

Ursuline Academy – St. Louis



**Student/Parent
Athletic Handbook
2017-2018**

Welcome to Ursuline Athletics!

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Introduction

It is the intent of this handbook to make available information regarding athletics at Ursuline Academy to all athletes who participate in our program. We ask that you and your parents review the handbook carefully.

When you are part of an athletic team, you are a representative of Ursuline Academy. You are expected to demonstrate appropriate behavior on and off the field, court, or in or out of the pool. We need quality people and quality athletes to have a quality athletic program. Quality athletes are good winners as well as good losers and display good sportsmanship at all times.

Mission Statement



*Ursuline Academy of St. Louis, founded in 1848 and under the sponsorship of Ursuline Sisters, is a private College-preparatory high school for young women. In a community environment built on standards of academic excellence and respect for the uniqueness of each person, Ursuline Academy educates students for Christian living and leadership in a global society, nurtures the development of the whole person and her potential, and cultivates within its students a spirit of lifelong service through its motto of *SERVIAM*, "I will serve."*

Philosophy

We believe that the ends of Catholic education are to teach the message of the Gospel, to live and build community, and to give service to others. To achieve these goals, we offer a college-preparatory academic program as well as a broad range of extra-curricular activities for young women of high school age.

We believe that each student has the right to an education which fosters spiritual, intellectual, psychological, social, and physical development. We encourage students to develop pride and confidence in their giftedness as women whose lives are guided by the Ursuline standards of service, courtesy, loyalty and courage. Each student has the right to an academic program which prepares her for life in a complex and changing world in a manner appropriate to her abilities, interests and educational background. Each person at the Academy has the right to be treated with love and respect and to learn to treat others with love and respect.

We believe that private education is a responsibility that is shared, supported, and financed by parents, alumnae, the Ursuline community, the Church, and business and civic organizations.

An Ursuline prayer
before competition

Gracious God, we come before you and ask for your blessing on us and on this competition. Give us the grace to model the Ursuline values of service, respect, courtesy, loyalty and courage in our attitudes, words, and actions. Give energy to our efforts and grant safety to all as we seek to do our best.

Amen.

State and League Affiliations

Ursuline Academy is a voluntary member of the Missouri State High School Activities Association, a not-for-profit educational association of junior and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating those interscholastic contests which may be delegated by the member schools to the jurisdiction of the association.

As a member of MSHSAA, Ursuline Academy has agreed to adopt and follow those rules and practices contained in the official handbook of the Missouri State High School Activities Association. Ursuline Academy applies the rules and practices of MSHSAA to field hockey, lacrosse, and racquetball even though they are not officially sanctioned by MSHSAA.

Students and parents may wish to familiarize themselves with these rules. A copy of the official handbook is available in the athletic department office. Information on MSHSAA may also be found online at www.mshsaa.org.

Questions concerning the application of MSHSAA by-laws may be forwarded directly to the director of athletics for clarification. Contact with MSHSAA on matters of rule and by-law interpretation will be made by the director of athletics or, with prior permission only, by a member of the coaching staff.

MSHSAA



The Missouri State High School Activities Association (MSHSAA) is the governing board for our athletic activities in the State of Missouri. MSHSAA is a voluntary, nonprofit, educational association of junior and senior high schools established for the purpose of working collaboratively to develop and adopt standards of supervision and administration to regulate the diverse interscholastic activities and contests which are delegated by the member schools to the jurisdiction of the Association.

Mission Statement

The MSHSAA promotes the value of participation, sportsmanship, team play and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.

As a member of MSHSAA, Ursuline Academy has agreed to adopt and follow those rules and practices contained in the official handbook of the MSHSAA. Coaches are responsible to know the content and philosophy of the rules and by-laws outlined in the MSHAA handbook, that apply to their sport. A copy of the official handbook is available in the athletic directors office.

Any parent or student athlete who has questions concerning the application of MSHSAA by-laws must forward those questions to the athletic director for clarification. Contact with MSHSAA on matters of rules and by-law interpretation will be made by the athletic director or by a coach after discussing it with the athletic director.

MWAA League Affiliation



Ursuline Academy is a member of the Metro Women's Athletic Association (MWAA). The league is made up of nine member schools: Barat Academy, Cor Jesu Academy, Incarnate Word Academy, Nerinx, St. Joseph's Academy, Ursuline Academy, Villa Duchesne, Visitation, and Whitfield.

