

**ST. FRANCIS DE SALES
CENTRAL CATHOLIC SCHOOL
STUDENT ATHLETE HANDBOOK**



**ST. FRANCIS DE SALES CENTRAL
CATHOLIC SCHOOL
HOME OF THE
TROJANS**

ST. FRANCIS DE SALES CENTRAL CATHOLIC SCHOOL STUDENT ATHLETE HANDBOOK

PURPOSE

The purpose of the student-athlete/parents' handbook is to acquaint the student-athlete and parents of the student-athlete with the athletic program at St. Francis de Sales Central Catholic School. The document was prepared in accordance to all rules and regulations governing athletics at St. Francis de Sales Central Catholic School and set forth by one or more of the following organizations: National Federation of High School Athletics, West Virginia State Board of Education, West Virginia Secondary Schools Activities Commission, Monongalia County Board of Education and the Administration of St. Francis de Sales Central Catholic School.

The handbook should be used as a guide to aid and orient the student-athlete and to provide for a successful athletic experience.

Please refer to this handbook throughout the season.

It is also posted online on the St. Francis school web page:
stfrancismorgantown.com/students-parents/athletics

The West Virginia Secondary School Activities Commission (WVSSAC) is the governing body for West Virginia interscholastic middle school sports.

TABLE OF CONTENTS

Athletic Director Welcome Statement	3
Philosophy	4
- Sportsmanship	
- Student Athlete Goals & Objectives	
Athletic Opportunities	5
- Elementary Athletics: K-5	
- Middle School Athletics: 6-8	
- Athletic Fee	
Eligibility Requirements	6
Academic Eligibility	7
Participation Standards	8
- Participation on Outside Teams	
- Dismissal From or Quitting a Team	
- Tryouts & Cuts	
Residency & Transfers	9
Health & Safety	xx
General Information	10
- Communication with Coaches	
- Assumption of Risk	
- Inclement Weather	
- Athletic Probation	
- General Discipline Procedures	
Uniform Policy & Care	11
- Uniform Code Guidelines	
- Dress Code	
Conflict Resolution Process	12
Transportation	13
- Early Dismissal for Athletic Events	
- Athletic Schedules	
Facilities	14
- Locker Room Rules & Regulations	
- Care & Maintenance of Facilities	
- Scheduling & Renting of Facilities	
Volunteers	15
- Volunteer Confidentiality	
- Diocesan Safe Environment Program	
Appendices	16-19

Dear Student Athletes & Parents,

Welcome to St. Francis Athletics! Our Athletic program provides experiences through which our athletes will grow to their full potential physically, intellectually, emotionally, socially, and spiritually. Together, the athletic administration, coaches, and school staff work to support and reinforce an athletic program that provides for the development of physical skills, healthy, competitive attitudes, the value of sportsmanship, and the importance of safety.

In today's society, too much emphasis is placed on winning. Our goal is to provide our athletes with a quality, educational athletic program, which will be entrusted to the nurturing care of the coaches, parent volunteers, and athletic administration. We will guide and educate each athlete so that he or she will improve, grow, win, lose, and, most importantly, have fun. Although we strive for excellence, a child's success should be measured by the accomplishment of his or her own goals and ability to successfully work as a team member.

Those involved in Catholic school athletics must consider who and what really comes first. Our students involved in athletics are called student-athletes. They are in school to be students first and athletes second. Being a St. Francis Trojan student-athlete, you must realize that you are committed Christians who function every day in the school community; keeping God alive in you, in and out of athletic competition.

By working together as a school community, we can make a difference in the development of our student-athletes by placing the emphasis on learning and having fun while working to accomplish our individual and team goals. Let's all work together to accomplish this.

We realize the importance of a quality interscholastic program in our community. This handbook will provide pertinent information concerning many areas of our programs. Coaches will provide specific concerns for each team.

Support for our programs is vital. If there is anything I can do in order to make your participation a better learning experience, please feel free to contact my office at 304-291-5070.

