Convent of the Sacred Heart
Athletic Department Handbook
2015-2016

For Student-Athletes, Parents and Families

This handbook is designed to provide explanation of Sacred Heart’s Athletic Department philosophy and policies. This handbook is designed to serve as a supplemental and practical resource and it should not replace direct communication amongst members of the athletic community. The Administration, including the Division Head of Athletics and Wellness and the Assistant Athletic Director for Competitive Sports, will always be available to provide additional information and clarification.
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CONVENT OF THE SACRED HEART DEPARTMENT OF ATHLETICS AND PHYSICAL EDUCATION

ATHLETIC DEPARTMENT PHILOSOPHY

At Sacred Heart, it is a belief that students should have many opportunities to compete, learn new skills, develop individual goals and frequently wear the Cardinal Red against our traditional athletic rivals. The Athletic Department is committed to developing the whole student-athlete through a connection of the mind, body, and spirit. The lessons and experiences on sports teams are an extension of the Sacred Heart education our student-athletes receive in the classroom. The expectation is for our coaching staff and student-athletes to consistently carry out the Sacred Heart Goals & Criteria as a part of the team environment and in practice and competition:

- **GOAL ONE:** Schools of the Sacred Heart commit themselves to educate to a personal and active faith in God.
- **GOAL TWO:** Schools of the Sacred Heart commit themselves to educate to a deep respect for intellectual values.
- **GOAL THREE:** Schools of the Sacred Heart commit themselves to educate to a social awareness which impels to action.
- **GOAL FOUR:** Schools of the Sacred Heart commit themselves to educate to the building of community as a Christian value.
- **GOAL FIVE:** Schools of the Sacred Heart commit themselves to educate to a personal growth in an atmosphere of wise freedom.

Becoming a dedicated member of a Sacred Heart sports team means our student-athletes develop skills such as camaraderie, teamwork, commitment and perseverance, all while balancing a rigorous cultural and academic schedule. Sacred Heart’s athletic program is structured around participation in competitive athletics as a foundation for developing physical health and wellness, leadership, citizenship, and the skills necessary for success in life.

**THE VARSITY HEAD COACH AND HER/HIS ROLE WITH ALL SPORTS PROGRAMS**

The Varsity Head Coach is the leader of the overall program and determines the system of instruction, philosophy, and strategy for implementation for sub-varsity levels. Specifically, the Varsity Head Coach is responsible for providing a clear roadmap for sport-specific development from 5th – 12th grade. Communication amongst the Middle School, Junior Varsity and Varsity programs is the responsibility of the Varsity Head Coach.
MIDDLE SCHOOL ATHLETICS

5/6 ATHLETICS

The Middle School 5/6 athletic experience is an introduction to interscholastic sports, and an opportunity for all students, regardless of experience and skill level, to participate in an intramural-based sport setting. Each team will meet two days per week and compete in a maximum of four competitions per season. This structure allows coaches to provide a fun and safe learning environment, with an emphasis placed on social and sport-specific skill development. Above all, this experience is meant to be enjoyable and we encourage participation with all of our students!

7/8 ATHLETICS

The Middle School 7/8 athletic experience is designed to foster an increased level of competitiveness with an emphasis placed on honoring the commitment to the team and developing necessary time management and other life skills in preparation for the Upper School experience. Regular attendance for practice and competition is expected. There is a ‘No Cut’ policy in place for all middle school athletics. Therefore, specific sports may be divided into two teams. For the 2015-2016 calendar year, 7/8 soccer, volleyball, and basketball will have two teams, including a Red and White team. Team selections and playing time are based on various criteria such as ability, work ethic, commitment, sportsmanship, and competitive spirit. The ultimate goal of the 7/8 program is to develop and prepare all student-athletes for the rigors of Varsity competition.

