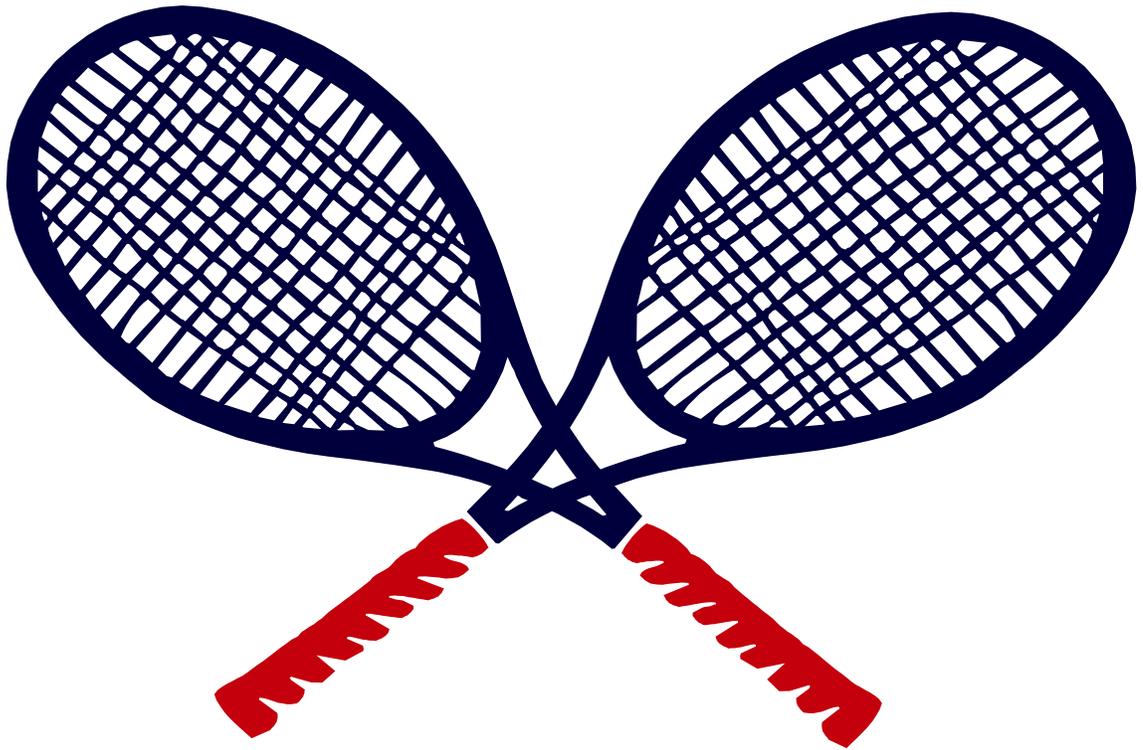


Pine Creek Tennis



Player/Parent Handbook

Pine Creek Tennis Athlete/Parent Contract

The foundation of the Pine Creek Tennis Program is a clear understanding of the processes and expectations placed on the coaching staff, athletes, managers, parents and supporters of Pine Creek Tennis. The foundation of our program is based on the following cornerstones: fair play, sportsmanship, citizenship, competitiveness, academics, leadership, and participation. It is the focus and dedication to these cornerstones that allow the coaching staff, athletes, parents and supporters to work together to achieve a successful season. This athlete/parent contract therefore reminds our athletes and parents of the expectations necessary for this truly unique high school athletic program. It is required that an athlete and his/her parent sign this contract in order to participate in the Pine Creek High School Tennis Program.

