

**Convent of the Sacred Heart  
Athletic Department Handbook  
2018-2019**



**For Student-Athletes, Parents and Families**

This handbook is designed to provide explanation of Sacred Heart's Athletic Department philosophy and policies. The Athletics Director of Competitive Sports will always be available to provide additional information and clarification.

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## 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, GRIT, and the skills necessary for success in life.

## 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 2018-2019 academic year, we expect 7/8 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, team building and preparation for competition at the Varsity level. **Tryouts** are held for all Junior Varsity programs and the roster size will be carefully determined in order to provide effective and meaningful practices. In AAIS League sports (volleyball and basketball), there is a season ending tournament and a regular season champion.

### **VARSITY**

*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, which occurs outside of the academic calendar, are required events for Varsity student-athletes.

The roster 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.

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 while at CSH, in college and ultimately, in life.

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

The Athlete Placement Process (APP) allows for students in 8<sup>th</sup> grade to have an opportunity to compete at the Junior Varsity or Varsity level of Upper School athletics. The APP is a lengthy process, which includes 10 specific 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 Athletics Director for Competitive Sports will determine if an 8<sup>th</sup> grade student is developmentally ready to compete for a Varsity or JV program. The opportunity to try out will follow an invite from the athletics administration and successful completion of the APP.

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

The Varsity Head Coach is the leader of the overall program and helps guide 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 5<sup>th</sup> – 12<sup>th</sup> grade. Communication amongst the Middle School, Junior Varsity and Varsity programs is the responsibility of the Varsity Head Coach, with cooperation from all coaches at all levels.

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 the strength, speed, and agility of each individual.

## **ATHLETIC OFFERINGS 2018-2019**

<b>FALL</b>								
<b>SPORT/ LEVEL</b>	<b>Varsity</b>	<b>Junior Varsity (JV)</b>	<b>7/8 Red</b>	<b>7/8 White</b>	<b>7/8 Combined</b>	<b>5<sup>th</sup> Grade</b>	<b>6<sup>th</sup> Grade</b>	<b>5/6 Combined</b>
Soccer	X				X			X
Volleyball	X	X	X	X		X	X	
Cross Country	X				X			X
<b>WINTER</b>								
<b>SPORT/ LEVEL</b>	<b>Varsity</b>	<b>Junior Varsity (JV)</b>	<b>7/8 Red</b>	<b>7/8 White</b>	<b>7/8 Combined</b>	<b>5<sup>th</sup> Grade</b>	<b>6<sup>th</sup> Grade</b>	<b>5/6 Combined</b>
Basketball	X	X	X	X		X	X	
Swimming	X				X			X
Indoor Track & Field	X							
<b>SPRING</b>								
<b>SPORT/ LEVEL</b>	<b>Varsity</b>	<b>Junior Varsity (JV)</b>	<b>7/8 Red</b>	<b>7/8 White</b>	<b>7/8 Combined</b>	<b>5<sup>th</sup> Grade</b>	<b>6<sup>th</sup> Grade</b>	<b>5/6 Combined</b>
Softball	X				X			X
Lacrosse	X				X			X
Tennis	X							
Track & Field	X				X			X
Badminton	X							

## **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 will be emailed by the athletics administration before the start of each season. The Seasonal Interval Health History form is required to be completed for EACH season that the student-athlete participates in (i.e. a 3-season athlete will need to fill out this form 3 times per year).

### **ATHLETIC PARTICIPATION & MEDICAL FORMS**

All student-athletes, along with their parents/guardians, must complete the sports participation and registration form prior to the start of the 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 the form is completed for each season and on file with the Certified Athletic Trainer and Athletics Director of Competitive Sports. 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.

### **TEAM SELECTION POLICY**

Choosing the members of athletic teams is the sole responsibility of the coaching staff. Final rosters are approved by the Athletics Director of Competitive Sports before they are made public. Sub-varsity coaches shall take into consideration the policies established by the Head Coach of 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.

### **UPPER SCHOOL ATHLETICS ATTENDANCE POLICY**

The athletics 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 athletics 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-athlete. 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 affect team membership and may 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; full-day absence from school; school sanctioned workshops/conferences; Nurse's or Athletic trainer's excused absence; Doctor/Specialist Appointments; Madrigals and electives on Tuesday afternoons (bells, chorus, orchestra); clubs on Thursday afternoons.