Code of Conduct

*The Ursuline Academy coaching staff believes that students who are selected for the **privilege** of membership should conduct themselves as responsible representatives of the school and community.*

Among the difficult decisions confronting Ursuline Academy athletes is whether or not to engage in the use of controlled substances, including alcohol and tobacco products. Please read this portion of the handbook thoughtfully, and reflect on the value of affirming and supporting abstinence from drug, alcohol, and tobacco use by our interscholastic athletes. Your support of our policy, both in philosophy and practice, will determine the eventual success of this initiative and will result in real learning by our student-community.

In all behaviors, on and off of the field and on or off the campus, the students are under not only the expectations set within the athletic handbook but also that of the school's student handbook. Any conduct which warrants disciplinary action could include the principal, and will include the athletic director. Both handbooks (student and athlete) set the expectations for appropriate behaviors, conduct, and citizenship.

The Ursuline Academy athletic department will continue to strive to develop and maintain a comprehensive athletic program based in philosophy on the Ursuline Academy Mission statement. The program seeks the highest development of all participants, is committed to high standards of ethics, sportsmanship, and personal conduct, and respects the individual dignity of every athlete.

*Being a member of the Ursuline Academy athletic program is a **privilege**. Student-athletes have the opportunity to participate in a wonderful athletic tradition which has taken decades to build. Participation carries certain responsibilities on and off the field, on campus and off campus. During a season, athletic guidelines are a twenty-four-hour commitment.*

Citizenship

The athlete must be in good standing with the Academy. An accumulation of demerits and detentions could result in expulsion from the team. If the athlete is suspended from school, she is also suspended from the team.

Citizenship continued

Any behavior which discredits the student-athlete or Ursuline Academy or any behavior which does not support our Mission will not be tolerated. Behavior of this sort may result in suspension or removal of the student-athlete from the team. This includes remaining respectful during prayer as well as the playing or singing of the national anthem.

If the student-athlete is arrested or has a pending legal issue, the student may not be allowed to participate in sports until all matters are resolved. The school's student handbook sets expectations and consequences for behaviors. Discretion will be left to the athletic director and principal on these matters.

MSHSAA Citizenship

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered creditable citizens. Conduct shall be satisfactory in accord with the standards of good discipline.

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e., jail time, fine, court costs, etc.) or special condition of probation (i.e., restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation, and remains under general probation only, local school authorities shall determine eligibility.

- a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.*
- b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.*
- c. A student shall not be considered eligible while serving an out-of-school suspension.*

Training Rules & Regulations

Ursuline Academy is concerned with the healthful habits of all students, including student-athletes, and is convinced that participation in athletics and the use of controlled substances are not compatible. As members of Ursuline Academy athletic teams, student-athletes, with the support of their parents or guardians, must make a commitment. Students are expected to uphold training rules and regulations at all times during their sport season. This includes, but is not limited to, off-campus social functions and out-of-town trips. Parents are expected to support these rules and regulations and help students set high standards and make responsible decisions.

Substance Abuse

Athletic participation and its potential to create life-long benefits for students cannot be compromised with substance abuse. A student athlete who chooses to use banned or controlled substances jeopardizes team morale, team reputation, team success, and, most importantly, self-growth and personal safety.

Possession shall be defined as on/in the body of the student-athlete. Possession shall not include being in an environment where there is tobacco, alcohol, or drugs; the focus here is that the environment does not constitute possession.

Policies that must be followed by all student-athletes (sign a waiver)

- *Use and/or possession of tobacco – Adherence to this policy requires abstinence from tobacco products.*
- *Use and/or possession of alcoholic beverages – Adherence to this policy requires abstinence from both the use and possession of alcohol products.*
- *Use and/or possession of other controlled substances – Adherence to this policy requires abstinence from both the use, or possession of unprescribed controlled substances.*

Substance Violations

First Violation: The student-athlete will be suspended and not permitted to play in twenty percent of the scheduled contests (count a tournament as one game, and the suspended games must be consecutive, and the suspension must begin immediately). She must tell her coach and teammates, and attend and participate in all practices and attend the games in uniform but sit on the bench. Should there be less than twenty percent of the season remaining, the suspension shall carry over into the athlete's next sport, regardless if this means the same sport next year.

Second Violation: The student athlete will meet with the coach of her team, her parents, and the athletic director. The student will be dismissed from the team and not be allowed to participate in any sport for 365 days. She will not receive a letter for participating on that team.

Third Violation: The student will meet with her coach, the athletic director, and the student's parents. The student will lose all eligibility to play any sport at Ursuline Academy.

