

# **Cantwell-Sacred Heart of Mary High School**



## **Athletic Department Handbook**

## CSHM Athletic Department Philosophy

The Cantwell-Sacred Heart of Mary High School Athletics Department supports our schools Philosophy, Mission Statement, and Integral Student Outcomes (ISO's). CSHM's co-curricular program encourages students to develop mental and physical skills, a healthy competitive spirit, sportsmanship, teamwork, and self-discipline. It is our goal to ensure that our student-athletes have the best possible experience, while participating in CSHM Athletics. As Cardinals we will uphold our school motto "Age Cum Anima Christi."

### CSHM Student-Athlete Creed

As a CSHM High School Student-Athlete, I recognize that I represent CSHM, acknowledge the honor, publicity and awards that I have the opportunity to earn, and accept the responsibility and specific rules that go hand-in-hand with athletic participation.

### CSHM Athletic Department Policies and Procedures

All CSHM Athletic Department Policies and Procedures are in line with the CSHM Parent-Student Handbook.

#### **Academic Eligibility (Probation, Ineligibility)**

- Student-Athletes must achieve a 2.0 GPA on the grading period prior to the beginning of the sport season.
- Student-Athletes must maintain a 2.0 GPA or higher during the course of the season to remain eligible.
- Student-Athletes with one or more failing grades at the semester grading period(s) are placed on academic probation. Student-Athletes on academic probation are considered ineligible for athletics, unless determined otherwise by the Principal.
- Only eligible student-athletes may dress out, and compete against another school
- Athletic study halls will be held during the fall and winter athletic seasons.

#### **Participation Requirements**

A student will become eligible to participate in athletics once the following requirements have been met:

- All academic eligibility requirements are met.
- Athletic registration data clearance at [www.athleticclearance.com](http://www.athleticclearance.com)
  - Register
  - Clearance (5-Step Process)
    - Student Information
    - Medical History
    - Parent-Guardian Information
    - Signatures
      - ✓ CSHM Athletic Department Handbook
      - ✓ CSHM Athletic Department Handbook Agreement Form
      - ✓ CIF Code of Ethics-Athletes
      - ✓ Authorization of Consent for Treatment of a Minor
      - ✓ Sudden Cardiac Arrest Information Sheet
      - ✓ Concussion Information Sheet
    - Donation (Not Required)

## **Attendance**

- Most athletic teams will have a summer commitment. Some may be more intense than others. See specific athletic team rules regarding summer participation.
- All in season programs have a commitment during holiday's and school breaks. All athletic team rules apply during this time. Student-Athletes are expected to be at scheduled practices and contests during these school breaks.
- Student-Athletes must be at all practices and/or games unless excused by the head coach. Excused and unexcused absences will suffer immediate disciplinary action that may involve not starting, limited or no playing time, and/or being excused from the team.

## **Participation Regulations**

- It is a policy at CSHM that every student may freely choose to participate in athletics, and try-out for any sport, which interests him/her.
- No student-athlete should be put into the position of having to "choose" between two sports, which normally do not conflict.
- No student-athletes may participate in more than one sport in a season.
- No student-athlete may drop one sport in favor of another sport of the same season without the approval of the two sports head coaches, the athletic director, and the principal.
- No student-athlete may be allowed to switch from one sport to another overlapping sport without approval of the two sports head coaches, the athletic director, and the principal.
- No student-athlete is permitted to participate in an athletic event or contest if he/she has been absent from more than two periods on the day of the event or contest.
- It is a policy of the CSHM Athletic Department that joining a sport represents a commitment to that sport for the entire season. Therefore, a student-athlete will not be allowed to quit one sport to go out for another sport until the regular season of the original sport is completed.
- Student-Athletes who quit a sport will not be allowed to participate in the following season of sport, unless the head coaches, of both sports the athletic director, and the principal, agree to waive this policy and grant immediate eligibility to the student-athlete in the new sport. This policy also includes those student-athletes who have been dropped from a sport because of disciplinary reasons.
- Any student-athlete who fails to complete the season for any reason other than an injury or an illness will not be awarded a team letter from the sport in which he/she failed to complete.
- Student-Athletes may not participate as cheerleaders, pep squad members, or drill team members at other high schools.
- Student-Athlete's whose conduct and attendance does not meet rules that are defined in the CSHM Parent-Student Handbook, shall be declared ineligible, by the athletic director, and principal for the period of time they see fit. These rules also apply to conduct outside the school.
- Any student-athlete ejected from a contest will miss at least the next game in that sport. CIF penalties will be applied and CSHM may enforce stricter penalties as well.
- As a condition of membership in CIF, CSHM has adopted policies prohibiting the use and abuse of androgenic/anabolic steroids. As a condition for membership in interscholastic athletics, student-athletes and their parents, legal guardian/caregiver agree

that the student-athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition.