Excused absences may result in diminished playing time but will not interfere with team membership.

## **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.

## **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 in athletics. All student-athletes should be mindful of the impact that detention and missing practice has on themselves and the entire team.

## **PREPAREDNESS**

If a student athlete is unprepared for PE class on a day that athletics takes place, or attends their team practice or game unprepared, a coach reserves the right to limit involvement in the activity. This may include forgetting apparel, footwear or equipment. It is important that student-athletes are responsible



and held accountable where necessary.

## **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 & AAIS LEAGUE POLICY**

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.

The AAIS League mandates that all team members must participate in at least 50% of practices and 50% of AAIS League competition. Therefore, a coach must adhere to the 50% rule before excusing any student-athlete to attend a club practice in lieu of a Sacred Heart practice.

## **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 athletics 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 practices unless otherwise directed by medical personnel or the coach.

## **PHYSICAL EDUCATION EXEMPTIONS**

Students in Grades 10, 11 and 12 who participate in or manage a varsity or junior varsity athletic teams are exempt from Day 3 morning physical education classes. However, they still may be required to pass a one-off swim proficiency test as requested by the Physical Education Department Chair. In addition, students who participate in approved, nationally ranked programs or who are committed to demanding athletic activity outside of school are also welcome to apply for an exemption. An exemption application must be completed and provided to the Physical Education Department Chair and the Athletics Director of Competitive Sports detailing a description of the program and a signed request for exemption from the instructor.

Student-athletes that do not participate in PE class, will not be eligible to participate in athletic competitions on that day.

## **EXTRA-CURRICULAR ACTIVITY CONSIDERATIONS**

For the 2018-2019 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. In addition, student-athletes who participate in Bells, Chorus, Orchestra or Madrigals are fully excused for the duration of the event on Tuesday afternoons (until 3:30 or 4:00pm).

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.

## **BULLYING 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 the Head of the Upper School and the Athletics Director of Competitive Sports.

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, the 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, Athletics Director, and Division Head immediately. Upon receipt of either a complaint or report of bullying, hazing, inappropriate initiation activity, the Sacred Heart Athletics Department shall conduct an investigation. Those

investigating the complaint will do their utmost to maintain the confidentiality of the complainant and the details surrounding the allegation. 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.

## **ACCEPTABLE USE POLICY**

The Convent of the Sacred Heart is committed to providing technological resources to support the education of its students. The school is also committed to providing a technical environment that is both secure and accessible. In maintaining the standards established in the Goals and Criteria of the Sacred Heart schools, this policy seeks to promote a deeper awareness and understanding of ethical and community issues in the use of these shared resources. The following acceptable use policy outlines the expectations of all students and parents when using the technology resources provided by the school, either onsite or remotely, and when using personal technology resources while referencing any member or element of the Sacred Heart community.

### *Users must:*

- Be responsible users of digital technology as demonstrated by:
  - Use of polite and appropriate language in daily communication.
  - Effective management of files on their Google Suite account and e-mail account.
- Demonstrate care in the handling and use of the technology resources provided, recognizing them as shared resources of the community, such as, but not limited to computers, iPads, cameras, interactive whiteboards and e-mail.
- Use these technology resources for academic purposes and according to teacher instructions. iPads must be kept flat on desks when used during class. Students may not use them to take photographs during class unless given explicit consent by the teacher for instructional purposes.
- Not access websites that can be construed as offensive or containing inappropriate or disparaging content.
- Not access, receive or post information on social network websites, such as, but not limited to Facebook, Twitter, Instagram, Snapchat, *VSCO* and Tumblr while using the technology resources of the school.
- Respect and maintain the privacy of the school and the members of its community.
- Not make public by any electronic means school information or personal information of any member of our community, or information that would identify an individual as a member of the school community, including students, staff, faculty and parents.
- Not defame or disparage the school or any member of our community by electronic means or send messages that would offend someone on the basis of race, religion, color, gender, sex, age, national origin, sexual orientation, disability or any other status protected by law.
- Inform the Division Head, Director of Technology and/or a trusted adult of the community of any attempt by an individual making unsolicited contact with you by school e-mail, private e-mail or any other electronic means.
- Keep all passwords private to maintain the integrity of their information and that of others.
- Not access the e-mail or server account of another member of the school community.