Tobacco

substance violations, continued

Alcohol

First Violation: *The student athlete will be suspended and not permitted to play in fifty percent of the scheduled contests (count a tournament as one game, and the suspended games must be consecutive, and the suspension must begin immediately). She must tell her coach and teammates, and attend and participate in all practices and attend the games in uniform but sit on the bench. Should there be less than fifty percent of the season remaining, the suspension shall carry over into the athlete's next sport, regardless if this means the same sport next year.*

Second Violation: *The student athlete will meet with the coach of her team, her parents and the athletic director. The student will be dismissed from the team and not be allowed to participate in any sport for 365 days. She will not receive a letter for participating on that team.*

Third Violation: *The student will meet with her coach, the athletic director, and the student's parents. The student will lose all eligibility to play any sport at Ursuline Academy.*

Drugs

First Violation: *The student athlete will be not permitted to play for 365 days on any team.*

Second Violation: *The student will be ineligible to play sports at Ursuline for her remaining term at Ursuline.*

Violations OTHER than tobacco, alcohol, and/or drugs: the consequences shall be enforced per the Ursuline Academy handbook and the athletic handbook.

Self-Disclosure: *A student may, prior to a report of a first violation, self-disclose an offense to the athletic director. She must tell her teammates and coaches. The punishment for self-disclosure will be left up to the discretion of the athletic director. The parameters for the punishment shall be suspension from play between one and three games, effective immediately.*

Process to determine violation: *If a violation has been reported, the athletic director will meet with the student in question. If the athletic director is unable to determine if a violation has occurred, the athletic director will confer with the principal. If the administration determines a violation did occur, the consequences shall be enforced per the Academy handbook and the athletic handbook.*

Additional information: *The athletic director has the discretion to amend violations based on extenuating circumstances. The athletic director has the prerogative to meet with parents or guardians and students in any situation where a violation has been reported.*

Insurance

The Missouri State High School Activities Association has the following guidelines in place in regards to insurance: "A student shall not be permitted to practice or compete for a school until it has verification that she has basic athletic coverage."

Sportsmanship

Ursuline Academy will not tolerate unsportsmanlike conduct from any coach, athlete, or fan. Each coach and team member is responsible to conduct him or herself with proper sportsmanship at all times. Our opponents expect the same of the fans supporting our teams. Participants should remind fans that negative comments are not acceptable sportsmanlike behavior.

Behavior Expectations of the Student-Athlete

- *Accept and understand the seriousness of your responsibility and the privilege of representing Ursuline Academy and the community.*
- *Learn the rules of the game thoroughly and discuss them with parents, fans, and fellow students. This will help everyone to better understand and appreciate the game.*
- *Treat opponents the way you would like to be treated, as a guest or friend.*
- *Wish opponents good luck before the game, and congratulate them in a sincere manner following each victory or defeat.*
- *Respect the integrity and judgment of game officials. Never argue or make non-verbal gestures which indicate disagreement.*
- *Thank the officials after each contest. Officiating is a difficult and often stressful job. Show them some appreciation for what they do.*

Behavior Expectations of Spectators

- *Remember that participation on an athletic court or field is an opportunity for learning experiences similar to a classroom, and mistakes can and will be made. Please do not be critical or jeer athletes who make mistakes. It is part of the learning experience.*
- *Admittance is a privilege to observe a contest.*
- *Learn the rules of the game so that you may understand and appreciate why certain situations take place.*
- *Show respect for the officials, opposing players, coaches, spectators, and support groups.*
- *Respect the integrity and judgment of game officials. Do not question an official's call. Even if a mistake was made, questioning the official will not help our team.*
- *Recognize and show appreciation for an outstanding play by either team.*
- *Refrain from the use of controlled substances (alcohol, drugs, etc.) before, during, and after school competitions on or near the site of the event.*
- *Refrain from cheers which downplay the opponent.*
- *Do not use profane or abusive language.*



Sportsmanship, continued

Consequences of Unsportsmanlike Behavior

Athletes: Team members who commit an unsportsmanlike act while participating in an Ursuline Academy game could be suspended from play or become ineligible.

Student Spectators: Ursuline students who as spectators commit unsportsmanlike behavior will be asked to leave and may be barred from attending any Ursuline athletic contest.

Other Spectators: Any spectator, regardless of age, who is found to be unsportsmanlike may be asked to leave and could be barred from attending Ursuline Academy athletic contests.

Ursuline Academy will NOT tolerate unsportsmanlike conduct from any athlete or parent. If your conduct (athlete or parent) as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school contests.

