



STUDENT ATHLETE HANDBOOK

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TRYOUTS

We believe that it is very important that everyone attends tryouts. This policy ensures that all students have the same opportunity and are held to the same standard. It allows the coaches to start official practices immediately after the tryout process and begin preparing for the season. Earning a UA uniform is an important process in understanding and appreciating the privilege of representing an Ursuline team. Once selected to a team, vacations are not permitted.

Tryouts are mandatory for all grade levels but that does not mean every sport will have cuts. The selection process is based on ability, commitment and the number of students trying out. We are confident that all sports require a particular level of skill, commitment, expectation and desire. Therefore, we believe that through a tryout process our 12 programs are valued equally. Earning a UA uniform means you worked for it, you sacrificed, you put in the effort and you achieved a goal to become part of a UA team.

Trying out for multiple teams during the same season is permitted and communication is the key. All sports are unique and being prepared to try out for multiple sports requires planning and an understanding of the expectations, skills and conditioning needed. Communication with all coaches in advance if you are trying out for more than one team.

Any injury keeping you from trying out will need a doctor's note indicating the injury and the expected recovery time.

If a later tryout is needed the coaching staff will make the arrangements. If the injury will last more than 3 weeks, the Athletic Department will meet with the coaches to discuss the situation. Injured students will not be issued a uniform until they have tried out with the program...exception to this are seniors that have been in the program for 3 years.

Fall Sports

Cross Country – Varsity & Reserve
Field Hockey – Varsity & Reserve
Golf – Varsity & Reserve
Soccer – Varsity & Reserve
Tennis – Varsity, Varsity B & Reserve
Volleyball – Varsity, Reserve & Freshman

Winter Sports

Basketball – Varsity & Reserve
Bowling – Varsity & Reserve
Diving – Varsity & Reserve
Swimming – Varsity & Reserve

Spring Sports

Lacrosse – Varsity & Reserve
Softball – Varsity & Reserve
Track & Field – Varsity & Reserve

SEASONAL INFORMATION

PRACTICES

Student/athletes are expected to be at all practices.
Practices will generally last 2 hours.
Teams will practice 5 to 6 days per week until games start.

GAMES, MEETS & MATCHES (COMPETITIONS)

Team members are expected to attend all competitions.
Schedules will be provided through the Athletic Dept.
Teams will average between 2-3 contest per week.

SPORTS SIGN-UP

Students' sign-up online & attend meeting during homeroom.
Tryout & preseason information is reviewed & distributed
Sign-ups are a good opportunity to learn about program.

PRE-SEASON / CONDITIONING PROGRAMS

Coaches run the preseason & summer programs.
All students are encouraged to attend preseason.
Preseason is not mandatory but highly recommended

PRE-SEASON INFORMATION NIGHTS

The Ohio High School Athletic Association requires all schools to conduct seasonal sports meetings at the start of each season. At least one parent/guardian and the student/athlete must attend the seasonal meeting. These meetings give each family the opportunity to become familiar with the expectations of the coaches and the rules and regulations of the Athletic Department.

AWARDS NIGHTS

Awards Nights are schedule a year in advance and all student/athletes are expected to attend. Awards Nights will begin at 7:00 pm. in the Besl Theatre @ Ursuline Academy.

ACADEMIC ELIGIBILITY - The OHSSA has encouraged all schools to set their academic standards for athletic eligibility. The standards set by each school must meet the minimum state of Ohio standards. Ursuline Academy has established the following policy for Athletic Eligibility. All student/athletes must pass all classes and maintain a minimum quarter GPA of 2.0. Eligibility is determined at the end of each quarter. If a student/athlete, fails to meet either of these standards at the end of each quarter there will be a meeting to evaluate the student/athlete's status with her team. Students that are placed on probation may continue to practice and play with their team, but their grades and class participation will be checked weekly. If they are not making progress, they will be declared academically ineligible. Ineligible students may not practice or dress for any meets, matches or games. If a student/athlete is ineligible during a tryout they will not be permitted to participate during that season. **It is the responsibility of the student/athlete and her parents to regularly check grades and communicate with the teachers and counselors.**

