuts are made at the upper school level; students are selected to teams based upon skill, and programs include a V/JV subdivision when possible. In addition to skill, selection is also determined by the demonstrated ability to apply team strategy and concepts, coachability, and sportsmanship. Student-athlete attendance at all pre-season and in season practices, as well as games, is required.
The Athletics Leadership Team

Athletics@Spenceschool.org

Director of Athletics - Coni Fichera
The Director of Athletics is responsible for the supervision of all coaches, and all others involved in the athletics program. The Director of Athletics will provide overall leadership and coordination among the various sports to facilitate programs that provide student athletes with a co-curricular learning experience.

Assistant Director of Athletics - Devon Whalen
The Assistant Director of Athletics provides daily administrative support to the Director in the areas of general program management and administration to assist in the facilitation of programs that provide student athletes with a co-curricular learning experience, with an emphasis on program coordination in grades 5-8.

Head Athletic Trainer - Michelle Brozowski, DAT ATC
The Head Athletic Trainer reports to the Director of Athletics with focus on the prevention and treatment of student-athlete injuries, team training and directly oversees the Concussion Management Plan and all injury associated Return to Play protocol.

Athletics Office Assistant - Janele Henderson
The Athletics Office Assistant provides daily administrative support to the Athletics Program. As a member of the Athletics Leadership Team, serves as a conduit for communication with parents, student-athletes and coaches regarding practices and competitions.
Sports Medicine Information

Managing Illnesses or Injuries of Student-Athletes

Decisions regarding a student’s ability to participate in athletics requires cooperation efforts of the student-athlete, parents, athletic trainer (ATC), physician and coach. These evaluations and judgements will be based on sound medical judgements, with the focus on proper health care and the student-athlete’s health, safety and well-being the primary concern. The athletic training staff utilizes the following guidelines to manage the care of Spence student-athletes, grades 5-12.

If a student athlete is under the care of a physician for a medical issue (Illness or Injury):

- The physician must determine the student’s ability to participate in athletics with the illness/injury.
- A concurring MEDICAL NOTE, including allowed activity level, restrictions and/or timeline, must be submitted to the Head ATC upon the initiation of care for the illness/injury.
- Once the student is cleared by the physician for a return to activity, the ATC will determine the stepped return to play necessary for return to full practice/competition, commensurate with the time missed for the appropriate fitness, strength, skill etc...needed before full participation. The student-athlete will undergo a return to play protocol directed by the Head ATC which most often involves a 3-5day practice period before being cleared for return to full competition status.

If the student athlete is not under a physician’s care, and the athletic training staff is providing primary care:

- The ATC will determine the ability of the student to participate in athletics.
- At the time of examination of an injury, the ATC will present their opinion on the need for a medical referral to Parents/Guardians.
- For the health and safety of the student-athlete, it is expected that the parent/guardian will follow the medical recommendations of the ATC. If the parent/guardian chooses not to follow the recommendation regarding further medical evaluation, the student may be deemed unable to participate until they are seen by a physician.

Further clarification of Medical Notes:

- A medical note should include a diagnosis and indicate allowed activity, restriction level and/or timeline for return to activity or follow up appointment.
- After recovery, and upon physician clearance, if the original note did not state a return to activity timeline, a concurring medical note is required to return to activity.
- All medical notes must be submitted to the Head ATC.
- If a medical note for clearance following an illness/injury that restricted participation is not provided, the student will not be permitted to participate in athletics until the noted is filed with the Head ATC.
- If a student-athlete (grades 5-8) has a note on file restricting their participation in PE, due to an illness/injury, the student-athlete may not participate in athletics. However, a note clearing them to return to PE activity may still require a stepped Return to Play for their team practice/competition, as evaluated by the Head ATC.

The athletic training staff consists of the Head Athletic Trainer and per-diem athletic trainers hired to fill coverage needs. All per-diem athletic trainers are NATA certified, NYS licensed and meet high quality standards set forth by the Head Athletic Trainer and report directly to the Head Athletic Trainer.
Sports Medicine Resources:

**Head Athletic Trainer:**

Michelle Brozowski, DAT ATC  
The Spence School  
22 East 91st. St,  
NY, NY 10128  
646-943-6877  
mbrozowski@spenceschool.org