If the athlete receives a warning for unsportsmanlike conduct, the athlete may be suspended for the next game. This is left to the discretion of the athletic director.

Physicals

According to the Missouri State High School Activities Association guidelines, “The school shall require of each student in athletics a certificate of an issued physical signed by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician’s assistant in collaboration with a sponsoring physician stating the individual is physically able to participate in athletic practices and contests at her school. The medical certificate is valid if issued on or after February 1 of the previous school year.”

In addition, an emergency information sheet will be compiled from information given during registration. This sheet will be kept with coach at all times and will include emergency contact information as well as medical conditions and medications to be used in case of an emergency.

Students wanting to tryout for any sport must submit a current physical during the school registration process. A physical must be uploaded electronically at this time. This will occur in the spring each year.

NOTE: Physicals dated February 1 of the prior school year are acceptable; any date preceding that is not valid.

Academic Eligibility

- *You must have earned in the preceding semester of attendance a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.*
- *For the current semester, you must be enrolled in and regularly attending courses that offer three units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, for your school.*
- *Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count, provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.*
- *If you are beginning ninth grade, you must have been promoted prior to the beginning of the school year.*
- *You must be making satisfactory progress toward graduation as determined by your local school's policies.*
- *Do not drop courses without first consulting with your school principal, athletic administrator, or counselor to determine whether it will affect your eligibility.*
- *If your grade point average is below 2.0 or you have a grade of "F" in any class for the first quarter, first semester, or third quarter grading period, you will lose your privilege to participate in athletics for the following quarter. The "F" policies may be appealed to the principal.*

The Ursuline Academy Athletic program operates within MSHSAA guidelines; therefore, you may be interested in reading more about protecting your team's athletic eligibility. A copy of the MSHSAA publication, "How to maintain and protect your eligibility," is available in the athletic office or available online at www.mshsaa.org.

Selection to a team

*Ursuline Academy recognizes that safety, facility, and coaching availability as well as the specific nature of some sports require squad-size limitations be imposed on all sports in order to conduct a safe and educationally viable program. A competitive try-out will be conducted to determine the make-up of the team. The result of the try-out will be announced in a timely manner. Individual team coaches will be responsible to establish and to announce the guidelines for their own team's try-out procedures to the prospective squad members at the start of the try-out period. Pertinent league rules may affect selection to teams. **For no cut sports, athlete must be present at the first day of tryouts for that sport.***

In an effort to announce team selection in a way that best supports our student-athletes, all team rosters will be posted on UA team-specific websites.

Our hope is that posting will allow for student athletes to have the opportunity to be in an environment best to support the student-athlete's situation. If a question arises from a parent or student athlete pertaining to their absence on the roster, all communication must be directed to the coach within 72 hours of the posting. After that time has expired, coaches will no longer communicate about the roster.

Playing time as a member of a team

It is the goal of the athletic department and coaching staff at the freshman and "C" levels to provide an opportunity for students to participate in each contest. Student-athletes EARN the privilege to play increasing amounts of time. At the discretion of the coach, student-athletes who have not attended practice consistently or whose efforts in practice are detrimental to the team dynamic may not receive playing time.

At the junior varsity level, student-athletes EARN the privilege to play in each contest. Skill development is especially important since the main objective of this level is to prepare students for varsity play. Team membership does not guarantee more than limited game time.

Varsity team membership is based on fitness, ability, attitude, consistent effort, knowledge of fundamentals, and commitment. A student-athlete EARNS the privilege to make the team and play. The best student-athletes, at the coaches' discretion, play as much as required in an attempt to achieve competitive excellence and win a contest.

Membership on a team does NOT guarantee playing time.

Quitting a team

If you try out for a team and make a roster, you are expected to complete the season. If you quit anytime prior to the completion, you will not be allowed to play another sport for 365 days, or participate the next season. If a hardship arises and mandates the removal of an athlete from a team, the athletic director and principal may allow for discretion to enable the student athlete the privilege to play sooner than 365 days. Hardships are defined as unforeseen, unavoidable, or unusual circumstances.

If a student's intention is to quit a team, she must schedule a meeting with the athletic director and voice her intention.