UPPER SCHOOL ATHLETICS

JUNIOR VARSITY

The Junior Varsity athletic experience places an emphasis on skill development and preparation for competition at the Varsity level. Tryouts are held for all Junior Varsity programs. In AAIS League sports (volleyball and basketball), there is a season ending tournament and a regular season champion. Sacred Heart also offers JV Soccer, and although it is not officially recognized by the AAIS, the team plays a competitive schedule against the top teams in the metropolitan area.

VARSIY

The Varsity athletic experience is the pinnacle program for competition and the ultimate goal is to cultivate individual skills and team development, while consistently competing for League and State Championships. Tryouts are held for all Varsity programs, which are highly selective. A full, five-day commitment is expected from all student-athletes who are selected to the team. This commitment may extend through vacation periods. Specifically, the fall preseason and spring training camp, which occur outside of the academic calendar, are mandatory events for Varsity student-athletes.
The squad size at the varsity level is limited and the number of participants is carefully determined in order to provide effective and meaningful practices. Team selections and playing time are based on various criteria such as ability, work ethic, commitment, leadership, sportsmanship, and competitive spirit. It is vital that each team member has a role and is informed of her individual role in pursuit of the team’s goals and expectations.

Varsity coaches strive to foster a positive learning environment that is both challenging and disciplined, and that prepares the teams for the rigors of competition in the AAIS and NYSAIS. Coaches design their programs with an emphasis on providing sport-specific instruction, employing team strategies, and designing a strength and conditioning program that enhances strength, speed, and agility of each individual.

The ultimate goal of the Varsity program is to develop and prepare all student-athletes for the highest level of competition and to become well-rounded individuals who can be successful at CSH in college and in life.

**ATHLETIC OFFERINGS 2015-2016**

<table>
<thead>
<tr>
<th>FALL</th>
<th>VARSITY</th>
<th>JV</th>
<th>7/8 Red</th>
<th>7/8 White</th>
<th>7/8 Combined</th>
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<tbody>
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<td>x</td>
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<tr>
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<tr>
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<table>
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<tr>
<td>Tennis</td>
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</tbody>
</table>
5TH AND 6TH GRADE ATHLETIC OFFERINGS

FALL

5 Volleyball
6 Volleyball
5/6 Cross Country
5/6 Soccer

WINTER

5 Basketball
6 Basketball
5/6 Swimming

SPRING

5/6 Lacrosse
5/6 Track and Field
5/6 Softball
ATHLETIC DEPARTMENT POLICIES

MEDICAL CLEARANCE

Every student must have a current, school required, physical on file with the school nurse prior to participating on any of our athletic teams. In addition, prior to each athletic season, all student-athletes must have a completed Seasonal Interval Health History form on file with our Certified Athletic Trainer. These forms can now be completed electronically and are found on the Athletics portion of the school website.

ATHLETIC PARTICIPATION & MEDICAL FORMS

All student-athletes, along with their parents/guardians, must complete the registration form prior to the start of each season. There are different forms for Middle School and Upper School, which are clearly labeled on the website.

A student-athlete is ineligible to participate until this form is completed for each season and on file with the Certified Athletic Trainer. We request all parents and student-athletes to carefully read each form and understand the expectations associated with being a member of the Sacred Heart athletic community.

SELECTION POLICY

Choosing the members of athletic teams is the sole responsibility of the coaching staff. Final rosters are approved by the Assistant Athletic Director of Competitive Sports before they are made public. Sub-varsity coaches shall take into consideration the policies established by the head coach in that particular program when selecting final team rosters. Prior to team selection, the coach shall provide information to all candidates on the extent of the tryout period and the criteria for the selection process. Selection lists and rosters are not to be posted. In-person conversations regarding final decisions on the selection process will occur between the coaching staff and the individual student immediately after the last tryout.

PRESEASON PLAYER AND PARENT/GUARDIAN MEETING

One of the most important ingredients for a successful sport season is effective, open, and appropriate communication between the coach, student-athlete and parent. In order to ensure this communication takes place, preseason meetings for each season are scheduled by the athletic department.

