

Student/Parent Athletics Handbook

PROVIDENCE ATHLETICS

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SECTION I: INTRODUCTION

This handbook is being presented to you because you or your daughter desires to participate in interscholastic athletics at Providence Catholic School. You have also expressed your willingness to compete or to permit her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

Providence Catholic School is interested in the development of young women through athletics. We feel that a properly controlled, well organized sports program meets students' needs for belonging, esteem, self actualization, as well as mental and physical growth. It is our hope to maintain a program that is sound in its purpose and will further each student's educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parent or guardian of an athlete or an athlete themselves. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad based community support to be fully effective. This is achieved only through communication between the Athletic Department, coaches, athletes, and the parents or guardians of our athletes. It is our hope to accomplish this objective through this athletic handbook for students, parents and coaches.

Philosophy of Providence Athletics

The Providence athletic program is an integral part of the overall educational focus of the school, but will also provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life and help them to make contribution to society.

The purpose of the Providence Athletic Department shall be to provide a variety of interscholastic athletic opportunities for girls enrolled at Providence Catholic School in such a manner that each student-athlete will have the optimum opportunity to develop as students, athletes, and persons. Our aim is not to simply create better athletes, but to develop strong, independent, intelligent young women. This holistic development of young women will be achieved through the focus and practice of the school's core values. It is in the interest of the School that its athletes have the opportunity to participate on teams which are of championship character and prove themselves to be successful on and off the field of competition.

The basic objectives of the Providence Athletic Department shall be as follows:

1. To strive for EXCELLENCE by
 - a. providing fundamental training,
 - b. teaching teamwork and developing leaders,
 - c. encouraging a competitive spirit,
 - d. modeling positive ideals of physical and mental health, and
 - e. supporting athletes in completing the academic rigor of Providence Catholic School.
2. To nourish FAITH in God by
 - a. providing the fellowship of a team,
 - b. encouraging the practice of prayer, and
 - c. showing our student-athletes that they are dynamic, capable of achieving the success, potential, and satisfaction they desire for themselves and in accordance with the gifts and talents, they have been given by God.
3. To practice INTEGRITY by
 - a. accepting success and defeat with sportsmanship
 - b. expecting all athletes and supporters to act with honor and dignity in success or defeat, and
 - c. supporting the development of desirable social traits, including emotional control, honesty, cooperation and dependability.
4. To work for JUSTICE by
 - a. establishing goals and constantly trying to reach those goals,
 - b. striving simply to be good people and good citizens through the development of character,
 - c. modeling for athletes and the community perseverance in difficult or negative situations and still uphold a strong character, and
 - d. having respect for and earning the respect of all those who are a part of this community.

Athletic Affiliations

Providence High School shall maintain membership in the Texas Association of Private and Parochial Schools (TAPPS). It will abide by all guidelines and policies set forth by it. Violation of these rules will result the corrective and/or disciplinary actions from the Athletic Director, School Administration, or TAPPS officials. Providence Middle School shall maintain membership in the Archdiocesan Independent Athletic League (AIAL). It will abide by all guidelines and policies set forth by it. *Links to guidelines and policies produced by both organizations can be found at www.providencehs.net or Edline.*

Sports Offered

The Providence athletics program consists of the following high school sports: girls' basketball, cross country, golf, softball, soccer, volleyball, swimming, tennis, and track & field. Providence athletics program also sponsors bowling as an extra-curricular activity. The middle school sports include: cross country, volleyball, basketball, golf, soccer, softball, tennis and track & field.

Responsibilities of a Provet Athlete

Being a member of a Providence athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. It takes the hard work of many people over time. As a member of a Providence team, you must hold yourself to a standard above an average student.

We desire to win, but only with honor to our athletes, our school and our community. To achieve this desire, you must always put forth your best efforts on the field of competition and in the classroom. In the past, Providence has achieved numerous district and tournament championships, and many individuals have set records and won all-district and all-state honors. These achievements were possible because of the commitment and efforts of former athletes and coaches.

It will not be easy to contribute to great athletic tradition. When you compete in a Providence uniform, we assume that you not only understand our expectations, but also are willing to assume the responsibilities that go along with them. However, your contributions should be personally satisfying to you.

Responsibilities to Yourself – The foremost responsibility is to broaden yourself and develop strength and character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies and your participation in other extra-curricular activities, as well as in sports. All will prepare you for life as an adult.

Responsibilities to Your School – Another responsibility you assume as a team member is to your school. Providence cannot earn a reputation of having outstanding programs unless you do your best in the activities in which you participate. You should participate in athletics to the best of your ability; you are contributing to the reputation of your school. You assume a leadership role at this school when you are on an athletic team. The student body and citizens of the community know you and will judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Providence proud of you and your community proud of your school by your faithful exemplification of these ideals.

Responsibilities to Others – As a team member, you also bear a heavy responsibility to your team. You should always strive to make your teammates and coaches proud. You must measure up to all of the training rules. You should practice and play to the best of your ability every day. If you are a high school athlete, you set the examples for middle school students. They admire and respect you because of your position and will follow in your foot steps.

SECTION II: SPORTSMANSHIP PHILOSOPHY & GUIDELINES

The Texas Association of Private and Parochial Schools (TAPPS), the body that governs all interscholastic competition involving member schools believes in this motto "Competition with Honor." This document has been prepared to insure that all participants have a common understanding of those basic principles.

TAPPS and the Providence Athletic Dept. believes that participation is as important as winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel and is directed to the behavior of spectators, coaches and players. An additional component to consider is coaches' ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic

athletics. We, therefore, expect school administrators, coaches, athletes, cheerleaders, dance troupe and spectators to know and embrace the following fundamentals of sportsmanship:

1. Respect should be demonstrated for athletic opponents and for their school at all times. Providence should treat visiting teams and their supporters as guests and accord them the consideration everyone deserves. When visiting other schools we should respect the property and dignity of the host school and its athletic teams.
2. Respect should be demonstrated for the officials at all times. As impartial arbiters who are trained to do their jobs to the best of their ability, officials should be given respect and an attitude of good sportsmanship regardless of the outcome of the contest.
3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the rules.
4. All participants should strive to maintain self-control at all times. The desire to win cannot be accepted as a reason for irrational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
5. All participants should learn to recognize and appreciate skill in performance regardless of school affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all athletes. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

Expectations of Student-Athletes, Managers or Athletic Trainers

1. Treat opponents with respect.
2. Exercise self-control at all times, accepting the judgment of the officials as just that, the best judgment they could make given what they know and see. Never argue or make gestures indicating lack of respect for the officials' judgment.
3. Accept both victory and defeat with pride and compassion.
4. Congratulate opponents in a sincere manner following either victory or defeat.
5. Accept the responsibility and privilege of representing the school and community.
6. Players must follow team rules established by coaches as well as the Code of Conduct.

Players must refrain from the following inappropriate behaviors:

- Taunting officials, opponents or spectators
- Use of profanity
- Damage/destruction of school property
- Theft of school or personal property

Disciplinary actions include:

- Benching of participant
- Removal from contest
- Suspension for a portion of the season
- Restitution
- Conference/hearing with athletic director and/or school administration
- Violations of the Code of Conduct may result in school discipline

Expectations of Spectators

Spectators, by their behaviors and reactions, play an important role in their school's reputation for sportsmanship. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded, too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators embrace the following:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches and athletes of all teams.
3. Censure fellow spectators whose behavior is inappropriate.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

Spectators are to refrain from inappropriate behaviors:

- Verbal/physical abuse of officials and coaches.

- Berating players, coaches, or other spectators through chants, signs and/or cheers.
- Interruption of contest by behaviors such as throwing objects on the playing area, entering the playing area and/or disruptive behavior.

Disciplinary actions include:

- Removal from contest
- Conference/hearing with athletic director and/or school administration
- Removal from future athletic contests

Expectations of Coaches

The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

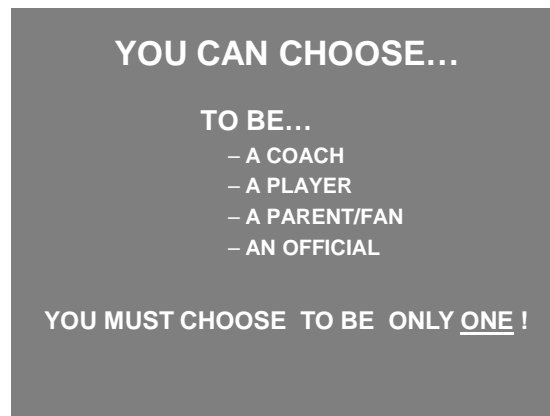
1. Establish team rules beyond the Code of Conduct
2. Teach the value of conforming to the rules
3. Instill team discipline and sportsmanship with appropriate consequences for team members who display inappropriate behavior
4. Instruct their players in the fundamentals of sportsmanship
5. Respect the officials' judgment and interpretation of the rules
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials before contests and with opposing coaches before and after contests

Coaches are to refrain from the following inappropriate behaviors:

- Use of profanity
- Ejection from contest
- Berating officials or players
- Inciting spectators/players to inappropriate behavior

Disciplinary actions include:

- Removal from contest
- Conference/hearing with athletic director and/or school administration
- Removal from coaching staff



Ejections

Section 138.J in the TAPPS rule book discusses the minimum penalty for misconduct and therefore the basis for what will occur following a contest should a player or coach be disqualified in any event. Should an ejection occur, an automatic one game suspension will be assessed, in addition to a monetary fine (\$50.) that will increase with each subsequent disqualification of participant or coach. The Athletic Department could ask the athlete and/or coach ejected to pay any fines. An ejection in the state semifinals or finals will carry a fine of \$250 in addition to the one game suspension. Should a school earn three ejections in one activity or five ejections throughout the year, then the TAPPS staff will provide a seminar at a time and date set by TAPPS and paid for by the school to assist the school in implementing the TAPPS mission. Providence Athletics will adopt the same fine assessment for middle school ejections.

