

Saint Basil Academy

Athletics Handbook for Athletes, Coaches, and Parents



Saint Basil Academy provides a college-preparatory high school experience committed to the development of the whole person, including the cultivation of athletic skills with those of good moral character. The athletic department provides students with opportunities to develop skills in responsibility, sportsmanship, and fair play in the context of healthy competition.

*"Sports are not merely the exercise of muscles, but the school of moral values and of training in courage and in perseverance. There is no doubt that these values are of greatest interest for the formation of a personality which considers sports not an end in itself but as a means to total and harmonious physical, moral and social development."
– Blessed John Paul II*

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Athletic Mission

The Saint Basil Academy (SBA) *Athletics Handbook* is a guide for coaches, athletes, and parents. Athletics at SBA are dedicated to educating student athletes in developing individual skills, teamwork, good sportsmanship, and fair play. Because all coaches, athletes, and parents are representatives of Saint Basil Academy, they are expected to demonstrate proper respect for each other, opponents, officials, and spectators; to abide by the philosophy and guidelines of SBA; and to promote the SBA mission in actions and words, both on and off the playing fields.

You can find team schedules and directions to all SBA games on the school website (www.stbasilacademy.org/athletics). You also can find up-to-date practice/game cancellations on the web site.

Athletic Offerings

The following sports are offered during the **Fall** season.

- Cross Country
- Field Hockey – Varsity and JV
- Soccer – Varsity and JV
- Tennis
- Volleyball – Varsity and JV

The following sports are offered during the **Winter** season.

- Basketball- Varsity, JV
- Indoor Track

The following sports are offered during the **Spring** season.

- Lacrosse
- Softball – Varsity and JV
- Outdoor Track

Tryout Procedures

Athletic team tryouts will be on a yearly basis for all SBA athletes. Participation on a team from the previous season does not automatically secure the student-athlete a spot on the team's roster. It is possible that juniors, sophomores, and freshmen could be cut from a team. A returning senior cannot be cut at tryouts. A senior or junior may be placed on the Junior Varsity squad at the coaches' discretion.

No student-athlete may participate in tryouts:

- without proper medical documentation and a completed physical examination
- if she has not returned a uniform from a previous season's sport
- if the athletic fee has not been paid

PIAA and Catholic Academy League Participation

- PIAA – Pennsylvania Interscholastic Athletic Association
Refer to the PIAA rules and regulations at www.piaa.org
- AACA – Athletic Association Catholic Academy – District One

In addition to any PIAA requirements, any student-athlete who is failing or close to failing a course (grade of D or F) will, at the direction of the Principal, the Athletic Director, and coach, be removed from sporting events and practices for a designated period of time until progress has been made in the course. The student-athlete may not attend practices, games or meets until the grade in the course has been raised.

Student Athletes

Responsibilities

1. Be prompt to practices and games
2. Be gracious in victory and accept defeat with dignity
3. Be respectful to teammates, opponents, officials, and coaches
4. Be open-minded, willing to listen and learn
5. Encourage team work on and off the field
6. Honor the spirit of good sportsmanship
7. Promote positive cheering
8. To properly care for and return at the end of the season uniforms and equipment issued to them

**** Reminders --**

- Athletes are not to wear sports uniforms to school unless approved by the AD and principal PRIOR to the event
- Report cards/transcripts/diplomas will be withheld for any athlete who does not return or pay for lost/damaged uniforms and/or equipment
- Athletes will not be eligible to participate in another sport until uniforms/equipment are returned
- **NCAA** -- high school athletes, who are interested in playing NCAA Division Collegiate sports are encouraged to visit the NCAA site at www.eligibilitycenter.org . Students need to create an account and register with the NCAA. Registration can be done after the junior year of high school is completed. The site provides information for both the student-athlete and parents.
 - The NCAA may request a student's transcript (complete through her junior year) upon initial registration. If that is the case, please request a transcript by accessing your daughter's Naviance account. On the Naviance home page click the link that allows you to make an electronic request. Upon completion of the student-athlete's senior year, a final transcript will be automatically sent to the NCAA (no special request is required). The final transcripts of all REGISTERED high school graduates will be sent when final grades are processed (usually the second week in June).