Topics of these meetings include athletic department policies, team philosophy, expectations and rules, the health and safety of the student-athlete and more. When preseason meetings are scheduled, student-athletes and parents are expected to attend.
UPPER SCHOOL ATHLETICS ATTENDANCE POLICY

The athletic department promotes the opportunity for all student-athletes to have a broad range of experiences in the area of academics and extracurricular activities. To that end, the athletic department will make a strong effort to schedule events in a manner that minimizes conflict with the academic and cultural program at Sacred Heart.

Students have a responsibility to do everything they can to avoid continuous conflicts, which includes being mindful of overcommitting to multiple activities. Where conflicts arise, the advisors, coaches, and athletic administration must cooperate to devise a solution that will be in the best interest of the student. The adults will find a solution together, so the students are not put in compromising situations.

Student-athletes must recognize that absences from practices will hinder skill development and physical conditioning, as well as jeopardize team camaraderie and preparation for competition. Time missed from practice inherently will influence an athlete’s performance, and potentially her playing time and/or position with the team.

Student-athletes are expected to make a full commitment to the team and complete the entire season. The Athletic Department has set forth the minimum standards for attendance in Varsity and Junior Varsity Athletic Programs. Coaches, in consultation with the administration, will retain the right to further limit participation or implement further disciplinary action than is written below:

• Any unexcused absence will result in diminished playing time /participation in competition
• More than 2 unexcused absences will result in a probationary period, which may effect team membership and ultimately lead to suspension or removal from the team.

DEFINING EXCUSED ABSENCES

Excused absences may include, but are not limited to: family or community emergency; family commitments including weddings, graduations; full-day absence from school; school sanctioned workshops/conferences; Nurse’s or Athletic trainer’s excused absence; Doctor’s and Health Appointments

(Nota: Excused absences may result in diminished playing time; will not interfere with team membership)

NOTIFYING COACHES

At the beginning of the season, student-athletes are expected to communicate any ongoing commitments they have that could potentially interfere with practice / competition. ANY missed practice/competition must be communicated in writing (via email) from the student-athlete to the team’s entire coaching staff no less than 48 hours in advance (with the exception of illness and emergency). Direct communication between the student-athlete and the coaches is expected. The coach will still retain the right to limit participation or implement further action.
OUTSIDE SPORTS PROGRAMS
If a student-athlete is involved with an outside sports program, she will communicate with the coaching staff at the beginning of the season about how it may impact her participation on the team. It is up to the discretion of the coach as to whether he or she will excuse any practices due to outside sports participation.

MEDICAL AND PHYSICAL CONSIDERATIONS
Any medical, physical condition, or ongoing injury that may interfere with full participation in practice and competition should first be vetted by the school nurse, the athletic trainer, and an outside physician. Only medical personnel will make decisions as to whether a student-athlete may or may not participate in practice or competition. No medical or physically-related decision will be made by a parent, student-athlete, or coach. If a student-athlete is deemed medically unable to participate, she is still expected to report to practice unless otherwise directed by medical personnel or the coach.

ABSENCES
If a student-athlete is not in school for her full schedule on the day of practice / competition, and fails to produce a physician's note, she will not be eligible to participate in athletics on that day. Detention: If a student is required to attend after-school detention due to an infraction during the school day, that takes precedence over athletics and the student must attend detention rather than participate with their athletic team. All student-athletes should be mindful of the impact detention and missing practice has on themselves and the entire team.

PHYSICAL EDUCATION EXEMPTIONS
EXEMPTIONS from Physical Education Classes - Grade 11 and 12
Students who participate in or manage a varsity or junior varsity athletic teams are exempt from Monday morning physical education classes. In addition, students who participate in approved nationally ranked programs or who are committed to demanding athletic activity outside of school are also exempt. Documentation must be provided to the physical education department detailing a description of the program and a signed request for exemption from the instructor. Additionally, any student-athlete who does not participate in PE class that day, will be denied eligibility to compete.