Athlete Expectations:

1. Athletes are expected to display a high level of commitment to the team. Individual commitment is what makes a team work. Players must put in the time and energy necessary to help the team succeed.
2. Athletes are expected to maintain Pine Creek athletic academic standards to participate in matches in the Pine Tennis Creek Program.
3. Athletes are held to the Academy School District 20 Public Schools Code of Conduct regulations, and those regulations extended to student athletes. Athletes and Parents are reminded that student athletes are on "contract" during the entire school year, on and off campus. Violations of the Conduct Code will be dealt with accordingly.
4. Athletes are expected to demonstrate the highest level of "citizenship" both in and out of school.
5. **Athletes are expected to attend and remain until the conclusion of all practices, matches and other tennis team events.**
6. Athletes are expected to be on time to all practices, matches and other team events:
7. Athletes are expected to read and comply with all rules and policies contained in the Pine Creek Player Parent Handbook and Tennis Team Player-Parent Handbook.
8. Athletes are expected to demonstrate good sportsmanship at all times.
9. Athletes are expected to understand that the coaching staff has the right to remove athletes from the playing roster, and/or team, if the decision is in the best interest for the team as a whole. This is in regards to effort, attitude, and response to coaching

10.10. Athletes are expected to arrange transportation home from all matches and tournaments. In some cases players will have to arrange transportation to and from matches and tournaments.

Parent/Supporter Expectations:

1. Parents are expected to support their athlete in a positive manner, being a role model of good sportsmanship and fair play.
2. Parents are expected to abide by the classic tennis sportsmanship rules. These would include: Cheering/applauding only when your athlete hits a winner or plays a great point.. Congratulating your athletes opponent and parent(s) (win or lose) on a match well played. Not making exaggerated audible noises, negative body language, or any other reaction to a suspected poor call, opponent behavior, missed shot by your own athlete, or behavior by an opponent's coach, parent, or supporter.
3. Parents are expected to treat the coaching staff, school administrative team, and tournament directors with respect. Please do not ask tournament directors when your athlete is going to play, or levy complaints about a tournament, that is the coach's job. Please refer to the coaching staff for such issues.
4. Parents understand that the coaching staff can have parents or supports removed from matches by coaches' request, or if necessary, calling District 20 Schools Security to have them legally removed from the competition location.
5. Parents are expected to call the coaching staff in advance of a known absence, and late arrival during the tennis season. Parents are expected to understand that polices and procedures set forth by the coaching staff are established to maintain an equitable experience for all who participate in the tennis program.
6. Parents should expect nothing but the best experience for their athlete and their involvement in the Pine Creek Tennis Program. However, with any successful endeavor, parents understand that for an experience to be worthwhile and educational, highs and lows are to be expected.
7. Parents are expected to understand that acts of nature (that of God and Human nature) plays a role in practice and matches. Parents are expected to exercise patience in consideration with the weather, rescheduling of matches, dual match sites, and other issues outside of the coaching staffs immediate control.
8. Parents are expected to be familiar with the policies and procedure contained in the team handbook.

9. Parents are expected to coordinate player transportation home from all tennis matches and events. In some cases parents will have to provide transportation to and from matches and tournaments.

Coaches Expectations:

1. Coaches are expected to emphasize academics, sportsmanship, competitiveness, citizenship, and ethics to athletes in the tennis program.
2. Coaches are expected to communicate clearly with parents and supporters about policies, procedures, practice and match times, and travel plans.
3. Coaches are expected to communicate clearly with athletes about practices, matches, policies and procedures, and expectations.
4. Coaches are expected to make decisions in the best interest of their athletes' well being, in regards to their safety, their health, their education, and their development as well rounded, worldly, individuals.
5. Coaches are expected to represent their athletes in coaches meetings and seeding meetings.
6. Coaches are expected to act as a liaison between faculty, staff, parents, and athletes to the best of their ability.
7. Coaches are expected to be honest with the athlete and parent in regards to the potential of the athlete.
8. Coaches are expected to lead by example in regards to sportsmanship, citizenship, leadership, and ethics.

