



# **Athletic Handbook**

**Student Athletes/Parents/Coaches**

## HISTORY & GUIDING PRINCIPLES

### *History*

The Society of the Sacred Heart (R.S.C.J.) has its origins in Paris where it was established in 1800 by Saint Madeleine Sophie Barat. She responded to the educational needs that followed in the wake of the religious, intellectual, political, and social upheaval of the French Revolution. In its subsequent development as an order, now associated with some 200 schools and colleges throughout the world, the Society has remained dedicated to the education of young women and young men. Adapting its programs to the requirements of specific times and places, the Society maintains its concern with “the value of the student as a person growing into full Christian participation in a democratic society.”

Academy of the Sacred Heart is part of the Schools of the Sacred Heart that were founded by the Religious of the Sacred Heart in 1887. The first schools established were for the purpose of educating young women. Academy of the Sacred Heart is the oldest independent school in Michigan, founded in 1851.

### *Goals and Criteria*

Each Sacred Heart school promotes the educational mission of the Religious of the Sacred Heart. We share with the other members of the nationwide Network of Sacred Heart Schools five common goals and a commitment to educate to:

- A personal and active faith in God;
- A deep respect for intellectual values;
- A social awareness that impels to action;
- The building of community as a Christian value;
- Personal growth in an atmosphere of wise freedom.

With a belief in the capacity of each student, Academy of the Sacred Heart students are expected to achieve their highest level of scholarship while learning to assume leadership roles as responsible, compassionate and contributing members of their community and their world.

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## Athletic Handbook

Academy of the Sacred Heart educates the body, mind and spirit of all its students, developing the whole human spirit into an integrated adult ready to be a leader of character in every aspect of life. Like all programs at Academy of the Sacred Heart, the athletic program is built upon the *Goals and Criteria* of Sacred Heart Schools. The program educates a life-long sense of responsibility for individual health and well-being.

### I. General

#### A. Athletic Mission Statement

The mission of Academy of the Sacred Heart's athletic department is to provide a high-quality, interscholastic sports program that encourages athletes of varied talents and abilities to develop their unique strengths, while instilling the values of the *Goals and Criteria*. Academy of the Sacred Heart celebrates the individual talents of every athlete and is committed to offering its athletes an educational experience in an intimate and nurturing, yet challenging environment.

#### B. Philosophy

The Academy of the Sacred Heart athletic program functions as an integral part of the overall curriculum. Lessons in sportsmanship, teamwork, leadership, competition, respect, integrity, shared responsibility, and the grace required to both win and lose with dignity, are important components of the program.

Academy of the Sacred Heart believes that the opportunity for participation in a wide variety of interscholastic sports is a vital part of the student's educational experience. Our teams have a "no-cut" policy, although roster limitations do exist, which require athletes, particularly in the Upper School, to "try out" for a roster position. Representing the Academy of the Sacred Heart is an honor for all athletes and one that is earned through hard work, self-discipline and demonstration of the commitment to the *Goals and Criteria*. This honor is a privilege, not a right, and is taken seriously as a measure of the responsibility of each student athlete.

#### C. Role of the School

The Academy of the Sacred Heart will:

- Create teams consistent with the mission and the census (the ability to offer team sports is dependent upon interest level and a sufficient number of athletes to create a viable program).
- Provide ample opportunity for students to participate in the sports offered.
- Provide structure and discipline to develop values consistent with the *Goals and Criteria* in each athlete.
- Expect that each athlete acquires the values of commitment, honesty, integrity and responsible sportsmanship.
- Expect that each athlete develop a sincere commitment to learn and grow.
- Attract an enthusiastic, dedicated and talented coaching staff that enjoys helping each athlete reach his/her potential.

- Provide a certified athletic trainer in coordination with a local hospital or health organization, for all athletic practices and home games.

#### **D. Program Success**

Clearly, a good winning percentage and a competitive season are outcomes of the successful individual athletic team, but they are not the only measure of a successful season. Equally important is the spirit of the individual athlete, the athletic competition and the building of community through a broad participation of athletes of varying levels of accomplishment. Although not every athlete can compete at the same skill level, every effort is made to include each student interested in participating in the athletic program. Athletes at all levels are expected to be representatives of Academy of the Sacred Heart and to demonstrate the values of hard work, commitment and enthusiasm for the sport and the team at all times.

In the Upper School, teams compete against schools in the Association of Independent Michigan Schools (AIMS), the Catholic High School League (CHSL) and the Michigan High School Athletic Association (MHSAA). At the varsity level, teams compete in league championships and in the State Tournament.

In the Middle School for Girls (MSG) and Kensington Hall (KH), teams compete against schools in the Association of Independent Michigan Schools (AIMS), schools in the Catholic Youth Organization (CYO) and local public school and club teams that both provide competition and share a similar athletic philosophy.

There are three primary areas which determine the ultimate success of an athletic team:

- **Skill Development:** Are the athletes learning and improving throughout the season? Are athletes working together toward a common team goal? Are the athletes developing perseverance while exhibiting daily effort and discipline and preparing to win?
- **Teamwork:** Are athletes working towards a common goal while creating a positive environment that celebrates and accentuates each individual's strengths to create a combined better performance? Are athletes demonstrating attributes that make a team successful, such as positivity, trust, supporting each other, striving for excellence, accepting responsibility, and providing encouragement?
- **Mission Appropriateness:** Do the athletes represent the Academy of the Sacred Heart in a positive fashion? Is good sportsmanship displayed on a regular basis? Is there respect for all who are involved: team members, opponents, officials, coaches and fans? Are the athletes good ambassadors of Academy of the Sacred Heart?

## **II. Coaches**

### **A. Duties & Responsibilities**

Coaches at Academy of the Sacred Heart are first and foremost educators who use their sports to present and reinforce meaningful lessons for life. All athletic team coaches are directly responsible to the Athletic Director (AD) at Academy of the Sacred Heart. Coaches, like all employees, are expected

to uphold the principles and standards of the *Goals and Criteria* and those policies and procedures articulated in the Employee Handbook and the All School Handbook.

## **B. Coaching Requirements**

Before an individual can coach at Academy of the Sacred Heart, she/he must do the following:

- Complete all forms and documents contained within the Academy of the Sacred Heart employment packet, including the Employee Handbook Form
- Attend the “Protecting God’s Children” Workshop
- Attend Seasonal Athletic Coaches Meeting
- Complete the Concussion Training, Allergy Training and the Health Precautions Training (requirement of all employees of the Academy of the Sacred Heart)
- Meet all legal requirements as defined by Michigan law, including all background checks as prescribed in the Employee Handbook
- Meet with the Head of School

In fulfilling their duties and responsibilities, all coaches are expected to do the following:

With their teams, players:

- Treat her/his players and opponents with respect.
- Assume responsibility for the conduct of their team and players during all athletic events.
- Alert all athletes to the risks inherent in the sport and to the proper use of equipment and techniques common to the sport.
- Establish a positive relationship with coaches, athletes, parents, officials, and community members.

