



Cross-Country

2011 CC Handbook: Your Guide To The Ins And Outs Of Our Team

The purpose of this book is to help communicate different aspects, expectations, procedures, and explanations unique to this team. It is not all-inclusive and is a work in progress but hopefully it will be a useful tool as you embark on the journey that is Cross-Country Running.

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DSHS Cross Country Philosophy: Our philosophy is based on the following three principles:

Improvement, Commitment and Excellence.

It is our goal to help develop the love of running/fitness and of healthy competition in our athletes by emphasizing the importance of personal growth and improvement, commitment to one's self, to one's team and to one's society, and always striving for excellence by setting goals and developing a strong work ethic.

DSHS Cross Country Awards:

Our team awards at the end of the season, voted on by the athletes, reflect and celebrate these principles.

Improvement Award (voted on by team)

This award recognizes an athlete who has shown significant improvement in Cross-Country Running from, at least, the end of last season to the end of this season. An athlete could show his/her improvement in the form of faster times and/or greater endurance. It is recognized that improvement comes from hard work, dedication and a willingness to take positive risks.

Commitment Award (voted on by team)

This award recognizes an athlete who has demonstrated commitment to his/her own progress as well as to the success of our team. This individual could show his/her commitment in the form of work ethic, team spirit, teamwork, cooperation, attendance as well as numerous other facets.

Excellence Award (voted on by team)

This award recognizes an athlete who has demonstrated excellence in the sport of Cross Country Running. This individual continually strives for, and reaches, excellence by setting goals and working hard while maintaining a positive and supportive attitude. He/she has placed high in dual, league championships and other competitions. He/she is a talented athlete who has produced results that continue to propel the competitive success of our team.

Our individual awards at the end of the season, earned by athletes, also reflect and celebrate our philosophy.

A Varsity letter may be earned by a team member who:

- is good standing according to team policies and expectations
- attendance record is greater than or equal to 90%
- demonstrates excellence by placing in the top 7 on our team in at least half of our total meets or in the top 10 on our team in all of our meets.
- participation in the TVL, Div IV and State meets will be considered

A Varsity Letter may also be earned by a senior who:

- is good standing according to team policies and expectations
- attendance record is greater than or equal to 90%
- has been a member of DSHS CC for at least 3 years
- has been an positive participant and contributor to our team

A Junior Varsity Certificate may be earned by a team member who:

- is good standing according to team policies and expectations
- attendance record is greater than or equal to 90%
- placed in the top 14 on our team in at least half of our meets or in the top 20 on our team in all of our meets.
- Participation in the TVL, Div IV and State meets will be considered

A Participation Certificate may be earned by a team member who:

- is good standing according to team policies and expectations
- attendance record is greater than or equal to 90%
- has been a positive participant and contributor to our team.

*Awards will be given to individuals who have attendance records of less than 90% at coaches' discretion.

DSHS Cross Country team policies and expectations

Policies

1) Attendance Policy: One of our core principles is commitment. Commitment starts with attendance. We hold this value high. We feel it is important to show commitment to your team by contributing to it every day and making it a priority. We believe that we have developed a policy that is fair and will help our team continue its success. Ideally we wouldn't need a policy because everyone has 100% attendance but that reality is not the case, yet 😊. Our policy is a way to monitor the team and hold everyone to the same expectation.

DS CC athletes are expected to be at all practices and meets. We ask that you do not schedule doctor, dentist or other non-emergency appointments during practice times or meets, if at all possible, since our training is very time sensitive. Schedule these appointments during the summer months or during other vacation times. We understand that unforeseeable circumstances may arise that could prevent athletes from being at practice but we also feel strongly that the athletes need to be at practice in order to be successful in meets and also to help prevent injuries.

Therefore, the coaching staff has decided that if an athlete has less than a 90% attendance record, accrued from missing either a scheduled practice or a meet which he/she was expected to attend, he/she will not be allowed to compete in the next scheduled meet. We feel an athlete with less than a 90% attendance record is not prepared physically to compete and has not demonstrated the desired commitment to the team. **However, the athlete is still expected to attend the meet to complete the missed training and show team support.**

After sitting out a meet, if the athlete earns an additional absence he/she will again not be allowed to compete in the next scheduled meet and in addition he/she will have a conference with the coaches to discuss his/her continued participation on the team. Upon any additional absences beyond what is mentioned above the athlete runs the risk of being dismissed from the team, per coaches' discretion.