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Visit the OHSAA Website (www.ohsaa.org) and become familiar with all state eligibility rules and regulations. All families are responsible for following these rules and regulations throughout the school year and in the summer. Our UA families are encouraged to watch the Sudden Cardiac Arrest Video (Lindsay's Law). [Lindsay's Law](#)

PARTICIPATION ON A HIGH SCHOOL TEAM

Team Sports for girls recognized by the OHSAA are Basketball, Field Hockey, Lacrosse, Soccer, Softball and Volleyball. Any member of an Ursuline Academy interscholastic team sport shall not participate in an athletic contest, tryout, any type of team or group training or practices on a non-interscholastic squad in a team sport in the same sport during the school's interscholastic sports season. This regulation is applicable for those invited to participate in a tryout, group training or practices at a college or in contests, tryouts, group training or practices with any non-school team such as a club.

Individual Sports for girls recognized by the OHSAA as Bowling, Tennis, Golf, Swimming and Diving, Cross Country & Track and Field. A member of an Ursuline Academy individual sport team shall not participate in a contest on a non-interscholastic squad in the same sport during the school's interscholastic sports season.

Please speak with the Athletic Department regarding applying for any exceptions.

URSULINE ACADEMY ATHLETIC RULES

1. Disrespect toward any administrator, teacher, coach, official or teammate will not be tolerated. Abusive or foul language is not acceptable. Any violation of these expectations can result in suspension or dismissal from the team.
2. Any student/athlete ejected for unsportsmanlike conduct shall be ineligible for the remainder of that contest as well as for the next two regular season or tournament contests. This is an OHSAA rule that Ursuline will enforce.
3. If you are suspended from school, you will also be suspended for the same length of time from your sport. You may not attend school sponsored practices or games and your continued status with the team will be evaluated.
4. Rules regarding unexcused absences from practices and contests will be determined and distributed by the coaching staff at the seasonal sport meeting. If a student is habitually absent, they may be removed from the team.
5. You are expected to be at all practices and contests.
6. Student/athletes are responsible for any uniform, warm up or equipment issued to them. These items should be cleaned, folded, turned in to the athletic office within a week after the completion of their season. We ask all students to respect the uniform turn in procedures and respond immediately if they receive a reminder email. Student/athletes will be held accountable for lost uniform and or equipment, or if communication reminders are ignored.
7. Uniforms and warmups should be worn at games only. They are not for personal use and they should not be given to any other students.
8. All rules and regulations of the GGCL and the OHSAA must be followed.
9. Student/athletes are expected to be at school the entire day to be eligible to participate in a game, meet or match. Families should contact the Athletic Office to get approval for doctors' appointments or special situations.
10. Seniors with early dismissal privileges may leave at their approved time.
11. Student/athletes must be at school for at least ½ of the school day to participate in practice on that day.
12. **Vacations during the season are not permitted.**

URSULINE ACADEMY ATHLETIC RULES - CONTINUED

SUBSTANCE USE / ABUSE

Any student who sells, distributes, or buys any drug or counterfeit controlled substance including but not limited to alcohol, other intoxicants, illegal drugs, controlled substances and inhalants at school or school sponsored functions will be expelled and her parents and police will be notified. Any student/athlete while representing Ursuline at a game or team sponsored function that possesses, uses, or is under the influence of illicit or counterfeit controlled substance including but not limited to alcohol, other intoxicants, illegal drugs, controlled substances and inhalants at school or school sponsored functions will be suspended from the team and from athletics for the remainder of the year.

EXCUSED ABSENTS

- Sickness
- Death in the immediate family
- Special family functions (weddings, family reunion etc. - NOT VACATIONS)
- College Visits (These visits are excused for seniors but playing time may be altered)
 - **Spring Athletes making college visits during spring break must return by the Wednesday after Easter)**
- Standardized Test
- Kairos or Junior Retreat for **three sport athletes only**
- Sophomore and Freshmen Retreats
- Practices will be adjusted for these Ursuline functions: Winter Dance, UA Prom, Father/Daughter Dance, Spring Dance, Auction and Ursuline Sports Awards

UNEXCUSED ABSENTS

- Detention
- Co-curricular Choices
- Vacations
- Habitual Absence (this may include excessive absence due to illness / may be dismissed from a team)
- The Varsity Coaching Staff will set policies regarding unexcused absences. **No coach may excuse vacations.**

TRAINING ROOM

Ursuline has a certified Athletic Trainer on site after 1:00 pm. She is available Monday through Friday and at all home team sport contests. The trainer's room is in the hallway behind the main gym. Student/athletes should make sure they report injuries to their coaches and our trainer as soon as possible.

WEIGHT ROOM

Ursuline has a weight room located near the small gym. We encourage all teams to participate in an organized team lifting program. A coach from the UA staff must be present for any training.

OVERNIGHT CONTEST

The Athletic Department will provide the food and lodging expenses for any student/athlete or team qualifying for post season competition and for any team traveling overnight during the regular season. Lodging is based on 4 athletes per room and a food allowance that is handled by the coach.

TRANSPORTATION

Ursuline Academy does not provide transportation for teams for local travel. Parents are asked to coordinate travel arrangements for their daughters during the seasonal parent meetings. Please be familiar with our transportation policy and guidelines. Licensed student/athletes may not drive to any contest if it is over 30 miles from Ursuline.

Athletic Fee

Once your daughter is selected to a team you will receive an email regarding the ATHLETIC FEE and payment online. The fee for a single sport is \$270.00 payable prior to the start of the season. There is an additional fee of \$120.00 for siblings or multiple sports athletes. No family will pay more than \$390.00. This athletic fee is paid online and is not intended to keep any student from participating.

FORMS

UA Athletic Forms must be filled out online through Final Forms. Forms for Athletics must be completed 14 days prior to tryouts. We recommend filling out the forms in the summer, so they are on file for all three seasons.

The only form you will need to print and turn in is the **OHSAA Pre-Participation Physical Form**. All UA Families are responsibility for turning in a hard copy of the OHSAA Physical Form to the varsity head coach, the Athletic Trainer or to the UA Athletic Office. Do not email them to the coaches or Athletic Dept.

We highly recommend getting your physicals in June or early July to ensure it is good for the entire school year. The physical is only good for one calendar year. **Physicals are due 14 days before tryouts.** Failure to have a physical prior to tryouts may keep a student/athlete from trying out for a team.

[OHSAA PRE-Participation Physical Form](#)



COMMUNICATION Let's Talk.....

Communication is the key to a successful and stress-free season. Parents, coaches and athletes should accept that the most fundamental principle of a team is unity. The team must always come first.

Guidelines for positive and acceptable communication

- Cheer your daughter, be supportive of her, console her, but do it without judging her, the coach, or teammates.
- Encourage your daughter to seek her own answers.
- Positions and talent sometimes do not match up. Coaches will do what is best for the team and this may mean that sometimes your daughter may be playing out of position in an attempt to “strengthen” the team.
- Stay positive, and your daughter will flourish.
- If you have concerns, and your daughter has attempted unsuccessfully to work things out with the coach on her own, schedule a meeting with the coach. We recommend that your daughter also attend any scheduled meeting.
- If you are trying to resolve a problem, help your daughter by being a role model in the problem solving procedure.

Coaches should communicate the following:

- Philosophy and expectations for the team and players
- Locations and times of practices and contests
- Team requirements, i.e. fees, equipment, off-season conditioning
- Policies, rules, consequences and acceptable behavior

Unacceptable Communication

- Playing time and team strategy
- Other athletes and their families
- Communication about your daughter without her knowledge

Addressing Concerns

- Call the coach to set up an appointment
- If coach is unavailable call the athletic office 791-8143
- Do not approach a coach after a contest or at practice

TEAMS & FACILITIES

FALL PROGRAMS

Cross Country – Varsity & Reserve

Field Hockey – Varsity & Reserve

Golf – Varsity & Reserve

Soccer – Varsity & Reserve)

Tennis – Varsity, Varsity B & Reserve

Volleyball – Varsity, Reserve & Freshman

WINTER PROGRAMS

Basketball – Varsity, Reserve & Freshman

Bowling – Varsity & Reserve

Swimming – Varsity & Reserve

Diving – Varsity (1 – 5 Girls)

SPRING PROGRAMS

Lacrosse – Varsity & Reserve)

Softball – Varsity

Track & Field – Varsity & Reserve

FACILITIES

Cross Country – practice at various locations around the City and Blue Ash

Field Hockey – practices & home matches at Blue Ash Sports Complex

Golf – practices & home matches at O’Bannon Creek Golf Club & TBA other Courses

Soccer – practices & games at Blue Ash Sports Center

Tennis – practices & home matches at Ursuline & Blue Ash Recreation Center

Volleyball – practices & home matches at Ursuline

Basketball – practices & home games at Ursuline

Bowling – practices & home matches at Crossgate

Swimming – practices at Club Site or Tri Health

Diving – practices at UC

Lacrosse – practices & games at Blue Ash Sports Center

Softball – practices & games at Blue Ash Sports Center

Track & Field – practices at Ursuline /Reading Stadium

Please make sure that you get directions to all game sites prior to the event. Each family is responsible for getting directions to away sites.

Senior Recognition

Senior night is an important event for the senior girls as well as their parents. In order to run a successful senior recognition celebration coaches should communicate the expectations, responsibilities and recognition format to all families at the pre-season sports night. Coaches should also communicate their position regarding starting and or playing all the seniors on senior night.

Format 1 - Senior Night Recognition at a game (Field Hockey, Soccer, Volleyball, Basketball, Lacrosse, & Softball)

Varsity Staff Responsibilities:

- Varsity Head Coach should set the date and game for senior recognition
- All families, team members and the Athletic Office should be informed
- Recognition at a game needs to be immediately after completion of reserve game or with varsity introductions
- Parents will be introduced with their daughters
- Give the approximate time so that senior parents do not miss the recognition
- Location where parents should line up
- Give time when everyone gathers at designated place afterwards
- Varsity coaches should attend and say something nice about the senior girls

Format 2 - Senior Night Recognition at Awards Night or another venue (tennis courts, golf course, park, pool, bowling alley, track)

Varsity Staff Responsibilities:

- Communicate the date of the recognition to all families
- Make sure that the recognition is organized and tasteful
- Communicate to the underclass team members that their comments should be appropriate and planned so that all the seniors receive quality recognition
- Recognize the senior parents with their daughters

Gifts and Families Responsibilities for Senior Night

In an effort to reduce cost to our families the Athletic Boosters provide the gifts listed below to each senior. We believe by doing this it provides a more traditional Format for our senior student/athletes.

The Athletic Boosters will provide 3 gifts for the seniors

- Scrapbooks are available in the Athletic Office and underclass team members should pick them early in the season
 1. Underclass team members should write notes, collect pictures & decorate the books for the seniors
 2. The Athletic Department and Boosters do not pay for prints of pictures for the scrapbook.
 3. We suggest getting pictures from the seniors parents or checking with UA yearbook.
- Senior Group Picture – GIVEN OUT AT THE Awards Night
- UA Embroidered Blanket (first sport) or UA Embroidered Travel Bag (second sport) - GIVEN OUT AT THE Awards Night

Underclass Varsity Team members and Parents

Posters, decorations, pictures for the scrapbooks, flowers and refreshments

- The Athletic department and Boosters do not pay for these items.
- Ask an underclass parent to take pictures of the seniors and their parents.
- A small amount of money \$5.00 - \$10.00 may be collected from the varsity families.
- Reserve teams may be asked for \$5.00 or to bring in refreshments only if they are included in the celebration.
- We highly encourage that the third teams (Freshman) are not asked to contribute.
- Remember it is a school night and that the after game celebration should not last longer than 30 minutes.

We hope that our families will support the efforts of the Athletic Department and Booster to reduce the cost to our families for senior night gifts and recognition.

COLLEGE SIGNINGS

Ursuline Athletic Department will hold signing events on dates as permitted by the NCAA. Signing events will be held prior to the start of the school day in the area outside the Coaches' Office. We invite any UA student that has committed to play a sport in college to inform the Athletic Office and participate in our signing days. Parents and family members are welcome to attend.

UA SIGNING CELEBRATION BREAKFAST

We will host a Signing Celebration Breakfast in the spring for UA student/athletes that played on an Ursuline sponsored team and are continuing their sport in college. Also, any UA student that will play in college for a sport not offered at Ursuline is welcome to attend the breakfast. These sports include crew, water polo, gymnastics, disc golf etc. We welcome your parents, grandparents and siblings to the breakfast as well as our UA coaches.

UA Awards and Recognition

Each Program will vote at the end of the season for team awards. These awards are voted on by the team members and coaches. The number of awards is dependent on the size of the team.

Team Recognition

All team members will also be recognized for their participation in a sports' season. Recognition is by grade level and will be provided by the Athletic Department. Coaches will present the team members with these awards at the Awards Night.

League Championships

T-shirts will be provided by the Athletic Boosters to all teams winning League Seasonal Championships. We will do our best to have these t-shirt at the Awards Night. However, there are times that the league championship is not determined until days before the Awards Program. The t-shirts will be given out via the Athletic Office when the t-shirt order is completed.

STATE CHAMPIONSHIP RINGS

Ursuline will provide rings to any varsity team that wins a Team State Championship based on the information below.

In the following sports State Championship Rings will be provided as follows:

Field Hockey, Golf, Soccer, Volleyball, Basketball, Bowling, Lacrosse & Softball:

- All members of the varsity team that dressed and or played the entire year
- Team managers in the program that were active all four years
- All varsity coaches

In the following sports State Championship Rings will be provided as follows:

Tennis: The Varsity "A" team members are recognized as the Varsity Team and only these members would receive rings.

Cross Country, Track and Field, Swimming & Diving: a varsity team member is anyone that ran, swam or dove in the District meets.

ATHLETIC BOOSTERS

The Athletic Boosters are a group of parents that meet monthly or as needed to discuss and implement plans to support the Athletic Program of Ursuline Academy. We would like each team to have at least two representatives. Each team should have one representative attend the scheduled meetings.

They will be directly involved in discussions for implementing procedures in various areas of the Athletic Program. Areas of concentration for the Booster Board will include: Awards, Recognition, Facilities, Senior Nights, Golf Outing, Spirit wear, Hall of Fame and any designated "Major project".

The Boosters are not involved in decisions regarding the day to day operations of the Athletic Department. They are also not involved in matters pertaining to the coaching staff or the team selection process.

The Ursuline Academy Golf Outing

The Athletic Boosters are responsible for one Fund Raising Event – The Ursuline Academy Golf Outing. This Outing is always the Monday before Memorial Day @ O'Bannon Creek Golf Club. To ensure the success of the UA Golf Outing we need all families involved with the Athletic Program to get involved.

Each family is expected to help in at least one of the following ways.

- Provide or be a Sponsor of the UA Golf Outing
- Serve on the Golf Committee
- Provide a Door Prize for the UA Golf Outing
- Get a Foursome or play as an individual in the UA Golf Outing
- Help collect a team sponsorship
- Volunteer to work the UA Golf Outing

We ask every family to determine from the listing above the way that they can be involved with the UA Golf Outing. Providing your donation or assistance during your daughter's season is appreciated.

UA Apparel

The other form of raising funds and providing spirit for our Athletic Program is the UA Booster Apparel Committee. This committee purchases and organizes the selling of UA Apparel throughout the school year. The Apparel Committee would like to welcome any new parent volunteers. Please consider this opportunity to help support the Athletic Program and the UA Teams.