SECTION III: CONDUCT OF ATHLETES

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be ABOVE AVERAGE in all of the following areas:

Academic Conduct: Strong academics reinforce strong athletics. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies. In addition to maintaining strong academics, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times.

School discipline referral – Any student referred to the office for a rules violation may be denied the privilege of participation in all athletic activities for a period determined by either the principal or athletic director.

Athletics Conduct: In the area of athletic competition, a true athlete does not use profanity or illegal tactics and understands that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

All athletes shall abide by a Code of Conduct that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated.

Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality or violations of law tarnish the reputation of everyone associated with the school and will not be tolerated. Refer to Student Handbook for consequences to the Code of Conduct.

Use of Social Media & Cell Phones

Student-athletes, parents and coaches, as members of the Providence community, are permitted to have profiles on social networking websites (ie: Facebook, MySpace, Twitter) provided that:

1. No offensive or inappropriate pictures are posted.
2. No offensive or inappropriate comments are posted.
3. Any information placed on the website(s) does not violate the ethics and intent behind the student code of conduct, the student-athlete code of conduct, and any policy detailed in the athletics or school handbooks.

Student-athletes should remember that they are ambassadors of Providence Catholic School and should realize they will be looked at by peers, parents, potential students, faculty/coaches and those even outside the community. Content posted by student-athletes at other schools or groups, even other Providence students, that may not be acceptable, should be removed if it appears of your personal profile.

Providence Athletics Facebook and Twitter (@ProvetCoach) accounts are used for the promotion of Providence Athletics, its events, programs or other campaigns. It is to be used in a positive manner to connect with alumnae, students, athletes, parents, coaches and fans. It is not a communication tool for schedules, practice times or details about daily operations. Edline, School website and individual coach communications should be used for “in-house” communications.

Students are NOT permitted to use their Cell Phones during the school day. Cell Phones should be silenced and kept in their school locker. If a student-athlete needs to contact a parent/guardian or coach during the school day, phones located in the front office, Athletics Directors office, and coaches office are available to use. If a parent/guardian needs to reach their daughter during the school day, they must contact the school's main office.

Cell Phone Use is NOT permitted while in the locker room at ANY time during the day. This policy is to protect the privacy of all students. Student-athletes may use their cell phone before or after school in the gym, lobby or other practice facility, but should always request permission from their coach if practice is in session.

Any violation for cell phone use or use of social media is subject to discipline by coach, Athletic Director of school administration depending on the severity of the offense. Refer to Student Handbook for consequences to the Code of Conduct.

School Policies of Academic Eligibility-**HIGH SCHOOL**

1. Failure of **1** class at Report Card renders a student ineligible for all extracurricular activities.
2. Ineligibility will take affect the Friday following published grade due dates.
3. The student remains ineligible until the next Progress Report is issued. The student-athlete must be passing ALL subjects to be reinstated as eligible.
4. A student's eligibility is restored the same day that grades are posted for Progress Report or Report Card purposes.
5. If a student is ineligible **2** times during the same season, she will be removed from that athletic team for the remainder of the season.
6. A student-athlete may not participate in any practice, competition or team meeting while ineligible.
7. A student who is ineligible at any part of the season will not receive a ½ academic credit on their transcript for Competitive Athletics.
8. Students not completing the required number of service hours the previous school year will also be ineligible at the start of school and must fulfill the community service requirements in order to be considered eligible for extra-curricular activities.
9. Once required number of service hours are completed and approved, student-athlete is immediately eligible.

School Policies of Academic Eligibility-**MIDDLE SCHOOL**

1. Failure of **1** class at Report Card **or Progress Reports** renders a student ineligible for all extra curricular activities.
2. Ineligibility will take affect the Friday following published grade due dates.
3. The student remains ineligible until the next Progress Report is issued. The student-athlete must be passing ALL subjects to be reinstated as eligible.
4. A student's eligibility is restored the same day that grades are posted for Progress Report or Report Card purposes.
5. If a student is ineligible **2** times during the same season, she will be removed from that athletic team for the remainder of the season.
6. A student-athlete may not participate in any practice, competition or team meeting while ineligible.
7. A student who is ineligible at any part of the season will not receive a ½ academic credit on their transcript for Competitive Athletics.
8. Students not completing the required number of service hours the previous school year will also be ineligible at the start of school and must fulfill the community service requirements in order to be considered eligible for extra-curricular activities.
9. Once required number of service hours are completed and approved, student-athlete is immediately eligible.