With the Athletic Director (AD):

- Supervise the use, issuance, return, laundering, inventory and storage of equipment, uniforms and supplies. Work with the AD to ensure the timely and complete turn-in of all team uniforms and school-owned equipment/attire, such as goalie gear.
- Submit equipment and supply requests to the Athletic Director for approval.
- Submit budget requests to the Athletic Director.
- Attend meetings called by the Athletic Director or Learning Community Leadership Team. Attend all required CHSL, MHSAA and Coaches Association meetings.
- All coaches must complete required CHSL, MHSAA, National Interscholastic Athletic Administrators Association (NIAAA) coaches courses in order to coach at the high school level.
- Notify the Athletic Director of any incidents that occur, including, but not limited to, a coach, parent or athlete being ejected from competition and/or any other unsportsmanlike conduct on behalf of the Academy of the Sacred Heart players, staff or the opposing team.
- Perform normal coaching related duties on an ongoing basis.
- Participate in the completion of the team schedule with the Athletic Director.
- Notify the Athletic Director of any schedule changes, cancellations or any other unusual events or incidents.
- Submit team rosters to the Athletic Director at the start of the season and update as required.

- Review the athlete eligibility lists provided by the Athletic Director.
- Prior to the start of a season (or dependent on coaches date of hire, with respect to the start of the season), coaches are required to complete both CPR and AED Certification Courses. Courses are provided by either the school nurse or the designated athletic trainer.
- Ensure injured athletes receive appropriate first aid for injuries from available trainers or contact 911 if no medical professionals are available.
- Communicate all injuries to the Athletic Director. For all injuries, coaches will complete an Accident Report Form or provide necessary details to the athletic trainer, who will complete and submit the form.
- Report scores to AD, as required.
- Secure, with the help of the AD, managers to help with practice, keep team statistics, keep score at home games, and produce social media content for home and away games.
- Schedule, communicate and conduct all practices on a regular basis.
- Maintain all equipment and necessary supplies in good working order. Report any equipment/supply concerns to the AD in order to maintain acceptable standards and accountability.
- Conduct voluntary off-season training programs where appropriate, sanctioned by the Athletic Director and in compliance with the rules and regulations of MHSAA and CHSL.
- Supervise team members immediately before and after practices and games until all have left the locker room, been picked up or have left the school grounds safely.
- Secure all offices, equipment rooms and building exits when coaching and upon departure.
- Support and conform to the Athletic Department's policies and decisions both in action and spirit.

With the Parents & Community:

- Attend and conduct a preseason organizational meeting for both students and parents that will define expectations, team requirements, emergency procedures, code of conduct (Athletic Handbook), schedules and other key matters.
- Conduct themselves in a professional manner during all practices, games and supervisory time frames.
- Attend all school-related sport functions such as end-of-season gatherings, dinners or banquets.

### C. Coaching Expectations

Coaches are expected to model and live the *Goals and Criteria* of Sacred Heart Schools. Coaches should:

- Be a role model.
- Teach and develop athletes. Develop well planned, organized and well-executed practice plans that build skills, promote understanding of offensive and defensive strategy, and promote teamwork and team chemistry.
- Treat all athletes with dignity and respect.
- Use athletics as a vehicle for teaching positive life lessons.
- Build confidence, encourage, and affirm.
- Demonstrate clear, direct and open communication.
- Possess a sense of humor.

- Demonstrate contemporary knowledge of the sport and an ability to cultivate new skills with students through drills, sequenced plays and encouragement on and off the field/court.
- Establish clear expectations and consequences. Deliver criticism that is constructive in a manner that upholds the dignity of each athlete while maintaining high expectations.
- Establish clear boundaries for behavior and enforce rules consistently.
- Be lifelong learners, willing to innovate for the benefit of their student athletes.

#### **D. Communication Standards**

The Athletic Director is the supervisor of all coaches for interscholastic sports at Academy of the Sacred Heart. The AD is also the primary liaison between the coaching staff and the school administration. It is the coach's responsibility to communicate on a regular basis with the Athletic Director concerning the following matters:

- Practice, scrimmage and game scheduling.
- Field and facility concerns.
- Reporting scores.
- Extraordinary occurrences including but not limited to the following:
  - Any communication concerns with students, parents, officials or others
  - Athlete behavior concerns or misconduct
  - Athlete behaviors of exemplary commendation
- Adult conduct inconsistent with the mission of the School.
- Completion of accident report on the same day as the incident occurs, as required.
- Transportation needs or concerns.
- Coaches are to check and update the website weekly, or as soon as a change occurs.
- Use of available and selected free app(s) to track teams during the season (i.e., Remind, TeamSnap, Band, Big Team/Schedule Star, etc.).
- All coaches are to have copies of emergency cards with telephone numbers, to directly call specific parents regarding a concern.
- Coaches should use the 'Remind' app as the primary communications tool with students and parents. Coaches are discouraged from sharing their cell phone numbers and texting with student athletes.
- Coaches must refrain from interacting with student athletes on social media platforms.
- No coach is to leave a practice or game without a "head count" of all students, including notes for those going home with someone other than parent/guardian or emergency-card-designated family.
- Coaches are to have an assistant for each team to be present at each practice/game, if one is available.

Athletes require a high level of support from their parents during their participation in various sports programs at Academy of the Sacred Heart. It is imperative that the Athletic Department and coaching staff communicate effectively with the parent community. This policy of communication will include, but not limited to the following:

- Preseason organizational meeting.
- Individually scheduled parent appointments, as requested. Include AD if the coach deems it necessary.
- Serious injury or disciplinary action involving an athlete.



- Weather-related rescheduling or cancelations.

## E. Code of Conduct

Coaches of an athletic team at Academy of the Sacred Heart have a responsibility to set an example for all of our student athletes and members of our community. The following is an outline of these expectations:

- Set an example both on and off the playing area. Demonstrate professional behavior and model and the *Goals and Criteria* and positive sportsmanship.
- Be modest in victory and gracious in defeat, and instruct your team members accordingly.
- Continually teach athletes that a student's learning capacity has no limit.
- Create and maintain a positive environment. Encourage and build confidence.
- Team rules should apply equally to all players. Coaches should treat all players with equality and fairness.
- No toleration of inappropriate language on or off the field/court.
- Respect the judgment of the officials involved in all competition and instruct all players not to argue or be abusive to them.
- Demonstrate good sportsmanship and require elements of good sportsmanship in the behavior of athletes at all times during competition.
- Coaches represent the Academy of the Sacred Heart when coaching but also in the community as well. As such, coaches are expected to be representatives of the school at all times in their community.

## III. Parent & Student-Athlete

### A. Athletic Program

The central objective of our athletic program is to enhance athletics through the *Goals and Criteria* of Sacred Heart Schools. The school is committed to the development of good student athletes who develop strong character through teamwork activities, becoming dedicated to a purpose and playing within a set of rules. To that end, the school is committed to preparing athletes to exhibit respect for self and others in every circumstance or situation they will meet in life.

In addition to teaching the skills of a sport or activity, the curriculum will involve teaching skills that enhance the overall growth, development and character of each athlete:

- **Commitment:** Great athletes recognize both their gifts and limitations and make a commitment to surpass personal best through hard work, dedication and a work ethic that changes hopes into skill.
- **Contribution:** Giving your best in both practice and competition, recognizing that a team depends on the consistent contribution of each one and the desire to place the good of the whole above individual recognition.
- **Community:** The building of community as a Christian value creates a community of athletes on both sides of the competitive line who desire to meet in the place of integrity, justice and fair play.

- **Competition:** Good competition depends on meeting skilled athletes who respect themselves and their opponents and love the challenge of competition that requires well skilled bodies, minds and spirits.