**Team Orthopaedic:**

William N. Levine, MD  
Frank E. Stinchfield Professor and Chairman  
Department of Orthopedic Surgery  
Chief, Shoulder Service; Co-Director CSES  
Head Team Physician, Columbia University  
Associate Team Physician, New York City Football Club  
NYP/Columbia University Medical Center  
622 West 168th Street; PH-1130  
New York, NY 10032  
212-305-0998  
Email: wnl1@columbia.edu

**Concussion Specialists:**

**Hospital for Special Surgery, Department of Neurology**  
Belaire Building, 5th Floor  
525 East 71st Street  
New York, NY 10021  
Website: [www.hss.edu/neurology-concussion-program.asp](http://www.hss.edu/neurology-concussion-program.asp)  
Mail Line: 212-774-2138  
Concussion Contact: Lauren Langford Fasanella, LCSW  
Concussion Phone: 917-260-4059

**Neurologists**  
Teena Shetty, MD  
George Skulikidis, MS, PA-C

**Neuropsychiatrist**  
Cary S. Gunther, MD, PhD

**Neuropsychologist**  
Dahlia Mottahehdeh, PsyD
Grades 5 & 6 Athletics Program

The Grade 5 & 6 Athletic Program is designed to be introductory in nature, and places an emphasis on socialization, and an opportunity to experience a variety of individual and team sports in an intramural and interscholastic setting. Student-athletes are not required to attend all games and practices, but for the purposes of skill and team development, are encouraged to attend regularly. Students may only participate on one team per season, and may not change teams during the course of the season.

Per the state governing body, the New York State Association of Independent Schools (NYSAIS), 5 & 6 athletic programs are philosophically different than Middle School sports, that is defined as only grades 7 & 8. “Please note that competition for pupils in grades 4 - 6 is meant to include intramural activities with limited contests against other schools. Opportunities may be provided for instruction, practice and competition. Extra class experiences should grow out of your intramural program and offer a modified introduction to competition. Schools listed on the Federation Regulations list cannot mix 5th and 6th grade competition with grade 7 or above.” (NYSAIS Rules and Regulations 2014-15).

As a member of the AAIS of NYC (League Affiliation) the AAIS shared philosophy for 5/6 Athletics is:

- The AAIS is committed to providing students with a rewarding 5/6 athletic experience, focusing on exploration, discovery and enjoyment. It is an opportunity for all students, regardless of experience and skill level, to participate in an intramural-based sport setting.

- All 5/6 sports will offer an age appropriate program structure that will be reflected by modified game play providing an environment to learn and develop in the most effective way. The emphasis will be on participation, sport specific skill development, socialization, teamwork, and sportsmanship, helping to prepare student-athletes for future competition.

Team sign-ups for each sport will take place online, via the Spence Website. All required permission forms are included in the online sign-up and must be completed and submitted to the Director of Athletics via the online procedure by the seasonal deadline.

Teams practice two days per week (Tuesday and Thursday) from 3:30 - 5:30pm, with the exception of Sabers’ Challenge, which meets one day per week (Thursday) and as noted below. There will be occasional games (or Sabers’ Challenge activities) outside of the regular team meeting days.

**Fall:** Sign-ups: June- Late August; Season: Early September-Mid -October  
**Teams:** Cross Country, Soccer, Volleyball (practice:3:30 -4:30), Sabers’ Challenge

**Winter:** Sign-ups: Mid October - Early November; Season Mid November - Early February  
**Teams:** Basketball (practice:3:30 -4:30), Swimming, Sabers’ Challenge

**Spring:** Sign-ups: Late February - Early March; Season Mid March - Mid May  
**Teams:** Softball, Track, Sabers’ Challenge
Grades 7 & 8 Athletics Program

The middle school athletics program (grades 7 & 8) is designed to allow all interested and committed students to participate, through a no-cut policy. A broad offering of sports is provided for various levels of ability and competition. The program is designed to develop skills, encourage personal responsibility, and increase confidence in physical abilities while fostering social and emotional development through teamwork, commitment, competition and fun.

State and League Affiliation
At the grades 7 & 8 level, defined as “Middle School” by the New York State Association of Independent Schools (NYSAIS) Spence is a league member of the Athletic Association of Independent Schools of NYC (AAIS). The AAIS was organized to provide interscholastic competition for independent schools sharing similar philosophies in New York City. The league strives to provide:

The AAIS 7/8 ATHLETIC PHILOSOPHY
The AAIS is committed to making the 7/8 athletic experience an intrinsically worthwhile and rewarding experience for participating students as well as a useful introduction to those who will continue into the Upper School athletic program. The program is designed to foster an increased level of competitiveness, skill development and age appropriate game strategy. There is notable emphasis placed on sportsmanship, team and self-improvement, risk taking and accountability.

