



The Ursuline School



## Student/Parent Athletic Handbook

Kimberly Saxton, Athletic Director  
914-500-6224

Email: [saxtonk@ursulinenewrochelle.org](mailto:saxtonk@ursulinenewrochelle.org)

Andrea Gaviria, Assistant Athletic Director/PE Department Chair  
914-500-6249

Email: [gaviraa@ursulinenewrochelle.org](mailto:gaviraa@ursulinenewrochelle.org)

School fax: 914-636-3949

Jolie Tang, Certified Athletic Trainer  
914-500-6237

[tangj@ursulinenewrochelle.org](mailto:tangj@ursulinenewrochelle.org)

### **The Ursuline School Mission Statement**

*“Guided by our Catholic faith and the spirit of St. Angela Merici, The Ursuline School educates, inspires and empowers young women to become wise, active, globally-minded leaders by cultivating lifelong learning, spiritual growth, integrity, respect for all and dedication to Serviam – “I will serve.”*

### **OVERVIEW OF URSULINE ATHLETICS**

The Ursuline School is very proud of the fine tradition of excellence in its athletic program. We encourage our student athletes to strive for success both in the classroom and in their team effort.

Our 6<sup>th</sup> grade programs are inclusive, and cuts are not generally made unless unusually high numbers make a roster unmanageable. Our middle school modified programs are defined by the state to be both instructional and inclusive; this is accomplished by altering game rules to allow greater participation.

The JV programs are more developmental and will prepare the team members for potential future participation on the varsity level; these teams will often have larger rosters. Our varsity teams are

competitive by definition and design, requiring a firm time commitment by both coaches and team members.

In line with the Ursuline Mission, our Athletic Program strives to empower women and continues to foster integrity as well as spirit and sportsmanship through athletic participation. It is imperative that all coaches are always cognizant of their responsibilities both to their players and to their school community.

### **RESPONSIBILITIES OF AN URSULINE ATHLETE**

Being a member of an Ursuline Athletic team is a fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. Her actions reflect not only on those who are associated with her now, but also on those who have contributed so much to our school in the past.

Many of our athletes have continued their sport at the collegiate level. Many others have set league, sectional, and state records. Because of this fine tradition, a challenge is set for an Ursuline athlete to work hard and make sure her actions reflect the standards that are set by The Ursuline School and the Athletic Department.

### **REQUIREMENTS FOR PARTICIPATION – N.Y.S.P.H.S.A.A RULES**

Remember that an athlete is not eligible to compete in any sport until the following obligations have been met.

- **Bona Fide Students:** a contestant must be a bona fide student of The Ursuline School and must be taking fifty hours of academic subjects per ten day cycle, *and also must be taking Physical Education.*
- **Registration:** a student must have enrolled during the first (15) school days of the semester and must have been in regular attendance 80 percent of the school time. Legitimate absences caused by personal illness are accepted.
- **Transfer:** a student who transfers from one school to another, but has not competed in a sport becomes eligible two weeks after starting regular attendance in the second school provided such transfer is made during the first fifteen days of the semester. If a transfer student has participated in a sport(s) in her previous school, she must file a transfer waiver request in order to become eligible immediately in that sport. If denied, the athlete must sit out one season of each sport previously played. However, the student is immediately eligible in a sport not previously played.

- Age: a student shall be eligible for inter-school competition in grades 9, 10, 11, and 12 until her nineteenth birthday. If the age of nineteen is reached after September 1<sup>st</sup>, the student may continue to participate throughout that year.
- Selection/Classification: A school “may permit pupils in grades no lower than seventh to compete on any senior high school team, or permit senior high school students to compete on any teams in grades no lower than seventh, provided the pupils are placed at levels of competition appropriate to their physiological maturity, physical fitness and skills in relationship to other pupils on those teams in accordance with standards established by the Commissioner” –Commissioner’s Regulation Section 135.4 (c)(7)(i)(a)(4)
- Junior High School: member schools with students in grades 7 and 8 have agreed to abide by the rules of a modified program.
- Sixth Grade Program: students in sixth grade will have an interscholastic program set up just for them during the winter season.
- Physical Examinations: all potential athletes must have a current annual physical exam on file prior to participation on an Ursuline team. Physical exams are no longer scheduled with a school doctor - exams must be done by a personal physician.

