

OUR LADY OF MERCY ACADEMY

ATHLETIC DEPARTMENT STUDENT-PARENT HANDBOOK



Lady Mustangs

2009-2010

Student-Athlete Participation Requirements

1. Interscholastic athletics is an honor and privilege that takes a full commitment from the student-athlete and all the requirements and responsibilities involved should be fully discussed with the parents.
2. The coach will collect an athletic fee of \$100.00 the first week of practice for each student in the sport (excluding managers). This fee must be paid by the student for each sport she participates in during the school year.
3. It is a New York State law that all students in competition have a current physical on file in the school Health Office. Return the Sports Physical Form to the nurse for final clearance. She will pass it on to the proper coach. If you have any questions regarding these regulations call the Health Office. NOTE: The school nurse will not be in her office during the summer.
4. A permission form signed by both the student-athlete and parents stating that you have read, understand and agree to abide by all the regulations set forth in the student-parent handbook must be handed in the first week of practice. This signed form also states that you give permission for your daughter to participate in the sport. A signed permission form is required for each sport. The form can be found on the school website under athletics.

Health and Safety

1. All students must have a sports physical clearance from the school nurse before trying out for any sport. The coach will receive a green clearance form from the nurse. The coach will keep this clearance form for the entire season. Under no circumstances can an athlete try out for a sport without this clearance. Each athlete must be interviewed by the school nurse prior to each new sports season. They do not carry over from one season to the next season.
2. The Fair Play Agreement, permission form to participate, and the transportation form can be found on the school website under athletics. They must be handed in signed during the first week of practice. No student-athlete or student managers can attend a scrimmage, and/or contest without these forms completed and returned.
3. Student athletes should make the coach aware of any specific health needs before the season starts. Inhalers should be kept with the student-athlete to self administer and be sure that the proper medication form is in the nurse's office from the Doctor and parents.

4. Student-athletes will provide the coach with any specific medications or purchase any braces or supports needed for participation in sports. An additional Doctor's clearance is needed in order to participate with special needs.
5. Student-athletes should practice safe habits in regards to infection control.
6. Coaches are not allowed to dispense medication unless there is a Doctor's note authorizing the administering of the medication (including; Tylenol, aspirin, Benedryl, etc.) and a parent's note granting permission.
7. If an injury occurs:
If minor: first aid will be applied and the student will be instructed to advise her parent of the incident. The coach may also contact the parent and advise them of the incident depending on the injury.
If more serious: if an ambulance is needed the coach will call 911, contact Athletic Director, Administration and the parent immediately. No student will be left alone at a hospital. If parent or guardian are not available, the coach will accompany the athlete to the hospital as long as the rest of the team is supervised.
8. **All injuries, no matter how minor will have an accident report filed with the Athletic Director who will send it to the school health office.**
9. If a student goes to the hospital and/or doctor after an injury, a Doctor's clearance must be secured in order to resume activity.
10. If a student is absent from school for more than five days in succession, a new physical must be passed before activity can resume.
11. If a student is absent from school or not present in school for homeroom because of a non-school related activity, she will not be permitted to participate in any extracurricular or after school athletic activities unless unusual circumstances exist and there has been Administrative approval.
12. Athletes should **NOT** participate in any activity unless there is a coach supervising that activity.

Student-Parent Responsibilities

1. Any athlete selected for a team must follow all rules and guidelines for that sport as directed by the coach/es.
2. All contest and practice schedules will be posted on the bulletin board outside the gym locker room. Schedules are also posted on the school web site at **www.OLMA.org** along with directions to the different schools.
3. Attendance will be taken daily. Playing time will be influenced by a student-athlete's attendance.
4. Students are allowed to attend extra help sessions when there is a practice session or a game at home. The student is required to bring with her a signed pass from the extra help. When there is an away game the student is required to attend the game and use the school transportation unless a parent is able to drive the student to the game and arrive 1/2 hour prior to the start of the contest.
5. The student-athlete must let the coach know when she is going to miss a practice or game and the reason. This notice should come as soon as possible. It is the student/athlete's responsibility to check the practice and game schedule for conflicts. NO athlete will be given permission to be *excused* from an athletic contest unless it has been cleared with the Athletic Director. The only exceptions would be in the case of injury or sickness. If a student needs to make up an exam on a day of an athletic contest, she should talk to her teacher. NO student should miss an athletic contest to make up an exam. Teachers will make other arrangements for you.
6. All team members are responsible to attend scheduled practices and competitions including championships or risk forfeiture of awards for that sport.
7. The student athlete is expected to be on time for practices and competition. Reasons and permission for lateness will be handled by the individual sport coach.
8. Students must maintain a good academic standing in the school. Academic probation could prevent the student from participation in athletics.
9. Students must realize that a school suspension also means a suspension of all athletic activities. If a student has a detention the student will have to serve the detention.
10. There will be a meeting with the parents during the first 2 weeks after the team has been selected to go over rules, regulations, responsibilities and expectations. The schedules, handbook, fair play, and permission forms can be found on the school website under athletics.

