St. Mary's Academy

2017-2018

BLUES

STUDENT-ATHLETE HANDBOOK

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PHILIOSOPY OF ATHLETICS AT SMA

Participation in school activities outside of the classroom gives students a sense of camaraderie and teamwork, strengthens leadership qualities, provides a vehicle for self-discovery, offers an outlet for youthful energy, and contributes to a healthy, strong body.

St. Mary's Academy Athletic Department seeks to provide an environment in which the student-athlete can develop physically, emotionally, socially and spiritually. The department endeavors to develop the student-athlete to be a Christian leader and understand how to use this behavior as an example for others. This environment is characterized by a concern for the individual and her understanding of the relationship with other members of her particular team.

GUIDELINES FOR STUDENT-ATHLETES

The student-athlete will be under the direct jurisdiction and supervision of the coach. Student-athletes will conduct themselves in the manner set forth by the head coach of a particular sport. The athletic director, in conjunction with the administration, will have final authority over an athlete and judgments made upon the athlete. Furthermore, the student-athlete shall be under the complete jurisdiction of the policies of the OSAA (Oregon Schools Activities Association)/OISRA (Oregon Interscholastic Ski Racing Association)/OGLA (Oregon Girls' Lacrosse Association) and the Three Rivers League.

Prior to participation in interscholastic athletics, the student-athlete will:

1. Secure a physical exam prior to tryouts and provide the **OSAA Pre-Participation Medical Examination** form to the Athletic Department. The physical exam form is good for 2 years from date of exam. ***Physicals cannot be accepted if they are not completed on this state-mandated form.***
2. Complete the online registration process through Family ID. This link is on the Athletic Department webpage under Athletic Eligibility. With each season throughout the school year the account will need to be updated with the new sport the student would like to participate in.
3. Provide the Athletic Department with medical clearance regarding conditions that previously impacted the student's athletic participation unless previously submitted.
4. Pay the athletic participation fee ***prior*** to any athletic participation each season.

At all times, both on and off the playing field, the student –athlete will:

1. ***Be on time for school every day***. Participation in practices and contests is dependent on school attendance.
2. Abide by the Rules & Regulations (described on pages 2-7 of this handbook) and any rules set by the coach of the sport in which the student is involved.
3. Conduct herself with dignity, integrity and high principles. Refrain from swearing or the use of profanity and follow the school dress code while representing the school.
4. Demonstrate respect for teammates, coaches, officials, opponents and self.
5. Refrain from being involved at any level in hazing activity; including planning, directing, encouraging, aiding or engaging in hazing events.

RULES & REGULATIONS

Participation in interscholastic athletics at St. Mary's Academy is an elective activity and therefore a privilege, not a right.

Our teams represent the entire St. Mary's community. The following rules of conduct have been developed for all student-athletes. The school realizes that in order for these rules to be adhered to the athletes must believe in them, sometimes making personal sacrifices for a team to which they have committed themselves. Parents are requested to do all they can to support these guidelines and to help their daughter to live up to the ideals from which they spring.

Academic Eligibility

Participation in sports places demands on the time and energy of those involved. It is necessary that students in such activities realize that **academic performance is their first responsibility.**

1. Students need to be passing six classes each semester with a minimum 2.0 GPA.
2. A student earning an "F" for the semester, in any class regardless of GPA, is ineligible.
3. A student-athlete who becomes ineligible at the end of winter semester will not be allowed to complete their winter sport, nor will she be eligible for a spring sport. Further, a student-athlete whose GPA falls below this standard for second semester will be ineligible for fall and winter participation.
4. In addition to the above requirements, student-athletes must meet the OSAA rule regarding progress toward graduation. Specifically, a student must also be making satisfactory progress towards the graduation credit requirements by earning a minimum quantity of credits. Particularly, at St. Mary's this means: prior to Grade 10, 4.5 credits; prior to Grade 11, 10,5 credits; prior to Grade 12, 17.5 credits.

Athletic Attendance

Students on St. Mary's athletic teams are expected to attend **all practices and competitions** and make the **SMA team their first athletic priority during the sport season**.