Attendance

Attendance at practice

- *Attendance will be taken at every practice, and excused/unexcused absences noted. If a coach is unable to resolve the nature of an absence through a discussion with a student, the athletic director will be asked to assist in determining the status of the absence.*
- *Consequences for an unexcused absence will include reduced or no playing time in a subsequent event. Dismissal from a team may also occur under these circumstances.*
- *Students who have academic conflicts or require additional contact with academic faculty may honor those commitments or seek assistance without penalty. The student is obligated to reach a member of her coaching staff in advance when unable to attend a practice for academic reasons.*

Attendance at school

- *In order to participate in athletics, a student must check in at school by 10:00 a.m. and may not miss any more than two classes any time during the day. If a student leaves school during the day because of illness, she will not be able to participate in athletics for the remainder of the day. However, classes missed because of doctor appointments or other excused absences will not affect participation if it is approved by the athletic director. Excessive absences during a semester may result in loss of the privilege to participate in athletics.*
- *If the athlete has an unexcused absence or is suspended from school, she must have a day of school attendance before she is allowed to participate.*

Weekends and holidays

- *Changing weather conditions may force practice time to be reduced or cancelled after 2:00 p.m. If you sign up at www.metrowaa.org, you can be notified via a text message or email that the game has been cancelled or rescheduled. Please DO NOT call school until 2 p.m. as NO decision will be made prior to this time.*

If school is canceled, so are all games and practices.

Equipment Policies

Whenever possible, it is the goal of the Ursuline Academy athletic department to reduce additional costs to families by providing school-owned uniforms and some equipment for students. School ownership permits a higher level of assurance that equipment, especially protective equipment, meets national safety standards. If families own protective equipment, it is their responsibility to maintain it at this standard.

Any uniform or equipment distributed by the athletic department is property of Ursuline Academy and will be subject to a fee if returned discolored or damaged. Athletes will be notified of uniform collection date at end of each season. Any uniform not returned on the set date will be

Equipment, continued

subject to a \$10-a-day late fee, and the student's Infinite Campus account will be placed on hold until the uniform/equipment is returned and all late fees are paid. If a uniform is lost or damaged, student will be charged a fee to replace the uniform/equipment.

Transportation and Travel

- *Coaches will NOT provide transportation to and from practices or contests.*
- *We do not pay for travel expenses associated with team travel. Expenses will be divided among players included on the trip.*
- *When traveling, players must stay in the hotel and room with team members.*
- *Schedules may on occasion require early departures and an interruption in the academic day. For away games only, student-athletes will be dismissed at 2:45 p.m. On occasion, they may need to be dismissed earlier if they are traveling a farther distance.*
- *Coaches will determine an appropriate standard of dress consistent with the student handbook and duration and nature of the trip.*
- *Coaches in charge of students traveling as members of interscholastic teams should expect behavior consistent with all activities conducted by the school. School policy, as defined in the student handbook, is in effect throughout any off-campus activity sponsored by the school. Any deviation from norms of behavior outlined in the handbook should be acknowledged immediately by the coach and reported to the athletic director.*
- *Students must be in good standing academically and have no missing assignments to attend an out of town game resulting in missing class time.*

Awards

Four-Year Medals

A four year medal is given to each athlete who has participated in one sport all four years. The criteria for this award includes daily participation (during the season even if injured) in the sport all four years. For a manager to be considered for this award, the manager must have attended all games and practices. Final consideration/discretion is given to the varsity head coach and the athletic director.

Scholar Athlete

The St. Louis Post-Dispatch Scholar Athlete is recommended by the coaching staff and is presented to the senior who excels academically (class rank must be 25% or higher) and who also demonstrates excellence in her sport.

Senior Athlete of the Year

The Senior Athlete of the Year is also given to a senior recommended by the coaching staff. The student-athlete who receives this award will have demonstrated one or all of the following qualities: commitment, dedication, loyalty to the entire athletic program, athletic excellence, and exceptional sportsmanship.

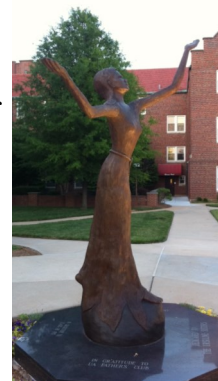
Awards, continued

Skippy Keefer Participation and Sportsmanship Award

The Skippy Keefer Participation & Sportsmanship Award is given to a senior who has participated in at least two different sports all four years and displays exemplary sportsmanship on and off the field. The recipient of this award is also selected by the coaching staff.

Spirit of St. Angela Award

The Spirit of St. Angela Award is given to a senior who models the spirit of St. Angela. This award will be given to a senior who, over the course of her four years at Ursuline, lived out the characteristics of courtesy, loyalty, courage, respect, loving kindness, faith, and leadership on and off of the field of play.