TAPPS Eligibility Requirements-**HIGH SCHOOL**

1. A student must be enrolled in 4 academic classes (An "academic" class is any class required by school standards.)
2. A student may NOT be enrolled in 2 or more PE/Athletic courses during the school day.
3. A student must be 18 or younger on or before September 1st to participate.
4. Students transferring from another high school, who have participated in interscholastic activities at any level must transfer by deadlines posted by TAPPS to be eligible for that seasons' sports:
5. Previous Athletic Participation Form must be completed and sent to the TAPPS office by the Head Coach and Athletic Director. (*located online*)

Guidelines for Eligibility in the Athletic Dept.

1. All student-athletes who are failing at Progress Reports will be required to attend tutoring weekly in the class/es student is failing and an afterschool study hall may be recommended by teacher or coach.
2. First-Time Ineligible Athletes will be required to complete an Athletics Academic Action Plan with the Athletic Director to determine the academic needs of that student. Upon regaining eligibility, an athlete will remain on the Athletics Academic Contract.
3. An ineligible athlete must turn in all issued uniforms/equipment to the Athletic Director within 2 days of becoming ineligible. If the athlete becomes eligible, the coach will determine when the athlete has earned their uniform/equipment.

School Attendance Policy

1. Students are not allowed to participate in any extra-curricular activity on the day of their absence, regardless if is a half or full day, excused or unexcused.
2. A student arriving after 9:30 am, or leaving before 2:30 pm, will be considered absent a half-day.
3. Missing more than **3** hours of school will result in a full day's absence.
4. An absence the day before or after a holiday or athletic event will be charged with an unexcused absence unless verified by a doctor's note.

Competitive Athletics Credit on Transcript

Requirements:

1. Student must be academically eligible for the entire season.
2. Student must participate 80% of practices and competitions to receive credit.
3. Students must be physically active. Credit will not be awarded to managers, who do not participate in practice, or if an injury occurs, in which the athlete is not able to physically participate.
4. Only high school students are eligible for credit.

Process of reporting:

1. Coaches will report to the athletic director who is eligible for credit at the end of a sports season.
2. The athletic director will cross reference with eligibility and report to the academic counselor/registrar.
3. Credit will be recorded on the transcript at the end of the each semester.
4. See chart below of when each sport will be posted to the report card. If there is any discrepancy, contact the athletic director or academic counselor/registrar as soon as possible.
5. Student will receive ½ credit for each sport on transcript.

End of 2 nd Quarter	End of 3 rd Quarter	End of 4 th Quarter
Volleyball (VB) Cross Country (CC)	Basketball (BB) Soccer (SC) Swimming (SW)	Bowling (BW) Track & Field (TF) Softball (SB) Tennis (TN) Golf (GF)

Physicals

An annual physical examination is required in order to participate. The examination must be dated within a 12-month period. Athletes will not be allowed to participate in practice or games without a physical on file with the Health Coordinator. *Forms located on Edline and www.providencehs.net.*

Risk of Participation

All athletes and parents or guardians must realize the risk of serious injury, permanent disability or death which may be a result of athletic participation. Providence's Athletic Department will use the following safeguards to make every effort to eliminate injury:

1. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
2. Instruct all athletes about the dangers of participation in the particular sport.
3. All Athletic Department staff is required to have certification in CPR/AED & First Aid and NFHS Concussion Course.
4. An Athletic Trainer or contracted/part-time Athletic Trainer will be employed by Providence Athletic Department, and will be present at most practices and home competitions.
5. Athletic Training supplies and rehab equipment are available to athlete's who need treatment of most injuries.
6. Providence Athletics has partnered with Sports Medicine Associates San Antonio, whose staff of doctors will evaluate serious injuries and provide recommendations.

Athletic Training/Injuries

1. For all accidents or injuries, regardless of severity, a coach will fill out an accident report. A parent will receive a copy and the original will be kept on file with the Athletic Department.
2. If the athlete sees a doctor for an injury, this form must be on file in order to make any secondary insurance claims to the schools liability insurance. If the student does not have insurance, the school's insurance will become the primary insurances. All claims must be made through the Health Coordinator.
3. If the athlete sees a doctor for an injury, the athlete may NOT return to practice until they are released from the doctor.
4. An athlete that suffers an injury will be monitored by coaches and/or Athletic trainers to ensure proper rehabilitation and treatment.
5. Parents are advised allow the Athletic Trainer make all recommendations to ensure the safety of each athlete.
6. If an athlete must see a doctor, it is preferred to go through Sports Medicine Associates San Antonio or another Sports Medicine specialist in order to get proper rehabilitation recommendations.