Note that leaving practice or a meet early is unacceptable, as the end of practice is just as important as the beginning and middle and leaving a meet before all races and meetings are done does not reflect the kind of commitment to the team that we are trying to develop. Every team member is important and the commitment everyone brings to the table helps make us a stronger team. Athletes will receive 1/3 credit at most for the day if they choose to leave early.

Saturday practices and meets are on our schedule as well and all athletes are expected to attend, unless told otherwise by a coach, as they are considered part of our regular schedule. Athletes should plan on attending these practices and meets in order to reach their highest potential as a runner and demonstrate commitment to our team.

In regards to practices between August 25st and the 1st day of school: It is our belief that the season starts August 25th. Coaches and captains report at that time. We need, and expect, everyone else to be there as well in order to begin training so our team will be more competitive, individuals will have a better chance at reaching goals, and all athletes will be healthier and become less prone to injury. Since there are only 5 pre-season practices this year we feel it is reasonable, and in the teams best interest, to expect all members of the team to attend all 5 practices.

Note: An athlete must attend and participate in at least 5 practices before he/she is eligible to compete in a meet. This is for both safety and team commitment reasons.

General Practice Times: Monday to Thursday 3:20-5:15pm (Captains will start the warm-up at 3:20)
Saturday 9:00-10:45am
General Meet Times: Wednesdays 3:30 - 6:00ish (bus leaves DS at 2:30)
Saturdays 9:00am - 3:00pm

See actual schedules for more detailed dates and times of practices and meets. Times and dates will vary greatly due to training and groups.

- Summary:
- 1) Pre-Season Practices, expected to attend all
Consequence:
attend 100% = no penalty,
attend <100% = may not be able to compete in first meet
 - 2) Practices/Meets (including Saturdays), expected to attend all (must have \geq 90% absence record)
Consequence: not able to participate in subsequent meets
* Note: 90% attendance record is needed to be considered for a Varsity Letter, JV letter and Participation Certificate at the end of the season
 - 3) Div IV meet, must attend (either as participant or spectator)
Consequence: may not be eligible for individual award at end of season
- * If you attend the State Meet (either as a participant or spectator) you can earn credit back towards your attendance record

2) Bus Policy: Every athlete **MUST** ride to AND from meets with the team on the team bus. The only exception would be if a parent of an athlete is at the meet and he/she **speaks** with one of the coaches to say the athlete is leaving with him/her. There will be no exceptions to this rule. No notes will be accepted. In addition to this, we also expect that no athlete leave before the meet is over or before completing the team cool down and meeting. We are a team and we should be supporting each other to the very end. Also, completing a proper team cool down at the end of the meet will make each runner stronger and help prevent injuries. If an athlete does choose to leave before a meet is over, see above in regards to attendance.

3) No IPODs or other personal music devices may be worn during practice. This is for safety and communication reasons. If you are on the road running it is difficult to hear cars while your music on. If you are completing a workout it is difficult to hear coaches' suggestions. While at practice we want you to be conscious of your running and thinking about what you are doing.

Expectations:

- 1) Arrive on time to all practices (3:20 Monday- Thurs, 9am Sat)
- 2) Be prepared for practices and meets. Have a bag, which you have specifically designated for Cross Country, with you for every practice and meet. Equipment that should be in this bag:
 - a) a pair of spikes/racing shoes
 - b) a pair of training shoes
 - c) a water bottle
 - d) workout clothes
 - e) warm up clothes (sweatshirt, long pants, long sleeve shirt, hat, gloves etc.)
 - f) uniform (if it is a meet day)
 - g) wrist watch for timing your workouts and runs !!!!!
 - h) optional: rain jacket suitable for working out in

- 3) Cool down properly following captains and coaches expectations after each workout and MEET

*** After workouts "cool down" typically means:

jog + core work + stretching + post-practice team announcements

*** After MEETS "cool down" always means:

jog + core work + stretching + post-meet team announcements

(side note: after announcements is when you may leave with your parents, if necessary)

- 4) Make good choices (i.e. at practice, running through the streets of Dover, at meets, on the bus, in class, in the hallways of school, at lunch and also while you are thinking of team spirit, making comments to teammates and opponents, and making social choices).
- 5) Follow the school's athletic handbook. Pay close attention to the "No drinking, smoking or drugs" and "bona fide team member" rules.