## **B. Student Athlete Eligibility**

### **Athletic Eligibility**

Prior to the start of practice for a sport, all athletes **must** turn in the following form to the Athletic Department office: [MHSAA Medical History](#) form, or refer to Appendix B in the handbook. This form must be signed by a licensed physician. A current-year physical is one given on or after April 15 of the previous school year, and is valid through the end of the spring sports season. The MHSAA form also includes Emergency Contact Information, Insurance Statement, and Medical Treatment Consent in case of emergencies.

Student athletes must adhere to all policies set forth in the Student & Parent Handbook, including but not limited to the attendance policies, academic probation and the use of illegal substances.

### **Academic Eligibility**

The Athletic Department will abide by all eligibility rules set forth by the school and affiliated organizations such as CHSL, MHSAA, and CYO.

#### *Upper School Academic Recovery Plan & Probation*

Any student who has ceased to be successfully progressing through the curriculum (as defined as a 59% or lower) in any class will be placed on academic probation. The conditions of academic probation are as follows:

1. The student will be informed by the Learning Community Leader or Dean of Academic and College Counseling immediately and a time will be set up for a meeting to create a strategy for success for the student.
2. The specific conditions of the student's probation regarding strategies to improve the student's academic standing will be finalized by the Learning Community Leader. The student and her parents will receive an email from the Learning Community Leader or Dean of Academic and College Counseling explaining all the conditions of the student's academic probation. A student placed on academic probation will be monitored by the Dean of Students or Dean of Academic and College Counseling (with a grade check every two weeks to monitor progress).
3. Any student on academic probation will be ineligible to participate in co-curricular or extracurricular activities such as athletics, drama, forensics, social events, or Focus:HOPE.
4. Sincere attempts will be made to help the student become academically successful.
5. If the student's overall grade point average remains below 59% and/or if she continues to have failing grades at the end of the marking period following her placement on academic probation, another meeting will be held, at which time the Head of School will make a decision regarding her continued enrollment at Academy of the Sacred Heart, Bloomfield Hills.

## C. Sportsmanship

Good sportsmanship is an essential component of the Academy of the Sacred Heart's Athletic Program. It is expected that all coaches, players, students, and parents represent Sacred Heart in a manner that is respectful of others – both on and off the field of play.

### **The Coach:**

- Treats her/his players and opponents with respect.
- Inspires in athletes a love for the game and the desire to compete fairly.
- Models the manner of living expected of student athletes, now and in the future.
- Upholds the policies of Academy of the Sacred Heart and implements them with consistency, respect and discretion.
- Respects the judgment and interpretation of the rules by the officials.
- Is aware she/he is a teacher, and understands the athletic arena is a classroom.

### **The Player:**

- Treats opponents with respect.
- Plays hard, but plays within the rules.
- Exercises self-control at all times, setting the example for others to follow.
- Respects officials and accepts their decisions without gesture or argument.
- Wins without boasting, loses without excuses, and never quits.
- Always remembers that it is a privilege to represent the Academy of the Sacred Heart and the community.

### **The Spectator (Parents, Students, Fans):**

- Attempts to understand and be informed of the playing rules.
- Appreciates a good play no matter who makes it.
- Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and neither uses nor tolerates inappropriate language.
- Respects the judgment and strategy of the coach, and does not criticize players or coaches for loss of a game.
- Respects the judgment of the referee and does not criticize decisions made.
- Respects the property of others and the authority of those who administer the competition.
- Censures those whose behavior is unbecoming.

## D. Athlete Expectations

### **Student Athletes:**

**All:** Athletes are to report directly to the gym or fieldspace designated for practice or game that day.

**Upper School:** Upper School students are responsible for their school property and personal belongings during practices and games. School property and personal belongings should not be left, unsecured and/or out of sight, in the locker room, Community Cafe, Field House (FH) or Dritsas

gyms, cardio room, or in the FH portry area. An exception will be made for ice hockey equipment bags and sticks. These items may be left near the FH portry desk before practices and games.

**Kensington Hall, Middle School for Girls & Lower School:** Middle school computers may not be left in the Field House (FH) hallway, Community Cafe, or on the sidelines of the gym or field. Computers must either be locked in the student's athletic locker (inside the FH locker rooms) or in the student's academic locker in the KH or MSG hallways.

Students are to stay with their team and coach during practice and games. Athletes not currently playing may not sit in the Community Cafe or wander the school property. When not playing during a game, students are expected to be on the sidelines cheering on their team. If there are two teams for a particular sport (A Team and B Team), the team not playing must be supervised by the coach or dismissed to the care of their parent(s).

At the end of a practice, students are dismissed at the Field House door. The coach will stay with students until all students are picked up or the coach must escort students to the Extended Day program (there is a fee for this supervision). Middle school and Lower School students may not be left unsupervised.

When possible, students are to call their parents about changes in the sports schedule from the Kensington Hall, Middle School for Girls or Lower School office.

All middle school student athletes are required to change into and out of their game uniforms in their designated locker rooms only.

All Lower School student athletes are required to change into their practice clothes or team uniform in the designated space outlined by their coach or athletic department.

### **General:**

**Attendance:** As a member of an Academy of the Sacred Heart athletic team, student athletes must abide by the expected level of commitment for such membership. Attendance and supportive participation at all practices, contests and required team functions are expected without fail. Support for fellow team members as well as respect for coaches and other supervisors should be part of every athlete's daily behavior. To participate in an athletic event, the athlete must attend at least 75% of the school day's classes. Any exception or deviation from this policy must go through the Middle or Upper School Offices.

If an athlete is unable to participate in physical education class the day of practice or a competition (due to illness or injuries), the athlete will not be allowed to participate in that day's after-school athletic activity. If an athlete is unable to attend practice the day before a game/match, the athlete will not start the competition in a team sport. For individual sports, the decision will be made at the discretion of the coach.

Students may miss no more than one period of class in a given day to be eligible to participate in practice or games. If a student acquires 8 absences in a particular class in one term, she will no longer be eligible to participate in athletics for the remainder of the term.

**Dismissals:** Athletes are expected to request permission by speaking to their teachers in advance. When an athlete is excused to attend an athletic contest during the day, the athlete must sign out as per school regulation.

Coaches are to take those students who are not picked up from practice on time to the Extended Day program. Coaches or assistants will not leave a child unattended from any location after Extended Day hours.

**Equipment:** The school attempts to provide the best and safest equipment and uniforms to support our athletic program. The athlete is expected to take excellent care of this equipment. This includes laundering uniforms when necessary, notification of needed repairs and overall handling, care and accountability. All school equipment furnished to the athlete for participation within a sport shall be returned in good order, normal wear and tear excepted. An athlete must be in complete uniform in order to participate in an athletic contest. Complete school uniform includes the all-school warm-up and pants (if provided). If uniforms are not returned in good order within one week of the final contest, the athlete's report card/transcript will be held until the uniform is returned. The athlete is ineligible for the next sport season until this obligation is honored. Athletes are responsible to replace damaged/lost uniforms, and will be billed by the Finance Office.

**Facilities:** The Physical Education and Athletic Director's offices are for the use of adults, not athletes. No athlete should be in these areas unattended or uninvited. The training room is off limits unless attended by an athletic trainer, coach or approved supervisor. Locker rooms are to be kept in a neat and orderly manner. All use of fields or sports facilities must be approved through the Facilities Coordinator in conjunction with the Athletic Department.