Eligibility to Play

Athletes must have the following forms completed BEFORE attending a tryout:

- PIAA Sports Physical form signed by a doctor and parent
1. All athletes must maintain a minimum 2.0 GPA for any given academic quarter and be in "good standing" in order to participate in any sport. A student in "good standing" is one who adheres to school rules concerning behavior and attendance.
 2. Students will be put on temporary academic probation if they are failing a class. The probation list is received weekly by the AD and coaches. Students on the list may not play or practice from Monday-Friday of the following week and until the course grade has been raised.

3. An athlete who receives one or more suspensions may jeopardize her ability to remain in good standing and to participate in athletics.
4. A suspension from school will exclude an athlete from participating in her sport on the day of the suspension.
5. Athletes who do not abide by the *Athletics Handbook* guidelines will be referred to the Principal and disciplined according to the *SBA Student-Parent Handbook*.

Academic Standing and Participation in Athletic Events

In addition to any PIAA requirements, any student-athlete who is failing or close to failing a course (grade of F) will, at the direction of the Principal, the Athletic Director, and coach, be removed from sporting events and practices for a designated period of time until progress has been made in the course. The student-athlete may not attend practices, games or meets until the grade in the course has been raised.

Attendance and Participation in Athletic Events

Student-athletes must be present in school for at least half the day to be able to participate in athletic events or practices for the day. Exceptions can be made to this policy only if there are extenuating circumstances and if deemed appropriate by the Athletic Director, Principal, and coach.

Any student with excessive absences/lateness may not participate in athletic practices and events until deemed so by the Athletic Director, Principal, and coach. Written notice will be sent to both parents and to the student if there are excessive absences/lateness. Excessive absences/lateness are addressed as needed and a student may be required to make up the missed time.

Athletic Fee

- A \$225 sports fee is required for each athlete (for each sport), which helps fund the cost of transportation to athletic events, game officials, insurance, tournament entry fees, and equipment
- The fee will be collected at the beginning of every season (fall, winter, spring) once the student has been selected to a team
- No student will be allowed to practice with the team until the fee has been paid

Workouts

SBA athletes may use SBA facilities for work outs and training during normal school hours. An SBA athlete may use SBA facilities for work outs and training outside of the normal school day ONLY with the coach in attendance.

Weight Room -- The weight room is available and to be used under the supervision of the coach for each team.

Off Season Workouts -- Off-season workouts are voluntary for the athletes. Coaches may explain and suggest the benefits of pre-season workouts and suggest conditioning regimens.

Conflict Resolution

1. If an athlete has a question or concern about her involvement on the team, please

- contact the coach personally for an answer or explanation.
2. Parents are asked to contact the coach AFTER their daughter has made an attempt to resolve the situation.
 3. If further intervention is necessary, the AD should be contacted.
 4. The final step, if necessary, will be a meeting with the coach, AD, parents, and the principal/vice principal.

Transportation

- All team members are expected to ride with the team to and from games on busses so that coaches can account for all athletes
- Athletes will be responsible for any damages incurred on the bus
- With prior permission of the coach, parents may drive their child and other teammates directly home after a game
- Athletes may not ride with other athletes or anyone else without notification of the coach and/or parents
- Transportation will not be provided by SBA for Saturday or Sunday games
- Dismissal time is 2:15 on school days for away games

Anti-Hazing Policy

Hazing involving students, student groups or any individuals at Saint Basil Academy, is strictly prohibited. The State of Pennsylvania (Act 175) defines hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

All students, faculty, and staff are responsible for abiding by this policy, both on campus and off campus, including on privately owned facilities and/or property. Responsibility will apply equally to situations in which one or more members knew or should have known of the activity, did not report the activity to the Principal, and failed to make every reasonable attempt to prevent or stop it. Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed, or the basis for the suspicion that hazing has taken place, to the Principal. If the hazing has occurred in connection with a school club, organization or sport, then the incident shall also be reported to the person or coach responsible for the club, organization or sport.