EXTRA-CURRICULAR ACTIVITY CONSIDERATIONS
For the 2015-2016 academic year, the Sacred Heart Athletics Department will fully support any student who wishes to participate in extracurricular club activities on Thursday afternoons ONLY. Therefore, if any practice is scheduled during club hours on Thursdays, the expectation is that student-athletes are excused from practice to attend club activities without penalty. Each student-athlete is expected to have direct communication with the coaching staff at the start of the season in regards to her plans for participation in clubs. Each student-athlete is expected to attend practice after club activities are over, if practice is scheduled between the hours of 4-7PM on Thursday afternoons.
UNEXCUSED ABSENCES:
Family vacations are not excused. We request families to plan accordingly and if unsure of schedules, please contact the athletic office.

If a student is unprepared for class on a certain day or needs to make up missed work that was due earlier in the day, she will be kept after school by the US administration and would miss her practice/competition. This would count as an unexcused absence.

A student’s ongoing participation on an US team will be evaluated throughout the season in light of her academic and social standing in the upper school. If she is placed on academic or social probation for whatever reason, she may be removed from the team.

GENERAL INFORMATION

TEAM MANAGERS
Having managers for all of our Varsity and Junior Varsity athletic teams is a league requirement. The team manager plays a very important role as part of the team they are managing. Managers are required to be present for all games. They are responsible for both pre-game and game-time duties at the scorer’s table. In addition, coaches may ask other sport specific responsibilities of the team manager. Any team manager who misses a game will be asked to attend a make-up Physical Education class the following week. Repeatedly missing games will result in a manager’s removal from the team.

TEAM EQUIPMENT AND UNIFORMS
It is the responsibility of the student-athletes to care for and return all clothing and equipment that she has been issued at the beginning of the season. If any equipment is lost, damaged, or not returned, the student-athlete will be charged the replacement cost of that equipment. In addition, a student-athlete will not be issued a uniform or equipment for her next athletic season if the prior season’s items are not returned.

Each team may choose to order athletic apparel for their season pending the approval of the coaches and the Athletic Director. The school does provide many options for purchasing such apparel through pre-established on-line stores. The Athletic Department Administration and coaching staff are responsible for the approval of all wording, logo and graphics to be used on any such apparel, and nothing should be ordered without approval. Any apparel that is ordered must be within the school colors of red, white, black or gray. Athletic apparel may not be worn during the school day.
TEAM CAPTAINS

Team captains serve as spokespersons for the team, not only with their coaches and teammates, but with officials and opponents as well. A team captain must be responsible, respectful, have a positive attitude, demonstrate a strong work ethic, and provide encouragement for all team members. To serve as a captain and a leader is a responsibility taken very seriously. The expectation is these student-athletes are the consummate example of strong and positive leadership. Coaches are responsible for the selection of captains for his or her team, with the final approval from the Assistant Athletic Director for Competitive Sports. Captains will be selected in Upper School programs only. All Captains must sign a Captain’s agreement upon their acceptance of this position.

EXPECTATIONS OF A CAPTAIN

• Lead Warm-ups at the coaches’ discretion

• Be a LEADER not a BOSS

• Model the “First at Practice/Game, Last to Leave” mentality

• Treat others as equals and with respect

• Foster inclusivity among all teammates

• Encourage positive behavior and discourage drama

• Represent the team positively in and out of school

• Follow team/school rules and expectations

• Aid both the Head Coach and Assistant Coaches with tasks as needed

• Organize methods to encourage team/school spirit
BULLYING AND HAZING POLICY
Any degree of physical, verbal and/or written bullying, including electronic and Internet messaging, is unacceptable and will result in stern disciplinary action. The family will be required to meet with Head of Athletics and Wellness, the Head of Upper School and Athletic Director.