Communication

Parent/Coach

Parents and coaches are important role models for students. They both provide necessary guidance to young adults in their development and their understanding of the world in which they will live and work as adults. When parents and coaches understand and respect each other, they can work together to benefit children. Parents and students have a right to understand the commitment, expectations, and responsibilities which accompany participation in the Ursuline Academy athletic program. Clear communication between parents and coaches facilitates this understanding. Listed below are a number of steps to enhance parent/coach communication. It is important also to remember that the first link in the communication network is the one established between coach and student. Students shall be encouraged to exercise the opportunity to speak directly with their coach about any topic.

Coaches should communicate the following:

- Philosophy of the coach*
- Location and times of all practices*
- Explanation of athletic department training rules*
- Team requirements (special equipment, fees, off-season conditioning recommendations)*
- Procedures if the athlete is injured during participation*
- Explanation of excused and unexcused absences from practices/contests*
- Discipline that results in denying your daughter a participation opportunity*

Parents should communicate the following:

- Notification of any schedule conflicts well in advance*
- Specific questions regarding a coach's philosophy and/or expectations*

Communication, continued

Student/Coach

Students who participate in the Ursuline Academy athletic program will experience some very rewarding moments. It is also important to remember there are times when adversity and disappointment will inevitably occur. At these times discussion with the coach is encouraged.

Appropriate issues to discuss with coaches

*The mental and physical treatment of their daughter
Ways to help their daughter improve
Concern about their daughter's behavior*

It is very difficult for parents to accept that their daughter may not play as much as they had hoped. Coaches are professionals. They are charged to make judgment decisions based on what they believe is equitable and best for all students involved. Certain items are open for discussion with a coach. Other decision-making must be left in the hands of the coach assigned the responsibility of coaching your daughter's team.



Issues not appropriate to discuss with coaches

*Playing time
Team strategy
Play calling
Other student-athletes*

These are situations that may require a conference between the coach, player, and the parents. These conferences are encouraged. It is important that both parties involved have a clear understanding of the other's position. When conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

Procedures to follow when discussing a concern with a coach:

Meetings should be attended by the following people

- **First meeting: player and coach**
- **Second meeting: player, parent, and coach**
- **Third meeting: player, parent, coach, and athletic director**
- **Fourth meeting: player, parent, coach, athletic director, and principal**

A call to the coach should be made to set up an appointment. Parents are asked NOT to confront a coach before or after a contest or practice without setting up an appointment. These can be emotional moments. Meetings of this nature are not likely to promote resolution.

Social Networking

As a student athlete you have the responsibility to portray Ursuline Academy, in a positive manner at all times. Examples of inappropriate and offensive behaviors on social media include but are not limited to:

Photos

Sport Camps & Clinics

The athlete may attend a specialized, summer athletic camp/clinic where you receive instruction or coaching from a member of your school's coaching staff for a maximum of two calendar weeks in any one sport.

You may attend a nonschool-sponsored, summer specialized sports camp as long as you wish, provided you do not receive instruction from a member of your school's coaching staff.

College-Bound Student-Athlete Information

This section provides information on becoming and remaining eligible to compete in intercollegiate athletics. It includes information on the Initial-Eligibility Clearinghouse, as well as guidelines for students who are foreign, home-schooled, or disabled. It also contains links to resources which will help high-school students locate colleges and universities which sponsor their sport and compare graduation rates of schools they are considering.

It is the responsibility of the student athlete and parents to complete and follow all of the NCAA requirements. The Ursuline Academy staff would be happy to assist in this process, but ultimately the student athlete is responsible for completing the process.

Initial-Eligibility Clearinghouse

All high-school athletes wishing to compete in college must register with the Initial-Eligibility Clearinghouse. Information about the clearinghouse can be found in the "Guide for the College-Bound Student-Athlete". The NCAA national office does not handle initial-eligibility certifications. Please do not contact the NCAA national office with inquiries regarding an individual's initial eligibility status, including whether



Basic Recruiting 101

Contact period - permissible for authorized athletic department staff members to make in-person, off-campus recruiting contacts and evaluations

Dead period - not permissible to make in-person recruiting contacts or evaluations, on- or off-campus, or permit official or unofficial visits

Evaluation period - permissible for authorized athletic department staffs to be involved in off-campus activities to assess academic qualifications and playing abilities; no in-person, off-campus recruiting contacts with a prospect permitted

Quiet period - permissible to make in-person recruiting contacts only on the member institution's campus

National Letter of Intent

What is the National Letter of Intent (NLI)?

The NLI is a binding agreement between a prospective student-athlete and an NLI member institution.