- Not post to the Internet or publish by any electronic means any picture, video or audio recording of another without their written permission.
- Respect the intellectual property of others by properly citing the location of resources such as video, images, text and audio files when downloaded off the Internet.
- Not copy any software from school computers or install software to any school computers.

## **WHISTLEBLOWER POLICY**

The School has a Code of Ethics applicable to all its employees, officers and trustees. The Administration and the Board of Trustees are committed to the values and principles of ethical conduct set forth in the Code and urge each member of the Sacred Heart community to report promptly any suspected violations.

If you believe that any practice or conduct does not comply with an applicable law, rule or regulation, or any other principle of conduct set forth in the Code, or if you have been requested to act in such a manner, please report the matter. Any suspected loss, misuse or theft of any property of the School should also be reported. Report any suspected violation even if you do not have all the facts. Your intuition may prevent something far worse from happening.

Ask yourself:

- Is it illegal?
- Does it violate School standards or the Code of Ethics?
- Could it cause loss or harm to me, my co-workers, teammates and classmates or other members of the School community?
- Is it bad for the School, companies doing business with the School or the public?
- Would I feel uncomfortable if everyone knew this was happening?

Under any of the foregoing circumstances, you have three options. You may:

1. report the matter to your supervisor or Division Head;
2. report the matter to the Head of School; or
3. if the nature of the concern is such that discussion with your supervisor, Division Head or the Head of School would not be comfortable or appropriate, report the matter directly to Rita Hernandez, a Trustee, or her successor.

Ms. Hernandez can be reached at: (212) 222-2388  
rah3193@gmail.com

You will be notified of the name of and contact information for a successor to Ms. Hernandez.

All such communications will be treated confidentially, subject to disclosure to others, as determined appropriate by the Audit Committee, to facilitate investigation of the reported circumstances. Although employees are encouraged to identify themselves when making a report in order to permit appropriate followup, reports may be made anonymously if you feel that the situation warrants protection of your identity. The School's By-laws provide that no member of the Administration or staff of the School is a member of the Audit Committee. The Audit Committee intends to investigate all good faith reports of violations.

Neither the Administration nor the Board of Trustees will tolerate any kind of disciplinary or other

negative action or retaliation applied to anyone who, in good faith, reports, or participates in the investigation of, any suspected violation of the Code. Any such action should be reported immediately.

## **GENERAL INFORMATION**

### **PRESEASON MEETINGS**

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.

Conversation during these meetings will cover athletic department policies, team philosophy, expectations and rules, the health and safety of the student-athlete and more. When preseason meetings are scheduled, at least one parent/guardian is expected to attend.

### **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 home 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 or apparel 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 spirit wear apparel for their season pending the approval of the coaches and the Athletics Director of Competitive Sports. They 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 unless approved by the Upper School Division Head.

### **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 ultimately responsible for the selection of team captains, with the final approval from the Athletics Director of Competitive Sports. Captains will be selected in Upper School programs only.

## **EXPECTATIONS OF A CAPTAIN**

- Exemplify CSH goals and criteria at all times
- 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 both **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

## **PHONES, ELECTRONIC DEVICES & PERSONAL DEVICES**

While mobile phones, wearable devices, and other personal electronic devices are allowed on campus, they are not to be accessed or used during the school day or during any school activity without express permission and direction from a coach. All devices should be turned off to avoid disrupting the activity. The school reserves the right to confiscate any electronic device being used in violation of this policy. Students may retrieve their devices at the end of the day from the coach and/or Athletics Director of Competitive Sports. Repeated offenses may result in further disciplinary action.

## **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-athlete 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 treatment/rehabilitation plan should be shared with the coach and athletic trainer. The athlete must obtain the doctor's permission to return to the activity, however, (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.

## **OUTSIDE TRAINING**

Additional training from an outside coach should only be done with the knowledge and in conjunction with the CSH team coach. It is important that two coaches are working together and not against each other. Missing a CSH athletics commitment (practice or competition) for an outside training commitment without the approval of the Coach and Athletics Director of Competitive Sports is an unexcused absence.

## **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. There are instructions listed on the website to add notifications to your calendar whenever changes are made to athletics schedules.

## **PRE-SEASON CAMP AND SPRING TRAINING**

Fall preseason and Spring Training camps have been put in place to ensure all teams are prepared for AAIS League play. Each August, Sacred Heart will hold an Upper School Pre-Season Sports Camp. This camp is a required 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.