The AAIS 7/8 program will build on the fundamentals taught at the 5/6 level and continue to encourage all students to participate. The league has adopted a “no-cut” policy in 7/8 Athletics. When necessary, teams may be selected based upon a multitude of factors, including but not limited to skill and commitment, subsequently resulting in A/B subdivisions.

The AAIS aims to make a positive contribution to the growth of the individual student-athlete through the teaching of valuable life-long lessons via 7/8 Athletics.

Sign-ups
Team sign-ups for each sport will take place online, via the Spence Web site. All required permission forms are included in the online sign-up and must be completed and submitted to the Director of Athletics via the online procedure by the seasonal deadline.

To participate on a team, students must register by the fall, winter, or spring sign-up deadlines. Students will be notified about sport sign-ups via their Spence email accounts, through announcements in the parent grade folders and in their PE classes.

Commitment Policy
When a 7 & 8 student-athlete signs her “Athletic Contract” (via online registration process), she agrees to make Spence sports a priority in her after-school engagements. Players are expected to attend all practices and games. If, upon review of the season schedule, a student is likely to miss more than two practices she should meet with the Director of Athletics to discuss scheduling options. Students are required to attend all three days each week, with the exception of a religion class commitment. Students may not play on a 7&8 grade team and miss practice on a regular basis for an outside sport team/club, musical lessons, tutoring, etc…

Once the season starts, student-athletes are expected to honor the schedules set with the Director of Athletics. If a student-athlete misses a game or practice and does not notify the Director of Athletics 24 hours in advance, she will be given a warning that will constitute her first unexcused absence. The second unexcused absence will result in the player’s dismissal from the team. Student absence from school due to illness or special family events or religious commitments are considered excused absences. In the event of an exceptional circumstance (i.e., family trip, family emergency or extended absence from school) parents should notify the Department of Athletics to make them aware of these exceptional circumstances.

8TH-GRADE PLAY
Students who wish to participate in both the 8th grade play and a winter sport may do so, provided both the Head Coach and the Director of the 8th Grade production are informed before the Athletic Contract is signed. A student participating on a team and in the 8th grade play cannot hold one of the lead roles in the production. It is the responsibility of the Head Coach, the Athletic
Director, the Director of the play and the Director of the Performing Arts Department to coordinate play obligations and winter team competitions.

**Grades 7 & 8 Team Practice and Season Dates**

**Fall**

*Cross Country*
There is one 7 & 8 cross country team and practices will be conducted three days per week from 3:30 to 5:30 pm. There will be meets during the season and one league Invitational meet at the end of the season. The cross country season begins in early September and ends in late October.

*Soccer*
There is one 7 & 8 soccer team and practice will be conducted three days per week from 3:30 to 5:30 pm. Games will be immediately after school, and depending on the facility may require an early dismissal from school, and sometimes occur outside of the regular T, W, TH schedule. The season begins in early September and ends in late October.

*Volleyball*
There may be one or two 7 & 8 volleyball teams for the Middle School (determined by skill and experience). Volleyball practice will be three days per week from 3:30 pm to 4:30 pm. Games will be immediately after school, and depending on the facility may require an early dismissal from school, and sometimes occur outside of the regular T, W, TH schedule. The season begins with team placements in early September and ends in late October.

**Winter**

*Basketball*
There may be one or two 7 & 8 basketball teams for the Middle School (determined by skill and experience). Basketball practice will be three days per week from 3:15 to 5:30 pm. Games will be immediately after school, and depending on the facility may require an early dismissal from school, and sometimes occur outside of the regular T, W, TH schedule. The season begins in early-November and ends in mid-February.

*Swimming*
There is one 7 & 8 swim team, and while competitive experience is not required, for safety, students must be able to swim a full 50 meters, in at least two strokes, in order to participate on the 7&8 swim team. Practice will be conducted three days per week and times will be dictated by the practice facility, but every attempt will be to have practice completed by 5:30pm (not including travel). Meets sometimes occur outside of the regular T, W, TH schedule. The season begins in early November and ends in mid February.

**Spring**

*Lacrosse*
There is one 7 & 8 lacrosse team, and practice will be conducted three days per week from 3:30 to 5:30 pm (not including travel). Games will be immediately after school, and depending on the facility may require an early dismissal from school, and sometimes occur outside of the regular T, W, TH schedule. The season begins in mid-March and ends in mid-May.