Once a student receives her physical, her parent or guardian must complete and return an INTERVAL HEALTH HISTORY FORM to the school nurse if the student wants to participate in another sport during the same school year.

NOTE: Any student who is absent from school for five or more consecutive days or who has been injured must be re-qualified by a physician before returning to competition.

- Health Insurance: All students who wish to participate in a sport *at any level* must be covered by private health insurance.

### **GENERAL RULES**

An athlete must be in school 50% of the school day to participate in a practice or contest, and must also be in school the day before a contest in order to participate.

### **ATTENDANCE**

- If an athlete is illegally absent, truant, suspended (in or out of school) or excused from any part of the school day due to illness, she may NOT participate in any sports activities that day – whether practice or game.
- If a player becomes ill or injured outside of school and is unable to be at practice or a game, she must notify her coach immediately. If her coach is unavailable, she is to leave a message for the Athletic Director at (914) 500-6224 between 8:00 A.M. and 2:45 P.M. This must be done on a daily basis until the player is able to return to her team.

- If a player should experience a head trauma injury, there is a school Concussion Management Program that lists the protocols to be followed before the athlete can return to play. Please contact Ms. Jolie Tang via email [tangj@ursulinenewrochelle.org](mailto:tangj@ursulinenewrochelle.org).

### **BEHAVIOR**

Any athlete who is insubordinate in school, during practice sessions, or at games will be subject to disciplinary action by the team coach and/or athletic director. That action may range from a warning, to suspension or dismissal from the team. As per the Student Handbook, unacceptable behavior outside of school may impact athletic participation.

### **BULLYING, HARASSMENT AND CYBER BULLYING POLICY**

In an Athletic environment, Harassment/Bullying is unwarranted, intentional, aggressive and repeated behavior that is meant to demean, humiliate, isolate and control an individual. This includes, but is not limited to: making threats, spreading rumors, physical or unnecessary verbal attack, inappropriate comments and intentional exclusion.

Harassment/Bullying includes an imbalance of power in which a coach or a teammate uses his/her power – such as physical strength, access to embarrassing information or popularity – to control or harm others.

Cyber bullying can occur through posted pictures and comments in social media that might embarrass and hurt a member(s) of an Ursuline athletic team. (Following expectations/rules of The Ursuline School Handbook).

### **STEPS TO FOSTER A CULTURE OF EMPATHY**

In light of the mission, philosophy and goals of the Ursuline School, the Athletic Department – AD Administrators, Coaches and Athletes – strives to foster, create and nurture a safe educational and athletic environment and a culture of Christian empathy.

Preventive and Educational Strategies/Steps that create an awareness of and foster this culture of empathy:

- The Ursuline coaching staff is made aware of the numerous preventive and educational strategies outlined in the Student/Parent Handbook.
- The NY Archdiocese mandates that all coaches either attend the Virtus workshop or view a “Safer Spaces” DVD to educate them on the different forms and levels of abuse.

- Prior to each season, the coaches are required to attend a meeting with the AD, Principal and a member of the Mission Integration team to further identify the tenets of St. Angela that they are expected to follow. Coaching Handbooks are distributed and signature sheets attesting to compliance with policies therein are required.

#### Procedures for Reporting and Addressing Athletic Incidents:

- All members of the Ursuline school community are encouraged to report any form of bullying or cyberbullying. This report may be made to the Athletic Director and or Assistant Athletic Director.
- The alleged incident(s) should be reported to the Athletic Director and or Assistant Athletic Director.
- Any incident(s) deemed worthy of further investigation will be reported to the Assistant Principal of Student Life.
- The Athletic Director, Assistant Athletic Director and/or Assistant Principal of Student Life will continue to gather all information related to the incident(s) of bullying/harassment.
- The evidence may include documenting inappropriate field/gym/pool/track comments and/or on line postings, notes and formal conversation with the athlete(s) alleged to be involved in the reported incident.
- The Administrator will assess the nature and severity of the incident and determine the appropriate actions to take. This may include contacting the captains, coach, officials, and/or the team members as well as parents.
- Parent notification to all of those involved will occur if allegations are deemed credible.
- The following consequences could be imposed based on incidences of bullying/harassment by any member of the athletic department or team member: written probation with stated consequences if further incidents were to occur, suspension from participation for a determined period of time, expulsion and or removal of privileges for participation on a team as player or coach.
- Mandatory counseling/peer mediation may be imposed based on the nature of the incident and those involved and a restorative justice plan will be developed based on the circumstances of the incident.