11. If a situation develops where the student-athlete has questions, concerns, etc., the proper protocol in communication would be for the student-athlete to have a discussion with the coach. If the situation is not resolved then the coach and parent, or the coach, parent and Athletic Director would meet. However, if it is still not resolved then the coach, parent, Athletic Director and Administration will meet.
12. Before any disciplinary action is taken, the student will be told what she did that was unacceptable. If a student is going to be suspended, parents will be notified through a phone call. If dismissal is to take place then written notification will be given. In all of the above cases, the student-athlete will be given an opportunity to present her side of the story.
13. The dismissal by a coach of any student-athlete will be discussed with the Athletic Director before any action is taken. Be aware that if an athlete gets dismissed from a team for an infraction of the rules or no longer chooses to participate on the team, this decision will jeopardize her ability to participate in a sport's program at a future date.
14. The student-athlete will not be allowed to drop off a team which she has tried out for and been accepted on, in order to try out for another team during the same sports season.
15. Students are not permitted to raise and lower the basketball backboards or move the TV/VCR cart.
16. Follow all NSCHSGAA and NYSCHSAA regulations regarding their sport.
17. Student-Athletes and their parents must practice good sportsmanship.
18. Students must be responsible and be certain that they have the emergency phone chain that has been set up by their coach and that they know how to use it.
19. Every varsity athlete is expected to attend the annual Sports Awards Ceremony at the end of the year to receive her individual team awards.
20. Student-athletes and parents need to adhere to all the guidelines found in the student-parent handbook and the school handbook.

Equipment/Uniforms

1. Equipment must be maintained.
2. All equipment used for practice must be returned at the end of that practice.
3. Team members will be issued or must purchase their uniform. Uniforms must be worn to each competition. Uniforms that belong to the school must be cared for properly & returned to the school within one week after the last competition cleaned.

4. The long lockers used for athletics will be given out by the Athletic Director and must be cleaned out three days after the conclusion of the sport.
5. Parents may not give money to coaches for equipment, uniforms, etc., without approval from the Athletic Director and/or Administration.

Transportation

1. Teams will be supervised by coach/faculty member/OLMA staff member or parents when they are driving to and from games and scrimmages.
2. All athletes must ride to and from games in the transportation provided by the school except in the case of a senior with the proper permission slip and approval of the coach, Athletic Director and Administration. Seniors can, under unusual circumstances, drive themselves in their family car. However, seniors may not drive in bad weather. Underclassmen may not drive their own vehicles.
3. If extra transportation is needed in addition to the buses/vans provided, parents will be contacted as alternate drivers.
4. Only OLMA students and staff may travel on the school bus and school van, providing each student has the required permission slip.
5. The bus/van must always be cleared of trash and personal belongings after each trip. The student-athlete is expected to use proper behavior on the bus and buckle her seat belt. Everyone is prohibited from placing any body part outside the window of the vehicle.
6. Coaches will not leave the Our Lady of Mercy premises until all athletes have been picked up. All students should wait in the gym lobby or in front of the gym only. Please be prompt in picking up your daughters. Parents and students must make arrangements to be picked up after a competition. If a student-athlete on more than three occasions is not picked up within one half hour of the team's arrival at OLMA or conclusion of the practice or competition, coaches may reserve the right to terminate that athlete from the team.
7. Parents may choose to pick their daughter up at an away contest. Parents must be there at the end of competition or they must meet with their daughter back at OLMA. Upon completion of competition, all students must return to OLMA. Under no circumstances will a coach be allowed to leave a student at an away site.
8. Parents may take their daughters home from away games. Non-family members may not pick up athletes at away contests at any time unless there is written permission from a parent.
9. Athletes may never leave the premises of an away game site until the competition is completed; athletes may leave only with a parent or the team.