Pine Creek Tennis Manager Expectations and Contract

1. Pine Creek Tennis Managers serve to better the overall experience for the athletes that are participating in their respective season. Managers' help to organize, set up, and facilitate practices and matches. There is no glory in being a tennis manager, only the satisfaction of knowing that a manager helps a team have a successful season. The following items are expectations that the coaching staff places on the managers of Pine Creek Tennis.
2. Be on time. Managers are expected to have practice set up prior to the start time of practice. Only a note from a teacher may excuse a manager for being late to practice or a match.
3. Managers are expected to have the water jugs filled for practice.

4. Managers are expected to have the ball machines, ball carts, baskets, etc. set up, in accordance with the coaches' wishes prior to the start time of practice.
5. Managers are expected to set up the scorecards at our home site prior to the visiting team arriving at our site.
6. Managers are expected to help record the scores and names at matches.
7. Managers are expected to understand that at times they are to act, as "gofers" for needs that the coaching staff has at that time.
8. Managers are expected to understand that they are to enhance meetings, practices, and matches, not distract from them.
9. Managers are expected to be ready to chart matches, at matches or practices.
10. Managers understand that to travel with the team over the road that they must have managed for a least one-year, maintain a high grade point average, and demonstrate citizenship in the classroom, on the court, and in the community.
11. Managers understand that the coaching staff will appoint a "head manager" that will be in charge of delegating managerial duties. Managers are expected to follow the wishes of the head manager.
12. Managers are expected to be proactive, seeking out solutions to problems or upcoming problems so to not disrupt the coaches from having a successful practice or disturbing the flow of a match.
13. Managers are expected to abide by the Code of Conduct required of students and athletes in Academy District 20 Public Schools.
14. Managers understand that they can letter after their second year of service, and get a vote of approval from the captains of the team that they manage.
15. Managers understand that they operate on the same three strikes and "they're out rule" that will terminate their participation as a manager.
16. Managers must arrange transportation home from all tennis matches and events.

Pine Creek Tennis Policies and Procedures

- I. Behavior: Sportsmanship, both on and off court is a high priority. Poor sportsmanship will not be tolerated. Athletes are expected to play in accordance with all CHSSSA and USTA rules and regulations. You are expected to make only complimentary comments to your opponents. You are expected to continue to set a positive example of the student athlete in your classes, and around the school campus. The coaching staff expects you to cooperate with all faculty and staff members at Pine Creek, visiting schools, and away matches. Failure to do so constitutes poor sportsmanship and can make you ineligible for the next match.

- II. Team Composition:
 - A. The team will operate under a no cut policy provided adequate coaching staff is available to ensure maximum quality training and supervision.
 - B. The varsity squad will consist of the top 11 players on the ladder, plus 2 additional players to fill in as substitutes in the event of injury, sickness or unavailability. The coaches freeze these positions after the second match. The remainder of the players will participate on the Junior Varsity Squad.
 - C. Varsity 1 Squad Selection Criteria: Individual challenge match results are the primary factor in selecting the top 11 players. Other factors the coaches may take into consideration are responsiveness to coaching, attitude, and work ethic. The top 3 players will play singles. The remaining 8 players will form the doubles teams. Coaches will use the following criteria in creating the doubles teams
 - 1. Complementary style of play
 - 2. Psychological or personality match
 - 3. Historical success together
 - 4. Overall individual strength of play
 - 5. Seniority (player with the most varsity experience gets the preferential assignment)
 - 6. Personal preferences of the players
 - D. Varsity 2 Squad Selection Criteria: When there are a sufficient number of players participating the coaches will assemble a varsity 2 squad. Team composition and selection criteria for the varsity 2 squad are the same as varsity 1.
 - E. Junior Varsity: Consists of all players not on the varsity squad or squads. JV players will continue to play challenge matches throughout the season. JV participation in interscholastic matches is based on the number of JV players from the opposing school. The primary interscholastic format for JV play is double. However, when the situation dictates some players may play singles.
- III. Attendance is mandatory at all practices, matches, and meetings.
 - A. Practices, meetings: Specific permission from the head coach is required to arrive late or leave early for any team event. The coaches' will track attendance. Excessive lateness may result in team dismissal.
 - B. Matches: Players must arrive on time. Coaches may bench a player or players that arrive late. Matches are a team event. Therefore, players are expected to remain at the match site supporting their teammates until the conclusion of all matches. Every match will conclude with a brief meeting of the coaching staff and players. No players are permitted to depart prior to the end of match meeting without the coach's permission. A player that has legitimate reason for

departing a match early will coordinate with the head coach prior to the start of the match. Players that have to leave early for personnel reasons must **personally** speak to the head coach or assistant coach prior to leaving the match site.