#### **UNIFORMS**

Team uniforms will be given out by your coach after the team has been selected. WASH ALL UNIFORMS IN COLD WATER AND HANG DRY THEM. If anything is torn, please sew. All uniforms are to be returned at the end of season meeting called by your coach or given directly to the assistant athletic director. If a uniform is damaged or lost, the student-athlete will be responsible for the cost of replacement.

## ELIGIBILITY

Once a student is on a roster for a sport, that student is not eligible to try-out for, or participate in any other *Ursuline* sport that season. A student may not try out for more than one team simultaneously. If a student is not picked for a team during the tryout period, she is then eligible to join another team which may have an unlimited roster. Cheerleading is recognized as a sport during fall and winter seasons. This will allow athletes to try-out for and compete on a spring team for a full season without a conflict. Participation in athletics is a privilege, NOT a right. Students can earn the privilege through hard work, dedication, desire, and self-discipline.

## PHYSICAL EDUCATION REQUIREMENTS FOR ATHLETES

Athletics is an outgrowth of the Physical Education Program. The wide range of activities offered in Physical Education gives students an excellent foundation in physical fitness, lifetime sports, and team sports. All athletes must participate in a minimum of one semester in grade 9 and a minimum of two semesters throughout grades 10, 11, and 12 without an exemption. If an athlete wishes to participate on an Ursuline JV or Varsity sport, they must be enrolled in an “athletics course” for PE. Please contact the department chair of physical education for more detailed information.

## GAMES AND PRACTICE SESSIONS

All games, practice sessions, cancellations and postponements will be posted on the Ursuline website: <https://www.ursulinenewrochelle.org/athletics/athletics-calendar>

· Athletes must be present and punctual for all scheduled tryouts, practices, and games in order to participate on an athletic team. Exceptions are limited to:

- a. Sickness
- b. Emergency, (not routine) appointments (doctor, dental, court appearances)
- c. Funerals/Bereavement
- d. Special exams or tests
- e. College visits
- f. Academic sessions or tutorial sessions

***Your Coach must be notified prior to these absences.***

· Athletes who miss practice or games without prior approval of their Coach or the Athletic Director will be benched for the next game. The third time this occurs the athlete will be DISMISSED from the team.

- All players will sit with their team during the entire athletic event and treat all teammates, coaches, officials and opponents with respect.
- No athlete will leave an athletic event without the express permission of her coach.
- A player who misses two or more consecutive practices during the season due to an injury or other outstanding circumstance must go through a reconditioning period prior to a game or scrimmage. The reconditioning period length will be at the discretion of the Ursuline certified athletic trainer.

### Team Selection/Playing Time

It is our goal in team selection to find opportunities not only for participation, but more importantly, for success. Placing each student-athlete at the level where she can contribute physically and gain positive feelings from her efforts is important to the coaching staff. Disappointments are inevitable when teams are selected, and it is very important that student-athletes feel the support of teammates, parents, and coaches. We believe in our coaches.

Their job is to manage and direct a specific sport. Their responsibilities include evaluating and selecting students for teams, as well as determining the degree to which each student-athlete will participate and they do this with considerable thought and sensitivity. During the selection process, coaches will evaluate skill level, athleticism, physical conditioning, positional play, trainability, punctuality, and various other attributes.

We want our student-athletes to learn the value of being on a team and the contribution each must make. Team members have a responsibility to themselves, their teammates, and their coaches to learn and perform their role on the team. Teamwork requires the development of many interpersonal skills such as listening, following directions, accepting constructive criticism, being respectful, and supporting teammates and coaches. Student-athletes have an obligation to participate in practice sessions and games with full commitment and enthusiasm.

The Ursuline School Athletics Department believes that at all levels—sixth grade through varsity—playing time in competition is earned in practice and is not an entitlement. Regardless of the subjective nature of the process and the potential for disagreement, the coach is the only one in a position to make team selections and decisions about playing time.