- All social media usage by student-athletes will follow the CSHM Parent-Student Handbook rules.
- Only those student-athletes who have met clearance may travel with the team.
- Travel rules regarding games and/or team events are discussed in the CSHM Travel Release Agreement Form.
- All student-athletes will be held accountable for learning all athletic department and team policies and rules.

### **Sportsmanship**

Student and adults fans are important and an integral part of every athletic contest. They serve to authenticate the positive values learned through athletics and to support the personal efforts and success of individual student-athletes. Occasionally, fan behavior can harm an athletic contest. The following is to provide clarity about inappropriate behavior and their consequences. In order to reduce potential conflict among groups at athletic contest, it is appropriate to sit on the home side or the CSHM designated seating area. At all CSHM athletic contests, it is inappropriate to engage in:

- Taunting of any kind.
- Verbal abuse of officials, coaches, student-athlete, and/or opposing fans.
- Any obscene gestures.
- The throwing of any objects.
- Signs or posters that degrade student-athletes, teams, and/or officials.
- Vandalism.
- Violence of any kind.
- Consumption of drugs and/or alcohol.

### **Communication**

- All forms of communication must always be professional and respectful.
- All communication between student-athletes, parents-guardians and the head coach, the coaching and support staff, the athletic trainer, and the athletic director will be through a CSHM email, a CSHM phone number, and/or a CSHM Athletic Team Google Classroom.

### **Conflict Resolution**

The following are the CSHM Athletic Department conflict resolution guidelines.

- No conflict between coaches, students, parents-guardians, or officials should be addressed during or immediately following a game or practice. The game site, practice field, campus, lobby, locker room, performance, promotional event, competition and routines are not appropriate places to handle conflicts.
- No groups shall meet at CSHM High School to discuss conflicts.

### **Steps to Conflict Resolution**

The following steps will be taken in order to resolve a conflict:

- Step 1:
  - All student-athletes and/or parents-guardians will communicate their questions and concerns directly to the head coach. The student-athletes and/or parents-guardians will arrange a meeting to resolve the issue. The

attendees of the meeting will be the student-athletes and/or parents-guardians, the head coach, a member of the coaching staff, and/or the athletic director.

•Step 2:

- If an issue is still unresolved after step 1, the head coach, student-athletes and/or parents-guardians, may request another meeting. The attendees of the meeting will be the student-athletes and/or parents-guardians, the head coach, a member of the coaching staff, and the athletic director.

•Step 3:

- If the issue is still unresolved after steps 1 and 2, the athletic director will inform the principal of the situation and they will decide how to proceed.

### **Athletic Team Try-Outs**

- All student-athletes who try out for any athletic team will be given a fair opportunity to make the team regardless of their grade level, previous experience, or whether they played on a team the previous year. Our goal is to field the best team possible. Therefore, cuts may be made.
- Try-outs will be scheduled for a minimum of two days so that the head coach and the coaching staff can make a fair assessment of each student-athlete's ability and potential. Student-Athlete's not selected for an athletic team must be informed in a meeting with the head coach, and a member of the coaching staff. In this meeting the student-athlete will be provided an explanation, along with suggested areas for improvement, so that the student-athlete can try-out again in the future.

### **Illness and/or Injury**

It is the student-athletes, parent-guardian, head coach, coaching staff, and athletic trainers responsibility to report any illness and/or injury. If a student-athlete is ill and/or injured, the following steps will be taken:

- Report illness and/or injury to the athletic trainer and head coach immediately.
- The athletic trainer will take a report of the illness and/or injury, and provide a copy to the necessary parties involved (student-athlete, parent-guardian, and head coach).
- All follow up reports and rehabilitation by the athletic trainer will be shared to all necessary parties involved (student-athlete, parent-guardian, and head coach).
- Records of all student-athletes', illnesses, and/or injuries will be held by the athletic trainer, and/or athletic director.

### **Coaches Offices, Training & Weight Rooms**

- Student-Athletes are not allowed to be in any coach's office, training room, and weight room without a coach, and/or athletic trainer present.
- Student-Athletes are allowed in the training room for treatment only, and allowed in the weight room for training only. The training and weight rooms are not a place for social gatherings. No rude language or obscene gestures are allowed in the training and weight rooms.
- Student-Athletes will adhere to the CSHM Athletic Department Weight and Athletic Training Room Policies.

### **Uniforms & Equipment**

- Student-Athletes are responsible for the uniforms and/or equipment that are issued to

them. If the student-athlete fails to return any items, he/she will be given an invoice for the value of the items that are not returned, and must pay the replacement cost. Failure to pay the replacement cost will result in the student-athlete not being allowed to participate in another sport until the items are returned or until the replacement cost has been paid in full to the CSHM front office.

## College Athletics

### **Athletic Scholarships in College**

The CSHM Athletic Department will do everything necessary to assist qualified athletes in their pursuit of a college scholarship. However, we will not emphasize winning at all cost or featuring one player over another to establish records, statistics, or the like there of.