NOTE!

- 6) Entire team is expected to attend the Div IV meet at the end of the season. Those not competing can contribute to the team's success by showing their support.

- 7) Team members will be expected to help with the preparation of our home meets. Duties may include setting up cones on the course, helping at the finish line, reading mile and 2-mile splits, collecting the cones on the course, giving tours of the course to our opponents, getting water and medical supplies, being gracious hosts etc.

A violation to any of the above expectations will result in the following:

1st Violation of any rule: minimum consequence = a verbal warning

2nd Violation of any rule: minimum consequence = counted as 1 missed practice

or the consequence outlined in the athletic/school handbook, whichever is greater

DSHS Cross Country School Issued Equipment

Each team member will be issued a team uniform (shorts and a singlet). They will be responsible for care and maintenance of this uniform. The replacement cost is \$50. The athletes are expected to turn their uniform in on time to Coach Milbourn so she can do inventory in a timely manner. The coaches have had a very difficult time retrieving all the issued uniforms at the end of prior seasons. This becomes time consuming and costly for all involved. As a member of this team, respect everyone's time and turn your equipment in at the appropriate time.

Uniform due dates

For those not competing in the Div VI Meet
The last full team practice.

For those competing in the Div VI Meet
The Monday following the Div VI Meet

For All-State competitors
The Monday following the All-State Meet.

DSHS Cross Country Warm Ups and team apparel

Having a team warm up is important to not only the process of warming up and cooling down for our races but also in developing our sense as a team. The coaches and captains work hard to find one warm up that will meet our needs and please the majority of the team. We had the same warm up for 4 seasons and your captains will be selecting a new style for the upcoming 2011 season. We will then use that same style for the next 4 years (as long as it is available). More information about the warm up order will be distributed on the 1st day of practice.

Each year captains are in-charge of designing and ordering team apparel as a unique artifact of that season (i.e. t-shirts, sweatshirts, hats, bags etc). The cost of this apparel will be \$25 or less.

It is our hope that by streamlining these orders it will place less of a burden on athletes and their families to continually buy expensive team apparel every year.

DSHS Cross Country Banquet

Our end of the season banquet has been a wonderful tradition here at DS. It is a casual yet personable gathering where we get to reflect on the season, eat wonderful food, honor the work each of us has done during the season, say good-bye and thank you to the seniors, and have closure on the season itself. In recent years it has been held in Kraft Hall at the Dover Church and the Sherborn Community Center, but it is up to the captains and their parents each year to find an appropriate venue. The athletes will be asked by the planning committee to make a maximum of a \$35 contribution which will cover the food, preparation, and team gifts. The captains and their parents are the contact individuals in regards to planning this event. Parents and siblings are welcome to come, although it has been mainly just the team members in the past. If attending, each additional family member will be asked to contribute \$25 for the food and preparation.

*The \$35 and \$25 limits were recommended by the school's Athletic Advisory Committee.

DSHS Cross Country Team Website

Our website is in its 7th season of development and we think it is a valuable tool to help communicate between coaches, athletes and parents however with ever changing technology options we are still in the midst of converting our old site into a new wiki format. It is maintained by the coaches and contains important (and often sought after) information. See the list below to just name a few. We encourage you to visit it often. It will be updated periodically and as always it is subject to change. Hopefully it will be a valuable resource for everyone as the season progresses. Thank you for your patience during our continued conversion to a wiki.