Issues not appropriate to discuss with coaches

1. Playing time
2. Team strategy
3. Play calling

#### 4. Other student-athletes

Also members of a varsity team are not guaranteed playing time. Student-athletes should fully understand that by joining a team they are accepting the pleasures and benefits of participating as well as the responsibility and commitment to that team.

#### **QUITTING AND OR DISMISSAL FROM A TEAM**

Trying out and being chosen to play on an athletic team demands commitment. After an athlete has been chosen to participate on a team and has attended her first practice session, she may not quit the team without the express permission of her Coach, Athletic Director and the Principal.

There will be times when some student-athletes make the decision to leave a sport before, during or after the season, although we highly discourage it. Whatever the reason, a student-athlete must follow the steps listed below:

1. The student-athlete must talk to the coach to see if a solution can be reached. A conference with the parents, student-athlete, coach, and athletic director or any combination thereof, may be required and is highly recommended before a student-athlete leaves the sport.
2. If a student-athlete leaves the sport, she must check out of the sport just as she would check out of any academic class. In addition, all equipment must be turned in clean and undamaged. The student-athlete must pay for any equipment not turned in.
3. Should an athlete quit a team without permission, she may not try out for or participate on any team for one year. For example, if the student-athlete quits Field Hockey in the fall, then they will not be permitted to participate in any sports for the rest of the academic year.

In addition, if an athlete is dismissed from a team by her coach for reasons such as violating team rules, unacceptable behavior or attendance policy violations, the athlete and their parents may request a meeting with the Athletic Director and Administrative Team member to appeal the dismissal. If the dismissal is upheld, the athlete may not try out for or participate on any team for one year.

#### **URSULINE TRANSPORTATION TO AND FROM GAMES**

All players are required to travel to and from games with their team if transportation has been supplied by Ursuline. If a parent wishes to take his/her daughter home from an away game after a competition, she must sign a waiver at each game. If an athlete has permission to go home with another parent, this must be in writing and given to her coach prior to the game for approval.



When buses or vans are not scheduled for local away games, licensed student drivers (Seniors only) must have permission from their parents/guardians to drive to and from these games. Sophomores and Juniors are not permitted to drive to athletic events under any circumstances. A player who misses a scheduled ride for an away athletic event may be subject to disciplinary action.

### **SPORTS DINNER**

At the end of each season, a Sports Awards Night is held to honor our athletes who have participated on a sports team during that season. Team pins and special awards are presented at this time by coaches for each team. In addition, certain awards are presented at the end of the year if the following criteria are met:

#### **THE PRESIDENT'S AWARD**

This award is given to an athlete who is selected by her Coaches and Athletic Director for her dedication and constancy and who has participated on three teams each year for six years at The Ursuline School.

#### **THE PRINCIPAL'S AWARD**

This award is given to an athlete who is selected by her Coaches and Athletic Director for her dedication and constancy and who has participated on three teams each year for five years at The Ursuline School.

#### **THE ATHLETIC DIRECTOR'S AWARD**

This award is given to an athlete who is selected by her Coaches and the Athletic Director for her dedication and constancy and who has participated on three teams each year for four or more years at The Ursuline School.

#### **THE SCHOLAR ATHLETE HIGH GPA AWARD**

This award is given to the athlete who receives the highest GPA during the sport season of participation, and is based on averages calculated for the Scholar Athlete Awards.

#### **SPORTSWOMAN OF THE YEAR**

Selected by the Coaches, Athletic Director and the Principal.

A special gift given to an athlete who meets the following criteria:

- a) Is a role model to her teammates and her competitors;
- b) Contributes to each team she is on with a positive attitude, outstanding talent and leadership qualities;
- c) Plays three varied sports each year at Ursuline for at least four years.

### **STUDENT ATHLETE/PARENT CODE OF BEHAVIOR**

The Ursuline School encourages each student to be a healthy, well-rounded, educated individual. It recognizes that there are influences and attitudes that hinder such growth and negatively affect the behavior, learning and personal development of the individual. The following Student Athlete/Parent Code of Behavior summarizes our expectations for the Ursuline student athlete and parents.

### **ACADEMICS**

Student athletes are required to attend school and classes each day and maintain appropriate academic standards throughout the school year. Students experiencing academic or class attendance problems will be referred to the Athletic Director and/or Principal. A student participating on an athletic team is expected to maintain her grades. Should she receive any D's or F's, her athletic participation may be suspended for a minimum of 10 school days. Athletic participation includes but is not limited to attendance at games and practices. Reinstatement will be made based upon school attendance as well as grade improvement and consultation with the Assistant Principal of Academics, the subject area teacher and the Director of Athletics.