Tryouts

HIGH SCHOOL tryouts will be held the first official practice or over the first few days of practice of that sport. If an athlete is unable to tryout because of participation in another sports season or post-season, the coach can give the athlete an opportunity to tryout after the prior sports' season is completed. Teams must be determined by the end of the first week of practice; however, because of ineligibility or injuries adjustments may be made mid-season. The amount of playing time for all athletes is determined by the performance of the athlete, and is left to the discretion of her coach. **EVERYONE IS NOT GUARANTEED EQUAL PLAYING TIME.** Each athlete will receive equal practice time. We strive to be a competitive program, not a recreational organization. All coaches are expected to make coaching decisions that will help the team have the most success.

MIDDLE SCHOOL tryouts will be held the first official week practice of that sport. Tryouts will be open to any eligible student interested in participating in athletics who is enrolled at Providence entering the 6th through 8th grades. Trying out does NOT guarantee a position on the team. Tryouts will be used to evaluate an individual's skill level, and cuts will be made at the end of the week. There will be an A and B team. The A team will be designated as the Blue team, and the B team will be designated as the White team. No 8th grader will be allowed to play on the B team, as per AIAL guidelines. This does not guarantee any 8th grader a position on the A team. Placement will be determined on skill-level. Anyone who does not make these two teams will be encouraged to improve skills and tryout again next season. All 6th graders, who do not make the A or B team will participate on a 6th grade team, designated as the Silver Team. Silver Team players will share equal playing time and have opportunities to gain experience. On both the Blue and White team, players will have a chance to play in each game, but those athletes showing more improvement, commitment, and higher skill will get more opportunities to play.

Multi-sport Athletes

Athletes may participate in more than one sport at Providence in any one sport season (fall, winter or spring) if both coaches concur and cooperatively work out the details of practices, games, etc. with the athlete. The athlete who is attempting to "double up" must declare one of the sports as a "sport of first priority". This means the athlete will attend all "events" (contests, practices, meetings, etc.) connected with that squad. The athlete may participate with the other squad during the time there are no obligations to the sport of first priority. It should be emphasized that the school can benefit from multi-sport participation and that disciplined athletes can be successful.

Dual Participation Policy

Providence Athletic Department, and its coaches, does NOT prohibit its student-athletes to participate in both practice and competitions of non-school athletics (ie: club, AAU, etc). It is important that both student-athlete and parents understand the purpose of Providence Athletics and its education. If there is a conflict between a school event, practice or game, and a non-school event, the school event MUST take priority. If the student-athlete can communicate with the coaching staff at the beginning of the season about potential conflicts often times these can be resolved. If a student-athletes does not communicate with their coach and misses a school activity because of a non-school activity, the student-athlete may be removed from that team or serve consequences for their absence.

The intent of this policy is to stress the importance of communication to ensure that:

- All adults working with the student-athlete are fully aware of the amount of time/effort she is spending on athletics.
- The two sport participation is physically sound and safe for the young athlete.
- The two sport participation fits into the student-athlete's life in a manner that is educationally and socially sound.
- Any scheduling conflicts between the school and the non-school team are resolved as far in advance as possible.

Attendance-Practice/Competitions

The following policy is strongly recommended, but it is up to the individual coach and may vary between sports programs. The policy used should be in writing and given to both the athlete and parents, and a copy should be kept on file in the Athletic Director's office.

Absence from practice:

Excused:

1. Advance notice from athlete in writing to the appropriate coach
2. Reason considered unavoidable and excusable by the coaches

Consequence: Athlete will miss necessary mental and physical preparation for contest resulting and the coach will determine the steps necessary to “make-up” the missed practice.

Unexcused: All absences not falling into the excused category above
Consequence

First offense – suspended for the next contest

Second offense – suspension for the next contest. The athlete will meet with coaches and Athletic Director to evaluate their commitment to athletics.

Absence from Contest (including Saturday):

Excused:

1. Advance notice to coaches
2. Emergency situation

Consequences are the discretion of the coaches and athletic director

Unexcused: All absences not falling into the excused category above

Unexcused Consequences:

First offense – suspension from next two contests

Second offense – suspended for rest of season

Other Extra-Curricular Activities

An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations. The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and, to this end, will attempt to schedule events in a manner so as to minimize conflicts. Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors and coaches involved immediately when a conflict does arise. All conflicts, missed practices or competitions because of another Providence event/activity, including tutoring, will be excused athletic absences and may only require a “make-up” for what the athlete missed on their athletic team. Academic, tutoring, or graded activities will always take priority over an athletic practice or event.

Travel

A valuable part of each athlete’s experience is traveling with her team to and from competitions. This is one of the environments in which team unity is enhanced through pre-game rituals, prayer, celebrations of victories and reflections of defeat. However, the Providence Athletic Department understands that parents and students travel from all parts of Bexar County to attend Providence Catholic School; and we will accommodate families as much as possible.

- The coaching staff is responsible for ensuring that all athletes are safe traveling to and from competitions.
- A coach **MUST** have **prior** communication from a parent or guardian if the student will not be riding back to Providence after a competition.
- Only approved adults may take a student home from another site.
- Emergencies will be handled on an individual basis by the coach and/or athletic director.