- *A prospective student-athlete agrees to attend the institution full-time for one academic year (two semesters or three quarters).*
- *The institution agrees to provide athletic financial aid for one academic year (two semesters or three quarters).*

Basic penalty for not fulfilling the NLI agreement: a student-athlete has to serve one year in residence (full-time, two semesters or three quarters) at the next NLI member institution and lose one season of competition in all sports.

Visit www.nationalletter.org for more information.

The Ursuline athletic department will host a day in the fall and a day in the spring to honor and celebrate those who will be playing a sport in college. Please contact the athletic director within one week of the celebration if your daughter would like to be included. Cake and punch will be provided.



Fees

Participation fee

There will be a \$65 participation fee for all athletes. This fee will be added to your smart tuition account at the beginning of each season.

Flash Stores

Each team will have a flash store containing any additional apparel the team has chosen for the year. Flash stores will be opened up the week after tryouts. All items are purchased through the website by each team member individually.

Travel Expenses

In the event that a team travels to a competition, travel expenses will be divided equally among all players present on the trip. Expenses will be totaled at the completion of the trip and charges will be applied to the students Smart tuition account on the 15th of the next month.



Fundraising

All fundraisers must first be approved by the athletic director and then the advancement office.

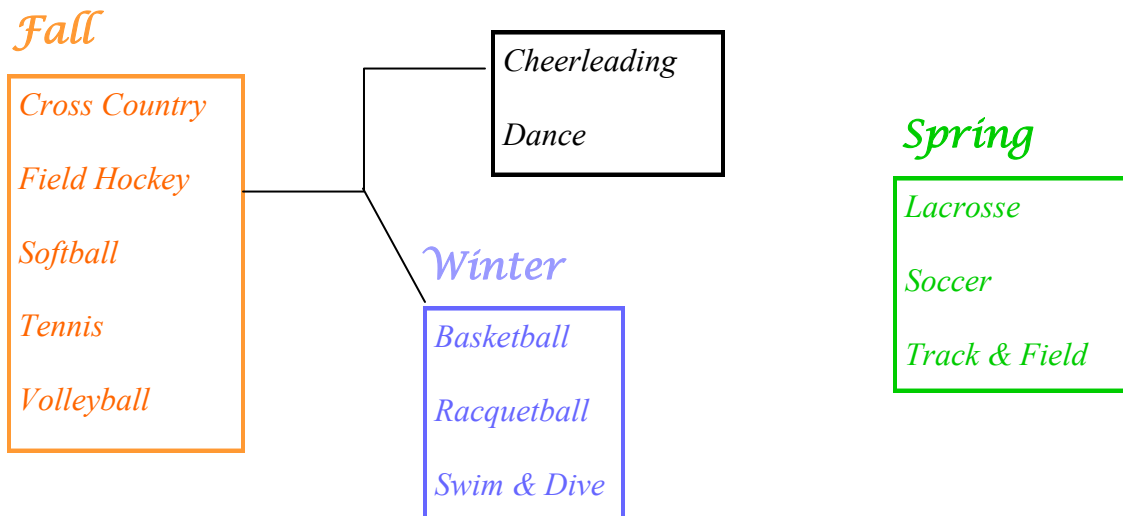
Head Injuries

If an athlete sustains a head injury the following protocol must be followed. She must be removed from play immediately. The injury should then be assessed by the medical staff on site if applicable. If no medical staff is available, please notify Gina Hartin and Jen Brooks as soon as possible. The student may not return to activity for at least 24 hours and until she is seen and cleared by a physician.

See Appendix B for Return to Play form.

Coaches

<i>Sport</i>	<i>Coach</i>	<i>Email</i>
<i>Basketball</i>	<i>Jeff Stevens</i>	<i>jstevens@ursulinstl.org</i>
<i>Cheerleading</i>	<i>Samantha Lewis</i>	<i>slewis@ursulinstl.org</i>
<i>Cross Country</i>	<i>Shane Hanson</i>	<i>shanson@ursulinstl.org</i>
<i>Dance</i>	<i>Jean Woodward</i>	<i>jwoodward@ursulinstl.org</i>
<i>Field Hockey</i>	<i>Andrea Hood</i>	<i>ahood@ursulinstl.org</i>
<i>Golf</i>	<i>Bridget Gilbert</i>	<i>bgilbert@ursulinstl.org</i>
<i>Lacrosse</i>	<i>Mike Hannegan</i>	<i>mhannegan@ursulinstl.org</i>
<i>Racquetball</i>	<i>Kevin Reid</i>	<i>kreid@ursulinstl.org</i>
<i>Soccer</i>	<i>Todd Wallace</i>	<i>twallace@ursulinstl.org</i>
<i>Softball</i>	<i>Amy Petruska</i>	<i>apetruska@ursulinstl.org</i>
<i>Swim & Dive</i>	<i>Sam Stapleton</i>	<i>sstapleton@ursulinstl.org</i>
<i>Tennis</i>	<i>Suzy Ward</i>	<i>sward@ursulinstl.org</i>
<i>Track & Field</i>	<i>Shane Hanson</i>	<i>shanson@ursulinstl.org</i>
<i>Volleyball</i>	<i>Hannah McFarland</i>	<i>hmcfarland@ursulinstl.org</i>