### **HEALTH**

The use of drugs, alcohol and tobacco products is a detriment to health and academic performance. Use of any of these substances may jeopardize a student athlete's continued participation on a team. Appropriate actions will be taken by the Coach, Athletic Director or Ursuline Counselor to address unhealthy behavior. Counselors are available to speak with student athletes who would like to discuss health issues. The Ursuline Athlete should not be using drugs or alcohol. Such use, whether it is school or non-school related, will lead to suspension from a team if the abuse is documented. Continued violation of this rule may lead to dismissal from a team.

### **CONDUCT**

Student athletes are expected to conduct themselves at all times in accordance with school rules and in a manner that reflects positively on their team, Ursuline, and themselves, and to reflect concern for the feelings, rights and safety of others. Sportsmanship and courtesy to opposing players, coaches and game officials is the expected behavior for all Ursuline Student Athletes and parents. Student athletes must abide by the *Responsibilities and Requirements* (page 1) and *General Rules for Participation* (page 2) stated in the Ursuline Student Athlete/Parent Handbook, as well as the specific rules established by their specific coaches.

### **PARENT/COACH COMMUNICATION**

#### **Parent Meetings**

The coaches for each sport during the three sports seasons (Fall, Winter, Spring) will hold a parent meeting prior to the first game in each sport. Parents are encouraged to be in attendance. The meeting will

allow parents to meet the coach for their student-athletes sport, ask questions, and receive all information pertinent to the season.

### Communication Tools

Coaches will communicate regularly with parents and student-athletes in person, via email, Sporty you or by phone.

### Concerns or Issues

One of the greatest opportunities for student-athletes is learning skills for effective conflict resolution. When there is a concern, student-athletes are encouraged to speak with their coach directly. It can be very satisfying for all parties involved when student-athletes and coaches are able to find mutually agreeable solutions for an issue that they are preempting to resolve. We ask that you observe the order of this line of communication if you elect to pursue any concerns you may have regarding the athletic program.

1. Assistant Coach
2. Head Coach
3. Assistant Athletic Director/Athletic Trainer
4. Athletic Director

*When a conference is necessary, the following procedure should be followed to help promote a resolution to the issue or concern, please follow the procedure below:*

1. Contact via Sporty you or email coach to set up an appointment with the coach.
2. Please *DO NOT* attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. An upset parent should wait at least 24 hours before contacting a coach or parent after an athletic event.
3. If discussion is required, this is between you, the coach and your student-athlete.

### **The next step:**

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

**Coaches are professionals.** They make judgment decisions based on what they believe to be best for all student athletes involved. Certain things can be and should be discussed with your child's coach, other things must be left to the discretion of the coach.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position.

**PARENT/GUARDIANS' RESPONSIBILITIES**

- Do not host or allow a party in their home at which alcohol or drugs are present.
- Treat coaches and officials with respect on and off the field or court. No public comments should be made and all complaints should be referred to the Athletic Director.
- Read and discuss this Code with your daughter, stressing its importance.
- Support the enforcement of this Code.
- Confront behavior that violates this Code. Communicate with coaches and appropriate school officials when necessary to reinforce the conditions of this Code. ***Model behavior that is appropriate for an Ursuline athlete!***
- Inappropriate Parent behavior may affect student participation as well as the possibility of a parent/student athlete being banned from Ursuline athletic events.

**CONSEQUENCES OF CODE VIOLATION**

- A committee consisting of the Athletic Director, Assistant Athletic Director, Principal and the Assistant Principal of Student Life will be convened to review the situation.
- The person(s) involved in and code violation will have an opportunity to explain the circumstances related to the incident.
- The committee will then determine what action the school will take in response to the situation.

*Consequences for violation of the Student Athlete/Parent Code of Behavior could range from possible probation, suspension of play for a designated period of time to expulsion from the team.*

As a student athlete and parent of an athlete at the Ursuline School, I have read and understand and will abide by the Ursuline School Student/Parent Athletic Handbook. I also understand that the Ursuline School Student Handbook supersedes all others on all matters.

(Please sign and return)

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_