Guidelines and Recommendations for Codes of Conduct

It is important for all to recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players. Most of all it is the duty of all concerned with high school athletics to remember that an athletic contest is only a game and should be kept in that perspective.

Each student-athlete is expected to:

1. Understand and abide by the rules and regulations of the game, and to respect the integrity and judgment of the officials.
2. Conduct themselves as ladies at all times. Students must set an example in word and deed, both on and off the playing area. Remember that athletes assume a role of leadership and that the young emulate their role models.
3. Demonstrate self control and mutual respect at all times.
4. Avoid the use of crude or abusive language or gestures in dealing with opponents, officials or spectators. Avoid behavior that will incite players, opponents or spectators.
5. Accept victory with grace and defeat with dignity. Poor winners or losers do a disservice to themselves and their school.
6. As a representative of Our Lady of Mercy Academy, students are expected to be well groomed, both on and off the field. Improper behavior while in uniform reflects badly upon yourself, your school and your community.
7. Observe training regulations and requirements of physical fitness for better personal performance and greater contribution to the team.
8. It is important to remember the athletic program is a total part of the educational opportunities provided for all students. Place athletic competition in its perspective. It represents only one part of the learning process and should not be pursued to the exclusion of everything else.
9. Remember that participation in athletics is a privilege that should not be abused. Athletics will lead to the development of healthy, well-adjusted women.
10. Athletes should always respect officials. Only the coach or team captain, respectfully should question a rule or interpretation. Refrain from shouting disapproval of calls made by officials. It is NSCHSGAA policy that any student-athlete who gets ejected in a sport must sit out two league contests.
11. Always show good sportsmanship. Any player who demonstrates unacceptable behavior will be removed from competition. Athletes are never allowed to engage in fighting.

12. Know that there will be no smoking permitted on or near school grounds, including inside buses or vans. Any athlete seen smoking or drinking in uniform will be directly reported to the Athletic Director and Administration.
13. Know that there will be no use of any form of alcoholic beverages.
14. Know that there will be no use of drugs in any form unless prescribed by a physician. The proper medical forms must be on file in the school health office and the coach has been notified.
15. Stay on the bench with their team, avoid conversing with spectators including parents, friends, etc., until the conclusion of the contest.
16. Clear the field, gymnasium, and locker room area of debris (i.e. tape, orange peels, water bottles etc.) after all games and practices.

The spectators are expected to:

- Conform to accepted standards of good sportsmanship and behavior. Parents are responsible to supervise their children and their children's friends when brought to games as spectators.
- Respect officials, coaches and players and extend all courtesies to them.
- Refrain from feet stomping, disrespectful remarks, and the use of noisemakers.
- Be quiet when players need total concentration such as a free throw in basketball or a serve in volleyball.
- Obey the regulations of the building and grounds.
- Understand that Our Lady of Mercy Academy is responsible for the conduct of their respective spectators whether at home or away.
- Refrain from shouting disapproval of calls made by officials.
- **ALL** children must be supervised at **ALL** times while on the campus of Our Lady of Mercy Academy by the adults who brought them to the contest.

Pre-Season, Season and Post-Season Trips

1. The Athletic Director and Administrators must give approval for all trips to be taken by any teams.
2. All school permission slips must be completed and returned by all students to be eligible to participant in the trip.
3. All league and state sanctions must be completed properly.
4. All league and state codes of conduct must be completed and returned by all students.

Miscellaneous

1. Coaches will encourage athletes to attend clinics, camps and/or participate in outside clubs in their respective sports. Coaches will make athletes aware of these activities and facilitate attendance at them. This, however, is not mandatory for team membership.
2. Athletes are encouraged by their coaches to wear a team practice uniform.
3. Team members are expected to support the other teams in the athletic program.
4. Accurate and up to date records will be kept on file with the Athletic Director to help assist the student-athlete with the scholarship and recruiting process.
5. The school reserves the right to amend the handbook at any time.
6. In any and all circumstances, the judgment of the Athletic Director and the Administrators is final.