God bless,

Eddie Swierkos
Athletic Director
(304) 291-5070

PHILOSOPHY

At St. Francis, athletics are an important part of a well-rounded education, in part because they contribute to physical well-being, but even more so for what they can teach. Through athletics, students learn that hard work, perseverance, sportsmanship, and teamwork count as much as winning.

Every St. Francis student is encouraged to participate in athletics. Middle School (6th-8th) students may play on St. Francis interscholastic teams, while other opportunities are offered to our K-5th grade students. The middle school athletic program includes 9 interscholastic teams, which compete in both the North Central Six and Monongalia County Conferences.

Co-curricular activities are supportive of the academic program, and essential values, such as the development of physical skills, healthy competitive attitudes, and the values of sportsmanship, are taught and reinforced.

The athletic program at St. Francis Central Catholic will strive to enhance the school by:

- *Providing experiences through which students can grow intellectually, physically, emotionally, culturally, and spiritually in a Christian atmosphere.*
- *Continuing the mission of St. Francis by supporting the life-long formation of the whole person, and being committed to serve, not to be served.*

Sportsmanship

St. Francis students and student-athletes shall, at all times, represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged as well as spirited and positive support for players and teams, but disrespect toward opponents, officials, coaches, or fans is considered unsportsmanlike conduct and runs contrary to the philosophy and mission of this school.

Student-athletes shall comply fully with the rulings of the officials, and in no way, either by voice or gesture, shall they demonstrate dissatisfaction with decisions made. As representatives of their school, St. Francis students and athletes shall conduct themselves in the proper manner at all times, both as spectators and participants.

Student Athlete Goals & Objectives

- Student athletes will learn, improve, grow, win, lose, and have fun.
- Student athletes will be provided with a quality educational Athletic Program, which will be entrusted to the care and nurturing of the athletic administration, coaches, and those involved with the Athletic Program.
- Student Athletes will be given the opportunity to grow to his or her fullest potential emotionally, intellectually, physically, socially and spiritually.
- Student-athletes will develop a sense of pride and self-esteem.

ATHLETIC OPPORTUNITIES

Elementary Athletics: Kindergarten - 5th Grade

Throughout the year, St. Francis de Sales Central Catholic School and/or Morgantown area city recreational leagues offer athletic opportunities such as basketball and community soccer training to our young athletes. Boys and Girls in grades K-5, who meet the eligibility requirements, academically and behaviorally, set forth by St. Francis de Sales Central Catholic School, are eligible for these athletic programs. Athletic Administration and coaches are responsible for enforcing rules for the facilities and events.

Middle School Athletics: 6th - 8th Grade

The athletic opportunities listed below are offered to students who meet eligibility requirements set forth by West Virginia Secondary Athletic Commission (WVSSAC) and St. Francis de Sales Central Catholic School.

MIDDLE SCHOOL OFFERINGS

Fall (<i>August - October</i>)	Boys & Girls Cross Country	Volleyball
Winter (<i>November - February</i>)	Boys & Girls Basketball	Cheer
Spring (<i>March - May</i>)	Boys & Girls Track	Softball

MIDDLE SCHOOL REQUIREMENTS

- * All student-athletes are required to have a valid annual Medical Evaluation / Physical.
- * All student-athletes must provide Proof of Insurance.
- * All student-athletes must complete the Participation Contract & Parental Consent Form

All three forms mentioned above are included at the back of this handbook and available on the school webpage. The forms only need to be submitted to the school once per year.

All forms must be signed and returned to the Athletic Director prior to the start of the season.

Athletic Fee

A \$50 athletic fee is required for each sport played and will be charged to everyone who decides to participate in athletics at St. Francis de Sales Central Catholic School. These fees will help defray the expenses of protective equipment, officials' fees, meet/game/race/tournament entry fees, and items related to running an athletic program.