Appendix C

NCAA academic requirements

Division I

Before a high school student can be eligible to play Division I sports, he or she must meet academic requirements in high school. Those standards include:

- The successful completion of 16 core courses.
- A sliding-scale combination of grades in high school core courses and standardized-test scores. For example, if a student-athlete earns a 3.0 grade-point average in core courses, that individual must score at least 620 on the SAT or 52 on the ACT. As the GPA increases, the required test score decreases, and vice versa.
- The NCAA Eligibility Center uses the sum score of the four ACT tests (perfect score of 144) when determining initial eligibility, not the average of the four tests reported by ACT (perfect score 36).

Once in college, student-athletes must make steady progress toward degrees.

- Student-athletes must complete 40 percent of the coursework required for a degree by the end of their second year, 60 percent by the end of their third year and 80 percent by the end of their fourth year. Student-athletes are allowed five years to graduate while receiving athletically related financial aid.
- All student-athletes must earn a minimum of six hours each term to be eligible the next semester.

Visit www.ncaa.org/opportunity for more information.

Appendix D

MSHSAA Concussion Return to Play Form

This form is adapted from the Acute Concussion Evaluation (ACE) care plan on the CDC website (www.cdc.gov/injury). All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the scholastic athlete following a concussion injury. Please initial any recommendations that you select below.

Athlete's Name: _____

Date of Birth: _____

Date of Injury: _____


THIS RETURN TO PLAY IS BASED ON TODAY'S EVALUATION

Date of Evaluation: _____ Care Plan Completed By: _____

Return to This Office (Date/Time): _____

Return to School On (Date): _____

RETURN TO SPORTS

PLEASE NOTE: 

- 1. Athletes should not return to practice or play for at least 24 hours after their head injury has occurred.
- 2. Athletes should never return to play or practice if they still have **ANY symptoms**.
- 3. Athletes: Be sure that your coach and/or athletic trainer are aware of your injury and symptoms, and that they have the contact information for the treating physician.

The following are the return to sports recommendations at the present time:

- Physical Education: Do **NOT** return to PE class at this time.
 May return to PE class at this time.
- Sports: Do **NOT** return to sports practice or competition at this time.
 May gradually return to sports practices under the supervision of the healthcare provider for your school or team.
 May be advanced back to competition after phone conversation with attending physician (MD/DO/PAC/LAT/ARNP/Neurophysiologist)
 Must return to physician (MD/DO/PAC/LAT/ARNP/Neurophysiologist) for final clearance to return to competition.
- OR - Cleared for full participation in all activities and restrictions. Return of symptoms should result in re-evaluation by physician (MD/DO/PAC/LAT/ARNP/Neurophysiologist) for assessment.

Medical Office Information (Please Print/Stamp):

Evaluator's Name: _____ Office Phone: _____

Evaluator's Signature: _____

Evaluator's Address: _____

Return to Play (RTP) Procedures After a Concussion

1. Return to activity and play is a medical decision. The athlete must meet all of the following criteria in order to progress to activity:

Asymptomatic at rest and with exertion (including mental exertion in school) AND have written clearance from their primary care provider or concussion specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).
2. Once the above criteria are met, the athlete will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by a Certified Athletic Trainer. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).
3. Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
4. Stepwise progression as described below:
 - Step 1:** Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
 - Step 2:** Return to school full-time.
 - Step 3:** Light exercise. This step cannot begin until the athlete is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight-lifting.
 - Step 4:** Running in the gym or on the field. No helmet or other equipment.
 - Step 5:** Non-contact training drills in full equipment. Weight-training can begin.
 - Step 6:** Full contact practice or training.
 - Step 7:** Play in game. Must be cleared by physician before returning to play.
 - The athlete should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, the athlete must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the athlete may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred.