



Athletic Handbook



MARYMOUNT
INTERNATIONAL SCHOOL ROME



TABLE OF CONTENTS

Topic	Page
1. Introduction	2
2. Philosophy Statement	2
3. MMI Mission Statement	2
4. Eligibility	2
5. Academic Eligibility	3
6. Attendance Policy	3
7. Practice	3
8. Cancellation of Games/Practices	4
9. Athletic Schedules/Commitment	4
10. Conduct of Athletes	5
11. Drugs and Alcohol Policy	5
12. Safety	6
13. Medical Excuses	6
14. Travel Information	7
15. Athletic Dress Code	10
16. Communication Guidelines	10
17. Captains	10
18. Managers	10
19. Uniforms and Equipment	11
20. Awards	11
21. Emergency Procedures	11
22. Athletic Handbook Signature/Student Athlete Contract	12



INTRODUCTION

Marymount International School offers a variety of competitive varsity sports seasonally in grades nine through twelve. The purpose of the MMI Athletic Program is to advance the educational philosophy of the school through developmental and competitive athletics. Through the years, varsity athletics have provided student athletes valuable opportunities to work, grow, learn, and have fun.

The purpose of the Varsity Athletic Handbook is to provide students and parents' information regarding the MMI athletic program. This handbook covers information applicable to all teams at Marymount International School and will be revised annually. In addition, team coaches will provide to both students and parents, at the beginning of each season, their sport specific guidelines and daily schedules, as well as the coach's general expectations. The hope of the Athletic Department is that this handbook will serve as a resource and foster a collaborative team approach between the school and family, which will aid in creating a positive experience for students.

Please note that the Athletic Contract is located at the back of this handbook and must be signed by both the student and their parents.

PHILOSOPHY STATEMENT

The Marymount International School Athletic Program encourages participation for all students in grades nine through twelve. MMI believes that the athletic program is an integral part of the educational program and should provide the same opportunities for instruction, participation, growth and success as any other opportunity offered by the school. We are committed to providing healthy competition where student athletes have the opportunity to model the highest levels of sportsmanship, to show commitment to themselves and the team, to learn to fight adversity, to risk failure, to learn how to win and lose gracefully, and above all to have fun.

MMI MISSION STATEMENT

The Athletic Department at Marymount International School is committed to providing positive sports experiences for students of all backgrounds and skill levels. We believe that a competitive and developmental athletic program promotes and embodies the ideals of teamwork, sportsmanship, hard work, and self-discipline. We believe that developing the student-athlete's character through a positive and supportive environment increases self-confidence and therefore is essential to personal success. We believe that these skills learned through athletic training and competition can be positively applied to the challenges, responsibilities and problems encountered in daily life. Through competitive sports, MMI aims to provide an area where we can create unity through diversity, where we can instill a lifelong love of learning and where we can encourage and affirm personal growth.



ELIGIBILITY

1. Athletes will not be allowed to participate in tryouts, practices or contests until the following is on file with the Athletic Department:
 - a. Medical certificate – “non agonistico”
 - b. A photocopy of a valid passport.
 - c. Signed written parental consent to participate.
 - d. Signed Inherent Risk Form
 - e. The Athletic Contract located at the back of the Athletic Handbook signed and returned to the Athletic Director.
2. Participation in MMI Varsity sports takes precedence over all other outside athletic activities. This includes club teams.

ACADEMIC ELIGIBILITY

(In accordance with DoDDS and MMI athletic policy)

1. Eligibility to participate in interscholastic activities requires a minimum GPA of 2.0 and no more than 1 failing grade in the prior grading period.
2. All student athletes will be monitored for D's and F's on a weekly basis throughout the season. Students who have more than one failing grade in the classes in which they are enrolled are ineligible for participation for that week. **A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the team activity.**
3. All incoming 9th graders are eligible for the fall sports season if they are not failing any classes at the weekly check.
4. Students who participate in activities for which airline tickets are purchased cannot be declared ineligible during the 2 weeks prior to the travel date.
5. Grade checks are to be completed by 4:00 p.m. every Tuesday of each week that there is a sports activity. A student declared ineligible on Tuesday grade check will be ineligible from Wednesday 8 a.m. through the following Wednesday 8 a.m.
6. A student declared ineligible may not practice with the team and is not authorized to participate in scrimmages, competition, be in sports uniform at a scheduled event, or travel with the team to any away event.

