

Mount Sacred Heart School Athletic Handbook

2017-2018



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**MOUNT SACRED HEART ATHLETIC HANDBOOK
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PURPOSE

Developing athletes into positive, contributing young Christians in our community is the primary goal of the athletic program at Mount Sacred Heart School. Through athletics, the enrichment of the educational process is made possible. Athletics has proven to be a positive influence on the development of the physical, social, mental, and moral character of the individual participant. Our goal as coaches is to provide each athlete with the opportunities to find success both on and off the athletic arenas of competition. By promoting positive attitudes, self discipline, skill development preparedness, mental and physical strength, spiritual development, leadership and pride, the development of positive Christian citizens of this community will be achieved and enhanced.

IDEALS

The MSH Eagles Athletic Program focuses on the following IDEALS:

A TTITUDE
T ALENT
H USTLE AND HEART
L EADERSHIP
E XCELLENCE
T EAMWORK
I NTENSITY
C HARACTER
S PIRIT AND SUCCESS

QUALIFICATION/ELIGIBILITY

Receiving an education is **the primary goal for students** at MSH. Student athletes must take full responsibility for classroom expectations. **Athletics is important but education is FOREVER.**

Participation in any sporting event representing MSH is a privilege which warrants certain responsibilities. All athletes will adhere to the following requirements.

Academics

1. A player may not fail more than one course at the end of a grading period;
As stated in the A.I.A.L. Constitution and Handbook, Article XI - Section 1:
"A student enrolled in a member school that is in good and regular standing is permitted to participate in any League contest. He/she may not be failing more than one subject nor receive less than a 70% overall grade point average on his/her mid-quarter progress report or end of quarter report card. A student will remain ineligible until the next mid-quarter progress report or end of quarter report card has been distributed and the academic deficiency has been removed. If a member school does not distribute a formal mid-quarter progress report, then the member school is asked to designate a day during the week marking the halfway point of the grading period to determine eligibility for the remainder of the grading period. An individual member school reserves the right to determine a practice eligibility policy for student athletes who are on an academic deficiency."
2. Athletes are required to report to a mandatory study hall or school required tutoring before practice. The study hall will be monitored by the Head or Assistant Coach of each sport. Failure to follow study hall or tutoring requirements may subject the athlete to disciplinary actions resulting in loss of playing time. Athletes who attend mandatory tutoring must present, to the Head Coach, a note signed by the teacher with the time dismissed. No note provided will be considered an unexcused absence from study hall.

Skill Proficiency

1. A player must meet the skills criteria determined for each sport. Criteria will be evaluated and used to determine team/game participation. Proficiency will be determined at the sole discretion of the coaches for each sport.

Conduct

1. Athletes are expected to conduct themselves appropriately in the classroom and at any time while on school property. Athletes' behavior should not cause disruption to instruction, or to the positive environment of the school.
2. Athletes are expected to conduct themselves appropriately at all times, while representing their team, particularly during practices, while traveling to and from games, and before, during, and after games.
3. Athletes who violate the Mount Sacred Heart Code of Conduct will be subject to disciplinary action at the discretion of the coaches, Athletic Director, and in consultation with the school Administration. Disciplinary actions may include, but are not limited to loss of playing time, suspension from a game or games, and dismissal from the team.
4. Disciplinary actions that occur during the off-season may be considered in the selection process for team participation.

SUSPENSION

Athletes serving on-campus or off-campus suspension will not be eligible to play or practice during the day(s) when they are serving the suspension, and may be subject to dismissal from the team or entire school athletic program as outlined below:

1. Persistent discipline problems in school.
2. Displaying lack of respect or disobedience towards any coach, member of the MSH staff, or any authorized adult supervisor or volunteer.
3. Habitual attitude problems.
4. Failure to attend classes, practices, meetings, or games without reasonable cause as determined by the coaches.
5. Stealing or committing any other unlawful acts.
6. Participating in any inappropriate social media (see Addendum on p. 8)
7. Any other behaviors deemed inappropriate according to the MSH Code of Conduct.

TRANSPORTATION

MSH teachers, coaches and staff are **not** responsible for providing transportation to /from athletic games. Parents are responsible for their own child's transportation.

It is strongly recommend that athletes be picked up by only their parents or legal guardians. When the occasion arises that an athlete must be picked up by someone other than their parents or legal guardians, they **MUST** have a written communication submitted to the Athletic Director or School Receptionist. The person picking up the athlete must sign out the athlete from the Athletic Director or designated school Administrator before taking the student off campus.

ACCIDENT AND INJURIES

MSH teachers, coaches and staff are not responsible for any accidents or injuries occurring to/from or during any athletic event. Parents/guardians are prohibited from entering an athletic field/gym unless beckoned by the coaching staff or athletic trainer.

Parents are required to provide their contact information on RenWeb so they can be reached by the coaches and the Athletic Director in case of serious injury. This parent/guardian contact information should include contact information for a designated third party adult in the event that any injury occurs and the parents cannot be reached. Contact information will expedite parent communication as well as the proper care and medical attention to the athlete. The Emergency Contact information must be submitted before their student may participate in any practice or game and the contact information must be kept current throughout the school year. **Any player who shows signs, symptoms, or behaviors associated with a concussion will be removed from a practice or game and may not return on the same day. If the athlete's injury is diagnosed as a concussion by an appropriate health care professional, the Archdiocesan concussion "Return to Play Protocol" (page 11 & 12) begins after receiving a written physician's clearance to return to play.** The release should be submitted to the AD, Coach, and school nurse.

PHYSICALS AND FEES

Physicals for all athletes must be completed and on file prior to participating in any team practices/tryouts. The "Medical History and Physical Examination Form" can be found on RenWeb. It must be properly filled out and signed by a doctor in order for this form to be valid. Completed Medical History and Physical Examination Forms must be submitted to the school nurse or Athletic Director.

The "**Athletic Handbook and Acknowledgement Form**" must be signed by the student and parent/guardian and turned in before the athlete's participation in any sport. Failure to comply with this requirement will eliminate an athlete from practices and games until the necessary forms are received and on file.

Athletic participation fees must be paid in the school business office before the beginning of each sport season.

ATTENDANCE AND PUNCTUALITY IN SCHOOL/ATHLETICS

An athlete absent from school cannot participate in an athletic event (practice or game) on the day of their absence. Unexcused tardies will be determined and handled by the Head Coach and Athletic Director.

Attendance and punctuality to all classes, practices and games is an integral part of self-discipline and responsibility. If an athlete is absent or tardy for any reason, it is his/her responsibility to inform the Head Coach as soon as possible. Messages by anyone other than the athlete or parent of the athlete are not acceptable. The Head Coach will determine whether or not the athlete will be allowed to participate in that week's competition. Consequences of missing practices will be outlined by each coach.

Head coaches will set a time for athletes to arrive for games. Failure to report on time may result in loss of playing time. If a player is going to be late for any reason to a competition, he/she must notify the coach at least 30 minutes before the set arrival time.

If an athlete is ill, parents must submit a doctor's note to both the Head Coach and school nurse. The Head Coach will then determine whether attendance at practices is necessary. A doctor's note prohibiting an athlete from participation in a sport must be followed up with a doctor's release stating when the athlete may resume play/practice. If an athlete is injured and cannot practice for more than 1 day, a doctor's note indicating when the athlete can return to practice/competition should be provided to the Head Coach and school nurse.

EQUIPMENT

All athletes will be held responsible for the care and maintenance of all school uniforms and equipment issued to them. Uniforms must be turned in to the Head coach at the end of the sport season at the designated day and time as determined by the Head Coach. Failure to do so may result in fines, delay of trying out for the next sport, or withholding of the report card. Parents will be expected to pay the replacement cost of any equipment/uniforms not returned or damaged beyond repair.

VOLUNTEERS

All parents or legal guardians of athletes are required to work a minimum of four (4) games per child for each sport in which their student-athlete participates. Volunteers may be assigned to work in the concession stand, spirit table, door/gate, etc. In some cases, the Athletic Director may assign volunteer responsibilities in order to ensure that game day responsibilities are fulfilled. Failure to complete the required volunteer commitment will result in a \$40.00 fee per game not worked. This fee will be billed from the school business office. Signing up for volunteer work can now be accomplished on line through the "SignUpGenius" link on the school web site.

EXPECTATIONS OF ATHLETES

Coaches expect the following from their athletes:

1. Get an education and prepare yourself for the future.
2. Dedicate yourself to improve spiritually in all aspects of life.
3. Give unselfishly of yourself for the good of the TEAM.
4. Be the best person you can possibly be with your talents.
5. Be completely honest with yourself and others.
6. Express genuine loyalty to your school, coaches, teachers, and teammates.
7. Encourage and display a POSITIVE ATTITUDE at all times.
8. Be on time, if not early, to all meetings, practices, and games.
9. Exhibit character and commitment at all times.
- 10. Understand that playing time will be earned during practices and playing time may also be limited with the possibility of not playing at all.**

EXPECTATIONS OF TEAM MANAGERS

Managers may be any 5th – 8th grade student at MSH. Managers are considered to be part of the team; therefore, team managers need to maintain the same level of professionalism required of the coaches and players. Managers are required to give the same amount of effort as the players. Duties of the team managers will be assigned by the head coach of the sport. Team managers will be given the same level of respect as a coach but at no time will a manager be asked to instruct a player or issue orders to a player as a player will at no time issue orders to a manager.

Team managers may have no more than 3 unexcused absences from practices or games (including tournaments). More than 3 unexcused absences may result in dismissal from the team. Managers are awarded one (1) service hour for their work in any sport.

EFFORT

Giving 100% in every practice and game is the secret to achieving true success. Athletes must make things happen by taking charge and producing results. Athletes must be willing to accept the challenge and develop self-confidence in every move.

Pre-game warm-up is imperative. It sets the atmosphere for the performance of athletes throughout the game. Athletes must take pride in their warm-ups; it prepares the athlete physically and mentally for the impending contest.

Poise and composure are required at all times.

GAME CONDUCT

Officials are to be respected at all times and should not be questioned on their calls by the athletes. Only coaches, team captains, and appointed spokespersons are allowed to address the officials.

Athletes are expected to always encourage their teammates positively.

Athletes are expected to run on and off the field and court with Eagle pride.

Athletes are expected to shake hands politely and with pride at the conclusion of the game.

Any BAD ATTITUDES before, during and after a game may result in loss of playing time or suspension from the game/team.

APPEARANCE

The athlete's appearance is a reflection of personal pride and character. Athletes are expected to wear the designated uniform while participating in all competitions. Additionally, athletes are expected to follow all school dress codes in and out of athletics. Jewelry may not be worn to practices and competitions. Long nails will not be permitted during practices or competition due to potential injuries to the athlete or to others.

Practice uniforms will consist of a white P.E. t-shirt (or an approved MSH shirt) and maroon shorts. Once conditioning for football ends, athletes are required to wear white or gray football pants and school issued practice jerseys. For baseball and softball, a white P.E. t-shirt (or an approved MSH shirt) will be worn with gray or white practice pants. When provided, athletes should wear MSH hats/visors as part of their baseball/softball practice uniform. Hats representing other teams or organizations are prohibited. Students not wearing proper practice attire will be asked to change into proper attire or be asked to sit out from practice. This will result in loss of playing time at the next competition or game.

DRESSING ROOM

Horseplay is never allowed in the locker room. The locker room should remain clean at all times. The locker room is a direct reflection of the athletes. All personal and school property must be stored properly. Athletes may be assigned a locker during a particular season; in those cases, athletes are expected to secure their locker at all times. **Coaches and the school will not be responsible for any missing or lost items that were left out or taken from unlocked lockers.** Coaches will not be held responsible for any valuable items that may be damaged or lost. These items must be locked in the lockers and it is the athlete's responsibility to care for such items. Lockers are to be used for athletic purposes only. Athletes will not be allowed to retrieve any items from the lockers until practices or games occur after school. No one is authorized to open or retrieve items out of someone else's locker. Anyone that opens someone else's locker is subject to disciplinary action. **Cell phone use in the locker room is strictly prohibited – no exceptions. Cell phone use, with coach's permission, must be accomplished outside of the locker room.**

Any issued equipment that is found unsecured will be taken and the person responsible will be disciplined accordingly by the Athletic Director or Head Coach.