**Public Relations and the Media:** All inquiries and requests for commentary by an individual athlete by any member of the media or newspapers should be directed to the coach or Athletic Director. The coaching staff or Athletic Director will direct any student athlete interviews with members of the press.

**Transportation:** Each sport at the Academy of the Sacred Heart has established procedures for transportation. Athletes must travel to and from athletic events per the direction of each head coach and on approved transportation when scheduled and provided. Upper School Athletes may drive themselves to a contest if a bus cannot be provided. A transportation waiver must be completed by all Upper School student athletes and their parents.

**Electronic Devices:** Personal electronic equipment, such as cell phones, must be turned off during practices, contests and team meetings. Cell phones or photographic equipment are not permitted in locker rooms. **Students must be aware that the use of cell phone cameras in locker rooms is not permitted and such use constitutes a violation of state and federal law.** The school is not responsible for the security of individual electronic devices.

**Athletic Travel:** Coaches are responsible for the supervision, guidance, and safety of the participants during the entire trip. All overnight travel must be approved by the Athletic Director and the appropriate learning community leader. Student athletes are responsible for paying room, board and transportation costs, and for paying a share of the coaches' travel costs. An itinerary must be provided

in advance and parental permission slips must be collected from all participants in advance of overnight travel.

### **Team Captains:**

- Lead the team in accordance with the *Goals and Criteria*.
- Where possible, post to the team Twitter account (or Team Manager if one is assigned).
- Coordinate Senior Night.
- Plan team lunches or dinners on specified home game days.
- Coordinate and lead game and practice day setup.
- Responsible for communication to team members and coaches.
- Responsible for coordinating the end of year banquet.
- Write two articles (and include at least one image per article) per season for the Upper School eNews. Submit via email to the US Learning Community Leader for approval.
- Coordinate team apparel. All team apparel purchases must be coordinated through and approved by the Athletic Director.

### **Team Managers:**

- Post to team Twitter account
- Keep statistics for all games
- Game and practice day setup
- Assist coaches as needed
- Assist trainer with home game setup

## **E. Code of Conduct for Athletes**

At all times, student athletes must conduct themselves in a manner consistent with the *Goals and Criteria*, as well as the standards identified in the student handbook.

As athletes, there is the highest of expectations both on and off the field of play. Academy of the Sacred Heart students distinguish themselves as exceptional athletes by demonstrating the highest values and attitudes in their character and behavior. Among these distinguishing attributes are the following expectations:

- **Respect:** For self and others as demonstrated through sportsmanship on and off the field, respect for officials, demonstrated leadership in communicating differences of opinion with dignity and self-control and respect for property of others.
- **Integrity:** Clear, direct and open communication characterized by honesty and acceptance of consequences in a manner that demonstrates personal responsibility and accountability. Academy of the Sacred Heart athletes are known to be those whose, “actions, even more than their words are an eloquent message to others” of fair play, fair living and positive choices.
- **Self-Discipline:** Athletes demonstrate the ability to refrain from those actions and behaviors inconsistent with the mission of Academy of the Sacred Heart. Inappropriate action/language, engaging in social aggression, or participation in any use of drugs, alcohol, or tobacco/vaping, is not acceptable and will be dealt with by the Athletic Director, the appropriate Learning

Community Leader and/or the Head of School.

- **Leadership:** Athletes are expected to be leaders of character who demonstrate wise thinking rooted in enthusiasm for the competition and the cultivation of leadership of others, whether elected as a captain or given the challenge of leading by living example.
- **Commitment:** Athletes are expected to be present at all practices and games throughout a given season. If an athlete must miss a practice or game, the respective coach shall be notified prior to the start of the practice or game. Athletes and parents are expected to give notice at the start of the season to the coach and athletic department for any missed practices or games throughout the season. Athletes who accumulate more than two missed practices and one missed game will be at jeopardy for receiving their Varsity letter for that season. This will be at the discretion of the Athletic Department and Head of School.

## F. Disciplinary Action

If a coach has determined that an athlete violated the code of behavior, a serious team rule or has accumulated three (3) unexcused absences that would result in a suspension or dismissal from a team, the coach should communicate with the Athletic Director and review the recommendation for disciplinary action. The Athletic Director will communicate with the appropriate Learning Community Leader and Dean of Students, as necessary, and may choose to participate with the coach in communicating with the parents of the athlete. In situations of serious violations, the Head of School must always be informed and consulted. All final decisions rest with the Head of School. In each case, disciplinary decisions are delivered in a manner consistent with the *Goals and Criteria* and those that educate to a change in the life of the athlete, providing life-long lessons in living, competing and achieving personal best in all walks of life.

**Behavioral Expectations:** Student athletes are expected to engage in the spirit of the *Goals and Criteria* of a Sacred Heart education. Overt displays of negative attitude toward peers or adults undermine the quality of community and the safety of the athletic environment and are not tolerated. Conduct that detracts from the athletic experience includes violating team attendance rules, verbal and physical altercations, harassment (defined below), disruption of practices or games, illegal activity, willful and deliberate disrespect or disregard for authority of coaches or referees, vulgarity, and obscene language. Such conduct may result in disciplinary action, reporting in the college application process, possible suspension or dismissal from school. Refer to the Student & Parent Handbook for behavioral expectations.

**Illegal Substances:** The use, possession, or distribution of illegal substances of any kind, non-prescription or prescription drugs without official notification to school personnel and alcohol are not allowed on the grounds of the Academy at any time. The Academy of the Sacred Heart is a smoke free community. There is no smoking (including e-cigarettes and vaping) by anyone at any time in the school building or on the school grounds (this includes cars in the parking lot). Possessing or using vaping devices (including e-cigarettes or cartridges, oils, waxes or components) at or in school, or on school grounds, is not permitted. If suspected of carrying or using any related device she will be subjected to a search of her belongings. Violation of this rule results in disciplinary action.

### **Academic Probation (Upper School):**

Each term, there will be formal grade checks conducted by the Upper School administration periodically. Any student who has below 60% in any class will be placed on academic probation. During the time of academic probation, students may not participate in any extracurricular activities including athletics. This will be communicated to the student in writing by the Director of Athletics.

Students on academic probation will meet with school administration to identify strategies to help the student improve their grade. This may include an individualized academic plan, meeting with parents and/or required office hours. If there are specific strategies and requirements identified as a part of the academic probation, this will be communicated in writing to the student and her parents by the Upper School administration.

As soon as a student brings their grade above a 59% as reflected in Blackbaud, she will be eligible to return to athletics and other extracurriculars. This will be communicated in writing by Upper School administration.

## **G. Athletic Awards**

### **Middle School Athletics:** (Middle School for Girls and Kensington Hall)

All middle school seasons will conclude with an after-school event, at which all students receive a certificate of participation.

### **Special Awards:**

The following awards will be presented at respective Prize Day Ceremonies for MSG and Kensington Hall.

### **Middle School for Girls:**

**Joyce Furman Award** – This physical education/athletic award was established in 1991 in honor of Joyce Furman, who for 22 years was the Middle School physical education teacher at the Academy. This special award is presented to an eighth grade student who displays consistent effort in all things; enthusiasm, leadership and participation in at least two interscholastic sports during each of her years in grades 5-8. This athlete receives a certificate and her name placed on the Joyce Furman Plaque.

