

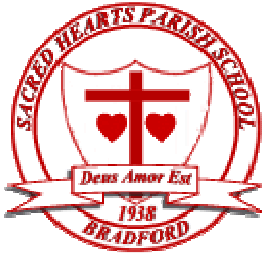
SACRED HEARTS SCHOOL
“Home of the SHS Hawks”



ATHLETIC HANDBOOK
[2015-2016 Revision]

Mrs. Janice Zenevitch, Athletic Director
Mrs. Kathleen Blain, Principal
Fr. John Delaney, Pastor





MISSION STATEMENT

Sacred Hearts School is a community committed to teaching and living Catholic values. We strive for academic excellence while encouraging students to develop morally, academically, and socially. We challenge our students to become critical thinkers who are confident, disciplined, respectful, and firmly committed to living a faith-filled life.

ATHLETIC PROGRAM PHILOSOPHY

The Athletic Program enhances the physical well-being of all student athletes by providing a comprehensive approach to after school sports where students are taught not only skills but a healthy attitude toward competition. Good sportsmanship is considered the over-arching operating principle of the program and is expected of the leadership, the participants and the parent community.

PURPOSE OF THE HANDBOOK

The purpose of this Handbook is to outline expectations, responsibilities, policies and procedures of the Sacred Hearts School Athletic Program. The program includes: Basketball, Cheerleading, Cross-Country, Golf, Track and Volleyball.

The Athletic Program is offered through Sacred Hearts School and, as such, will adhere to policies and procedures that are stated in the SHS Parent/Student Handbook.



OVERVIEW OF THE PROGRAM OFFERINGS

BASKETBALL

MVCBA League (Merrimack Valley Catholic Basketball Association)

Open to: Grades 4 – 8. Program runs from November to mid February.

With the exception of playoffs, we strive for each player to play in ¼ of the game.

*Exception: Any team member, who misses a practice without the permission of the coach, may not be allowed to play or may receive a reduction in playing time in the next game. This decision will be made at the coach's discretion.

When necessary, younger grade players are allowed to participate with older grade teams. Older grade players may not participate with younger grade teams.

HAVERHILL MIDDLE SCHOOL LEAGUE

Playing time is not guaranteed due to the high number of player participation. The Program is offered first to our 8th grade students. If spots are available, the program will open up for 7th graders. Any player on the Middle School team must also play in the MVCBA League

CHEERLEADING/ DANCE SQUAD

Student athletes in grades 5 to grade 8 may participate on this squad. The squad cheers in the Haverhill Middle School Basketball League, which consist of two games a week in regular season. Practice times are decided upon by gym availability. Our squad also participates in the Haverhill Middle School Cheerleading Exhibition.

CROSS COUNTRY/TRACK

Cross Country and Track are offered to Grades 4-8. Cross-country runs September to October, and Track runs from April to May.

GOLF

The Program is offered first to our 8th grade students. If spots are available, the program will open up for 7th graders. Depending on the availability of the Garrison Golf Center, golf is either a fall sport or a spring sport.

VOLLEYBALL

The Sacred Hearts School Volleyball team participates in the Haverhill Middle School Volleyball League. The Program is offered first to our 8th grade students. If spots are available, the program will open up for 7th graders. This league begins in March and continues until early April.



ATTENDANCE

If a team member is absent or dismissed from school for being sick, the student athlete does not attend a practice or a game that same day.

ACADEMIC GRADES/EFFORT/CONDUCT

Students who receive below a C- in any subject or a "U" in Effort or Conduct are not allowed to play sports. A student declared ineligible because of conduct and or grades will be eligible to be re-instated in the activities if improvement is shown on the following progress report or report card. Approval by Principal and Athletic Director must be granted.

COACH/PLAYER RELATIONSHIP

Coaches are in a position to potentially assert a great influence on their athletes. It is therefore essential that these individuals be of high moral character that sets high standards and serves as a role model for their athletes. A worthy coach will consistently stress the importance of achievement in all endeavors as well as sports. It should be the goal of every person involved in our athletic program that each athlete becomes a better individual while being a good sport.

A coach needs to ensure the proper respect and courtesy from all players. Coaches should be setting good examples for their players. Coaches should not use foul language or display behavior unbecoming of an adult. Coaches are expected to make sportsmanship a high priority at all times. It is imperative that our children win with class and learn to tolerate defeat with dignity. The degree to which our athletes attain good sportsmanship will obviously be reflected by the example that is set by the coach.

DUTIES, RESPONSIBILITIES & EXPECTATIONS

DUTIES OF THE ATHLETIC DIRECTOR

The Athletic Director will:

- Support the mission of the Athletic Program
- Oversee the effective implementation all aspects of the Athletic Program
- Prepare a yearly budget in consultation with the Principal and monitor both the collection of fees and the use of all funds.
- Support all Coaches by providing appropriate guidance
- Observe and evaluate coaches as to their effectiveness and adherence to the goals of the Athletic Program
- Conduct a minimum of two coaches' meetings annually
- Maintain appropriate records for all teams including permission slips, insurance waivers, medical records, etc.
- Maintain an inventory of all athletic equipment
- Develop annual goals that address improvements and initiatives regarding current/new programming
- Facilitate the Sports Banquet
- Attend practices and games periodically
- Intervene with coach, player and parental concerns as needed
- Administer any type of a tryout procedure

- Coordinate the Haverhill Middle School Basketball League and the Merrimack Valley Catholic Basketball League
- Seek and select the names of the coaching/assistant coaching staff.
- Coordinate gym times/Schedules
- Prepare all paperwork including, but not limited to permission slips & sign-ups
- Maintain ongoing communication with the Principal concerning the Athletic Program.