The SBA administration shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the school organization of which they were a member. Discipline and penalties shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal or expulsion. In the case of SBA organizations or sports' teams, penalties may include withdrawal of permission for the club, organization, or team to continue to operate on campus or other school property or to otherwise operate under the recognition or sanction of SBA. Imposition of discipline by SBA does not preclude any criminal penalty which may be imposed for violation of criminal laws and SBA will fully cooperate, and share information, with law enforcement as part of any investigation.

"When all is said and done, it's not the shots that won the championship that you remember, but the friendships you made along the way."

Coaches

Requirements

All coaches must complete and have on file the following paperwork:

- W-4
- Child Abuse/Criminal Check Clearances
- TB test results
- Concussion Management Training Course certificate of completion
- Act 59 (Sudden Cardiac Arrest Prevention) training and acknowledgment

Responsibilities

1. Communicate tryout dates, practice and game schedules to the AD and clear expectations to athletes.
2. After tryouts, team rosters must be submitted to the Athletic Office no later than one (1) week after the team has been chosen. The rosters are used both in the athletic department and for teachers for communicating early dismissals. Rosters are submitted by grade, beginning with 12th grade.
3. Verify that no student is to begin tryouts or practice without the athletic fee paid, medical/physical documentation on file, and without having returned a uniform from a previous sport.
4. Conduct a parent meeting before the season begins, establishing guidelines and expectations; notifying the AD of the parent meeting
5. Maintain eligibility lists for the PIAA for each season for each sport. Within one (1) week after the team roster has been finalized, coaches must submit to the Athletic Office a list of freshmen and any new players on their teams, including student's grade, birthdates, and school district in which she resides.
6. Oversee the care and storage of the team's equipment, including keeping the shed and storage areas neat and safe. The storage of water coolers, tables, chairs, balls and other equipment must be put away so as not to block access to the restrooms or shed.
7. Notify the AD or Main Office about practice/game cancellations or schedule changes
8. Notify the AD about early dismissals/absences for athletes ASAP so that information can be relayed to teachers
9. Account for and maintain uniforms and equipment that are issued to a team by keeping accurate records of what is issued to each student and ensuring it is returned at the end of the season
10. At the end of the season, notify the AD with names of students who have not returned uniforms and/or equipment
11. Insist on proper conduct and good sportsmanship by athletes and parents at all times
12. Treat opponents, game officials and visiting spectators with respect

Purchase Requests

- All purchase requests need to be submitted to and approved by the AD and

principal PRIOR to purchase – no reimbursements will be given for items that have not been pre-approved (please use the *PURCHASE ORDER REQUEST FORMS* available in the Main Office for pre-approval)

- Coaches must order all team apparel through the school store
- Maintain expenses within the budget that has been assigned and approved for each sport

Injury/Incident Report

- Carry athlete emergency/health information at every game
- If an accident or injury occurs, the coach submits a written report to the Vice Principal within 24 hours of the incident
- If the injury is serious, the coach will call 911 and the parent. The coach will stay with the student until help is secured.
- If an athlete misses practice on the request of a physician the athlete should have a note of clearance before returning to practice.

Uniforms/Team Apparel

- Will be evaluated and replaced every 5-7 years by the AD, depending on the condition of the uniforms
- Coaches will not use fundraising to purchase new team uniforms
- Coaches must order all team apparel through the school store

Transportation

- All team members are expected to ride with the team to and from games on busses so that coaches can account for all athletes
- Athletes will be responsible for any damages incurred on the bus
- With prior permission of the coach, parents may drive their child and other teammates directly home after a game
- Athletes may not ride with other athletes or anyone else without notification of the coach and/or parents
- Transportation will not be provided by SBA for Saturday or Sunday games
- Dismissal time is 2:15 on school days for away games

Travel

The school takes care of all costs associated with league, PIAA, district, and state-level play. The Athletic Director and Principal must approve any additional travel for discretionary contests that a team wants to participate in before plans are made. No fundraising either inside or outside of school can be done to offset the cost of traveling to optional games and/or invitationals. If a team chooses to participate in an optional contest, all cost for the trip must be paid by the individual student and family. No fundraising may be undertaken to offset costs for team members.