**3-Sport Award** – Presented to any athlete who participated in three sports during the school year. Each athlete receives a certificate.

### **Kensington Hall:**

**3-Sport Award** – Presented to any athlete who participated in three sports during the school year. Each athlete receives a certificate.

### **Upper School:**

The following Athletic awards will be presented at the annual year-end Athletic Awards Ceremony.



**12 Apostles Award** – Awarded to graduating seniors for their commitment and dedication for twelve (12) seasons to Academy of the Sacred Heart athletics. *Athletes will receive a crystal award at the end of year Athletic Banquet as well as have their name placed on a plaque that hangs in the field house.*

**Beatitudes Award** - Awarded to graduating seniors for their commitment and dedication over eight (8) seasons to Academy of the Sacred Heart athletics. *Athletes will receive a crystal award at the end of year Athletic Banquet as well as have their name placed on a plaque that hangs in the field house.*

**ASH Varsity Letter** - Awarded to a US student-athlete who makes a Varsity team. Athletes and students must abide by the rules and regulations established by Sacred Heart and their respective coaches and the school leadership team. *Awarded the ASH Block letter.*

**Gazelle Patch** - Awarded to a US student-athlete who participates at the Varsity level, in one (1) sport, for two (2) consecutive years. *Awarded the ASH Gazelle patch.*

**Start Patch** - Awarded to a US student-athlete who obtains a “Captain” leadership role on the team. *Awarded the CAPT Star patch.*

**3-Sport Athlete Patch** - Awarded to a US student-athlete who participates in three Varsity level sports in one year. *Awarded the 3-Sport Athlete patch.*

**Mother Mary Aloysia Hardy, RSCJ (Detroit, USA - 1851)** - Awarded to an US student-athlete who participates at the Varsity level, in two (2) sports, for two (2) consecutive years. *Awarded the Mother Mary Aloysia Hardy patch (Circle).*

**Mother Janet Erskine Stuart, RSCJ (Roehampton, England - 1894)** - Awarded to an US student-athlete who participates at the Varsity level, in two (2) sports, for three (3) consecutive years, while maintaining a 3.6 GPA. *Awarded the Mother Janet Erskine Stuart Honor Athlete patch (Scholar) and has name placed on a plaque that hangs in the field house.*

**Saint Rose Philippine Duchesne , RSCJ (St. Charles, USA - 1818)** - Awarded to an US student-athlete who participates at the Varsity level, in two (2) sports, for three (3) consecutive years. *Awarded the Saint Rose Philippine Duchesne medal.*

**Saint Madeleine Sophie Barat , RSCJ (Amiens, France - 1801)** - Awarded to an US student-athlete who participates at the Varsity level, in three (3) sports, for three (3) consecutive years. *Awarded the Saint Madeleine Sophie Barat medal.*

**Four-Year Varsity Sports Award** – Awarded to athletes who have played at the varsity level in a particular sport for four years. *Athletes will have their name placed on a plaque that hangs in the field house.*

**Outstanding Athlete Award** – Awarded to the graduating senior with the highest cumulative point total over her four years as a Sacred Heart athlete. *Athletes will receive a personalized plaque at the end of year Athletic Banquet as well as have their name placed on a plaque that hangs in the field house.*

**Scholar Athlete Award** – Awarded to the graduating senior who has participated in at least two sports, for four years, one of which is at the varsity level, and has the highest grade point average up to and including the first semester of senior year. *Athletes will receive a personalized plaque at the end of year Athletic Banquet as well as have their name placed on a plaque that hangs in the field house.*

### **External Award Opportunities**

**Catholic High School League Scholar Athlete Leader Award** – Awarded to only one graduating senior athlete per varsity CHSL sponsored sport who exhibits scholarship athletic and leadership skills.

**Detroit Athletic Club Michigan High School Athlete of the Year** – The Detroit Athletic Club’s winning tradition continues with its support of the National Athletic Awards and the creation of the Michigan High School Athlete of the Year award. This annual award started in 1996 and honors both athletic and academic achievement.

**Detroit Free Press Scholar Athlete Award** – Awarded to a graduating senior who excels both academically and athletically and upholds the school’s mission to the *Goals and Criteria*.

**Don Duchene, Sr. Foundation** – Scholarship awarded to a graduating senior to assist with college expenses.

**MHSAA Scholar Athlete Award** – Awarded to three graduating seniors who have earned a varsity letter in an MHSAA sponsored sport and meets the academic criteria set forth by the MHSAA.

**MIAAA** – Awarded to a graduating senior who has demonstrated outstanding achievements in both academics and athletics, with concentration to service in her community as outlined in Goal III of the *Goals and Criteria*.

**Walt Bazylewicz Athlete of the Year Award** – Awarded to a graduating senior who is an outstanding athlete in the Catholic League.

### **Upper School Athletics - Sports Awards and Lettering Criteria**

Upper School athletes are recognized at an athletic awards ceremony held in mid-May. Additionally, most teams choose to hold a team-specific banquet at the end of the season.

Athletic Honors are awarded at the conclusion of each sport season, and at the discretion of the coach(es). These awards may include CHSL Awards (All Catholic, All League, All Academic), Most Valuable Player (MVP), Most Improved Player (MIP), and Coach’s Award.

Varsity athletes have the opportunity to earn a Sacred Heart Varsity letter (Chenille Block ASH) in their chosen sport. The criteria for earning a letter are established by the coach with approval of the Athletic Director. It is the coach’s responsibility to communicate these criteria to her/his team. Attitude, number of games and practices participated in, work ethic, and team play may all be considered.

Chenille Block ASH awarded to an US student-athlete who makes a Varsity team. Athletes and students must abide by the rules and regulations established by Sacred Heart and their respective coaches and the school leadership team.

All athletic awards are awarded at the coach’s discretion. An athlete who quits a sport (unless due to medical reasons) forfeits award/patch eligibility.

***Criteria for Colors of Stripes and Chevrons***

- Varsity                      Gold
- All Catholic                Kelly Green
- All League                  Kelly Green
- All Academic               Maroon
- All Metro                    Royal Blue
- All County                  Royal Blue
- All Area                     Royal Blue
- All District                 Teal
- All Region                  Columbia Blue
- All State                    Red
- All American              White

*If a student drops a sport for a reason other than physical disability, all letters, patches, and awards for that season are forfeited.*

**H. Athletic Offerings**

**Upper School:**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cross Country - Varsity	Basketball – Varsity & JV	Lacrosse* – Varsity & JV
Field Hockey* – Varsity & JV	Figure Skating **	Soccer ** - Varsity
Golf* – Varsity & JV	Gymnastics	Tennis – Varsity & JV
Swimming ** – Varsity	Ice Hockey* – Varsity	
Volleyball – Varsity & JV	Pom/Dance – Varsity & JV	
	Skiing* – Varsity	

**\*ASH Lead Co-op Team**

**\*\* Other Co-op Team, ASH Participant**

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**Middle School for Girls**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cross Country	Basketball (Grs. 5/6 & Grs. 7/8)	Golf
Field Hockey*	Pom/Dance	Lacrosse
Soccer (Grs. 5/6 & Grs. 7/8)		Tennis
Volleyball**		

**\*ASH CYO Co-op Team (if so designated)**

**\*\* CYO Co-op Team, ASH Participant**

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**Kensington Hall**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cross Country	Basketball (Grs. 5/6 & Grs. 7/8)	Golf
Soccer (Grs. 5/6 & Grs. 7/8)		Lacrosse

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**Lower School**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
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Field Hockey	Basketball	Lacrosse
Soccer	Dance/Poms	Tennis
Volleyball		

Offerings based on interest. Please refer to the website at [www.ashmi.org](http://www.ashmi.org) for the most current offerings.