COACH/ASSISTANT COACH RESPONSIBILITIES

The Coach/Assistant Coach:

- Must be registered with CORI (Criminal History Check).
- Must complete the “Protecting God’s Children” Class.
- Demonstrate and reinforce good sportsmanship and teamwork.
- Conduct him/her in a manner that will bring credit to the team, and the school.
- Maintain confidentiality and loyalty regarding the players. Refrain from discussing situations that relate to the team or any player that would be derogatory.
- Speak with the Athletic Director regarding any issue or situation that may be of concern.
- Ensure that all players conduct themselves respectfully at all times.
- Alert the Athletic Director if the facilities and/or equipment are in need of repair or replacement.
- Make sure that school purchased uniforms and equipment are to be returned at the end of the season.
- Must return swipe card to the office the day after last practice.
- No coach will schedule any games on an individual basis without consulting the Athletic Director.
- No coach will change the date, time or site of a scheduled athletic contest without prior approval of Athletic Director.
- Attend mandatory coaches meeting; at start of season.
- Enforce all rules, including no siblings at practices other than the coaches’ own children.
- Communicate practice and game schedules to players and parents at the start of each season.
- Maintain an e-mail distribution list for contacting parents of players.
- Include the Athletic Director on all e-mail communication with parents/players/
- Keep First aid kits available/accessible at all times.
- Keep all student medical information accessible in case of emergency at both at home and away games/practices.
- Never leave a practice or game until ALL players have been picked up by their parent/designee. (Coaches may assign this duty to an Assistant Coach.)
- Maintain an attendance record for all practices and games.
- Prepare players for competition:
 - Teach game rules and strategies.
 - Develop the skill level of each player
 - Encourage students to achieve level of physical fitness appropriate for student’s age and particular sport.
- Supervise the Gym before and after each practice.

- Uphold the policy and procedures for “Usage of the Gym” as outlined in this Handbook.

STUDENT RESPONSIBILITIES

The Student will:

- Abide by all procedures and policies outlined in the Athletic Handbook.
- Conduct him/her in accordance with the behavior expectations outlined in the Parent/Student Handbook.
- Provide the Athletic Director with the following two forms, PRIOR TO COMPETING IN A TRYOUT/PRACTICE/GAME:
 - Athletic Permission slip
 - Student/Athlete Handbook Acknowledgement form
- Respect their coaches at all times.
- Dress appropriately for games/practices or forfeit playing/participating.
- School issued uniforms must be returned at the end of season.
- Refrain from wearing jewelry. No jewelry is to be worn during practices/games.
- Remember that long fingernails are not allowed; only clear nail polish is allowed.
- Keep long hair in ponytail or headband; hair must be kept away from covering eyes/face.
- Wear mouth guards (This is recommended, but is the parents’ choice.)
- Never have gum in the gym.
- Help to keep the gym clean

EMERGENCY PROCEDURES FOR ATHLETIC INJURIES

1. A player with any head and/or back injury as well as any life threatening situation should be transported by ambulance.
2. Communication for serious injury
 - A. Call 911
 - B. Contact Parents
 - C. Contact Principal / Athletic Director
 - D. Fill out accident form and give to office
3. Communication for non-serious injury
 - A. Call Parents
 - B. Fill out accident form and give to office

Note to Coaches: If there is any question to whether the injury is of a serious or a non-serious nature, it must be considered serious. Be sure that the player knows to stay down when hurt. Be sure that other players do not pull the injured up.

FEES

The Athletic Program assesses fees for each sport. These fees are used to pay for such things as the cost of participating in leagues, game officials, use of some facilities, the Sports Banquet, and Coaches’ end-of-the-year tokens of appreciation

GOOD SPORTSMANSHIP/PROPER CONDUCT

STUDENT ATHLETES must:

- Treat Officials, opponents and fans with respect.
- Accept, without any dispute or disagreement, the final decision of an official. In no way, either by voice, action or gesture, should the student display a poor attitude. Concerns should be directed to the student's coach at the appropriate time.
- Represent Sacred Hearts in a positive manner at all times.
- Learn to take defeat well; be considerate in victory and defeat.
- Refrain from defacing/littering school property or the property of any facility where they play.
- Never engage in fighting.

Note: Failure to adhere to this policy will not be tolerated and may result in loss of play time or expulsion from the team. Any player who gets a technical foul for behavior or is ejected from a game for "un-sportsman like conduct" will not be allowed to play in the next scheduled game or tournament game in that sport. On a second offense, that player will be suspended from the team. **The length of the suspension will be determined by the Athletic Director in consultation with the Principal.** Expulsion from the team may result if the behavior is not corrected. This will be determined by the Athletic Director in consultation with the Principal.