1. Students may only participate on one school athletic team at a time.
2. Students are <u>not allowed to participate in SMADCO or any drama or dance productions during their school athletic season, including but not limited to technical crews.</u>
3. Students participating in **Outdoor School must plan their participation in this activity outside their school sport season(s)**.
4. Participation in outside activities, including club sports teams & jobs, must be secondary to the student's in-season, school sport.
5. **Students have two weeks from the beginning of a sport season to get cleared and go out for an inclusive sport team (i.e.– cross country, swimming, track). Students going out for sports that have a limited roster size must participate in tryouts unless they are still participating on another SMA team or have a medical excuse with documentation from a physician to support.**

Attendance in School

1. Students are required to attend a full day of classes prior to any extracurricular activity, including athletics. Students arriving later than 10 minutes to their first class or more than 5 minutes to class after break or lunch are not allowed to compete/practice. Students must complete assigned detention in order to participate in athletics.
2. Students not meeting the daily attendance eligibility requirement may not participate in any extracurricular events the remainder of the day, including but not limited to: attending any practices, competitions, team meetings or gatherings, team travel, team pictures or sitting on the team bench at a competition.
3. Student-athletes must participate in physical education class activities in order to be eligible for athletic participation.
4. Medical and dental appointments, funerals and family emergencies are the only excused absences. **Medical and dental appointments must be documented by a note <u>from the doctor's office</u> and turned in to the Attendance Office upon return to school.** Appointments lasting more than 2 hours (including travel) and all other exceptions to this policy must be cleared a minimum of 24 hours in advance with the Nicole Foran, Asst. Principal.
5. Truancies from any class or school sponsored event, including but not limited to school-wide service days, special curriculum school days, TA, mass/study, etc. will be viewed as grounds for dismissal from athletics and will be reviewed by the Athletic Director and the Assistant Principal of Student Life.
6. Students who are competing on school teams will be excused from class for athletics; however, they are solely responsible to contact their teacher(s) prior to their absence to find out what they will miss. As well, they are responsible to make up all missed work/tests/assignments in a timely manner.
7. Students who wish to attend an athletic event in which a school absence is necessary to cheer on teammates in competition must obtain parent permission in written form and submit it to the Attendance Office 24 hrs. in advance of the absence.

Dismissal From/Quitting a Team

Any student-athlete who is dismissed from a team for disciplinary reasons will not be permitted to join another school team during that sport season. Additionally, the above athlete will have to appeal for the opportunity to participate on future SMA teams.

Further, any student-athlete who leaves/quits a team prior to the completion of a season must notify the coach and athletic director at the time of departure. If a medical condition necessitates a student's premature departure from a team, this must be verified in writing by the medical provider making this recommendation.

In order to participate on subsequent teams at St. Mary's, students must follow the Athletic Department appeal procedure.

Illness/Injury

1. Students too ill to participate in a full day of classes, including physical education classes, will not be allowed to participate in any athletic activity/practice/competition.
2. For injuries treated by a medical provider, written permission from the provider is required before the student can resume practice or compete in a school competition.

Illness/Injury (cont.)

3. If a student-athlete is injured or seriously ill, **the school reserves the right to request medical clearance from a physician before the student resumes athletic participation**.
4. Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to continue athletic participation on that same day.
5. Concussed students will follow the **St. Mary's Academy Concussion Protocol** and prior to returning to activity will provide the completed **OSAA Concussion – Return to Participation Medical Release** form to the Athletic Director. (This form is available on the St. Mary's or OSAA website)
6. St. Mary's cannot and does not accept responsibility for athletic injuries. The physical health and fitness of a student participating in a sports activity are the responsibility of the student-athlete and her parent(s). Parents are encouraged to secure health insurance for their student prior to any activity.

Joining A Team

Students participating in volleyball, basketball, soccer, tennis or lacrosse have up until team selections are announced to decide whether or not they will commit to the team for the season. Students participating in cross country, swimming, nordic skiing, alpine skiing, track & field or golf have 2 weeks from the beginning of the season* to decide whether or not they will commit to the team for the season.