### **Practices**

*Upper School:* Practices and try-outs for the fall athletic season begin the second week of August. Winter sports generally begin the second week of November and continue through early March. Spring sports generally begin the second week of March.

- Practice Times (*subject to change*)
- Upper School: Typically begin at the completion of the middle school practices (Monday through Friday – Saturday/Sunday practices to be announced).

*Kensington Hall and Middle School for Girls:* Practice for teams usually begins on the first day of school. The winter athletic season begins the first week of December while the spring athletic season begins in mid-March.

- Practice Times (*subject to change, and dependent on coaches work schedules*)
- Middle School practices: 3:45 – 5:00 p.m. (Monday through Friday)

**Athletic commitment to the team and the sport is demonstrated by daily attendance and commitment at every practice or competition.** Specific information about team practices, coaches, dates, and times will be available on the [school website](#).

### **Athletic Competitions**

Competitions can occur any day of the week including tournaments on weekends. CYO games may be played on Saturdays.

### **Participation in Conflicting Activities**

The Academy of the Sacred Heart expects student athletes to make a commitment to the school team their top priority, over sports commitments outside of school. Consideration will be made for conflicting school activities within the Sacred Heart community.

If an athlete is considering participation in another activity for another team (such as a club or travel team in a different sport) during the same season, the athlete must communicate clearly to the coach before the season starts about her/his interest to participate in another activity. The coach will make the decision regarding the potential conflicts or absences from team functions, but athletes must understand that their commitment to the Sacred Heart school team has a significant impact on their

teammates, and therefore, decisions need to be made which reflect the priority for the community and the needs of the team.

If a coach determines that an athlete's commitment to a team is insufficient, decisions will be made which could impact an athlete's playing time or status on the team.

## I. Safety and Athletic Participation

The Athletic Department strives to provide student athletes with a safe and enjoyable environment in which to participate. Consequently, the administration and coaches of Sacred Heart strive to reduce potential safety hazards. It is vital to understand that participation in athletics involves inherent risks. Precautions are taken to prevent injuries (warm-up exercises, stretching, adequate sustenance and hydration prior to and during practices/games), but there is no risk-free sport and the responsibility for this risk must be considered by the parent prior to the start of the season.

The Academy of the Sacred Heart contracts annually to provide a Certified Athletic Trainer. The assigned trainer is on campus and available to all US, MSG, and KH student athletes after school and during practices and games.

An athlete with an injury that prevents participation in practice or games, **must** be seen by the school's Certified Athletic Trainer. In order to be cleared to return to play, CHSL, MHSAA, and CYO rules require a player's family physician or physician's assistant to provide a written release to the ASH Athletic Trainer before further participation is allowed in athletic activities.

### **Concussions:**

The Academy of the Sacred Heart abides by the concussion protocols provided by the [Michigan Department of Health and Human Services](#) and in accordance with [MHSAA Rules and Protocols](#), [MHSAA Concussion Protocol](#), or refer to Appendix C in the handbook.

When an athlete sustains a concussion (symptoms include: headache, numbness or tingling, neck pain, nausea or vomiting, dizziness, blurred vision, sensitivity to light, balance problems, sensitivity to noise, feeling slowed down, feeling like "in a fog", "don't feel right", difficulty concentrating, difficulty remembering, fatigue or low energy, confusion, and/or drowsiness) the athlete needs to be checking in with an athletic trainer or school nurse on a regular basis. Based on history and symptoms, this may require a decrease in cognitive stress (i.e. missing days or half days from school) in order to recover. A physician may need to assist with initial management. Each athlete is given an individualized [Return to Activity & Post-Concussion Consent Form](#) to follow with concussions (i.e. some may take 5 days to become asymptomatic and cleared to begin RTP; others may take 10 days before beginning RTP). Refer to Appendix D, in the handbook for the MHSAA Concussion Protocol.

After medically cleared (asymptomatic, return to baseline with cognitive testing assessed through ImPact), the athlete cannot take less than 5 days to follow RTP protocol nor can they skip a step (steps 2-6), however, this protocol may be extended over a period of time based on history or other factors assessed.

Prior to return to activity, a physician (MD, DO or PA) will need to clear the -athlete. Regardless of which physician assesses the athlete (HFHS versus non-HFHS); the return to play protocol will be

followed. In the past, there have been a few instance where athletes go to a physician to receive “**clearance**”, however, the note is clearing them to return to athletics and the 5-day protocol will still be followed (i.e. we will not allow a concussed athlete to come in the next day with a note and put him in a full practice).

## **J. Transportation**

Academy of the Sacred Heart will provide for most weekday transportation to away contests. There are trips where athletes are required to provide their own transportation to and from the event sites. This includes but is not limited to all weekend events.

- Bus schedules for away games are posted on the website.
- Team buses will be scheduled based on bus availability.
- Transportation requests are prioritized based on the location of the furthest competition, and then the largest team.
- Athletes will not board the bus at any time until the coach is present. Coaches should verify before leaving that all athletes, coaches and managers are present.
- All athletes must travel with the team to and from away games when using ASH transportation. Students must provide written notification (emails are acceptable) from parents either allowing a student athlete to drive to an away event or to return home following an away game with their parent(s) or a designated teammate or parent(s). Following completion of a game, parents must check-in with coaches before students are allowed to leave to return home.
- No bus will leave unless the coach or a chaperone is on the bus.
- When food is taken on the bus, it will be the responsibility of the coach and team captains to make sure all trash is picked up and deposited in a container. The bus must be left clean and free of all players belongings, school equipment, etc.
- Athletes are to remain in their seats when on the bus. This means no changing clothes, walking around, standing up and banging on the ceiling, hanging out of the window, yelling out the bus, or making any obscene gestures from inside the bus to passersby.
- Athletes violating the transportation policy may be removed from the team.

## **K. Student/Parent/Coach Communication**

### **Communication**

Engagement among the Athletic Director, coaches, athletes, parents is vital for a successful program that uses the *Goals and Criteria* to guide all communications. In the spirit of clear, direct and honest communication, concerns should be expressed between the two parties who have a concern.

Conflicts should be resolved without intervention, if possible, between those involved. Athletes should speak directly to coaches in a manner consistent with the expectations of the Academy of the Sacred Heart. If further conflict resolution is required, the Athletic Director and/or the appropriate coaches should be involved, followed by the Learning Community Leader and/or Dean of Students, followed by the Head of School as a final step. At all times, student athletes are required to address adults with respect and their appropriate title and adults are required to meet that respect with discretion, empathy and the professionalism demanded of all Sacred Heart educators.

If the concern is between a parent and the coach, the same hierarchy of communication should be followed, except in the case of an emergency or a serious violation of the mission of the Academy. We teach more by how we are with one another than what we say to our students and we make every effort to refrain from any conflictual interactions between adults in the presence of students.