*Softball*
There is one 7 & 8 softball team, and practice will be conducted three days per week from 3:30 to 5:30 pm (not including travel). Games will be immediately after school, and depending on the facility may require an early dismissal from school, and sometimes occur outside of the regular T, W, TH schedule, including a league invitational at the end of the season. The season begins in mid-March and ends in mid-May.

*Track*
There is one 7 & 8 track team, and practice will be conducted three days per week from 3:30 to 5:30 pm, including one or two days per week at Icahn Stadium. Meets may require an early dismissal from school, and there may be qualifying standards for certain events/meets. Due to limited facilities, meets sometimes occur outside of the regular T, W, TH schedule. The track season begins in mid-March, and will conclude with a league meet at the end of the season in early/mid-May.
Upper School Athletics Program

Athletics in the Upper School are competitive, and the level of commitment required to achieve the competitive goals of the program increases accordingly. At the upper school level, the most capable and committed student-athletes constitute teams that strive to excel. As Spence is an independent preparatory school with rigorous academic demands, student-athletes must have self-discipline and organizational skills to manage their individual schedules.

**New York State Association of Independent Schools Athletics Association (NYSAISAA)**

Spence School is a member of the New York State Association of Independent Schools Athletic Association (NYSAISAA). NYSAISAA is the governing body of independent school athletics in the state of New York.

The Mission of NYSAISAA

**MISSION STATEMENT:** The mission of New York State interscholastic athletic programs is to foster the quest for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. Successful programs develop individual and team potential by promoting high standards of competence, character, civility and citizenship.

The Educational Goals of a Quality Interscholastic Athletic Program

**Competence:**

A student athlete in a quality program is competent in terms of:

- Skill Development
- Knowledge of the game/Strategies
- Fitness/Conditioning/Healthy behavior

**Character:**

A student athlete in a quality program demonstrates:

- Responsibility
- Accountability
- Dedication
- Trustworthiness/Fair play
- Self Control

**Civility:**

A student athlete in a quality program demonstrates civility towards others showing:

- Respect
- Fairness
- Caring

**Citizenship:**

A student athlete in a quality program demonstrates citizenship through actions showing evidence of:

- Loyalty/Commitment
- Teamwork
League Affiliation
The Upper School is a charter member of the Athletic Association of Independent Schools of NYC (AAIS). The AAIS is a league recognized by NYSAISAA. The AAIS was established in 1977 and is currently comprised of the following independent schools: Berkeley Carroll, Brearley, Chapin, Convent of the Sacred Heart, Friends Seminary, Hewitt, Marymount, Nightingale, Packer, Spence, and Saint Ann’s.

The AAIS sponsors League Championships in the following sports per season:
FALL - Cross Country, Soccer, Tennis Volleyball
WINTER - Basketball, Indoor Track, Squash, Swimming
SPRING - Badminton, Lacrosse, Softball, Track & Field

As a member of the AAIS, Spence is committed to supporting and upholding the Mission of the AAIS. “The AAIS is committed to fostering a sound interscholastic athletic program for girls as an integral part of the total educational experience. Through interscholastic competition our aim is to promote the appreciation of physical activity and the enjoyment of sport while cultivating the ideals of good sportsmanship, moral integrity, and athletic excellence. The AAIS will have made a positive contribution to the development of the student-athlete, by teaching these life-long lessons”

In addition, all student-athletes, coaches, parents and spectators are expected to observe and respect the AAIS Code of Conduct.

AAIS Code of Conduct
The AAIS promotes standards of fair play and ethical behavior. We encourage all athletes, coaches, parents and spectators to support teams and game personnel in a positive manner at all times. As such, we ask that all spectators abide by the following Code of Conduct.

1. I understand that the ultimate goal of interscholastic athletics is to provide an enjoyable experience for all students. Participation in athletics helps to promote good citizenship, fair play, respect, and responsible behavior.

2. I will be a positive role model. I will encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, and spectators.

3. I will respect the game officials and will refrain from addressing them or questioning their decisions.

4. I will support the coaches by trusting their judgment and integrity. I will respect their decisions and encourage open communication by agreeing to speak with them only at a predetermined time and place.