ATTENDANCE POLICY

In order to practice or participate in an athletic contest, students must attend a minimum of two consecutive classes that day (if the competition is on Saturday morning, the student must attend two consecutive classes the day before). Funerals, doctor or dental visits, religious holidays, and school trips are examples of exceptions that are granted by the Athletic Director on an individual basis. The student or parent should request an exception as early as possible, preferably at least one day in advance. Also the student athletes **MUST** attend school on Monday following a weekend match away in order to play in the following match.



PRACTICE

Tryouts (if applicable) for each sport will be posted on the athletic information bulletin board on the first floor of the Butler Building, and on the school and the Varsity Sports pages on the MMI website. Flyers will be available to students and parents giving the exact dates, times, and sites. Students and parents should note these dates on their personal calendars. Students are expected to be present and on time to all practices. Coaches will impose an appropriate penalty for tardiness or missed practice. If a student is absent from school, he/she must have one of his/her parents/guardians call or email to notify the coach or Athletic Director. Family vacation is not a valid excuse for missing practice. Please schedule these outside of the sports season.

CANCELLATION OF PRACTICES/GAMES

Cancellation of games and or practices due to inclement weather will be made after 2:00PM. Announcements concerning the status of athletic events will be announced to the students promptly. Parents can call the main office for information. Rescheduled competition dates will be communicated to players/parents by the Athletic Director. Student athletes should always come to school prepared to play or practice regardless of the weather in the morning, as the weather changes quickly and coaches may also choose to discuss strategy in the classroom instead of canceling practice.

ATHLETIC SCHEDULES/COMMITMENT

Being a varsity athlete means balancing academics, athletics and all other school and personal commitments. A varsity athlete should be able to do this by organizing themselves and their time appropriately. Commitment, dedication and hard work are some of the valued aspects of playing on a team. It is vital that these are not compromised in the course of a season, as team play will be adversely affected.

Attendance is fundamental to the success of the team. The athletic department issues a schedule for each sport season. Any student who commits to being part of a MMI Varsity team is expected to carry through with their commitment throughout the season by committing to attending all practices, games and the European championship tournament in Germany.

For IB exam conflicts, please talk with the coach before committing to the team. Any athlete that does not fulfill their commitment will be asked to leave the team and will not be considered for the team the following year.

The Athletic Department strongly urges all student-athletes and coaches to work together to find a solution, other than quitting or dismissal, when faced with a difficult situation. In order to have consistency, any student may leave any team by notifying the coach prior to the start of competition, but once the competitive season has begun, coaches and players must follow the following roster change guidelines:

1. A meeting must take place between the coach and student to discuss the situation. This should be a meeting that is taken very seriously, not a chance encounter in the hall.
2. Communication will then occur between the Athletic Director, the student, and the coach, to further discuss the situation.
3. The Athletic Department will communicate with the parents.



4. While every parent has the right to withdraw his/her student from Athletics, the Athletic Department would like to remind all involved that quitting is often the easy way out and does not always promote quality life decisions. Students and their parents will be expected to sign the Athletic Contract (located at the back of this handbook), which confirms his/her responsibilities and expectations. This form will be part of the athlete's code of conduct.
5. A student athlete that decides to or is asked to leave a team for whatever reason will not be allowed to participate in the next season's sports and will not be considered for the sport they left the following year. i.e. A student athlete quits or is asked to leave volleyball in the Fall sports season. They will not be allowed to play basketball in the Winter sports season, nor volleyball the following year.

CONDUCT OF ATHLETES

Participation in varsity athletics means more than competition between two individuals or two teams representing different schools. It teaches sportsmanship, teamwork, and commitment. Participating in sports is character building. As in professional sports, where the athlete is a reflection of something larger than himself, in varsity sports it is the team and the school and all that Marymount International School represents. It is important that the athlete's behavior is above reproach in the classroom, on the field, and on trips.

1. **In the classroom-** A good athlete is a respectful student. The student athlete should be respectful to all faculty and staff, their fellow classmates, and their individual studies. Unacceptable behavior, such as being disrespectful to a faculty member or staff, school property or fellow students is reason for removal from an athletic team.
2. **On the field or court-** Student athletes are viewed as representatives of Marymount International School and all the values that are a part of our school. If a student's conduct during practice or a game situation is negative in nature and continues after being advised to discontinue the behavior by the coach or official, the athlete may be removed from the practice or the competition.
 - Marymount International School athletes are expected not to use profanity or illegal tactics. Our athletes should be gracious in defeat and modest in victory. Our athletes should congratulate their opponents after a competitive event for a game well played. Athletes are expected to have control of themselves and not display their tempers physically or verbally when disappointed with a call made by their coach, their captain, the referee, or a fellow teammate.
 - Respect for the referee, the coach and the captain are essential for a positive athletic experience. If there are discrepancies with the referee, or a rule needs to be clarified, it is the CAPTAIN of the team that is to speak to the referee, and only the CAPTAIN.
 - Should an athlete violate a rule, such as unsportsmanlike conduct and is removed from a competitive event by an official, the athlete will be ineligible for participation in his or her next athletic event.
3. **On Trips-** All Marymount International School rules apply throughout the duration of the trip.



DRUGS AND ALCOHOL POLICY

(In accordance with DoDDS and MMI athletic policy)

The possession, use, or sale of controlled or mind-altering substances, tobacco, alcoholic beverages, hallucinogenic drugs, inhalants, anabolic steroids, a combination of drugs or paraphernalia expressly prohibited by federal or local laws is strictly forbidden and will be grounds for immediate dismissal from the team. Further disciplinary action may be taken.

Members of an athletic team who, during the season (1st day of practice through the finals competition), violate the controlled substance policy during the school day, on or off school property (to include while riding to or from school, school events or school buses) or while attending/participating in a DoDDS-E function under the jurisdiction of the school are subject to the following:

- 1st offense during the school year: Team members will be removed from the team for the remainder of the season.
- 2nd offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

Members of an athletic team who, during the season, possess/use tobacco and or alcohol outside of the time and events stated above are subject to the following:

- 1st offense during the school year: Team member is suspended from all competition for the next seven calendar days. If the suspension occurs during a time period when games are not scheduled, the team member will miss the next scheduled competition. If traveling on an overnight trip, team members will miss the entire weekend of competition.

For the team member to be reinstated to the team the student athlete must have a meeting with the Principal to evaluate the behavior of the student. If the offense occurs at the end of a sport season, the seven calendar days and one athletic competition will be carried over to the next season that the athlete participates.

- 2nd offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

Coaches/sponsors and/or volunteers will not possess, use and/or consume alcoholic beverages on athletic trips while in a supervisory role. Therefore, from the time of departure from the school, until the return to the school, consumption of alcoholic beverages is prohibited.

Faculty, sponsors and volunteers may not smoke in the presence of students.

SAFETY

It is the aim of the Athletic Department to provide student athletes with a safe and enjoyable environment. The coaches and the Athletic Director have a responsibility to reduce and or eliminate all potential safety issues. This includes new safety protocols regarding the Covid-19 pandemic. To this end they sign and submit to the Principal or Head of School a Risk Assessment



form. They are obligated to prevent any foreseeable accidents and injuries. It is vital to understand however, that when participating in sports there is an inherent risk of injury. Athletes are required at all times to wear the appropriate protective gear for the sport they are participating in. It is the responsibility of the athlete to communicate with the coach if they become injured, this includes muscle strains, headaches, etc.