Every other March, Sacred Heart will hold a spring training camp at Disney's Wide World of Sports during Sacred Heart's spring break for Varsity Team members. In order to qualify for this trip to Disney, 50% of the team members must commit to attending. The alternate years will be held either at 406 or a venue in the tri-state area. Attendance for this training is required and all spring Varsity teams will be expected to attend.

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 various wellness activities to enhance their physical training.
- learn from professional speakers on topics of nutrition, sport psychology, and leadership

## **POST SEASON (NYSAIS) 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 athletics director.

## **COMMUNICATION GUIDELINES**

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

ensuring an efficient and successful operation.

### **Athletics Department Administration**

- Conduct informational gatherings for each season
- Provide all game schedules; posted and updated when necessary on the school website
- Provide directions to athletic facilities posted on school website
- Provide Athletics Department Handbook with policies and procedures
- Available to answer questions and inquiries at x619

### **Coach to Student-Athlete**

- Explanation of team philosophy, goals and expectations
- Explanation of playing time (and any necessary changes needed for increased playing time)
- Explanation of team policies and procedures as set forth by the Athletics 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
- Will seek an active interest in their growth by soliciting feedback from their coaches

### **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:

- External opportunities for their athlete to improve and 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
- NOTE: Conversations should also not happen before, during, or directly after competition



# **SACRED HEART INJURY MANAGEMENT PROTOCOL**

## **HEAD INJURY MANAGEMENT**

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

## **PROCEDURES FOR AN ILL OR INJURED STUDENT ATHLETE**

See Appendix 1

## **HEAT INDEX PROCEDURES**

See Appendix 2

## **AAIS POLICIES**

### **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:

UPPER SCHOOL				
SPORT	Scrimmage		Official Game	
	Team	Individual	Team	Individual
Soccer	8	6	10	8
Volleyball	6	4	8	6
Cross Country	10	8	10	10
Basketball	8	6	10	8
Swimming	10	8	10	10
Indoor Track & Field	10	8	10	10
Softball	6	4	8	6
Lacrosse	8	6	10	8
Tennis	6	4	8	6
Track & Field	10	8	10	10
Badminton	6	4	8	6
MIDDLE SCHOOL				
SPORT	Scrimmage		Official Game	
	Team	Individual	Team	Individual
Soccer	8	6	10	8
Volleyball	6	4	8	6
Cross Country	10	8	10	10
Basketball	8	6	10	8
Swimming	10	8	10	10
Softball	6	4	8	6
		6 (pitcher)		8 (pitcher)
Lacrosse	8	6	10	8
Track & Field	10	8	10	10

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

## NAVIGATING THE SACRED HEART SCHOOL 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 x619.

- **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”.

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### 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

