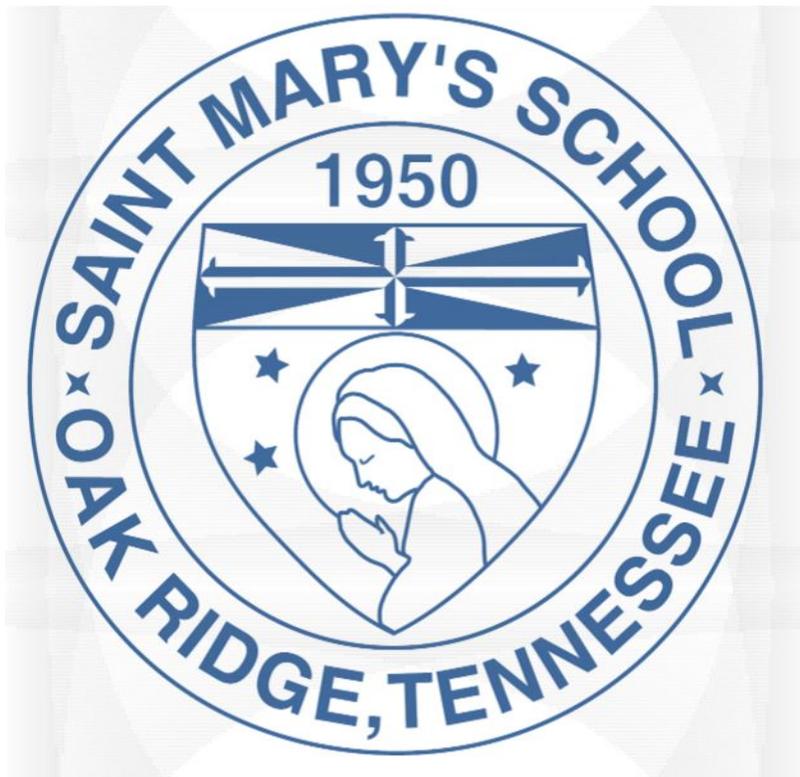


St. Mary's School
Athletic Handbook
2018-2019



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PHILOSOPHY

Interscholastic activities at St. Mary's school are viewed as part of the total development of the students in four areas: academic, spiritual, emotional, and physical. The sports program is therefore an extension of the classroom, as it helps students to learn life lessons.

Winning, however rewarding, is not seen as the primary goal of the athletic program. The goal of the program is to foster Christ-like behavior through positive school spirit, good sportsmanship, cooperation, commitment, and respect for others. The program emphasizes development of skills and an appreciation for honest, hard work and team play.

PARTICIPATION IN THE SPORTS PROGRAM

The pastor, principal, assistant principal, athletic director, coaches, student athletes, volunteers, teachers, plant manager, parents of student athletes, and fans are all participants in the sports programs and as such have a responsibility to abide by the policies and philosophies of the St. Mary's School athletic program.

Any school representative (principal, assistant principal, teachers, athletic director, or plant manager) reserves the right to eject any unruly persons from the school grounds. If such an incident happens, it must be reported as soon as possible to the principal.

Athletes must have written evidence of a recent physical exam within twelve (12) months of playing period. **A new physical exam is necessary for each school year.** They must also present written evidence of adequate insurance coverage.

SPORTS

St. Mary's School currently participates in the Knoxville Independent School League (KISL) and is bound by their rules regarding team sports.

Current sports programs at St. Mary's School include:

- Cross Country (Boys and Girls, Elementary and Middle School *Teams*)
- Volleyball (*Girls Only*)
- Basketball (*Boys and Girls Teams*)
- Soccer (*Co-ed Teams*)
- Swimming (*Co-ed Teams*)
- Track (*Co-ed Teams*)
- Flag Football (*Co-ed Teams*)
- Golf (Boys and Girls *Teams*)



Teams consist of students in grades five through eight. (Cross country begins in third grade.) Students wishing to participate in cross country or volleyball may be in any of these grades. In basketball and soccer, teams are typically made up as follows:

- Junior Varsity: 5th, 6th, & 7th Graders
- Varsity: 6th, 7th, & 8th Graders

In the event that there are not enough players for a JV team, students from the 7th grade may play down as decided by the athletic director. Students in the 8th grade at no time are allowed to play down on the JV level. Students will never be allowed to switch teams from JV to Varsity and leave the other team short-handed. Priority will always go to the team that has the least players.