Any student athlete who leaves/quits a team prior to the completion of a season must appeal for the opportunity to participate on subsequent teams at St. Mary's. (see Dismissal From/ Quitting a Team)

- - Refer to **Sport Seasons Timelines** on pg. 7.

Lettering/Senior Honor Cords

Athletic letters will be awarded at the varsity level only to student-athletes who complete the season w/exception for limitations due to illness or injury. In order to be eligible, a student-athlete must attend all practices and competition events unless excused by the coach. As well, they must exemplify the desirable attitude and behavior expected of all St. Mary's Academy student-athletes. Finally, the student-athlete must participate in more than one-third of the varsity competitions during the regular season. Players swinging up for any part of the regular or post season must meet the one-third rule in order to letter.

Senior honor cords will be presented to all seniors earning at least one varsity letter in a sport sponsored by St. Mary's or the OSAA during their 4 years and have earned a 3.5 cum unweighted GPA or higher.

Team Pictures

Students/parents will have the option of purchasing team & individual pictures taken by a professional photographer each season. Students who intentionally make facial distortions or actions that call specific attention to them in the team photo will be responsible for paying both additional sitting fees as well as replacement copies of all team photos.

Team Selection

The number of players selected for each squad shall be based on the OSAA roster limitations and the discretion of the coaching staff. Numbers vary from sport to sport.

Transfer/Foreign Exchange Students

St. Mary's Academy is a member of the Oregon Schools Activities Association, the governing body for high school athletics in Oregon. The OSAA has strict guidelines regarding students transferring schools. A student transferring into or out of St. Mary's Academy, without a move in residence, should check with the Athletic Director for information on eligibility.

Foreign exchange students must meet the eligibility requirements of the OSAA. Please check with the Athletic Director for clarification.

Transportation

St. Mary's will provide transportation for school-sponsored athletic activities, both practice and competition (exception for some in-town weekend events, Nordic & alpine skiing). Contracted bus service or school-owned vehicles will be utilized to transport student-athletes to and from events. Since St. Mary's is responsible for students from the time they depart campus until they return, the following transportation guidelines have been developed and will be observed:

1. Students needing to drive themselves must have written parental permission turned in to the Athletic Director 24 hours in advance. Additionally, the student-athlete must notify her coach of the situation 24 hours in advance.
2. Students may always ride with their own parent/guardian (or immediate family member) from an event; in these instances the student-athlete must notify the coach prior to leaving the premises. Students may be granted permission to ride with their own parent/guardian to events, but need to check with their coach prior to the day of the event.
3. Parents wishing to pick their student-athlete up from an off-campus event should be prompt. Students will not be left unattended at away sites. If a student has not been picked up before the team leaves to return to the school, the student will be required to ride with the team back to St. Mary's.
4. Parents wishing to grant permission for their daughter to ride with another parent or guardian must complete and sign Transportation Authorization form, along with having the parent/guardian who will be giving the ride, complete and sign the Transportation Authorization form. These forms are available online at www.stmaryspdx.org. or can be picked up in the Athletic Office. Both forms must be on file in the Athletic Office prior to the event.

Transportation (cont.)

5. **A student may never ride with another student when the school is providing transportation for athletic teams with exception for siblings. This includes driving to Buckman, Duniway, the Portland Tennis Center, Westmoreland & Willamette Parks for any school sports related activity.**
6. If a student wishes to utilize public transportation to travel from an away event site, her parent/guardian must complete and sign the Transportation Authorization form. This form is also available online or in the Athletic Office and must be on file in the Athletic Office prior to the event.