ELIGIBILITY REQUIREMENTS

Students must meet the following requirements to be eligible to participate in Middle School Athletics at St. Francis. Participation of ineligible students shall result in individual and team sanctions, including forfeits for the team.

All student-athletes should be familiar with the eligibility rules and regulations of the WVSSAC. These rules, regulations and corresponding forms are available within this document, on the school website, the WVSSAC website, or through the Athletic Director.

- Athletes must have a Physical Form on file prior to any participation in any sport.
- Students and their parents must sign the *Participation Contract & Consent Form* before being allowed to participate in practices or contests.
- Students selected for a team may be required to pay the Athletic Fee.
- Students may not participate on an outside school team (travel, club, etc) during the same time and for the specific sport he or she is participating with the school team, unless otherwise approved by the Athletic Director.
- Students must have an acceptable academic record under the guidelines of the WVSSAC and St. Francis de Sales Central Catholic School, maintaining at least a 2.0 grade point average.
(see *Academic Eligibility below*)
- Students must satisfy school attendance standards in order to participate in a practice or contest on that day. If the school administration grants an excused absence in advance for a pre-scheduled activity or an unforeseen emergency, the student may participate on that day.
- If during the season a student has an unexcused absence, he or she may have to sit out and not compete in the next contest after the violation has been verified.
- In addition to other infractions, a student may be suspended or removed from a team for unexcused absences or chronic tardiness to classes or team practices.
- A student may not participate when he or she is serving an in-school or out-of-school suspension. The student becomes eligible to participate on the next school day following the suspension.

ACADEMIC ELIGIBILITY

To be eligible for an athletic team, a student must have an acceptable academic record under the guidelines of the WVSSAC and St. Francis de Sales Central Catholic School.

✓ **§126-26-3.** *In order to participate in the extracurricular activities to which this policy applies, a student must maintain a 2.0 grade point average.*

(a) A 2.0 average is defined as a grade-point average (GPA) of 2.0 or better on a scale where an “A” mark earns 4 points, a “B” is awarded 3 points, a “C” is worth 2 points, a “D” is given a value of 1 point, and an “F” is worth 0 points.

(b) For purposes of achieving the clearest and most uniform application of the policy for those schools which use a numerical grading system, all numerical grades shall be converted to the corresponding letter grade. Each letter grade shall be assigned the appropriate value as set forth above, and the average thereof computed to determine whether the student is eligible. No enhanced value should be given for a “plus” or “minus” designation such as “B+” or “C-”; all grades with the same letter designation have the same numerical value in the 4.0 scale.

(c) In computing a student’s “grade-point average” (GPA) for purposes of this policy, all subjects undertaken by the student and for which a final grade is recorded are to be considered. Athletic and cheerleading practice may not be counted as a subject. The total number of classes taken is divided into the total number of “grade points” earned to determine the GPA. Classes for which a pass/fail is awarded will be included in computing the GPA only if the student failed the class.

(d) The student’s eligibility will be determined for each semester by his or her GPA the previous semester.

(e) If a student does not maintain a 2.0 average for the first semester, he or she will be ineligible for participation in the second semester.

(f) If a student does not maintain a 2.0 average for the second semester, he or she may attend summer school to raise the GPA. For purposes of computing the GPA after summer school, all the student’s grades from the second semester plus his or her grade from the summer school will be used to determine the GPA. **(g)** In the case of handicapped students, if grades are given, all grades received from

placements in regular classrooms and special education classrooms should be included when computing the GPA. Handicapped students placed in ungraded programs will be eligible for participation in extracurricular activities if their records indicate that they are making satisfactory progress in meeting the objectives of their IEP.

(h) A student who has not achieved a 2.0 GPA the previous semester may have his or her eligibility reinstated at mid-semester if the student has attained at least a 2.0 GPA for the most recent grading

period the current semester and, in cases where grades are not given at mid-semester, is continuing to maintain a 2.0 GPA at mid-semester.