RESPONSIBILITIES

Principal

- Selects the athletic director
- Approves the coaches proposed by the athletic director
- Approves athletic policies
- Determines student eligibility with the assistant principal
- Acts as the official communication channel with other school principals on matters pertaining to sports programs

Athletic Director

- Serves as the lead role model for good sportsmanship, fair play, honesty, and team spirit in keeping with Christian values
- In consultation with the principal, selects the coaches
- Represents the school at KISL league functions and meetings; serves as official channel for all communication with KISL or other sports organizations
- Prepares, coordinates, updates, distributes, and posts game schedules
- Arranges and coordinates facilities use; schedules for practice and games
- Recommends and procures athletic equipment with input from coaches
- Ensures the availability and operation of athletic facility equipment
- Serves as primary school representative at home sports events; ensures that there is always a school representative present in event that he/she is unavailable; greets opposing team members and coaches and informs them of the visitor meeting areas
- Notifies coaches of ineligible players
- Notifies coaches of problems that might affect playing status of student athletes



- Makes final decision as to the status of the game prior to the beginning of the game; notifies all participants in the event of change or cancellation
- Distributes, maintains, accounts for, and collects all school equipment assigned to sports programs participants
- Establishes priorities for facilities enhancements and other long-term improvements or maintenance
- Procures trophies, awards, certificates, etc., for season-end banquet
- Delegates responsibility for the collection of admission fees to team volunteers; maintains accounting for all game admissions receipts and disbursements
- Establishes and collects athletic fees from participants
- Coordinates athletic program activities and functions through the team volunteers
- Ensures that each athlete has turned in the required physical form(s) to participate in school-sponsored sports
- Ensures that each athlete has completed and filed a medical emergency release form and that coaches have a copy of this release with them at all times
- Ensures that each athlete has signed the *Athletic Handbook Compliance Agreement*
- Ensures each athlete and coach has signed a Concussion Awareness form
- Ensures the completion and filing of all league, school and city release forms, rosters, etc.
- Notifies recipients of league awards and award ceremonies
- Arranges for team pictures

Coaches

Adults (age 21 or older) wishing to coach must submit a request to the athletic director. All coaches must have completed all VIRTUS training and paperwork before the season begins. They:

- Serve as role models for good sportsmanship, fair play, honesty, and team spirit in keeping with Christian values
- Ensure that facilities are clean and returned to original state after practices
- Abide by the school eligibility rules, diocesan and league rules, and policies
- Arrive on time to practice for games and maintain proper supervision of all athletes at all times
- Maintain a copy of emergency release forms for every participant on the team
- Report any disciplinary actions to the athletic director
- Attend meetings regarding policy, discipline, eligibility, rules, etc., as



deemed necessary by the athletic director and/or principal

- Return all loaned equipment at the end of the season
- Involve all participants to the fullest extent possible in practices and whenever possible and appropriate in games

Student Athletes

- Obey and abide by decisions of coaches, referees, and other adult supervisors
- Perform to the best of their abilities
- Report all injuries to their coaches
- Make every effort to attend practices and games
- Respect, support, and encourage fellow team members
- Respect and care for all school and athletic facilities and equipment
- Arrange to be dropped off and picked up on time for practices and games
- Behave with dignity in language and gesture
- Take care of school uniforms and other assigned equipment
- Represent school in promoting Christ-like behaviors
- Maintain grade of at least 77 in all classes
- When ineligible, may not attend practices or participate in games/competitions until commitments to improve grades have been met

Teachers

- Notify athletic director of issues which might affect playing status of student athletes
- Distribute athletic program memos and notices
- Support St. Mary's sports teams by their encouragement and presence
- Make sure coaches are present before they release students for practice

Plant Manager

- Ensures that all athletic facilities are functional and ready for use
- Ensures the safety of the facility
- Notifies athletic director of any facility problems prior to games or any unacceptable facility conditions after games/practices

Parents

- Act as role models of good sportsmanship
- Arrange for transportation to/from practices and games and make every effort to be on time
- Ensure that a supervising adult is present before dropping off child for practices or games
- Report any illnesses, injuries or other personal problems that might



affect a student athlete's playing status to coaches and school personnel

Top Five Ways to Support your Student-Athlete

(from Our Lady of Mount Carmel School, Carmel, IN, at:

<http://olmcsports.com/ISM/PARENT.html>)