COACHES must:

- Encourage good sportsmanship at all times
- Respect each player
- Interact respectfully with all Officials
- Respect the opposing coaches and players.
- Conduct themselves with an attitude of healthy competition
- Note: Failure to do so, may result in dismissal from the coaching position

Note: If a coach gets 2 technical fouls in a game and is thrown out of the game, then he or she must sit out the next game. If the coach gets a third technical in that same season then he or she will not be allowed to coach.

SHS SPECTATORS are expected to:

- Conduct themselves in the spirit of healthy competition, respect the opposing team, refrain from derogatory comments/shout-outs.
- Note: Parent/student spectators who fail to comply with this policy may be asked to leave the game.
- Remember: Games may be forfeited if anyone demonstrates poor sportsmanship.

GRIEVANCE PROCEDURES

Issues that cannot be resolved through verbal communications with those parties involved will follow the following procedures:

1. Speak with the Coach directly
2. Contact Mrs. Janice Zenevitch, Athletic Director
3. Contact Mrs. Kathleen Blain, Principal
4. Contact Fr. John Delaney, Pastor

TOBACCO, DRUGS AND ALCOHOL

The use and/or possession of any tobacco, drug or alcoholic beverage on school grounds is strictly forbidden. Parents/guardians will be notified immediately if students are found taking part in any of these activities. Civil law dictates that, in cases involving the use or possession of a controlled substance by a minor, local law enforcement authority be notified. Consideration for the safety and well-being of the school community will be taken into account by the Principal when determining the severity of the consequences for student possession of tobacco, drugs or alcohol.

USAGE OF SACRED HEARTS GYM

- (An adult, 18 years old or above, must be present during usage of gym for the entire time). The person and/or group who has last signed the log will be held accountable for the condition of the area.
- Care of Gym floor: Only sneakers are permitted on the gym floor. No street shoes are permitted on the floor at any time. Please note this policy during winter months.
- Gym Scheduling: All scheduling of practices and games must be made directly by Athletic Director, Janice Zenevitch.
- Supervision: Two adults should be present at all times during practices. If this is not possible please contact Janice Zenevitch. No players are allowed on the stage. The bathroom that should be used is the one in the foyer in the main entrance to the gym.
- Smoking: No smoking shall be permitted in the Gym or any part of the school.
- At the end of a practice/game, be certain that:
 - All trash is thrown in barrels.
 - All equipment is put away.
 - Notify the Athletic Director, in writing/e-mail, of any problems that are discovered upon arrival, or that occurred during session (i.e. broken equipment, building found open, dirty floors etc.).
- Make sure all lights are shut off.
- Check and double-check all doors to be certain they are locked and closed!



**SACRED HEARTS SCHOOL
Bradford, Massachusetts**

PERMISSION to participate in sports

STUDENT NAME: _____

GRADE: _____ **HOMEROOM TEACHER:** _____

I hereby give permission for my son/daughter to participate in the sports of _____
_____. I hereby relieve Sacred Hearts School of all responsibility for
my child's participation in this sport. I, the undersigned being cognizant of the
hazards of athletic competition, assume all risks and agree that no legal proceedings
will be brought or instituted against Sacred Hearts School or its staff for any reason
whatsoever.

Please complete the following emergency & medical information for our school
records and eligibility.

Home Address: _____ **Home Phone:** _____

Mother's Name: _____ **Business Phone:** _____

Father's Name: _____ **Business Phone:** _____

Name of Emergency Contact: _____

Relationship: _____ **Phone:** _____

PERTINENT MEDICAL INFORMATION:

Physician: _____ **Phone:** _____

Dentist: _____ **Phone:** _____

Asthma: ____ **Heart Condition:** ____ **Allergies:** ____ **Diabetes:** ____

Eye Glasses: ____ **Hearing Loss:** ____ **Daily Medication:** ____ **Contacts:** ____

Other: _____

Insurance Carrier: _____ **I/D Policy #** _____

I hereby authorize my child to be transported and treated at a designated medical
facility in the event of a serious injury.

Parent's Signature

Date



**SACRED HEARTS SCHOOL
BRADFORD MASSACHUSETTS**

**STUDENT/ATHLETE HANDBOOK
ACKNOWLEDGEMENT FORM**

STUDENT NAME: _____
GRADE: _____ **HOMEROOM TEACHER:** _____

I have read the Student/Athlete Handbook and understand the rules and policies, which regulate athletics at Sacred Hearts School. I agree to abide by these rules and policies and understand that if I violate them, that my coach could discipline me. I also understand that my coach may have additional rules and policies for which I am responsible.

I understand that the athletic activities offered by Sacred Hearts School require dedication, hard work and strenuous athletic exertion. I understand that those who participate in athletics are exposed to the risk of injury including serious permanent injury.

ATHLETE'S SIGNATURE

DATE

PARENT'S SIGNATURE

DATE