Examples of harassment, direct, indirect, or electronic, can include but are not limited to:
- Demeaning comments regarding national origin, ethnicity, gender, class, race, sexual orientation, religion, personal or physical characteristics
- Bullying, scapegoating, humiliation or intentional intimidation
- Unwelcome sexual advances and other inappropriate verbal, written or physical contact of a sexual nature
- Unwelcome touching, grabbing, shoving, or other physical contact
- Spreading rumors or being libelous
- Sexual gestures, jokes, pictures or leers
- Hazing or forcing students to engage in painful, embarrassing or otherwise uncomfortable behavior in order to gain acceptance to any school group
- Displays of objectifying or offensive material

HAZING POLICY
In addition, the Convent of the Sacred Heart student-athletes shall not participate in any form of hazing or team rituals. Activities that produce mental or physical discomfort, embarrassment, harassment or ridicule have absolutely no place in the Sacred Heart athletic program, are inconsistent with our mission, goals and criteria, and values, and will not be tolerated. Any coercive interactions among students, especially when such interactions make even one student uncomfortable is considered hazing and will be dealt with appropriately. An example of hazing includes a situation in which an older student subjects a younger student to rites of initiation. The fact that a student participates voluntarily in a hazing or inappropriate initiation activity does not alter the school’s prohibition of such conduct. Sacred Heart staff members do not believe students are made better by being humiliated or degraded. Our school realizes that school and team unity is developed in our classrooms, hallways, practice areas and athletic fields with a shared commitment to excellence as guided by the Goals and Criteria.

Any student-athlete who encounters bullying or hazing in any form while participating on a Sacred Heart athletic team should inform her parents/families, Coaches, Athletic Director, and Division Head immediately. Upon receipt of either a complaint or report of bullying, hazing, inappropriate initiation activity, the Sacred Heart Athletic Department shall conduct an investigation. Upon completion of the investigation, Sacred Heart will take appropriate action. Such action will be designed to deter future violations and appropriately discipline students who have engaged in prohibited behavior. Disciplinary action may include consequences for those individuals involved in this activity and/or sanctions/suspensions being imposed upon a team. In addition to consequences pertinent to the students’ participation in athletics, students will also be subject to disciplinary consequences as stipulate in the Upper School Student Handbook.
CERTIFIED ATHLETIC TRAINER

The Sacred Heart Athletic Department has a full time Certified Athletic Trainer (ATC) on staff. The ATC will be responsible for tending to all minor injuries to our student-athletes and to follow-up with parents/guardians immediately following any injury. Although a doctor may clear a student to return to athletic participation, final approval for student-athletes to return to athletics will be provided by the ATC.

REPORTING OF INJURIES / ILLNESS

The student-athletes is responsible to immediately report any injury to her coach and/or the athletic trainer. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed by the coach or the individual who observed the injury. Once a physician treats an athlete, the athlete must obtain the doctor’s permission to return to the activity (as previously mentioned, final approval for return to athletics will be provided by the ATC). When participating at an offsite / away contest, students are expected to report to the away team’s ATC if an injury occurs during the contest.

ATHLETICS WEBSITE

The Athletics portion of the Sacred Heart Website contains information regarding team schedules, directions to venues, news, pictures, and other pertinent information. Please note team schedules are subject to change and regularly checking the website is highly recommended.

PRE-SEASON CAMP AND SPRING TRAINING

Each August, Sacred Heart holds an Upper School Pre-Season Sports Camp. This camp is a mandatory tryout process for all sports. The preseason camp will be a Monday through Friday, full day commitment. Upon completion of the camp, student-athletes who have been selected to the team will be expected to make a full commitment to the program throughout the duration of the season.

Each March, Sacred Heart will hold a week-long spring training camp that will occur at the Athletics & Wellness Center and facilities in the metropolitan area. This is a mandatory camp, which occurs during Sacred Heart’s spring break and several weeks after tryouts and team selections have been made. The spring training camp has been put in place to ensure all teams are prepared for AAIS League play.