### **Please keep these statistics in mind when thinking of college athletic scholarships:**

- 98 of 100 high school student-athletes will never play college athletics.
- 1 out of every 100 high school student-athletes will receive a Division I scholarship.
- Scholarships are limited at the Division II level.
- No athletic scholarships are offered at the Division III level.

### **The NCAA Eligibility Center**

The CSHM College Counseling Office offers assistance to all student-athletes who are interested in participating in college athletics. The NCAA Eligibility Center was created to bring academic and amateurism certifications together under one roof. Its purpose is to ensure that college-bound student-athletes, as well as coaches and administrators, understand the requirements to participate in NCAA Divisions I and II athletics. All incoming freshman that plan on attending any NCAA Division I or II University, **MUST** register with the NCAA Eligibility Center, meet all academic and amateur requirements and be certified by the NCAA Eligibility Center.

### **Recruiting**

The NCAA supports student-athlete well-being by promoting a fair recruiting environment that limits intrusions into the lives of student-athletes and their families. Recruiting happens when a college employee or representative invites a high school student-athlete to play sports for their college. Recruiting can occur in many ways, such as face-to-face contact, phone calls or text messaging, through mailed or emailed material or through social media. We here at CSHM discourage recruiting visitations conducted during class time. All recruiting visitations must be conducted after school and will always be done in the presence of the athletic director, and/or the head coach and/or an assistant coach.

### **Community College Athletics**

The community colleges do not require NCAA Eligibility Center registration. Student-athletes can attend any community college of their choice. We suggest that each student-athlete communicate with the community college coaches to gain valuable information regarding each specific program. Student-athletes must write a letter of interest or make telephone contact with a community college coach first. Once the student-athlete has made the initial contact, the coaches are allowed to speak to the student-athlete as often as needed.

### **CSHM College Counseling Office**

Students start the athletic process at the beginning of their sophomore year by registering at the

NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org). Student-Athletes will check with the CSHM College Counseling Office at the beginning of their junior year to make sure they are on track to fulfill NCAA academic and graduation requirements. Student-Athletes will also register and take the SAT/ACT by the end of their junior year. After the student-athlete graduates the CSHM College Counseling Office will upload the final transcript with proof of graduation to the NCAA Eligibility Center.

### **CIF Athletics**

#### **Eligibility Rules**

All CIF Southern Section eligibility rules apply in all games including practice, inter-school scrimmage, league, playoff games and tournaments. In order to participate in interscholastic athletics a student must:

- Be under the age of nineteen. (Article VIII)
- Meet the attendance requirements. (Article IX)
- Be eligible scholastically (2.00 G.P.A.). (Article X)
- Have met the residence requirements. (Article XI)
- Meet citizenship requirements. (Article XI)
- Not participate in any tryout for a professional or collegiate team. (Article XIII)
- Be an amateur. (Article XVI)
- Not compete or practice with outside teams. (Article XV)
- Have an annual physical examination. (Article XVIII)

#### **Special CIF Southern Section Rules**

The following special CIF rules could have a profound effect on a student-athlete's eligibility:

- Competition on an outside team of the same sport during the high school season will affect your eligibility. You will become ineligible during that sport season and your team will forfeit all contests in which you participated.
- Transferring from one school to another without a valid change of address by the new school.

#### **CIF Association Rule**

The CIF allows sports teams to practice year round. However, here at CSHM we follow our own guidelines pertaining to this CIF rule. The sport in season takes priority with no other sport interference. The next season of sports is the next priority in order to prepare for the upcoming season. Finally, student-athletes that are able to work out with multiple teams are allowed, as long as they are not doing so while in season. This takes communication and collaborations amongst coaches. If there is an issue, the Athletic Director will make the final decision.

### **Parent-Guardian Support & Conduct**

All parents-guardians should be positive and proud supporters of their student-athlete, their student-athlete's team and CSHM High School. All parents-guardians should be willing to assist, support and encourage their student-athletes to reach his/her full potential. Problems are created when these values are taken to the extreme in either direction. When these values are adhered to, the athlete will not miss an opportunity to learn a valuable life lesson. Supporting the student-athlete even though one may disagree with the coach's judgment regarding playing time, level of play, and position placement, is an important parent-guardian task. However, challenging the coaches' judgment on these issues is viewed as severely inappropriate. At any

level of play, the importance of parent-guardian behavior is paramount. CSHM expects its parents-guardians and guests to maintain the utmost level of sportsmanship during athletic contests. It is firmly requested that parents-guardians refrain from negative comments towards the officials, coaches, student-athletes, and opposing fans involved in the contest, so we can all enjoy the competition as intended. As a parent-guardian you are an integral part of CSHM High School and your support is greatly appreciated.

### **Principal's Right to Amend**

The Principal has the right to amend this CSHM Athletic Department Handbook at any time and will give parents-guardians advance notice if at all possible. The Principal is the final recourse with all matters and may waive any or all policies for just cause at his or her discretion.