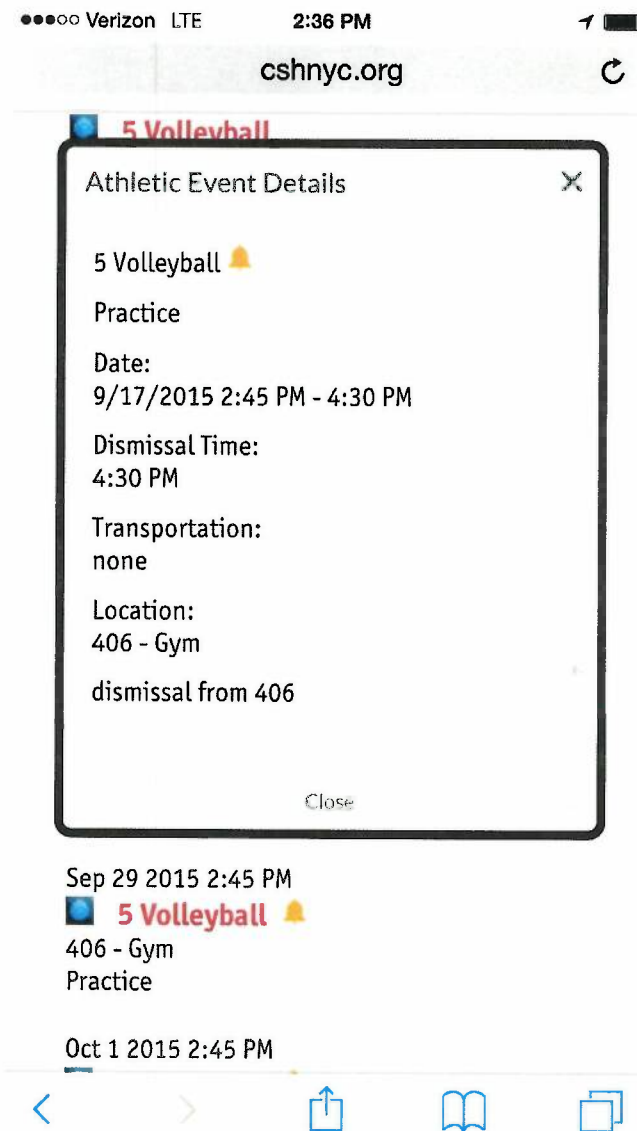
 **5 Volleyball** 

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

ver the ICAL icons for subscription options.

ə following URL for the feed:

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yball White



## REGISTRATION PROCESS

To register for a sport, review the following steps:

- **STEP 1:** Go to <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.*



# Procedures for an Injured or Ill Student Athlete

Decisions regarding a student's ability to participate in athletics requires the cooperative efforts of the student, faculty, coach, athletic trainer (ATC), nurse, physician, and parent. Injuries sustained by students will be handled on a case-by-case basis. These decisions will be based on sound medical judgments, with the outcome being proper health care. With this in mind, the athletic trainer and school nurse will strive to provide quality athletic health care for students under the following guidelines:

## **If a student athlete is under the care of a physician:**

- The physician must determine the student's ability to participate in athletics.
- A concurring MEDICAL NOTE, indicating allowed activity level and/or timeline, must be submitted to the health office.
- The ATC and school nurse may determine that the student is not physically ready to participate at the time of the practice or game.

## **If the student athlete is not under a physician's care, and the ATC and nurse are providing the primary care:**

- The ATC and school nurse determine the ability of the student to participate.
- At the time of the examination of an injury, the ATC and nurse will present their opinion on the need for a medical referral. Parents/guardians will be notified if there is a need for a medical referral.
- For the health and safety of the student, it is expected that the parent/guardian will follow the medical recommendations of the ATC and nurse. If the parent/guardian disregards the recommendation of further medical evaluation, the student may be medically disqualified until they are seen by a physician.

## **Further clarification of MEDICAL NOTES:**

- A medical note should include a diagnosis and indicate allowed activity level and/or timeline for return to activity or follow up appointment.
- After recovery and upon physician clearance, if the original note did not state a return to activity timeline, a concurring medical note is required to return to activity.
- For prolonged injuries or illnesses, the health office will require regular follow up visits with updated medical notes.
- All medical notes must be submitted to the health office, not to a teacher or coach.
- If a medical note is not provided, the student will not be permitted to participate in athletics until this note is filed with the health office.

Chrissy Lee ATC  
chrissy.lee@cshnyc.org  
x630

Kathy Drucker RN  
kdrucker@cshnyc.org  
x222

Rachel Manson RN  
rmanson@cshnyc.org  
x222



## HEAT INDEX PROCEDURES

### Administration of Heat Index Procedures:

- Feels Like Temperature (Heat index) will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 80 degrees (Fahrenheit) or higher.
- Download WeatherBug app to your phone or log into weatherbug.com.
- Enter zip code or city and state in the location section of the app or on-line.
- If the Feels Like temperature (heat index) is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the Feels Like temperature (heat index) at halftime or midway point of the contest. If the Feels Like temperature (heat index) temperature is 96 degrees (Fahrenheit) or more, the contest will be suspended.

Please refer to the following chart to take the appropriate actions:

	Feels Like Temp(Heat Index) under 79 degrees	Full activity. No restrictions
RECOMMENDED	Heat Index Caution: Feels Like Temp (Heat Index) 80 degrees to 85 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider reducing the amount of time for the practice session.
	Heat Index Watch: Feels Like Temp (Heat Index) 86 degrees to 90 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time).
	Heat Index Warning: Feels Like Temp (Heat Index) 91 degrees to 95 degrees	Provide ample water and water breaks every 15 minutes. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is much lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). Light weight and loose fitting clothes should be worn. For Practices only Football Helmets should be worn. No other protective equipment should be worn.
REQUIRED	Heat Index Alert: Feels Like Temp (Heat Index) 96 degrees or greater	No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned.

Approved May 1, 2010  
Updated July 27, 2016