During the preseason and spring training sessions, student-athletes will have the opportunity to:
• practice in their respective sport
• learn the proper techniques of strength, speed, and agility exercises
• participate in team-bonding activities
• engage in yoga, foam roll/stretching exercises, and pool workouts
• learn from professional speakers on topics of nutrition, sport psychology, leadership, and more.
POST SEASON COMPETITION

Post Season competition is limited to the outstanding individuals or teams, whose performance during the regular season merits consideration for participation in tournament and meets against equally strong competition. Final decision of declaration to participate in post-season competition will rest upon the coach and athletic director.

COMMUNICATION GUIDELINES

Effective communication is pivotal to the success of the Sacred Heart Athletic Program. Listed below is the role that administration, coaches, student-athletes, and parents/guardians have in ensuring an efficient and successful operation.

Athletic Department Administration

- Conduct informational meetings for each season
- Provide all game schedules updated and posted on the school website
- Provide directions to athletic facilities posted on school website
- Provide Athletic Department Handbook
- Available to answer questions and inquiries at x620

Coach to Student-Athlete

- Explanation of team philosophy, goals and expectations
- Explanation of team policies and procedures as set forth by the Athletic Department Handbook
- Locations and times of all practices and competitions
- Any necessary disciplinary actions for violating team policies

Student-Athlete to Coach

- At least 48 hours notification of any scheduling conflict
- Any physical, psychological, emotional concerns that may be affecting their participation on the team

Parent to Coach

Upper School: Parents should avoid contacting the coach about their child’s issue or concern until after their child has met with her coach first. Many issues can be resolved with open, honest and direct communication between the athlete and coach. The following items are appropriate for parents/guardians to discuss with the coaching staff:

- Methods for improvement; opportunities to compete outside of CSH
- Concerns about your daughter’s behavior or academic progress as a result of participating on an athletic team
- Physical or mental treatment of your daughter

The following items are not appropriate for a parent to discuss with a coach:

- Playing time, philosophy or strategy
- Other student-athletes
- Before, during, or after competition
AAIS of New York City

The following Sacred Heart teams compete in the Athletic Association of Independent Schools of New York City (AAIS):

- Varsity Soccer
- Varsity and JV Volleyball
- Varsity Cross Country
- Varsity Swimming
- Varsity and JV Basketball
- Varsity Lacrosse
- Varsity Softball
- Varsity Track and Field
- Varsity Tennis
- Varsity Badminton

**From the AAIS constitution:**

“The AAIS is committed to developing, maintaining and fostering athletic standards of excellence for girls among its member schools. The AAIS also believes in promoting and cultivating the ideals of good sportsmanship, good citizenship, and moral integrity by means of athletic participation and competition.”

Although some of our Upper School and all of our Middle School athletic teams are not officially recognized by the AAIS, they are all under the sanction of the New York State Association of Independent Schools Athletic Association.

**AAIS Member Schools:**

- The Brearley School
- The Chapin School
- Convent of the Sacred Heart
- Friends Seminary
- The Marymount School
- Nightingale-Bamford School
- Packer Collegiate Institute
- Saint Ann’s School
- The Spence School
- Berkeley Carroll School
AAIS CODE OF CONDUCT FOR SPECTATORS

The AAIS promotes standards of fair play and ethical behavior. We encourage all athletes, coaches, parents, and spectators to support teams and game personnel in a positive manner at all times. As such, we ask that all spectators abide by the following Code of Conduct.

1. I understand that the ultimate goal of interscholastic athletics is to provide an enjoyable experience for all students. Participation in athletics helps to promote good citizenship, fair play, respect, and responsible behavior.

2. I will be a positive role model. I will encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, and spectators.

3. I will respect the game officials and will refrain from addressing them or questioning their decisions.

4. I will support the coaches by trusting their judgment and integrity. I will respect their decisions and encourage open communication by agreeing to speak with them only at a predetermined time and place.

5. I will respect the rules of the facility at which the athletic contest is being played, such as rules regarding food, pets, and evacuation procedures.

