

ST. URSULA ACADEMY

**ATHLETE
HANDBOOK**

REMINDER

All St. Ursula Academy athletes and parents/guardians are required to read this handbook in its entirety.

Once completed, the Athletic Handbook Acknowledgement Form must be signed and submitted to the athletic department.

This form is available in the student-athlete paperwork packet.



2010 - 2011

STANDARDS FOR VARSITY AWARDS

A varsity team member, other than a senior, must achieve the following standards as set by her individual sport. Any senior who successfully completes a season at the varsity level will be presented a varsity award whether she attains the requirements or not.

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VARSIY SPORTS

Basketball

Play in 1/2 of regular season games

Bowling

Participate in 1/2 of regular season contests

Crew

Row in at least 2 races during the season in the Varsity 8 (A), Varsity 4 (A), Lightweight 8 (A), or Lightweight 4 (A)

Cross Country

First year runners must break 23:00 minutes
Second year runners must break 22:30 minutes
Third year runners must break 21:30 minutes

Diving

Fulfill attendance and participation requirements

Golf

Play in 1/2 of regular season matches

Lacrosse

Play in 1/2 of regular season games

Soccer

Play in 1/2 of regular season games

Softball

Play in 1/2 of regular season games

Swimming

Fulfill attendance and participation requirements

Tennis

Play in 1/2 of regular season matches

Track & Field

Fulfill attendance and participation requirements

Volleyball

Play in 1/2 of regular season games

ATHLETIC AWARDS SYSTEM

Awards will be presented at the conclusion of the season to the players, managers and trainers who have been recommended by the head coach of that sport.

To be eligible for awards, the student athlete must complete the season with the team and achieve certain standards of participation. The coach will have the opportunity to make exceptions from the normal standards when special conditions, such as, but not limited to, injuries or illness exist, to justify the award.

ST. URSULA ACADEMY ATHLETIC AWARDS

Varsity Awards

1ST YEAR VARSITY AWARD

- Varsity U Letter*
- Pin Representing Sport
- Varsity Certificate

2ND YEAR VARSITY AWARD

- Gold Bar
- Varsity Certificate

3RD YEAR VARSITY AWARD

- Medallion Representing Sport
- Varsity Certificate

4TH YEAR VARSITY AWARD

- Plaque Recognizing Athletic Accomplishment
- Varsity Certificate

SECOND AND THIRD SPORT AWARDS

- Pin Representing Sport
- Varsity Certificate

JUNIOR VARSITY & FRESHMAN AWARDS

- Certificate of Participation

* Athletes only receive 1 Varsity U Letter for their career.

THE MISSION OF ST. URSULA ACADEMY

St. Ursula Academy
for young women is
northwest Ohio's leading
Catholic college preparatory high school
empowering the individual
through excellence in academics,
spiritual growth, leadership,
athletics and fine arts.

SPORTSMANSHIP

The Ohio High School Athletic Association views sportsmanship as a commitment to fair play, ethical behavior and integrity. Members of the St. Ursula Academy athletic program, regardless of their role in interscholastic sports, are expected to model good sportsmanship at all levels.

It is the responsibility of each of us - players, coaches, parents and fans alike - to set a high standard for sporting conduct at our athletic events. Through our words and actions we commit to treating opponents, opposing fans and officials with respect, abiding by all contest rules and avoiding any general display of behavior intended to embarrass or ridicule others.

At St. Ursula Academy, we pride ourselves on creating a positive social environment where the student athlete can flourish in competition as she grows mentally, physically, spiritually and emotionally.

ELIGIBILITY - REQUIREMENTS FOR ATHLETIC PARTICIPATION

ACADEMIC ELIGIBILITY

A student with a grade point average below 1.75 or with a failure in a term will be ineligible to try out, practice or to play a sport in the following term. Any student doing D or F work at mid-term will be reported to the Dean of Academics. The Dean of Academics will consult with coaches concerning any academic difficulties either directly or through the Athletic Director.

During the freshman year, the physical education grade will be counted the same as all other grades for the purpose of eligibility ONLY. It remains a .25 per term in the cumulative GPA (Adopted Fall 2003).

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

ELIGIBILITY STANDARDS

The following teams participate as members of the Ohio High School Athletic Association:

Basketball	Soccer	Tennis
Cross Country	Softball	Track & Field
Diving	Swimming	Volleyball
Golf		

As members of the association, athletic participants in each of these sports must also meet the standards for athletic eligibility as defined by the association.

AGE

If a student enrolled in a high school attains the age of 19 before August 1, the student shall be in eligible to participate in high school interscholastic athletics for the school year commencing in that calendar year.

RESIDENCE

A student athlete must reside with a parent/ guardian in the state of Ohio or meet one of the exception bylaws as defined by the association. Non-OHSAA sponsored sports, i.e., Bowling, Crew and Lacrosse, are exempt from this stipulation.

SUA COMMUNICATION GUIDELINES

Athletic Dispute Resolution Process

The St. Ursula Academy coaching staff maintains an “open door” policy for parent communication. Coaches will provide clear communication to parents regarding scheduling, team policies, player performance measurements, and evaluation procedures.

Coaches are accessible for parents to contact in order to discuss issues or concerns under the following conditions:

1. The parent is requested/ required to allow a 24-hour period before approaching the coach after an athletic event to discuss issues or concerns. The coach will retain the right to discuss an issue with a parent within 24 hours following an athletic event.
2. If a parent makes contact with a coach within a 24-hour timeframe, it is the coach’s prerogative to respond at that time or remind the parent of the 24-hour waiting period.
3. If the parent refuses to honor the request of the coach to follow the 24-hour waiting period, the coach is required to notify the Athletic Director immediately. The Athletic Director will then address the non-compliance of the 24-hour rule with the parent.
4. The coach will meet with the parent at a reasonable and convenient time for both parties after the 24-hour waiting period to discuss the issue. It is the coach’s and parent’s mutually agreed upon option to require attendance by the player at the meeting.
5. If a resolution cannot be achieved, the coach, parent and Athletic Director will meet with the Principal to discuss and resolve the issue. The decision of the Principal is final.

SCHEDULES

All practice and competition schedules are posted on the online SUA Calendar at www.toledosua.org. Every effort is made to maintain accuracy on this calendar. We urge you to familiarize yourself with this area of the website and refer to it prior to placing any calls to the school and/or athletic department.

SCHOOL CLOSING

When school is cancelled due to weather conditions, all school events and practices will also be suspended. If the weather conditions improve, the coach with permission of the school administration may re-schedule the event later that day. Please check the online SUA Calendar for the most up-to-date information.

TRANSPORTATION AND TRAVEL RELEASES

Parents are responsible for the transportation of their daughters to and from athletic events. However, when SUA provides transportation for a team to a contest, the athlete must ride the bus/van both to and from the contest.

TRANSFERS

Eligibility is established by a student at a school by one of two situations:

1. By participating in a contest (scrimmage, preview or regular season contest,) prior to the opening day of school, or
2. By attending the first day of school.

Once eligibility has been established at a school, the athlete will be ineligible for athletic purposes for one year should she want to transfer to another school unless one of the exceptions to the transfer bylaws is met.

NON-INTERSCHOLASTIC PARTICIPATION

Participation in a non-interscholastic program while a member of a school squad in the same sport is PROHIBITED and would result in loss of eligibility.

AWARDS

An athlete may receive an award or merchandise as a result of her participation in school or non-school competition from any source provided the value does not exceed \$100.00 per award. Competition for monetary awards is prohibited.

PHYSICALS

Every student must pass a physical examination and return an "Ohio High School Pre-Participation Examination Form" prior to tryouts for any St. Ursula Academy interscholastic sport. Physical examinations and forms are valid for one calendar year.

PAPERWORK

The following items must be fully and accurately completed and on file in the Athletic Department PRIOR to tryouts or participation:

1. Medical Emergency Release Form
2. Waiver of Liability Form
3. Consent for Early Dismissal Form
4. Release of Information Form
5. Athlete Handbook Acknowledgement Form

ATHLETIC DEPARTMENT POLICIES AND OTHER STIPULATIONS FOR STUDENT-ATHLETES

ACCIDENTS / INJURIES

Every accident / injury on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the coach in charge. At an event, the athletic trainer will assess the injury and determine if an athlete may return. Depending upon the degree of the injury, the trainer may recommend follow-up treatment or assist the athlete and parent in obtaining a doctor visit. Any athlete that has required medical attention for an injury must obtain a written release from her physician before resuming physical activity.

ALCOHOL AND DRUG USE

As a school community, SUA sets a standard of NO USE of any alcohol or illicit drugs for all students. The use of alcohol and other drugs erodes the self-discipline and motivation necessary for learning. It is detrimental to the intellectual, physical, spiritual and emotional development of adolescents. St. Ursula Academy recognizes that alcohol and other drug use is widespread among American youth and that the school community must work to educate our students with respect to the dangers and negative consequences of its use.

POLICY

A student at SUA shall not possess, transmit, consume, show evidence of having consumed or used, or offer for sale any alcoholic beverages, drugs, prescription and non-prescription drugs, look-alike drugs, fragrances, narcotics or any mind-altering substances.

The sale, purchase, transfer, consumption or possession of alcohol or any controlled substance is a serious offense and is subject to disciplinary action that may include dismissal. In addition, such conduct is in violation of the law and is liable to criminal prosecution. The school reserves the right to use a breathalyzer or require a drug test when necessary on St. Ursula Academy premises or at any school related function. If a student attending school or a school sponsored event is determined by the

HAZING - CONTINUED

that causes or creates a substantial risk of causing mental or physical harm to any person.”

No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing includes, but is not limited to, activities that involve the risk of physical harm, whipping, branding, ingesting vile substances, sleep deprivation, over-exposure to heat or cold, restraint, nudity or kidnapping. Hazing could also include actions or simulations of a sexual nature, activities that create a hostile, abusive or intimidating environment for the student-athlete.

Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibitions contained in this policy.