Fundraising

Funds raised by the team should benefit the entire team in enhancing the experience of the sport and promoting the camaraderie of the team. Teams are allowed to raise an appropriate amount (an amount deemed mutually appropriate by Principal, Athletic Director, and coach) of money through fundraising efforts each year. With prior approval, allocation of funds for facility improvement (e.g., an outfield fence for the softball field),

team warm-ups, additional equipment, or travel expenses for attendance at tournaments are acceptable uses of funds. Fundraising will NOT be approved for the purchase of new uniforms or to purchase gifts for athletes.

All funds MUST BE maintained in the Business Office of the school. NO coach or parent may collect and maintain a sport treasury. All fundraising events need to be approved by the Athletic Director and principal PRIOR to scheduling of the event. Fundraising activities will be checked with the Development Director to ensure that there are no conflicts

However, fundraising is not required of any team. The school provides all the essentials necessary for the team, sport, or competition, including uniforms, busing, referee fees, and entry fees for tournaments.

Senior Athletes Recognition Events

- Senior athletes will be recognized by the Academy at the end of year Sports Assembly
- If a team wishes to conduct a senior recognition night at the end of the season, the parents and players, with approval from the coach and AD, will provide food and beverages, and will set up before and clean up after the event
- The Academy does not condone the purchase of gifts for senior athletes; if team members wish to present gifts to seniors, the price of those gifts should not be deemed excessive by the coach

Conflict Resolution

1. If an athlete has a question or concern about her involvement on the team, please contact the coach personally for an answer or explanation.
2. Parents are asked to contact the coach AFTER their daughter has made an attempt to resolve the situation.
3. If further intervention is necessary, the AD should be contacted.
4. The final step, if necessary, will be a meeting with the coach, AD, parents, and the principal/vice principal.

Coaching Evaluations and Renewal of Contracts

The Athletic Director and Principal will evaluate each coach at the end of his/her season. These evaluations are to be used as a tool for positive reinforcement and setting future goals. Coaches' contracts are for one year only, to be renewed annually after the evaluation is completed.

Summer Camps

The AD will create the program for summer camps and will collect fees. All fees are to be handed over to the Finance Director. Coaching fees will be determined by the AD in conjunction with the principal. All summer camp coaches are expected to abide by the athletic guidelines in this handbook.

Booster Club

There are no approved Booster Clubs or Parent Clubs for athletic teams. There is only one school-wide Parents Club that works for the benefit of the whole school community.

The coach is singularly responsible for the team and all communications, actions, and activities of the team.

Athletic Trainer

A certified trainer is present at all games hosted by SBA.

“A good coach will make his/her players see what they can be rather than what they are.”

Coach’s Prayer

BUILD ME AN ATHLETE, who will be strong enough to know when she is weak and brave enough to face herself when she is afraid, one who will be proud and unbending in honest defeat and humble and gentle in victory.

BUILD ME AN ATHLETE whose wishbone will not be where her backbone should be, an athlete who will know You and that to know herself is the foundation stone of knowledge. Lead her, I pray, not in the path of ease and comfort, but under the stress and spur of difficulties and challenge. Let her learn to stand up in the storms; let her learn compassion for those who fall.

BUILD ME AN ATHLETE whose heart will be clear, whose goal will be high; an athlete who will master herself before she seeks to master others; one who will learn to laugh, yet never forget how to weep; one who will reach into the future yet never forget the past. And after all these things are hers, add, I pray, enough of a sense of humor, never to take herself too seriously. Give her humility, so that she may always remember the simplicity of true greatness, the open mind of true wisdom, the meekness of true strength. Then, I, her coach, will dare to whisper, I have not lived in vain.

-- adapted from *A Father's Prayer* by Gen. Douglas MacArthur



Athlete’s Prayer

Help me to play the game, dear Lord, with all my might and main; grant me the courage born of right, a heart to stand the strain...

Send me a sense of humor, Lord, to laugh when victory’s mine; to laugh, if I should meet defeat, without a fret or whine...

Give me the grace to follow rules, to ‘fess up when I’m wrong, when silence or some other thing wins plaudits from the throng...

When foes are tough and fighting fierce and I am getting weak, dear God, don't ever let me show a broad, bright, yellow streak.

And teach me, Lord, life's game to play just one day at a time. With Thee as coach and trainer, Lord, real victory must be mine.