6. I understand that those who do not follow this Code of Conduct may be asked to leave the athletic contest.

NEW YORK STATE ASSOCIATION OF INDEPENDENT SCHOOLS ATHLETIC ASSOCIATION (NYSAISAA)

From the NYSAIS website:

MISSION STATEMENT:
The mission of New York State interscholastic athletic programs is to foster the quest for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. Successful programs develop individual and team potential by promoting high standards of competence, character, civility, and citizenship.”

SPORTSMANSHIP:
NYSAIS Athletic Association programs foster excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. Successful programs develop individual and team responsibility by promoting high standards of competence, character, civility, and citizenship. 1. Coach: Any coach disqualified by a sport official from an interscholastic competition for unsportsmanlike conduct is ineligible to coach in the next scheduled contest. Disqualification from one season carries over to the next season and from regular season to NYSAIS tournaments. The
coach may not be present at the game site nor communicate in any manner during the contest with any person present at the site. Any coach that does not serve the penalty will be ineligible to participate in the next two-scheduled contests. If the coach continues to not serve the penalty, the matter will be referred to the AEC for further action. Any coach disqualified by a sport official for making physical contact with the intent to harass, annoy or harm another person shall be expelled immediately. The matter will be referred to the AEC for further action. 2. Athlete/Player: Any student-athlete disqualified by a sport official from an interscholastic competition for unsportsmanlike conduct is ineligible to participate in the next scheduled contest, unless the rules of that sport dictate differently. Disqualification from one season carries over to the next season and from regular season to NYSAIS tournaments. A student-athlete who receives a second disqualification in the same sport in the same season will not be allowed to participate in the next two contests. Any student-athlete disqualified by a sport official from an interscholastic competition for making physical contact with the intent to harass, annoy or harm another person shall be expelled immediately. The matter will be referred to the AEC for further action.

NYSAISAA provides a set of sports standards that our athletic programs have to follow. The sport standards chart provides guidelines as to the starting date for each season, number of required practices before competition, number of competitions per week, and length of the entire season. Below is a list of the number of required practices for each sport prior to their athletes being eligible to compete against other schools:

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<thead>
<tr>
<th>Upper School</th>
<th>Scrimmage</th>
<th>Official Game</th>
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<tbody>
<tr>
<td>Sport</td>
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<td>Individual</td>
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<td>4</td>
</tr>
<tr>
<td>Middle School (7/8)</td>
<td>Scrimmage</td>
<td>Official Game</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>Team</td>
<td>Individual</td>
</tr>
<tr>
<td>Soccer</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Volleyball</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Cross Country</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Basketball</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Swimming</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Softball</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 (pitcher)</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Track and Field</td>
<td>10</td>
<td>8</td>
</tr>
</tbody>
</table>

*There are no guidelines set for 5th and 6th grade athletic programs. However, they are limited to only 4 competitions with other schools throughout their sport season.

**ATHLETE PLACEMENT PROCESS (formerly known as Selection Classification)**

The Athlete Placement Process (APP) allows for students in 8th grade to have an opportunity to compete at the Junior Varsity or Varsity level of Upper School athletics. The APP is a lengthy process, including 10 steps that need to be completed before the student-athlete becomes eligible for an Upper School program. The Varsity Head Coach, Middle School Division Head, and the Assistant Athletic Director for Competitive Sports will determine if an 8th grade student is developmentally ready to compete for a Varsity or JV program.
School’s Head Injury Management Protocol

Concussions and other traumatic brain injuries (TBIs) sustained during athletic activities are serious and potentially life threatening. Recently, there has been a significant amount of research suggesting that these sports-related concussions have consequences later in life if not managed properly.

Medical management of concussions is evolving and we aim to safely return athletes back to athletic and academic activity after injury. To accomplish this we have established a protocol that aids in identifying concussed athletes, outlines procedures for referral and follow-up treatment when a concussion is suspected, and details the return to play policy after a head injury.

New York State has mandated that all coaches, school nurses, and athletic trainers must complete a training course and be certified in concussion management.