MEDICAL EXCUSES

If a team member suffers an injury or an illness and is consequently unable to continue competing on a team, the following policy applies and must be adhered to:

1. The coach or athletic department must be notified.
2. Injured athletes must attend practices everyday that they attend school. Exceptions will be made for student-athletes completing academic work or undergoing rehabilitation during practice.
3. Injured athletes are required to attend all home games, and be in uniform on the bench, while injured and are allowed to travel with the team to away games or tournaments.
4. No athlete will be allowed to return to participation from an injury without a written clearance from a physician once they have been restricted from participation or diagnosed by a physician.
5. The coach reserves the right to restrict an athlete from participation, regardless of physician or parental clearance, if the coach determines that the athlete's safety is still at risk.

TRAVEL INFORMATION

Varsity teams travel outside of Rome for competitions. Therefore, the student must have one permission form for all sports for the year signed by the parents or guardian to travel.

A reminder note will be sent home with athletes including travel days, location of the event, where the students will be staying, and emergency phone contacts. It also includes traveling information regarding the type of transportation provided (when it is provided), what time the team departs, the time of the match and the location of the match. Return times are not posted, but parents and students are notified before each match, in advance, the approximate time the match should be over.

If the team travels to a military base, the athletes **MUST** bring their passports or military ID. They must also bring a sleeping bag or blow up mattress, pillow, towel and bath items, uniform and proper gear, proper clothing, US dollars and euros for purchasing their meals and extra spending money.

There are occasions during the season when the school asks the students to contribute to the school travel budget (Sigonella and Championship Tournaments for example) or stay in a hotel. This money is due to the Business Office and should not be given to a coach or the Athletic Director. It is the goal of the school to offset these costs when possible.

When teams travel and miss school, athletes are responsible for completing all missed class assignments. It is the responsibility of the student to get all the assignments from the teacher and to submit that work on time as specified by the teacher. Any assignment that is due on the day of



departure for traveling teams MUST be submitted to the teacher BEFORE the team departs. Upon returning from traveling, athletes are expected to be present for all classes the following day of school.

ATHLETIC DRESS CODE

Students are representing Marymount International School when they are traveling to and from athletic competitions. Therefore, it is expected that all athletes will dress in an acceptable manner when traveling. Clothes should be clean, not tattered, and with no foul language or inappropriate symbols.

COMMUNICATION GUIDELINES

Both parenting and coaching are extremely challenging in today's world. By providing these helpful communication guidelines, we believe we can best help our athletes reach their potential and allow them to enjoy their sports experience.

At the beginning of the school year, there will be an informational meeting that all inspiring student athletes and their parents must attend. The Athletic Director will review the student athlete expectations, goals and policies. Each student athlete and their parents will be given the school's athletic handbook at the meeting. Parents are expected to co-sign the athletic contract with their son or daughter.

1. **Communication parents can expect from the athlete's coach:**

- Philosophy of the coach
- Expectations of athlete and team
- Location and time of all practices and games
- League, school and team rules
- Athlete's role on team

2. **Communication that coaches expect from parents:**

- Concerns expressed directly to the coaches
- Specific questions about philosophy or expectations
- Notification of any injuries or illness
- Any absences prior to practice or games

3. **Appropriate concerns to discuss with coaches:**

- Treatment of you child (physically or mentally)
- Ways a parent can help his/her student athlete improve
- Concerns about your child's behavior

4. **Inappropriate concerns to discuss with coaches:**

- Playing time
- Team Strategy
- Play calling
- Another student athlete

It can be very difficult to accept when your athlete is not playing as much as you may have hoped. Coaches make decisions based on what they believe to be in the best interest of the team. The coach must take into account all members of the team- not just one individual.

Procedures for Discussing Concerns with Coaches

If you have a concern to discuss with the coach, please follow the procedures listed:

Step 1. Call the coach at school and set up an appointment. Ask for the coach by name. If the coach is not a staff member, call the Athletic Director to leave a message.

Please do not attempt to confront a coach before or after a contest. This can be an emotional time for both the parent and the coach. Confrontations of this nature do not promote positive resolutions.

If a satisfactory resolution between parent and coach does not take place after the initial communication:

Step 2

- Contact the Athletic Director.
- The Athletic Director will set up a meeting with the parent, athlete, and coach. The Athletic Director will attempt to mediate a resolution.
- If a satisfactory resolution is not reached at the meeting, then the Principal and Headmistress will be contacted.
- Another meeting with all parties will try to mediate a resolution.