Uniforms

1. Student-athletes are responsible for all school issued equipment and uniforms. They are expected to care for and return all items in clean and good condition at the end of the season or when they leave a team. Each uniform item is numbered and when issued to a student this information is recorded and kept in the Athletic Office. Students are responsible for the item(s) issued to them. If the item is not returned at the end of the season, the student who was issued the item is responsible to pay the replacement fee.
2. Uniforms may not be altered in any way without the permission of the Athletic Director.
3. **Team uniforms should not be worn for P.E. or as casual attire; this includes practice gear.**
4. Student-athletes not returning uniforms or equipment or returning items in soiled condition, will be assessed a replacement or cleaning fee.
5. Student-athletes with outstanding uniform/equipment or charges for the same may be held from trying out for another school team until the situation is rectified.
6. A student who has been delinquent in returning uniforms one or more times prior may be required to provide a refundable deposit to the Athletic Dept. before issued school uniforms for following seasons.

Use of Illicit Substances

1. Possession or use of tobacco is not permitted.
2. Possession, selling or use of illicit substances, including but not limited to prescription and non-prescription drugs, alcohol and marijuana is not permitted and will result in immediate dismissal from the team and possible expulsion from the school.

Penalties

Violations of the aforementioned policies will result in disciplinary action, including suspension ranging from one athletic contest to dismissal from athletic participation. The Assistant Principal for Student Life will work with the Athletic Director and will follow the due process procedures outlined in the St. Mary's Academy Student-Handbook to determine the penalty.

St. Mary's Academy Sports Season Timelines

SPORT	SEASON LENGTH	# OF COMPETITIONS	CONTEST TIMES	PRACTICES PER WEEK	PRACTICE LENGTH	PRACTICE DAYS	PRACTICE TIMES
CROSS-COUNTRY	Aug-Nov	12	4:30 PM	5	2.5 hours +	M-F **	3:30 - 6 PM
SOCCER	Aug-Nov	14	Home 4:15/6:15 PM Away Varies	4-5	2.5 hours +	M-F	3:30 - 6 PM
VOLLEYBALL	Aug-Nov	18 play dates	Home 4/5:30/7 PM Away 5/5/6:30 PM	5	2 hours	M-F	Varies
ALPINE SKI	Nov-March	8	10 AM	3	1.75 hours	T/W/TH - dryland F - Sat—on hill **	3:15 - 5 PM
SWIMMING	Nov-Feb	12	4 or 6 PM	5	1 to 2 hours Varies by pool	M-F	Varies by facility
NORDIC SKI	Nov-Feb	7	11 AM	4	1.5 hours	T/W/TH**	3:30 - 5 PM
BASKETBALL	Nov-Feb	24	Home 4/5:30/7 PM Away 5:30/5:30/7 PM	5	2 hours	M-F **	Varies
GOLF	Feb-May	20 9-hole 10 18-hole	Varies	5	2.5 hours +	M-F	3:30 - 6 PM
LACROSSE	Feb-May	18	Home 4:15/6 PM Away Varies	5	2.5 hours +	M-F	3:30 - 6 PM
TENNIS	Feb-May	16	4 PM	5	2.5 hours +	M-F	3:30 - 6 PM
TRACK	Feb-May	12	3:30 PM	5	2.5 hours +	M-F **	3:30 - 6 PM

**** - Teams may practice on some Saturdays during the season.**

+ - Includes travel time to and from practice sites.

St. Mary's Academy

Athletics

Contact Information

Athletic Department Office

Anna Maria Lopez, Athletic Director
503-228-8306, x714

Falisha Wright, Assistant to the Athletic Director
503-228-8306, x737

Administrative Offices

Nicole Foran, Principal
503-228-8306, x703

Patty Gorman, Assistant Principal Student Life
503-228-8306, x706

St. Mary's Academy Website

For all SMA Athletic Department information, schedules and forms
www.stmaryspdx.org

Oregon Schools Activities Association

For rules governing interscholastic sports in Oregon, schedules, results, league standings & state playoff information
www.osaa.org

Oregon Girls' Lacrosse Association

For rules governing interscholastic girls' lacrosse competition in Oregon, schedules, league standings & state playoff information
www.oregonlax.com

Oregon Interscholastic Ski Racing Association

For rules governing interscholastic alpine ski racing in Oregon, schedules, results, league standings & state race information
www.oisra.org

Positive Coaching Alliance

Resources for coaches, players and parents promoting healthy experiences for youth involved in sports.
www.positivecoach.org