Baseline Testing

The Convent of the Sacred Heart utilizes tools such as ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) and King-Devick which athletes may take prior to the athletic season. If an athlete is believed to have suffered a head injury, ImPACT and King-Devick may be taken again under our supervision at school. The data is compared to the baseline test and is used as a tool to assist the athletic trainer and student’s physician in evaluating recovery and in making safe return to play decisions.

Academic Modifications

Under the direction of a physician; the Athletic Trainer, School Nurse, and Academic Administrators, Deans, and Counselors will work together to insure any necessary academic modifications are made during an athlete’s recovery from a head injury.

Navigating the Website

Please carefully review the steps below to learn more detailed information. If you have any questions, please contact the athletic office at 212-722-4745 x620.

- **STEP 1:** Go to http://www.cshnyc.org/athletics/teams-and-schedules
- **STEP 2:** Choose the team you want to select
- **STEP 3:** Choose the tab titled “Complete Team Schedule”
Team Schedules

COMPLETE TEAM SCHEDULE

PRACTICE SCHEDULE

GAME SCHEDULE

Practice and Games

Sep 15 2015 2:45 PM
5 Volleyball
406 - Gym
Practice

Sep 17 2015 2:45 PM
5 Volleyball
406 - Gym
Practice

Sep 22 2015 2:45 PM
5 Volleyball
406 - Gym
Practice

Sep 24 2015 2:45 PM
5 Volleyball
406 - Gym

STEP 4: The information listed in RED is a link that you can choose to learn more detailed information. For example, in the picture above, click on “5 Volleyball”

- Once you choose “5 Volleyball”, you will see a pop-up tab titled “Athletic Event Details”. This tab features the following information:
  - Team
  - Event Type (practice or game)
  - Date
  - Start and End Times
  - Location of Dismissals (either building 1 or 406)
STEP 5: If you are interested in linking a team schedule to your calendar on your phone or computer, continue with the following steps.

Please note: The website has detailed information, while the calendar notes will provide only basic information, including start and end times and location of events.

- To link your team schedule to your phone or computer calendar, choose the grey button next to the blue arrow.
Team Schedules

Complete Team Schedule
Practice Schedule
Game Schedule

Practice and Games

Sep 15 2015 2:45 PM
5 Volleyball
406 - Gym
Practice

Sep 17 2015 2:45 PM
5 Volleyball
406 - Gym
Practice

Sep 22 2015 2:45 PM
5 Volleyball
406 - Gym
Practice

Sep 24 2015 2:45 PM
5 Volleyball
406 - Gym

⚠️ STEP 6: Choose the team you would like to view and select the Green button titled “ICAL” next to your team. A pop-up box will show with several options.

- If you are on your phone: Choose the option titled: “Add to Default Calendar App (Outlook 2k7, Apple, Ical, etc). Choose “subscribe” and then “done”.
  Congratulations, you now have your team schedule on your phone calendar!
- If you are on your computer: Choose “Add to Google Calendar”.
  Congratulations, you now have your team schedule on your computer calendar!
Team Feeds & Alerts

Here are the ICAL icons for subscription options.

Read following URL for the feed:

REGISTRATION PROCESS

To register for a sport, review the following steps:

- **STEP 1:** Go to [http://www.cshnyc.org/athletics/participation-forms-registration](http://www.cshnyc.org/athletics/participation-forms-registration)
- **STEP 2:** Fill out the form that pertain to your daughter’s level of participation (either Middle School Forms or Upper School forms).
  - This form is needed to be filled out each playing season.
  - Please note: *No one is permitted to participate without these forms completed.*
CONCLUSION

Thank you for taking the time to review the Athletic Department Handbook with your daughter. If you have any further questions regarding the athletic program at Sacred Heart, please do not hesitate to contact Lauren Thomer, Assistant Athletic Director of Competitive Sports at lthomer@cshnyc.org or x620.

GO CARDINALS!