CAPTAINS

At the high school varsity level, coaches will appoint a captain or captains.

The Captain is responsible for:

1. Establishing the lead in terms of appearance, attendance, demeanor, responsibility, and dedication to the sport.
2. Representing the team at the coin toss before each game.
3. Representing the interests of their teammates in dealing with referees during the game.
4. Representing the team at official functions, fundraising events, awards nights, etc.
5. Assembling and organizing the team, and conducting the warm-up routines before each game and practice.
6. Assembling and organizing the team and conducting the cool-down routines after each game and practice.
7. Leading long runs.
8. Setting up and tearing down equipment for drills (at the coaches' request).
9. Generally serving by doing all the things that their teammates should have done but did not (e.g., cleaning up).
10. Maintaining decorum within the team; taking charge when teammates are out-of-line; keep the team focused.
11. Informing the coach of situations that are unsafe or not in the best interest of the team.
12. Handing out materials to teammates.

13. Assisting the coach telephoning teammates when necessary.

The coach reserves the right to dismiss a player from continuing as the captain of the team and assigning a new team member as captain.

MANAGERS

Various team manager positions are available in all team sports. Students who avail themselves of such opportunities will have the satisfaction of contributing to the welfare of the group and being actively involved as a member of the team. Duties of the manager include the following:

1. Assisting the coach by keeping written statistics for the team in a neat an orderly manner.
2. Running the scoreboard when necessary (eg. volleyball/basketball).
3. Managers (with the coaches' assistance) must fill out the MMI athletic report card after each competition. This information is then transferred to the MMI website and also submitted to the Stars and Stripes (<https://www.stripes.com/sports/europe/>). When the competition is at home it should be given directly to the Athletic Director after the event. When the competition is away the report card must be submitted directly to the Athletic Director's mailbox on Monday before 9:00 AM.
4. Assisting the coach by maintaining the medical kit. The managers will pick up the medical kit in the Athletic Director's office before practices and competition. After the practice the kits will be left in the Athletic Director's office. After a competition the kits will be returned to the Athletic Director's office.
5. Managers can assist the coach with basic first aid. Managers can distribute band-aides, and wraps but they may not perform nursing services.
6. Managers will assist the coach in emergency events by calling the emergency numbers provided, thus allowing the coach to focus on the injured athlete.
7. Managers are responsible for transporting and safeguarding the equipment for the team during practices and games. Managers are to notify the coach and the Athletic Director in the event of missing or lost equipment immediately. All equipment should be picked up before and dropped off after each practice/game in the Athletic Director's office.
8. Managers are responsible for transporting water to the local events. At away games managers are responsible for purchasing the water at the game site for the team (using MMI sport money).
9. Managers and their parents must sign the athletic contract in the back of this handbook.
10. Managers can be dismissed from their position during the season for failing to come to practices, matches and assisting the coach in the manner described above.
- 11. Managers are an integral part of the team. They are expected to follow the same rules and conduct of the athletes. Managers are expected to attend all practices and home games.**

UNIFORMS AND EQUIPMENT

- Athletes will be issued a school owned uniform at the beginning of each season. The uniform is the school's property. It is NOT their personal property and therefore must be turned in at the end of the season.
- If a student loses or damages their uniform they must purchase a replacement. Student and parent/guardian must sign a uniform liability form prior to receiving their uniform.



AN ATHLETE WILL NOT:

1. Be cleared from school until the Athletic Director has confirmed that he/she has made all payments regarding varsity sports (uniforms, equipment, travel, etc.) to the business office.
2. Receive any awards or trophies until he/she is clear in all areas.
3. Will not receive a diploma until clearance has been established.

AWARDS

An Athletic Banquet for Varsity athletes is held at the end of the year to recognize athletes for their participation in the MMI Varsity Athletic Program. All players receive participation certificates for participating on a Varsity team. The coaches decide on the following special awards for each sport: MVP, Most Improved, Coach's Award (Sportsmanship). Together, all of the coaches for that year select a Dream Team Award, Sportsman and Sportswoman of the Year. To earn an athletic award, an athlete must finish the current season in good standing in terms of academic performance, citizenship and sportsmanship.