1. Be present – Show up to games, cheer, and support our teams!
2. Be positive – Children learn from modeling. When talking about the game, season, performances and decision-making, please share the gift of a positive outlook on life! Make sure that your child knows that win or lose, he/she is loved and supported.
3. Encourage independence – Encourage student-athletes to be responsible for the care of their athletic gear and to be prepared for practices and games. In addition, student-athletes should speak directly with their coaches about any questions and/or concerns.
4. Observe the “24 Hour Cushion” – As do all good educators, St. Mary's School coaches will naturally and deliberately reflect on game situations and decisions. Please allow coaches the time they need to process their decisions before approaching them with any questions. As stated above, coaches need not discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes.
5. Model St. Mary's School behavior expectations for visiting spectators – Take pride in our athletic program and model for visitors how we...
 - Cheer *for* our team rather than *against* our opponents.
 - Respect the integrity and authority of game officials.
 - Allow coaches to coach without criticism from the spectators.
 - Help clean up at the end of athletic events.

ELIGIBILITY

The coaches, teachers, and administrators of St. Mary's School are focused on forming well-rounded individuals. While athletics play an important role toward that end, our primary goal for our students is to provide for their academic needs in partnership with our parents. To ensure an appropriate balance between home, school, and extra-curricular activities, the school will be reviewing weekly (on Fridays) the academic progress of each student participating on a school team to ensure that he/she is making at least satisfactory academic progress in all classes. Satisfactory progress is defined as a grade of no less than a C- (77) in any subject area.



If a student has a course grade below a 77, the assistant principal will notify the parents and athletic director that a student will not be eligible to attend practices or games in the coming week. The athletic director will then notify the coaches about which students have been taken off the roster for the week. Parents are encouraged to support their children in making up missing work, studying well for tests, and submitting work corrections when appropriate to improve the grade. The assistant principal will work with teachers to ensure that grades are updated prior to the end of the week so as to correctly reflect a student's progress.

Parents may contact teachers to determine how best to help their child to progress in class. However, the interaction should be focused on academic improvement and not on returning the student to the team, which is not a decision of an individual teacher.

Students from St. Mary's School are recognized both within the school community and in the larger community as well-rounded individuals with varied interests that we want to encourage. However, we recognize that learning to balance activities and school is an important skill for students to learn before entering high school.

If a student has a course grade below a 77, the assistant principal will notify the parents and athletic director that student will not be eligible to play in games for the first offense, will not be eligible to play in games or attend practices for the second offense, and will be dismissed from the team for the third offense.

Additionally, teachers may grant a note of exemption if a student's low grade is NOT due to missing assignments or lack of effort. Teachers will use their discretion for granting the request. Teachers who grant the exemption will submit the note to the assistant principal.

*The administration reserves the right to amend this handbook as needed.
Parents will be informed in a timely manner of any changes.*



ATHLETIC HANDBOOK COMPLIANCE AGREEMENT

Please return this sheet to Athletic Director, Jason DeVries, before your child's first game/match/race.

I have read the St. Mary's School Athletic Handbook, 2018-2019, and agree to be governed by its contents.

Parent/Guardian Name (Print)

Parent/Guardian Name (Signature)

Student Athlete Name & Grade (Print)

Student Athlete Name (Signature)

Student Athlete Name & Grade (Print)

Student Athlete Name (Signature)

Student Athlete Name & Grade (Print)

Student Athlete Name (Signature)



APPENDIX: TSSAA MEDICAL FORMS

(Begin on following pages.)



■ Preparticipation Physical Evaluation

THE ATHLETE WITH SPECIAL NEEDS:

SUPPLEMENTAL HISTORY FORM

This document is only necessary when the individual has a documented special need.

Date of Exam _____

Name _____ Date of birth _____

Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

| | | |
|--|------------|-----------|
| 1. Type of disability | | |
| 2. Date of disability | | |
| 3. Classification (if available) | | |
| 4. Cause of disability (birth, disease, accident/trauma, other) | | |
| 5. List the sports you are interested in playing | | |
| | Yes | No |
| 6. Do you regularly use a brace, assistive device, or prosthetic? | | |
| 7. Do you use any special brace or assistive device for sports? | | |
| 8. Do you have any rashes, pressure sores, or any other skin problems? | | |
| 9. Do you have a hearing loss? Do you use a hearing aid? | | |
| 10. Do you have a visual impairment? | | |
| 11. Do you use any special devices for bowel or bladder function? | | |
| 12. Do you have burning or discomfort when urinating? | | |
| 13. Have you had autonomic dysreflexia? | | |
| 14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness? | | |
| 15. Do you have muscle spasticity? | | |
| 16. Do you have frequent seizures that cannot be controlled by medication? | | |