Uniforms, Equipment & Dress

- Uniforms/Equipment will be issued through the Athletic Director and/or Head Coach once the teams have been determined by the coaches.
- Issued uniforms/equipment are the responsibility of the athlete until the end of the season.
- All issued uniforms, warm-ups and/or practice clothes must be properly cleaned and stored after each use.
- All issued uniforms, warm-ups, equipment and practice clothes must be worn properly at all times.
- Any issued uniforms, warm-ups, equipment and practice clothes not returned at the end of the season will be billed for by the Athletic Director. If not returned promptly an outstanding balance will be kept with the Business Office, which can affect the student’s ability to take finals and the release of grades or transcripts. A bill will also be issued for any damaged or lost uniforms.
- The athlete must secure permission from the coach before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport.
- Providence is not responsible for lost or stolen equipment. It is suggested that athletes use a lock on athletic lockers to avoid theft.

- All athletic equipment is the property of Providence Athletic Department. Therefore, school equipment may not be taken from the building for the use of any other organization or for personal use. Any exception must be approved by the coach or athletic director.
- Any athlete who has not returned or paid for lost equipment within 1 week will be denied the right to participate in another sport until the equipment is returned or paid for.
- Uniforms and warm-ups are NOT to be worn during the school day. Special Game day attire must be approved by the Asst. Principal and the Athletic Director.
- Uniforms may not be worn for practice or physical education classes.
- Practice attire will be designated by the head coach of each team.
- The coach and Athletic Director has the right to enforce disciplinary action for improper attire at any time.
- In several sports, the athlete will be required to purchase a portion of the game uniform, which will become his or her property. These may include, but are not limited to: shoes, socks, knee pads, shorts.
- Team T-shirts will also be available to purchase by athletes and parents.

Lockers

Athletes participating in the current season will be issued locks and lockers in the PE/Athletic locker room. Only school issued locks will be used. All of the athlete's belongings should be in her locker or other secured areas assigned by her coach. Athletic bags should NOT be stored in any classroom or left in school hallways at anytime. Lockers remain the property of Providence Catholic School while on loan to students and are, therefore, subject to supervision and inspection by school authorities when and where necessary. Providence Athletics authorizes a principal to search any student's athletic locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.

Quitting

An athlete may find it necessary to quit a sport for a good reason. If this is the case, the following procedures must be followed:

1. Talk with your immediate coach and then the head coach.
2. Coaches and players may discuss any concerns with the Athletic Director.
3. Return all equipment issued to you.

If at anytime an athlete quits for any reasons not discussed with the appropriate coaches or is removed from a team by the coach, athletic director or school administration, she gives up her rights to any honors she has earned, but not yet received. She also forfeits the right to participate in another sport at Providence until the current season has concluded.

Hazing

This activity is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation toward any student or other organization that causes or creates a substantial risk for causing mental or physical harm to any person. No student athlete shall plan, encourage or engage in any form of hazing in practices, competition or performances. Permission, consent or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy. The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.

SECTION IV: CONDUCT OF PARENTS

- Be a positive role model and set a positive example for others through your conduct at sporting events. Remember your actions reflect on the school and your daughter.
- Be a "cheerleader" for your daughter and other children on the team.
- Respect your daughter's coach – communicate with him or her in a positive way and encourage others to do the same.
- Set realistic goals for your daughter's athletic participation and help her do the same.
- Do not try to relive your own athletic past through your daughter.
- Emphasize improved performance and skill attainment rather than winning.
- Keep your priorities in order – there is much more at stake in a contest than a win or loss.
- Do not condition your interest in your daughter's athletic participation on winning.
- Do not undermine the coach. If you have questions or concerns, address them with the coach.
- Maintain open lines of communication with the coach.

SECTION V: COACH/SPORT RULES & POLICIES

Coaches will distribute a great deal of information before, during and after the season. The communications may be verbal or in writing, and are intended to ensure that you and your daughter have all the information you need for a safe and enjoyable season. If you have questions or need additional information, contact your coach. Some of the topics about which you should expect to receive information include:

- Discussion of the coach's philosophy.
- Explanation of the expectations and goals the coach has for individuals, team, and season.
- Explanation of the team selection process.
- A list of team rules and an explanation of guidelines and consequences for rule infractions.
- A calendar or list of the locations and times for all practices, games, and other important events. Practice calendars will be posted on Edline for those that have activated accounts.
- Explanation of team requirements, special requirements and equipment athletes may need.
- Explanation of strength and conditioning, off-season leagues and/or programs and expectations.

The all rules/expectations should be given in writing to all athletes, parents and the athletic director at the beginning of each season. Practice calendars, team meetings, and off-season plans will be communicated throughout the season.