- C. Players absent from school for half a day for reasons other than; school related functions, appointments, court hearings and family emergencies are not eligible to participate in matches or practice. Players that become sick and cannot attend afternoon classes are not eligible to practice or participate in matches.
- D. Responsibility is important. You must be committed, responsible and courteous enough to gain clearance for a missed practice by speaking with the head coach prior to practice. Players should avoid scheduling appointments and or meetings that conflict with practice, matches and other team events. Unexcused absences from practice may result in match suspension or dismissal from the team. Two or more unexcused absences may result in dismissal from the team.
- E. Practice Schedule: Number of players will dictate the practice schedule. When the number of players participating exceeds the reasonable player to coach ratio the coaching staff may elect to split practices between varsity and junior varsity.

Prior To First Match

Monday – Friday 3:00 – 5:30 PM. Subject to change
After First Week

Monday – Friday: 3:00 – 5:30PM.

Split Practice Schedule: Dictated by number of players.

Varsity: 3:00-4:30PM

Junior Varsity: 4:30 – 5:30PM.

- F. Match Schedule:
 - 1. Home Matches: Players are expected to be on the court for warm up at 3:00 PM. Matches begin at 3:30 and 3:45 PM
- IV. Away Matches: Players and coaches will meet at 2:20 PM or specified time in front of the school at the PCHS letters. Players are expected to be dressed and ready to play. In the case of inclement weather players should listen for after school announcements. Bad weather at Pine Creek is not necessarily the case at away match locations.
- V. Academics: Athletes are expected to maintain all letter grades of "C" or better.

- A. The coaching staff reserves the right to "bench" an athlete if it becomes apparent that an athlete is struggling in any classes. A player receiving an "F" may become academically ineligible to participate in practice. Students that receive an "F" must demonstrate through a signed note or email from the teacher(s) that he or she is working on becoming eligible.
- B. Players benched for academic reasons will remain ineligible for practice or play until the player improves their grade or grades. Players must bring a signed note from the teacher or teachers indicating the improved grade or grades.
- C. Citizenship: An unsatisfactory citizenship report from a teacher will result in ineligibility for that athlete until, #1. The student writes a paragraph on why they received the mark, #2. The teacher signs off on the paragraph indicating that it is why the student received a citizenship mark #3. A parent signs off on the paragraph indicating that he/she is aware of the behavior problem, and #4. The signed paragraph is turned in to Coach Lehman.

VI. Team Captains:

- A. Captains are expected to lead by example, always the first to practice, and the last to leave.
- B. Captains always have the program and our reputation in mind when making decisions that will reflect upon the team.
- C. Captains have the power to recommend the benching or dismissal of athletes if they feel that the athlete is doing something that is hurting the team. Coaching staff will ultimately make the decision to bench or dismiss any athlete.
- D. Captains are in charge of getting practice started, and cleaning up after practices and matches.

VII. Equipment

- A. Required: Tennis racquet; tennis shoes, appropriate tennis attire, water bottle.
- B. Optional: Tennis bag, spare racquet.

VIII. Attire

- A. Practice: Appropriate tennis attire; i.e. shorts, T-shirt, tennis shoes. Practice clothing must conform to school policies.
- B. Match: Team uniform. Uniforms are purchased by the players. Uniform consists of: skirt, tank top and option girl's tennis hoodie. Every attempt is made to ensure the same uniform is used year to year as long as the apparel

is available so players only have to purchase one uniform while attending Pine Creek.