5. I will respect the rules of the facility at which the athletic contest is being played, such as rules regarding food, pets, and evacuation procedures.
Upper School Practice and Season Dates

Practices
Practices in the Upper School are 5 days per week, and the time varies based on sport, facility and time of season. Practices may occur later in the evening, in the morning before school, or on Saturdays depending on the season and the availability of facilities. No practices will extend past 7:00PM (excluding travel) and no practices will occur on Sundays. Medical and dental appointments should not conflict with practice. If this is not possible, the student-athlete should inform the Director of Athletics and the Head Coach, no less than 24 hours in advance.

Practices and games do occur around and during exams, parent-teacher conferences and sometimes when school is not in session. Thus, student-athletes need to pay close attention to their team’s schedule, and plan their time according to the team's schedule commitments. Some practices and games occur during vacation periods. For example, fall sport teams begin practice prior to the start of school, and winter teams practice and compete during the Presidents’ Day holiday. Student-athletes are informed of these dates in advance, and are expected to attend all practices and competitions.

Practices take priority over school clubs and other extra-curricular activities occurring after school hours.

2019-20 Season Duration (including Post Season)
Refer to the website for detailed team schedules

Cross Country 8/15 -11/03;; Soccer 8/15 - 11/3; Tennis 8/15- 10/28; Volleyball 8/15 -11/3
Basketball 11/4 - 2/24; Squash 11/4 - 2/24; Swimming 11/4 - 2/28; Indoor Track 11/4-3/7
Badminton 2/24 - 5/13; Lacrosse 2/24 - 5/20; Softball 2/24 - 5/20; Track and Field 2/24 - 6/6

Team Tryouts All athletes will be given a minimum of three days in the Upper School to try out for a team, during the designated try-out period. However, please note: student-athletes who do not attend fall pre-season will not be permitted to try-out for a team, after the conclusion of the designated try-out period.

Cuts/Final Team Rosters
Before selecting a team, each coach will meet with the Director of Athletics. Final rosters will be posted on the internal school team pages and students will be enrolled on the team for their PE credit.

Multi-Sport Athletes (Back-to-Back Seasons)
It has always been the nature of The Spence School coaching staff to share athletes among different sports and, in general, to act in the best interest of each individual student-athlete and sport. Each member of the coaching staff will support the entire athletic program and ensure each athlete is allowed the opportunity to participate as fully as possible.

A student athlete ending one season and immediately starting another may take up to two days off between seasons. (A weekend counts as one day) or as specifically designated by the NYSAIS Handbook for specific sports. The athlete must talk with both the Department of Athletics and the Head Coach of the upcoming season, to confirm her intent to try-out following the completion of her season or the required season overlap/rest.

Varsity and Junior Varsity
On occasion, there may be an athlete who is at Varsity skill level, but it would be more developmentally beneficial for the student-athlete to be on the JV team. The Head Coach will have a conversation with any student-athlete who will not receive substantial playing time at the Varsity level before finalizing the team. Sometimes, it may be appropriate to provide the student-athlete the option to either have little or no playing time on Varsity, or lots of playing time on JV. Coaches will consult the Director of Athletics before having this conversation with any student-athlete.
All game schedules will be posted online via the Spence Athletics Web page. Parents are advised to subscribe to the team schedule via the website to receive schedule change notifications.

All members of the team are required to attend all competitions and remain with the team through the entire competition, until dismissed by their Head Coach. Student-Athletes are responsible for communicating their schedules to their parents well in advance of practices and games.

All Upper School Student-athletes must card into school by 11AM in order to participate in practice or competition. Exceptions for doctor’s appointments, family emergencies or school sponsored events/field trips, must be requested in advance.

For Upper School student-athletes, their team participation is, in most cases, counted as their PE requirement. Cutting practice is viewed the same as cutting a class and will result in disciplinary consequences. Each Upper School student-athlete will be given TWO EXCUSED practice absences for the season. These excused practices are to be used, with advanced notice and permission, for academic meetings, doctor’s appointments, family events (weddings or special family celebrations), religious commitments, or the like. Student-athletes should inform the Director of Athletics AND their Head Coach, not less than 24 hours in advance of time that they are taking one of their two excused absences. If a student-athlete misses more than two practices in a season, she risks her position on the team and potentially her grade in Physical Education. She will need to meet with the Director of Athletics and the Head of Upper School to discuss her standing. Absence from school due to illness or a family emergency will not count toward these two excused absences.