QUITTING

“Winners never quit and quitters never win”! **QUITTING A TEAM WILL FORFEIT ANY AND ALL AWARDS FOR THAT SPORT.** An athlete who quits a sport may not begin another sport without the consent of the Head Coach and Athletic Director.

RESPECT

Athletes are expected to respect others as they would like to be respected. **When an athlete is** addressed individually or as a group, attention should be given and eye contact should be established with the person speaking.

SPORTSMANSHIP

Sportsmanship is mandatory at all times, in victory as well as defeat. Any unsportsmanlike conduct, including taunting or teasing, will not be tolerated.

EXPECTATIONS OF COACHES

Expect the following from your coaches:

1. To provide opportunities for you to reach your personal and educational goals.
2. To make all decisions in the best interest of the TEAM.
3. To be honest in all situations.
4. To express loyalty to the school and to its athletes.
5. To provide leadership and training necessary to achieve the goals set forth.
6. To be fair and consistent with all players.
7. To not show favoritism to any particular player or players.
8. To help our athletes grow and mature spiritually to become a productive, positive member of the community.

COACH AVAILABILITY

Questions or concerns regarding a coach’s game decisions or practice methods should be addressed directly with the Athletic Director. At no time during a game or practice is a parent permitted to approach a coach. If a player must be removed from competition for a family emergency, parents must locate the nearest security or school staff member to inform the coach. Parents also may not approach a coach after a game to ask a question about game management, playing time or other concerns. **Parents must wait 24 hours to talk to the coach about the concern. Failure to comply with these rules will result in consequences including loss of child’s playing time and parent suspension from games or practices.**

ATHLETIC AWARDS & RECOGNITION

Athletes must attend all AIAL District competitions within their season to be recognized for participation for that sport at the sports award ceremony. If a student is failing during a sport season, they may not be eligible for any awards due to academic obligations. If an athlete is the subject of any disciplinary action during their sport season, at the discretion of the Athletic Director and school Administration, they may not be eligible for any athletic awards for that sport.

“Letters” are only awarded to those 5th-8th grade athletes who have competed in two (2) or more “A” sports. “A” sports are:

1. Cheer
2. Competition Cheer
3. Football

4. Volleyball "A" team
5. Cross Country "A" team
6. Basketball "A" team
7. Baseball/Softball
8. Track "A" team
9. Golf "A" Sport

ATHLETICS IS A PRIVILEGE, NOT A RIGHT! Athletes must work hard to achieve the goals they want to obtain and if any rules are continuously broken, they will not have the **PRIVILEGE** to participate in the Mount Sacred Heart Athletic Program.



SOCIAL MEDIA POLICIES FOR ALL MSH ATHLETIC PARTICIPANTS

1. **Assume nothing is private**, ever. If you are putting your thoughts on the internet, there is no “invasion of privacy.”
2. Remember that your audience is vast, and unknowable. You have no idea who will ever see what you write on the internet. Anyone from your best friend on the team, to your head coach, to your biggest rival, to your teachers can see what you post. Keep in mind that what you say can be seen by the world. **Your microphone to the world is right at your fingertips.** Be wise.
3. **It is against AIAL rules to engage and influence any non-Mount Sacred Heart student for the purpose of enrolling at Mount Sacred Heart for athletics.** Do not use social media for this purpose. Refer anyone asking about our Athletic teams or department to the Athletic Director or Director of Admissions.
4. **Do not discuss injuries**, either yours or that of any of your teammates.
5. **Never post pictures** without the permission of the Principal and Athletic Director. Cell phone use in the locker room is strictly prohibited.
6. Complaining about your coaches or teammates will NOT solve anything. **Talk to them directly** to solve problems to make yourself and your team better.
7. **Do not talk about your opponents** in a negative fashion. Stay away from trash talking your past, present or future opponents.
8. **Your tweets and posts are permanent.** They are a permanent record. You can't take back what you put out on the internet for everyone to see.
9. **If you retweet something, you agree with it** and promote it. Keep this in mind.
10. **Play with your equipment and your skills;** not your mouth and your fingers on the keyboard!