### **The 24-Hour Rule**

This is a tool for giving “space and time” to allow discussions to occur in a productive environment. After a game, waiting for a full day (24-hours) to discuss concerns with your student, or with a coach, will help remove the raw emotions that can cause a breakdown in communication.

Consistent with best practices in athletic programs, the Academy of the Sacred Heart mandates the “*24-hour rule*” which allows both parties in the midst of a conflict the time needed to step back from the immediate emotion of a situation so that the best communication and conflict resolution is possible. If the coach does not address the concerns, student athletes or parents should contact the Athletic Director, who may also include the appropriate Learning Community Leader and/or Dean of Students. The final resolution of a conflict lies with the Head of School.

### **Acceptable Concerns To Discuss With Coaches**

The following topics are appropriate for discussion:

- The treatment of your student
- Ways to help your student improve
- Concerns about your student’s behavior

Playing time is often a great challenge for both athletes and parents. While a no-cut policy allows all students the opportunity to practice and play, it may be the case that there is an unequal distribution of the amount of time an athlete plays. As professionals, coaches make decisions based on what they believe to be best for all athletes involved. Partnership between parents and coaches is critical for the optimal growth of the athlete. If there are concerns in any areas listed above, dialogue between the coach and the parent will assist in the mutuality critical in this relationship.

The areas below are the sole responsibility of the coach. Areas frequently causing conflict between parents and coaches include:

- Playing time, positioning, and game entry
- Team strategies, game tactics, play calling
- Any discussion about other athletes

While parents may want to discuss these areas with a coach, Sacred Heart coaches are not required to discuss these topics with parents.

In all situations, coaches must enforce and parents must abide by the 24-hour rule.

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important that all parties involved have a clear understanding of the



other person's position. When a conference is necessary, the following procedure should be used to help resolve any concerns.

- Student-Coach / open door policy for all coaches
- Parent-Coach / done by appointment only

### **If A Parent Has A Concern To Discuss With A Coach**

- Call, text, or email the coach to schedule the appointment.
- If the coach cannot be reached, contact the Athletic Director and a meeting will be scheduled as soon as possible. If a parent is unable to reach the Athletic Director, the appropriate Learning Community Leader and/or Dean of Students should be contacted.
- Please do not attempt to confront a coach before or after any game or practice. These can be emotional times for both the parent and the coach and are best conducted at a later time.

### **The Next Step**

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

- Call and schedule an appointment with the school Athletic Director, player and parent to discuss the situation.
- At this meeting, the appropriate next step can be determined, if necessary.

### **Communication:**

#### ***Parent-Coach Expectations***

Parents of athletes can expect clear expectations regarding programs, competitions, practice schedule and ways that parents can support athletes. The partnership between the coach and parent optimizes the growth of the athlete and enhances the entire athletic experience.

#### ***Communication Standards Parents Should Expect from the Coaching Staff***

- Coaches Philosophy.
- Coaches Expectations for all players on the team.
- Locations and times of all practices and games.
- Team requirements such as fees, special equipment, off-season conditioning.
- Procedure should your child be injured during participation in a game or practice.
- Discipline resulting in the suspension or termination of your child's participation.
- Player Academic Eligibility status.
- Use of available and selected free APP(s) to track teams during season (i.e. Band, Sports Engine, Big Team/Schedule Star, etc.).
- Coaches recommendations for clinics, summer camps and out-of-season conditioning for athletes.

#### ***Communication Standards Coaches Should Expect from Parents***

- Preseason organizational team meetings are mandatory for at least one parent.
- Notification of any illness, injury, or absence as soon as possible.

- Appropriate concerns, expressed directly to the coach (as outlined below).
- Notification of any schedule conflicts well in advance of games or practices.

As a student becomes involved in a high school or middle school sports program, she/he will experience exceptionally rewarding opportunities in life. It is important to understand that challenge, conflict, and disappointment are important growth experiences for student athletes. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

***What parents can do to encourage success for a student athlete***

- Be positive.
- Model the behavior you want your athlete to exhibit.
- Encourage your athlete to work hard and do her/his best.
- Help your athlete to problem-solve playing time concerns rather than learning to blame others.
- Encourage your athlete to follow the rules and be a good sport.
- Model respect and good sportsmanship to all officials and opposing teams.
- Understand that coaches work with athletes daily and are constantly evaluating talent, effort and performance. Respect coaches' decisions made as the best decision for the team.
- Encourage your athlete to play for the love of the game and in support of their teammates and the Sacred Heart.

**Parent(s) Responsibilities:**

- Parents of student athletes are strongly encouraged to join the ASH Booster Club. The Booster Club is wholly responsible for athletic program fundraising, which covers all additional expenses outside of the school budget, for example gym floor resurfacing, new scoreboards, new uniforms, equipment, etc. Parents are asked to support fundraising efforts and sponsorships when possible.
- Parent volunteers are required throughout the season to assist with game management including announcers, scorers, stats keeper, concessions (when available) and admissions. All parents are expected to volunteer in some capacity in support of their student athletes team.
- When required, parents are expected to provide transportation to and from practices and games.
- Parents are strongly encouraged to sign-up for text message alerts for athletics on the ASH website.

**IV. Athletic Administration**

**A. Renewal of Coaching Contracts**

As all employees of the Academy of the Sacred Heart, there is no implied renewal of contracts for athletic coaches. Coaches will be evaluated by the Athletic Director. In addition to the *Goals and Criteria*, the following attributes will be recognized in the professional coaching staff invited to return for the following season:

Supports the mission of the Academy of the Sacred Heart as articulated in the *Goals and Criteria*

- Lives and encourages an active faith in God.
- Demonstrates good character, models the values of integrity, compassion and justice.
- Teaches and promotes excellence, positive work ethic and the attributes of good sportsmanship.
- Demonstrates effective management and leadership.
- Demonstrates proper athletic techniques and teaches them effectively to a variety of skill levels.
- Communicates with athletes in a manner that challenges them while preserving dignity and respect.
- Follows departmental policies and procedures.
- Communicates effectively with athletes, parents, coaches and Athletic Director.
- Upholds the policies and procedures articulated in the Academy of the Sacred Heart Athletic and Employee Handbooks.
- Demonstrates problem-solving skills.

Coaches must abide by all rules and regulations (for their specific sport) of the affiliate leagues and associations for their sport, such as CYO, CHSL and MHSAA.

## **B. Decision-Making**

The Academy of the Sacred Heart Athletic Director is responsible and accountable for the distribution, implementation and execution of the policies set forth in the Athletic Department Athletic Handbook. School administration will have the following tasks, responsibilities and oversight duties related to the Handbook and the policies set forth within its framework:

- Creation of all school policies, including athletic policies and the articulation of said policies in handbooks (student, employee, athletic and all school).
- In collaboration with the Athletic Director, hiring and dismissal of all Athletic Personnel.
- Review and final approval of a coach's annual performance evaluation and recommendation for renewal.
- Final decisions for the implementation of all policies and the *Goals and Criteria* rests solely with the Head of School.

Coaches must sign the Employment Agreement prior to the first practice with the team, and in so doing, agree to uphold the *Goals and Criteria* and the policies of this handbook and the Employee Handbook.

## **C. Athletic Website / Information**

### **Accessing Athletic Information on the School's Website:**

(Schedules, Directions, Practice Times and Other Information)

You may access current athletic schedules, scores, highlights, news, rosters, directions to athletic events, and more from the Academy of the Sacred Heart website by going to [www.ashmi.org](http://www.ashmi.org).