Information that can be found and accessed on our website:

- 1) Meet Schedule
- 2) Practice Schedule
- 3) Meet Results
- 4) Individual Athlete Performance Sheets
- 5) Directions to our meets
- 6) Internet resources on stats, training, injury prevention, etc.
- 7) Coaches contact information
- 8) Announcements
- 9) Team Roster
- 10) Records
- 11) And more

Please stop by the site and check it out, and check often ☺

To access the new website (with most updated information) you can type in the direct address www.dscrosscountry.pbworks.com

Or you can access the site indirectly through the DS High School home page

- 1) Go to www.doversherborn.org
- 2) Click on the picture of the high school
- 3) Click on "Athletics" in the pull down menu under "Getting Around DSHS"
- 4) Click on "DSHS Cross Country" at the top of the page or on your coach's name

To access the old website (with data from 2008 and prior) you can type in the direct address <http://hs.doversherborn.org/ms/milbournt/cross-country.htm>

DSHS Cross Country Captain Roles and Responsibilities

The role of a CC captain is to help improve the success and spirit of the team. A captain will be expected to be present at all pre-season practices, organize team stretching before and after practice, give feedback on a regular basis to the coaches, help maintain/improve team spirit, make sure all members of the team feel included, and lead/motivate the team by demonstrating a positive attitude and strong work ethic. The following is a list of some of the responsibilities of a CC Captain:

- 1) Help organize and advertise for the sign up meeting in June
- 2) Answer the question, "What will be my legacy as a DSHS CC Captain?"
- 3) Potentially attend a captain training seminar, either in late summer or early in the season. Coach will contact you with the date.
- 4) Read and follow the DSHS Athletic Captains' Handbook when/if it is developed
- 5) Contact all new members of the team prior to August 20th to introduce yourself and answer any questions.
- 6) Attend all practices and meets starting August 25th. Plan your schedule early and accordingly. Talk with your parents ahead of time before plans are made.
- 7) Design our team apparel prior to August 25th (design must be approved by coach and athletic director) and take 100% responsibility for the ordering and money collection.
 - 1st order placed on August 25th
 - 2nd order placed on 1st day of school
 - Note: must be less than \$25 according to school policy
- 8) Organize pasta dinners/Saturday breakfasts/Movie nights etc.
- 9) Organize team spirit
- 10) Lead team warm ups and cool downs at meets
- 11) Meet and greet opposing teams when we are home and away
- 12) Act as a liaison between coaches and the rest of team
- 13) Lead by example
- 14) Organize the end of the season banquet (along with your parents)

*Roles and responsibilities may be added when needed as the season progresses

Student-Athlete Signature

I, _____, have read the entire Cross-Country handbook and am
(print your first and last name here)
 aware of the information contained within. As a member of this team I will follow the policies and expectations outlined above.

Circle your response to verify the following then sign your name below.

"I read and am aware of the team's attendance policy." (pg 4-5 of handbook)	Yes	No
"I read and am aware of the fact that I am expected to attend the Div IV meet either as a competitor or as a spectator." (pg. 5 and 6 of handbook)	Yes	No
"I read and am aware of the team's meet schedule." (see handout or look online)	Yes	No
"I read and am aware of the team's practice schedule." (see handout or look online)	Yes	No
"I read and am aware of the expectations of me to take care of, and turn in on time, the equipment I use." (see pg 7 of handbook)	Yes	No
"I read and am aware of the equipment I need to have in my Cross-Country bag in order to be prepared for practices and meets." (see pg 6 of handbook)	Yes	No

(signature) (date)

Parent Signature

I, _____, have read the entire Cross-Country handbook
(print your first and last name here)
 and am aware of the information contained within. As a parent of an athlete on this team I will help my child adhere to the policies and expectations outlined above.

Circle your response to verify the following and then sign your name below.:

"I read and am aware of the team's attendance policy." (pg 4-5 of handbook)	Yes	No
"I read and am aware of the equipment my child needs in order to be prepared for practices and meets." (pg 6 of handbook)	Yes	No
"I read and am aware of the team's meet schedule." (see handout or look online)	Yes	No
"I read and am aware of the team's practice schedule." (see handout or look online)	Yes	No
"I read and am aware of the consequences for losing and/or not returning equipment issued by the school/team." (see pg 7 of handbook)	Yes	No

(signature) (date)

* This signature sheet must be turned in with your passport to participate before you are able to practice with the team.