Student-athletes who compete in a sport at a regional, state or national level may be allowed to continue their training with their outside coach during the course of the Spence season, if they successfully receive a PE waiver for that activity (grades 10-12). These student-athletes, with a PE waiver, will be expected to attend all competitions for Spence and, at minimum, participate in half of the Spence team practices each week, as required by AAIS regulations. Those who wish to coordinate opportunities to continue their training with their outside coach, must contact the Director of Athletics prior to trying out for the Spence Team, to learn the process for applying for a PE waiver. Additionally, students in grade 9, pursuing outside training in their sport, must take a PE elective, in addition to their sport, to obtain the same flexibility in their practice attendance as those with a PE waiver.

An athlete cut from a team during tryouts will potentially have the opportunity to join another team, or enroll in a PE class. However, after the team roster is finalized, a student-athlete may only quit a team by mutual consent of coach and with the approval of the Director of Athletics. The student will be required to enroll in a PE class if still within the add/drop period. If a student-athlete quits the team after the add/drop period has passed, and is not already enrolled in a PE course, she will be given a grade of Incomplete for the term and required to take two PE courses the subsequent term (in accordance with the Spence US Handbook). In addition, the student-athlete will not be eligible to try out for another sport until she meets with the Director of Athletics. Coaches are required to advise the Director of Athletics of any potential changes to the team roster prior to finalizing their rosters.

Ejection from a Game
Ejection from a game is a serious offense. If a player is ejected from any contest, she is required to sit out the next game. A second ejection will result in dismissal from the team. If a player is ejected from a game, she will be required to provide a written statement explaining her actions, and will have a follow-up meeting with the Director of Athletics.

Spence coaches are professionals at an educational institution. It is therefore required that all student-athletes address coaches as Coach _____, Mr. _____, Ms. _____, or Mrs. _____ - as they would any other adult at school.

Student-athletes are expected to use the appropriate locker rooms at 91st and 93rd street to change for practice and/or a game. Teams utilizing the locker rooms of outside facilities should treat that use as a privilege, and take special care to treat those facilities accordingly.
Team Transportation
Student-athletes are required to ride in school-provided transportation to and from all contests. Students with permission, via the Transportation Form, may leave from an off-site venue. If a parent wishes to give a student permission to leave with another parent, or independently from a specific contest, that parent must contact the Director of Athletics in advance and in writing (via email or fax). Student-athletes are released to parents or guardians after a contest following dismissal by the coach, not before. Student-athletes are expected to collect all trash, equipment and personal items from buses after each practice and game.

Early Dismissal
Early dismissals for away contests are set at the beginning of the season and are communicated to coaches, student-athletes and faculty members. Any changes to those dismissals will be communicated to all parties as early as possible. Student-athletes are excused from class 10 minutes prior to the scheduled departure time.

Team Uniforms
Student-athletes are responsible for all equipment and uniforms issued to them. Student-athletes have five days from the end of the season to return all uniforms and equipment to the Department of Athletics. Each student-athlete will be charged a minimum of $150 for any lost item or uniform not returned by the deadline or up to the value of replacing the uniform/equipment.
Parent Guidelines

Parents play an important role in our athletic program. These guidelines for parental involvement aim to ensure the best possible experience for all.

Parent Meetings
The varsity coach for each sport will schedule a pre-season meeting for the parents and guardians of both the varsity and JV student-athletes. This meeting will be held at school within the first two weeks of the season. The purpose of this meeting is for the coach to share his/her philosophy, goals, and expectations for the season with parents.

Parental Procedure for Communicating Concerns
It is important that we teach students to communicate with adults in a mature manner, and parents should have their child take the initiative to speak directly to her coach about any concerns regarding playing time, position or personal goals for improvement. If a parent believes that his or her child’s conversation with the coach did not help reach a resolution, the parent should meet with the coach directly. If the issue still is not resolved, parents should arrange an appointment with the Director of Athletics.

Some situations may require a conference between the coach, athlete, and parent to reach a solution. Parents must not attempt to speak with a coach before or after a contest or practice. These can be emotional times for all parties. Meetings of this nature rarely result in a productive resolution.

Parent-Coach Communication
Open communication is the foundation of the relationship between coaches, athletes and parents. Coaches expect to hear from parents if they have concerns regarding a coach’s philosophy, and/or expectations, unrelated to playing time, for their daughter. In addition, parents should notify coaches and the Department of Athletics of any illness or injuries that will cause the student-athlete to miss a practice or game. Parents should contact the Director of Athletics to discuss any issues related to the health and safety of their daughter.