### **Sports Calendar/Game Schedules:**

Go to <https://www.ashmi.org/athletics>

Select the appropriate learning community on the left side navigation from the Academy of the Sacred Heart homepage.

Under “Quick links” on the left side of the page choose the school division. Next click on the sport you are looking for and you will be prompted to team schedule at the top of that particular sport page.

You may check team schedules, results and upcoming events as well as a current team picture.

### **Directions to Games**

Go to <http://www.ashmi.org>

Select “Athletics” on the top navigation from the Academy of the Sacred Heart homepage.

Under “Quick Links” on the left side of the page choose “Directions to away games”.

Click on the school/location of the event and you will be shown a map and directions provided by Google Maps.

## **D. Weather Policy**

### **Cancellation of Games or Practices/Inclement Weather**

Cancellation of games or practices will typically be announced during middle or upper school lunch times. Information regarding cancellations – including possible rescheduling, if available – will be posted on the school website usually by 2:00 p.m.. Athletes should always come to school prepared to play or practice regardless of the weather.

If the school is closed due to inclement weather, no practices or games will be held. This policy is for the safety of all and cannot be altered without the approval of the Head of School.

### **Thunder/Lightning Policy (policy of MHSAA and the Academy of the Sacred Heart)**

If thunder is heard or lightning is seen, the coach must remove the team from the field immediately, and wait out the storm in a safe location. No team will return to the field until 30 minutes after thunder is heard or lightning is seen. Refer to [MHSAA Game Suspension Policies](#) for more detail.

If Sacred Heart is playing on an opponent’s field, coaches must follow the same procedure and move inside to a protected area even if the “home” team wishes to remain on the field. Players, spectators and coaching staff should not remain outside under the building or under trees.

### **Tornado Warning**

If a tornado warning is implemented during a practice or game all athletes and spectators will be asked to take shelter. We will provide shelter in our designated spaces according to our tornado policy. The interrupted practice or games will be officially canceled. For details while on the Sacred Heart campus, refer to Appendix G, [Tornado Emergency Plan](#), in the handbook.

## V. Governing Bodies & Associations

### A. Upper School:

- i. Catholic High School League (CHSL)
- ii. Michigan High School Athletic Association (MHSAA)
- iii. Coaches Advancement Program (CAP)
- iv. Play Like a Champion (University of Notre Dame)
- v. Association of Independent Michigan Schools (AIMS)
- vi. Michigan High School Field Hockey Association (MHSFHA)
- vii. Michigan Girls Hockey High School Hockey League (MGHSHSL)
- viii. Christian Combined Figure Skating Team (CCFST)

### B. Middle School:

- i. Catholic Youth Organization (CYO)
- ii. Association of Independent Michigan Schools (AIMS)
- iii. Coaches Advancement Program (CAP)
- iv. Play Like a Champion (University of Notre Dame)

### C. Catholic High School League (CHSL)

The Catholic High School League (CHSL) is the largest Catholic sports league in the U.S. with 27 private high schools located throughout southeast Michigan.

CHSL oversees all aspects of competition including game scheduling, rules, referees and records management for 30 separate sports.

Founded in 1926, CHSL has a rich history of governing Catholic sports in the Detroit metro and surrounding area.

#### **Guidelines:**

The following guidelines are from the Catholic High School League (and in conjunction with MHSAA Rules) and serve as a reference for all parents and student athletes. While these rules only govern Upper School varsity athletes, they influence the policies of Kensington Hall and the Middle School for Girls and provide a good reference for all student athletes.

For a summary of the [Sport-Specific Transfer Rule](#), refer to Appendix E, in the handbook.

#### **Out-of-Season Coaching Limits**

Refer to, Appendix I, in the handbook - [MHSAA Out-of-Season Coaching Regulations](#).

#### **Summer Dead Period & Preseason Down Time**

Refer to Appendix J, in the handbook - [MHSAA Summer Dead Period & Preseason Down Time](#)

#### **D. Michigan High School Athletic Association (MHSAA)**

The MHSAA is a private, not-for-profit corporation of voluntary membership by over 1,500 public and private senior high schools and junior high/middle schools which exists to develop common rules for athletic eligibility and competition. No government funds or tax dollars support the MHSAA, which was the first such association nationally to not accept membership dues or tournament entry fees from schools. Member schools which enforce these rules are permitted to participate in MHSAA tournaments, which attract approximately 1.6 million spectators each year.

#### **E. Catholic Youth Organization (CYO)**

The Catholic Youth Organization (CYO) of the Archdiocese of Detroit was founded in 1933 to help metropolitan Detroit's children live clean, wholesome lives, regardless of their religious faith, their racial background, or their day-to-day living conditions. CYO is not a department of the Archdiocese of Detroit; it has a separate and independent Board of Directors approved by the Archbishop annually.

CYO believes in becoming a true partner with our community's young people – it helps them to enjoy their youth; it teaches them to become faith and community leaders, and after they are grown, it encourages them to work with the next generation of youth, replicating this same process over and over again throughout our community.

Since 1939, the Catholic Youth Organization for the Archdiocese of Detroit has been fulfilling its mission in service to the Catholic community of Metro Detroit. Our founding documents put forth the main purpose of CYO as “the development of Catholic life in the Catholic Youth.” Now, more than ever before, as the diocese moves from maintenance to mission as directed in *Unleash the Gospel*, CYO seeks to reinvigorate all current programming and to create an atmosphere that will encourage young people to join the band of joyful missionary disciples.

#### **F. Association of Independent Michigan Schools (AIMS)**

The Association of Independent Michigan Schools (AIMS) is the not-for-profit organization whose purpose is to support and advance independent education in Michigan. Currently serving 26 of the state's most high-achieving schools, the purposes of AIMS are:

- To contribute to the improvement of academic education and to maintain and expand the strength of the independent schools in Michigan as an avenue for effective alternative education programs.

- To encourage exchange of information among member schools, serve as a point of contact between member schools and their various publics, including governmental bodies, and to further the improvement of education at all levels.
- To offer collaborative opportunities to benefit members on a more efficient or economical basis or to otherwise enable members to fulfill the foregoing general purposes.

### **G. NCAA Eligibility Information**

If an athlete is interested in playing college sports, he/she should meet with the coach and with the College Counselor, both of whom will help guide him/her through the NCAA information process. For more information about the athlete's individual responsibility and eligibility, please refer to the [NCAA Clearinghouse website](#).

## **VI. Appendices**

Appendix A - Sacred Heart [Goals and Criteria](#)

Appendix B - [MHSAA Medical History Form](#)

Appendix C - [MHSAA Concussion Protocol](#)

Appendix D - [MHSAA Return to Activity & Post-Concussion Consent Form](#)

Appendix E - [MHSAA Summary Regulation - Sport-Specific Transfer Rule](#)

Appendix F - [MHSAA Model Policy for Managing Heat & Humidity/Heat Index Calculation and Chart](#)

Appendix G - [MHSAA Tornado Emergency Plan & Inclement Weather \(Lightening\)](#)

Appendix H - Coaches Code of Ethics & [MHSAA Coaches Guidebook](#)

Appendix I - [Out-of-Season Coaching Regulations](#)

Appendix J - [Summer Dead Period & Preseason Down Time](#)