Student-athletes who violate the Mount Sacred Heart Athletic Department Social Media Policy may be subject to disciplinary action, including temporary or permanent suspension from the team, as determined by the Principal and Athletic Director.

MOUNT SACRED HEART SCHOOL
ATHLETIC HANDBOOK
Acknowledgement Form

I have read the Athletic Handbook, and I understand and acknowledge all the rules and penalties. If I or my parents or guardian have any questions regarding the Athletic Handbook, I will contact my Head Coach or the Athletic Director. The phone number where he/she can be reached is 210-342-6711.

NOTE: Parent or guardian and athlete must understand and acknowledge that this form must be returned before the athlete can participate in any sport. If the athlete violates any of the rules in the Athletic Handbook, the athlete will be disciplined at the coaches' discretion and with the approval of the Athletic Director and MSH administration.

Date

Print - Athlete's Full Name

Athlete's Signature

Print - Parent/Guardian's Name

Parent/Guardian's Signature

PLEASE RETURN THIS FORM TO THE HEAD COACH OR ATHLETIC DIRECTOR BEFORE THE SPORT BEGINS.

AIAL CONCUSSION RETURN TO PLAY PROTOCOL (7 days)

The return-to-play protocol begins after receiving a written physician's clearance to begin activity or 24 hours after a suspected concussion. It progresses daily and continues as long as the athlete remains asymptomatic. Should symptoms reoccur, activity will be stopped and the treating physician will be notified immediately for possible reevaluation and guidance regarding continued return to activity.

_____ (student/athlete's printed name) has been cleared to return to physical activity and may begin the Return to Play Protocol shown below with the school's coaches/athletic trainer in asymptomatic fashion.

Physician's Printed Name

Physician's Signature

Comments:

Day 1: Light aerobic exercise 15 to 20 min. bike/no resistance training.

Date: _____ Student Signature: _____

Coach/Athletic Trainers Signature: _____

Day 2: Medium aerobic exercise 25 to 30 min. bike/ light resistance training (15 to 20 min. of weights and/or push ups, sit ups, pull ups)

Date: _____ Student Signature: _____

Coach/Athletic Trainers Signature: _____

Day 3: Medium aerobic exercise (15 min. bike/15 min. run) and light resistance training (20 min. of weights and/or push ups, sit ups, pull ups).

Date: _____ Student Signature: _____

Coach/Athletic Trainers Signature: _____

(Continued on page 12)

***Parent and student-athlete must sign this protocol form upon completion before full return to practice.**

Day 4: Full aerobic exercise - 30 min. run, 20 min. moderate resistance, weights and/or push ups, sit ups, pull ups).

Date: _____ Student Signature: _____

Coach/Athletic Trainers Signature: _____

Day 5: Full aerobic exercise - 30 min. run, 30 min. moderate resistance, weights and/or push ups, sit ups, pull ups).

Date: _____ Student Signature: _____

Coach/Athletic Trainers Signature: _____

Day 6: Non-contact practice – shell, full sports-specific activity.

Date: _____ Student Signature: _____

Coach/Athletic Trainers Signature: _____

Day 7: Full contact practice/Full return to play.

Date: _____ Student Signature: _____

Coach/Athletic Trainers Signature: _____

**Parent/Student Full Return to Play (RTP)
Acknowledgment**

Parent/Guardian,

Please check ALL of the following that have been completed:

Athlete was seen by a physician

Athlete completed RTP Protocol

All medical paperwork and documentation is on file with the Athletic Director and Health Coordinator.

By signing this form, you verify that the previous list was completed successfully and acknowledge that your student-athlete is ready to return to play. Further, you are aware of the risks of a repeated impact syndrome and all risks associated with returning to play after a head injury.

Parent/Guardian Printed Name: _____ Date: _____

Parent/Guardian Signature: _____

Student-Athlete Signature: _____