Explain "yes" answers here

Please indicate if you have ever had any of the following.

| | Yes | No |
|---|-----|----|
| Atlantoaxial instability | | |
| X-ray evaluation for atlantoaxial instability | | |
| Dislocated joints (more than one) | | |
| Easy bleeding | | |
| Enlarged spleen | | |
| Hepatitis | | |
| Osteopenia or osteoporosis | | |
| Difficulty controlling bowel | | |
| Difficulty controlling bladder | | |
| Numbness or tingling in arms or hands | | |
| Numbness or tingling in legs or feet | | |
| Weakness in arms or hands | | |
| Weakness in legs or feet | | |
| Recent change in coordination | | |
| Recent change in ability to walk | | |
| Spina bifida | | |
| Latex allergy | | |

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

■ Preparticipation Physical Evaluation

PHYSICAL EXAMINATION FORM

Name _____ Date of birth _____

PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

| EXAMINATION | | |
|---|--------------|--|
| Height _____ | Weight _____ | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| BP _____ / _____ (_____ / _____) | Pulse _____ | Vision R 20/ _____ L 20/ _____ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N |
| MEDICAL | NORMAL | ABNORMAL FINDINGS |
| Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency) | | |
| Eyes/ears/nose/throat • Pupils equal • Hearing | | |
| Lymph nodes | | |
| Heart ^a • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal impulse (PMI) | | |
| Pulses • Simultaneous femoral and radial pulses | | |
| Lungs | | |
| Abdomen | | |
| Genitourinary (males only) ^b | | |
| Skin • HSV, lesions suggestive of MRSA, tinea corporis | | |
| Neurologic ^c | | |
| MUSCULOSKELETAL | | |
| Neck | | |
| Back | | |
| Shoulder/arm | | |
| Elbow/forearm | | |
| Wrist/hand/fingers | | |
| Hip/thigh | | |
| Knee | | |
| Leg/ankle | | |
| Foot/toes | | |
| Functional • Duck-walk, single leg hop | | |

^aConsider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.
^bConsider GU exam if in private setting. Having third party present is recommended.
^cConsider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____
- Not cleared
- Pending further evaluation
- For any sports
- For certain sports _____
- Reason _____ Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____
 Address _____ Phone _____
 Signature of physician _____, MD or DO

■ Preparticipation Physical Evaluation

CLEARANCE FORM

This form is for summary use in lieu of the physical exam form and health history form and may be used when HIPAA concerns are present.

Name _____ Sex M F Age _____ Date of birth _____

Cleared for all sports without restriction

Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____

Not cleared

Pending further evaluation

For any sports

For certain sports _____

Reason _____ Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

EMERGENCY INFORMATION

Allergies _____

Other information _____

CONSENT FOR ATHLETIC PARTICIPATION & MEDICAL CARE

*Entire Page Completed By Patient

Athlete Information

Last Name _____ First Name _____ MI _____

Sex: [] Male [] Female Grade _____ Age _____ DOB ____/____/____

Allergies _____

Medications _____

Insurance _____ Policy Number _____

Group Number _____ Insurance Phone Number _____

Emergency Contact Information

Home Address _____ (City) _____ (Zip) _____

Home Phone _____ Mother's Cell _____ Father's Cell _____

Mother's Name _____ Work Phone _____

Father's Name _____ Work Phone _____

Another Person to Contact _____

Phone Number _____ Relationship _____

Legal/Parent Consent

I/We hereby give consent for (athlete's name) _____ to represent (name of school) _____ in athletics realizing that such activity involves potential for injury. I/We acknowledge that even with the best coaching, the most advanced equipment, and strict observation of the rules, injuries are still possible. ***On rare occasions these injuries are severe and result in disability, paralysis, and even death. I/We further grant permission to the school and TSSAA, its physicians, athletic trainers, and/or EMT to render aid, treatment, medical, or surgical care deemed reasonably necessary to the health and well being of the student athlete named above during or resulting from participation in athletics.*** By the execution of this consent, the student athlete named above and his/her parent/guardian(s) do hereby consent to screening, examination, and testing of the student athlete during the course of the pre-participation examination by those performing the evaluation, and to the taking of medical history information and the recording of that history and the findings and comments pertaining to the student athlete on the forms attached hereto by those practitioners performing the examination. As parent or legal Guardian, ***I/We remain fully responsible for any legal responsibility which may result from any personal actions taken by the above named student athlete.***

Signature of Athlete

Signature of Parent/Guardian

Date