EMERGENCY PROCEDURES

(Listed below are the guidelines and procedures for MMI coaches)

Student Athlete information forms and blank Accident Reports must be present at all sport activities, including but not limited to practices, games, travel and meetings.

Minor Injuries – requiring no special emergency help

1. The coach, nurse, or certified personnel in charge will assess the situation to make sure that it is safe before treating the injured person.
2. All play will stop until the injured party may be moved safely or treated at a safe distance from the activity.
3. The coach, nurse, or certified personnel will provide first aid treatment to the injured party.
4. Fill out an Accident Report in detail at the scene of the injury. The injured party must sign the Accident Report.
5. Turn in the accident report to the Athletic Director within 24 hours of the incident.
6. The Athletic Director will make duplicate copies, one for the nurse to be put in the student athletes' medical file, and one to be turned into the business office.

Major Injuries – breaks, serious sprains, transport to hospital, ambulance called, etc.

1. The coach, nurse, or certified medical technician will assess the situation.
2. First aid treatment is to be provided only by a qualified individual.
3. All play must stop. It is strongly recommended not to move an injured athlete if the injury involves the back, head, neck, or serious break!
4. Call 118 for an ambulance. When an athlete is seriously injured, appropriate transportation must be provided. At no time should anyone's personal vehicle be used to transport an injured person, unless no other emergency vehicle is available. When traveling outside Italy, it is imperative that the head coach verifies and writes down the local emergency number for an ambulance. It is the responsibility of the head coach to pass this number on to the other coaches.
5. When possible the coach will accompany the injured athlete to the hospital or will make



- arrangements for a MMI representative to accompany the student athlete to the hospital.
6. Give all the information possible- state your name, location of the accident, condition of the injured, what is needed, etc.
 7. At no time should the injured athlete be left alone.
 8. Emergency phone numbers will be given to the person accompanying the injured athlete so they may contact the emergency contact listed for player. The MMI representative must remain with the injured athlete until their emergency contact arrives. All other student athletes will remain with a designated MMI representative.
 9. Remember to ask the ambulance which hospital they will be taking the injured athlete to.
 10. The coach must call the Athletic Director, immediately after the accident requiring medical treatment.
 11. Follow instructions for numbers 4,5,and 6 in Minor Injuries.

Critical Injuries- unconsciousness, CPR, etc.

1. Get help immediately! Call 118!
2. Do not attempt to move the injured parties.
3. Do not leave the injured student athlete alone unless you are the only one able to call for help.
4. Follow the same procedures as listed above in Major Injuries.

Most injuries in youth sports are not complicated and resolve with little medical intervention. The use of R.I.C.E (Rest – Ice – Compression – Elevation) has long been the standard treatment. Remember, young bodies have special characteristics that differ from adults and it is recommended that an athlete seek medical attention from a physician for any injury that does not improve in a short period of time.



MARYMOUNT INTERNATIONAL SCHOOL ROME ATHLETIC HANDBOOK/STUDENT ATHLETE CONTRACT

- I have received a copy of the Marymount International School Athletic Handbook.
- I understand it is my responsibility to follow the Academic Eligibility Policy listed herein.
- I understand it is my responsibility to attend all practices, games, and the European Championships if I am selected to participate.
- I understand it is my responsibility to comply with the codes of conduct explained herein and represent Marymount International and its mission.
- I understand it is my responsibility to comply with the Drugs and Alcohol Policy herein.
- I understand that my image may be used in association with Varsity Sports news in various media channels.
- I understand it is my responsibility as the student athlete to read/understand/comply with all of the rules/regulations explained in this handbook and discuss them with my parents/guardians.

PLEASE SIGN AND RETURN TO THE ATHLETIC DIRECTOR

Student's Name (Printed)

Parent's Name (Printed)

Student's Signature

Parent's Signature

Date

Date

athleticdirector@marymountrome.com