- IX. Injuries: Report all injuries to the coaching staff and trainer immediately
 - A. Any injury, which requires doctor care, will require doctor permission to resume participation.
 - B. Players will provide the coaching staff a copy of any exercises or treatments prescribed by a doctor or trainer. This is to ensure the coaches understand the limitations and restrictions on your participation.
 - C. The training room is off limits without permission of a member of the athletic training or coaching staff. Athletes who need to use the training room should report early to practices and matches.

- X. Managers: The coaches will select managers.
 - A. Managers help us stay organized and on top of things. They are expected to work hard and accomplish their jobs to the best of their ability.
 - B. Managers work for the coaching staff and are not personal valets for the players.

- XI. Transportation:
 - A. The tennis team will travel to all matches, whenever possible, using D-20 buses. All athletes will meet at the PCHS letter in front of the building at 2:20PM to depart at 2:30PM.
 - B. One-way bus transportation is the primary mode of transportation to contests. **Players must arrange their own transportation to return home after the match is completed.**
 - C. **In the event buses are not available, athletes will have to provide their own transportation to and from matches**
 - D. Trips are business trips, not social journeys. Focus on the job you have to do. Conduct yourselves in a manner to uphold the honor of the Pine Creek High School Tennis Team. We want a reputation as a first class organization all the way around. .

- XII. Varsity Letter Policy: Players will receive a varsity letter based on the following criteria.
 - A. Selected to participate on the varsity squad
 - B. Attendance at all practices, matches and tennis functions.

- C. Demonstrate a positive attitude, and good sportsmanship, in matches and practice, throughout the season.
- D. Play in 4 or more varsity matches.
- E. Finish the season in good standing.
- F. Turn in all equipment cleaned and serviceable.

The final decision to award or withhold a varsity letter resides with the coach/coaches.

- XIII. Alcohol, Drugs, and Tobacco: Illegal use of drugs and any use of alcohol and tobacco products may result in suspension and or dismissal from the team.**
- XIV. Coaches will use the girls team web site ,morning announcements, emails and in some cases texting to relay necessary information to players. Players should check the PCHS web site for changes to matches; practice and other tennis relate information. In the case of inclement weather players should listen for after school announcements check their email and girls tennis web page for any change to practice or matches.. Bad weather at Pine Creek is not necessarily the case at away match locations.
- XV. Open Door Policy: The coaching staff maintains an "open door" policy. You should feel free to discuss anything at any time with them.
- XVI. Violation of set team rules can result in, but, is not limited to: conversation with the coaching staff, parents and/or athletic director, community service, extra conditioning, indefinite benching, suspension, or dismissal from the team.

Pine Creek Tennis Staff

Head Coach: Dave Lehman Cell Phone: 719-322-6138
E-mail: springsstrings@gmail.com
Assistant Coaches: Claudia Graver Girls' JV Coach

Athlete/Parent/Coach Contract

I, _____, by signing this participation contract, understand the policies, procedures and expectations placed upon me for participation in the Pine Creek Tennis Program. I understand that by participating on the Pine Creek Tennis Team that I am held accountable for my actions if I violate any of the expectations mentioned in this contract and that to participate on the tennis team I must sign this contract.

Signature / date

I, _____ the parent of, _____ understand the policies, procedures and expectations of my student athlete and those of myself and my spouse/significant other. I understand that for my athlete to participate on the Pine Creek Tennis Team that I must sign and abide by the policies, procedures, and expectations outlined in this contract.

Signature / date

I/We the coaches of the Pine Creek High School Tennis Program, agree to abide by the rules, regulations, and expectations set forth by; the Colorado High School Activities Association, Academy School District 20 Public Schools, Pine Creek High School, and the Pine Creek Tennis Program. In addition I/We the coaches, agree to advise, teach, mentor and protect our athletes to the best of our ability.

David Lehman
Coach

Assistant Coach