All hazing incidents shall be reported immediately to the Dean of Students. Students who fail to abide by this policy may be subject to disciplinary action, which may include disciplinary probation, suspension and possible dismissal from team activity and/or school, and may be liable for civil and criminal penalties in accordance with Ohio law.

Athletes involved in a hazing incident may be removed from the teams and may lose any and all awards, including varsity letters.

MULTI-SPORT ATHLETES

A student-athlete is permitted to participate in only one SUA-sponsored sport at a time. An athlete in a current sport is restricted from attending or participating in open gyms, conditioning sessions and/or weight-training for any other SUA athletic program during her current season.

PARKING

Athletes and fans attending practices, competitions or any other athletic-related activities are required to park in the EAST PARKING LOT and use the sidewalk behind the school to enter the building via the LaValley entrance.

HARASSMENT - CONTINUED

conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - B. Sending abusive or threatening instant messages;
 - C. Using camera phones to take embarrassing photographs of students and posting them online;
 - D. Using Web sites to circulate gossip and rumors to other students;
 - E. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

HAZING

HAZING IN ANY FORM WILL NOT BE TOLERATED AT ST. URSULA ACADEMY.

Hazing is defined in Ohio Revised Code 2903.31 in the Criminal Code as “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization

ALCOHOL AND DRUG USE - CONTINUED

person in authority to be under the influence of a controlled substance, including alcohol, a parent/legal guardian will be called and the student will be required to leave the activity in the company of her parent/guardian. The consequences as outlined below will go into effect.

CONSEQUENCES - SCHOOL

The following consequences will apply when a policy violation has occurred:

1. Notification will be given to parent/ guardian.
2. Immediate out-of-school suspension will be imposed. [See *SUA Student Handbook Suspension*, pages 21-23.]
3. The student and parent will be required to schedule an administrative hearing within the suspension period. Student will not return to school until the hearing has been held.
4. Students may not participate in athletic or extra-curricular activities during the suspension.
5. A drug test and/or other form of assessment may be ordered, subject to the approval of the Dean of Students, who will assist in facilitating this requirement. Any expense is incurred by the student.
6. The student may be required to participate in a drug and alcohol prevention program. Parents may be asked to attend a session.
7. Community service, additional suspension, probation, or dismissal may be required by the administration.

CONSEQUENCES - ATHLETIC

Please see the insert titled “Athletic Department Consequences for Violation of Alcohol and Drug Use Policy.”

ATHLETIC FACILITIES

The coaches' office, training room, fitness room, field house and other athletic areas are off-limits to student-athletes unless a coach or other authorized Athletic Department personnel is present and grants permission to be there.

ATTENDANCE

The attendance office determines eligibility for any athletic-related activity, including practice, competitions and/or special events, if the student misses any portion of a school day.

BULLYING

Bullying is aggressive behavior or intentional harm-doing, negative actions repeated over time, and/or an interpersonal relationship characterized by misuse of an imbalance of power. Bullying is a form of harassment.

It is the policy of St. Ursula Academy that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events is expressly forbidden. (*See SUA Student Handbook Appendix C, page 36.*)

CONDUCT

Coaches may suspend a student from the team for conduct not conducive to good morale and for violations of particular rules such as, but not limited to:

- breaking curfew,
- being late for meetings, practices or contests,
- general disrespect or any other behavior detrimental to the team.

Athletes are also expected to comply with the team rules established by their coach. These rules vary by sport and have been reviewed and approved by the athletic department.

COURTESY

Each student-athlete is to address all coaches and supervisors as Ms. _____, Mr. _____, or Coach _____, not by first names.

DETENTION

Detention takes precedence over ALL athletic practices and contests. Detention will be held every Wednesday from 3:05 pm to 4:05 pm and Thursday from 7:05 am to 8:05 am.

DRESS CODE

During athletic contests and prior to participation, each student-athlete needs to be dressed in a respectable manner representative of St. Ursula Academy. Student-athletes gathered together prior to a contest should be dressed in their school uniform, SUA issued warm-ups or equipment, or appropriate dress clothes. During practices, an athlete may wear SUA issued practice uniforms, royal blue, gold or SUA apparel, or other plain colored clothing without writing. No athlete is permitted to practice in a tank top, sports bra or her school uniform.

EARLY DISMISSAL FOR ATHLETIC EVENTS

Early dismissal and/or absence from the entire school day will only be granted for an athlete participating in the scheduled event. To be dismissed from school for an athletic event, the participating athlete must have an *Early Dismissal Form* on file in the athletic office. Any team member not participating in the event will be released from school at the normally scheduled time.

EQUIPMENT

Each student-athlete will complete an equipment record when issued Athletic Department uniforms or equipment. Each athlete is responsible for the proper care and security of equipment issued to her. **All equipment/uniforms not returned in good condition at the end of the season will be subject to financial penalty and/or withholding of grades for the term.**

Only school locks may be used on the lockers in the varsity locker room. All non-school issued locks will be removed and the contents of the locker confiscated.

Any equipment found on the floor, benches, etc., will be collected and turned into the lost and found daily. The Athletic Department and school are not responsible for lost or stolen personal items.

HARASSMENT

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Ursula Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of