SECTION VI: GRIEVANCE POLICY

Regular communication promotes understanding and mutual respect, and provides a framework to address concerns that may arise. Parents and student-athletes must remember that each coach is a professional who has specialized training and education in the philosophy and fundamentals of a sport(s), in addition to training in particular subject areas. The coach is responsible for all aspects of the team's operations during the season. In making decisions, the coach must consider the educational goals and purpose of Providence Athletics and what is most appropriate for the team as a whole. Parents may not always agree with the decisions that are made. While each coach is open to comments and suggestions, the ultimate decisions about team and player matters rests with the coach. Some of the specific issues left to the coach's discretion include:

- Playing Time
- Team Strategy
- Play Calling

In addition, the coach should not discuss other student athletes with parents, and parents/student-athletes should not discuss personal issues with other parents/student-athletes. If a parent or student-athlete has concerns about their own interactions with other athletes or with the coach, follow the procedure outlined below to address those issues.

1. Contact the coach via email or phone to set up an appointment during the day of after practice. Parents should not address the coach before or after a competition or before a practice. The coach has responsibilities to the team and school at those times.
2. Communicate honestly and openly with the coach about you or your daughter's concerns. It is preferred that the student-athlete be a part of this initial meeting.
3. If a resolution cannot be reached, the coach should initiate a meeting between the parent and/or student-athlete, the coach, and the Athletic Director.
4. If a resolution still cannot be reached, the Athletic Director should initiate a meeting between the parent and/or student-athlete, Athletic Director and Assistant Principal.
5. If at that point the conflict has still not been resolved, the parent may request a meeting with the Principal of the school.

All concerns and feedback are valued by the athletic department. When communication and respect takes place between all parties involved, information can be used to improve and strengthen Providence Athletics and ensure a positive experience for all student-athletes.

SECTION VII: PARENT ATHLETICS COMMITTEE & PROVIDENCE PARENTS CLUB

The Providence Athletic Committee exists as an organization of parents and community persons dedicated to:

1. Supporting, encouraging and advancing the athletic program and related activities of the Providence Catholic School, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
2. The Committee shall promote projects to improve facilities and equipment necessary to provide an adequate athletic program for the middle and high school programs.
3. The Committee shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the athletic program at the school.
4. The Committee shall do nothing which violates the rules of the TAPPS or AIAL or in any way jeopardizes the membership of the school in said athletic/activity association.

The Providence Athletics Committee reports to the Providence Parents Club about all projects and events to minimize conflicts and maximize support. This committee is made up of volunteers as team parents, concessions, gate/ticket, pit crew, bus drivers, tournament hospitality or volunteers for other special events/projects. If you are interested in volunteering to support Providence Athletics, please contact edenoux@providencehs.net. *Additional information about PAC, PPC and volunteer opportunities is posted on Edline.*

SECTION VIII: AWARDS

Participation Awards

In 6th grade middle school sports, participation certificates will be awarded to all students who were apart of the Silver team. At this level, many athletes are just beginning a sport for the first time, and the Athletic Department would like to recognize their courage to try something new. We would also like recognize those student athletes with experience for their commitment and taking on the added challenge of athletics to their first priority in the classroom. We will expect these students to be prepared to go to the next level of expectations when they enter high school.

All-District & League Awards

TAPPS All-District awards are determined by the all coaches of the schools competing in the district. Only Varsity players are eligible for All-District- First Team, Second Team and Honorable Mention. To be nominated for Academic All-State, an athlete must be a junior or senior, receive First Team All-District and have a cumulative average of 90 or above. Only A-team players for middle school volleyball, basketball and softball are eligible for AIAL All-District Awards. Number of AIAL All-District Awards for our team is determined by our overall finish that season.

Team Awards

The following guidelines will be followed for Varsity, JV, Freshman, and Middle School Blue and White team. Varsity level awards will honored on a plaque and athletes will receive a pin. Sub-varsity and middle school awards will be presented a certificate.

1. Max of 5 categories of awards may be given for a sport. Coaches may award fewer than 5.
2. Students receiving any award must be academically eligible the entire season.
3. Awards are not to be nominated, voted on, or decided by students or parents.
4. The entire team may not receive an award, and ties between athletes in a particular category will be discouraged.
5. Coaches will use statistics, skill, intangible qualities and their professional judgement to determine awards.

Varsity Letterman

1. The head coach will determine if the student has earned a letter based on their participation and qualifications to compete at the varsity level in a sport.
2. Varsity letters are only awarded to high school students.
3. Students receiving a letter must be academically eligible the entire season.
4. Managers and statistician are eligible to earn a letter if they participate on the varsity level.
5. If a student has already earned a letter in that sport for a previous season, they will receive a bar.
6. Earning a letter is determined by the head coach at the conclusion of a sports season.
7. The athletic department sponsors the purchasing of letters and bars. Jackets and other patches must be purchased by the individual.

Provet Award- Middle and High School

Each student-athlete participating in 3 or more sports in a single school year will receive this award. The student-athlete must remain academically eligible for the entire season of each sport, be nominated by her coach of each sport and have a favorable recommendation from at least three teachers. Recommendations will be requested by the athletic director. To receive this award a student-athlete must exhibit discipline integrity, dedication and pride in Providence. This award recognizes a student-athlete's commitment to rigorous academic standards and the values of athletics. Competing in three sports at any level and gaining the respect to both teachers and coaches should be commended.

Athlete of the Year- High School

Any athlete that participated in at least 3 Varsity sports in the current school year and exhibits the characteristics of sportsmanship, leadership and athleticism at a level above her peers will be eligible for the Athlete of the Year award. All coaches will vote for this award at the end of the year, and a tie will be broken by the Athletic Director.

Student-Athlete of the Year – Middle and High School

The student-athlete with the highest GPA after the first three quarters of the year and who has participate in at least 3 Varsity or A-Team sports will receive the Student-Athlete of the Year award.

Individual school athletic awards, Athletic Letters & Bars, Provet Awards, Student-Athlete of the Year and Athlete of the Year are presented at the Athletic Banquet to those student-athletes chosen by the coach of each sport. The Athletic Awards Banquet will be set in May each school year.

SECTION XI: PROSPECTIVE COLLEGIATE STUDENT-ATHLETES– NCAA Clearinghouse

As a prospective student athlete at a Division I or II institution, you have certain responsibilities to attend to before you may participate. Information concerning who needs to register with the Clearinghouse and what documents should be submitted can be found in The Guide for College-Bound Student Athletes, located on the NCAA Clearinghouse Web site. This link can be accessed at www.ncaaclearinghouse.net. Click on "Prospective Student-Athletes" link. Athletes should be ready to report their SAT or ACT scores before establishing eligibility. This is a requirement for athletes who are planning on becoming student-athletes in college. If there are any questions concerning this important part of becoming a student-athlete in college, you should make arrangements to see the Athletic Director.

SECTION X: FORMS

Each student and parent/guardian shall read the entire athletic handbook and certify that they understand the Athletic Handbook of Providence Catholic School. This signed document will be filed with the athletic department.

Prior to participating in a sport all athletes must have the following items on file in the Athletic Office:

1. Updated Physical Form & Medical History (Annually)
2. Emergency Contact Form (Annually)
3. Student & Parental Acknowledgment of Athletic Handbook (Annually)
4. TAPPS Student & Parent Acknowledgment of the Rules (HS only, annually)
5. Parent and Student Notification Steroid Use Agreement Form (one time only)

Additional Information/Schedules

Information about athletics will be accessible through Edline under Athletics and at www.providencehs.net under Athletics. Please check Edline for updates, results, schedule changes, or any other events and needs of the Athletic Department. Also, an Athletics Calendar is posted online and on Edline, that is update weekly. Providence Athletics and the school depend on the support of parents, athletes, students and its coaches. In order to make progress and achieve success, everyone must be aware of what is current and get involved however possible. Please fill out the Get Involved with Providence Athletics form on Edline to provide your information for volunteering purposes.

If you have any questions, comments or concerns, please email (edenoux@providencehs.net) or call 224-6651 x206.

Participation in Providence Athletics is a privilege, not a right.

Participation is reserved for those who demonstrate a commitment to academics and commitment to sportsmanship and the values of athletics.

Working collaboratively, coaches, administrators and parents will serve as a valuable asset in the development of our student-athletes.

This combined support of the Providence Athletic Department's objectives is critical to helping our students reach their academic and athletic goals.

Providence Athletics

Student/Parent/Coach Acknowledgement of Athletic Handbook

2011- 2012

I _____ (Athlete's Full Name) _____ (Grade) understand the policies in the athletic handbook and that coaches of individual sports reserve the right to add addenda for individual sport policies. I also will...

1. agree to adhere to the policies to the best of my abilities, and I understand the consequence if I cannot adhere to the policies stated in the handbook.
2. accept these responsibilities and will commit myself physically and mentally to the goals of this athletics program.
3. will represent Providence Catholic School with conduct that is becoming to my team, school, family, and myself.

Student-Athlete Signature

Date

As a parent/guardian, I understand and support the policies that my daughter has committed to. I also will be a positive example on sportsmanship and teamwork.

Parent/Guardian Signature

Date

I have completed the following forms:

- Updated Physical Form & Medical History (Annually)
- Emergency Contact Form (Annually)
- Student & Parental Acknowledgment of Athletic Handbook (Annually)
- TAPPS Student & Parent Acknowledgment of the Rules (HS only, annually)
- Parent and Student Notification Steroid Use Agreement Form (one time only)

As a coach, I understand and support and commit to uphold the policies in this handbook. I also will be a positive example to the community of sportsmanship and the value of Providence Athletics.

Coach Signature

Date

This contract must be on file with the Athletic Department with signatures before participating in any practice or game.