PARTICIPATION STANDARDS

Individual students of a team must have practiced on **12 separate** days, exclusive of the day of a contest, before participating in an interscholastic contest. Participation in interscholastic athletics is a privilege. Accordingly, students must meet certain standards in order to earn the privilege of participation. At a minimum, the following standards are required of all student-athletes.

- Exhibit public behavior that will reflect positively on the team, school, and community.
- Exhibit responsible, respectful, and trustworthy behavior to teammates and the coach.
- Exert efforts to maintain a high level of academic achievement.
- Comply with all team, school, and WVSSAC rules, regulations, and policies.
- Exhibit appropriate behavior at all team and school-related activities.
- Attend all team functions unless ill or given prior permission to be absent by the coach.
- Injured students are expected to attend practices and team meetings.
- Accept responsibility for the care of your uniform.
- Respect and comply with decisions made by the coach and athletic department.
- Respect calls and decisions made by game officials.
- Display hard work, self-discipline, dedication, and good sportsmanship at all times.
- Report to the coach any issues or developments that may affect eligibility status.

Participation on Outside Teams

While participating on a school team, athletes may or may not; dependent on the sport and in consultation with the Athletic Director, be permitted to participate in the same sport outside of the school during the sport season. However, priority is given to St. Francis teams and the outside participation may not conflict with the team schedule of the school. This includes practices, games, and playoffs.

Dismissal From or Quitting a Team

Once an athlete begins practice in a sport and his or her membership is terminated for a reason other than being cut due to lack of ability or academic eligibility, he or she is ineligible to participate in any other sport during that season unless given prior approval by the Athletic Director after a thorough investigation of the case with all involved parties. Once an athlete is on a team and voluntarily quits that team, he or she is ineligible to participate in any other sport during that season unless he or she is given prior approval by the Athletic Director.

Tryouts & Cuts

All qualified students may try out for membership on sports teams. St. Francis de Sales Central Catholic School is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. In the event that more students go out for a sport than there is room on the roster, tryouts and cuts may occur. The decision of the coach, in conjunction with the Athletic Director, is final. Parents are encouraged to help their children understand that not everyone will be selected.

With enough student-athletes participating, a sport may have both a Junior Varsity (JV) and a Varsity team. Eighth graders may play Junior Varsity, and sixth graders may play Varsity. We are sensitive to a player's desire to play, but we cannot guarantee that every player will be able to get into a game.

RESIDENCY & TRANSFER STUDENTS

§127-2-7. Residence-Transfer.

7.1. Part A - Residence - This residence rule applies to all students enrolled in grades 6-12 in all member schools.

7.1.a. A student shall be eligible in the school located in the attendance zone in which the student's parents reside. Public secondary school attendance zones shall be established by official action by each county board of education. The attendance zones of a private/parochial member school shall be identical with the attendance zone of the public school in which the private/parochial member school is located. In the event of overlapping attendance zones, a student shall be eligible at the school in which the student first chooses to enroll upon entering the 9th grade.

7.1.b. When a town or city is located in two counties and only one public secondary school is located in the town or city, students living in the town or city may attend this secondary school if mutually agreed upon by the two county boards of education and approved by the Board of Directors. A student shall be eligible at the school in which the student first chooses to enroll upon entering 9th grade.

7.1.c. A student who is in the care of the West Virginia Department of Health and Human Resources (WVDHHR) shall be eligible to participate in interscholastic athletics as a member of the athletic teams of the secondary school in the zone in which the WVDHHR places the student in a home, provided the student is otherwise eligible.

7.1.d. A student entering a school as an "unaccompanied youth" under the conditions of the federal McKinney-Vento Act may be granted eligibility for interscholastic competition by the Board of Directors in accordance with §127-2-1.

7.1.e. A student may be eligible outside the specified zone of attendance if the student has been in attendance in that zone the immediately preceding year (365 days). There can be no change of residence involving change of attendance zone during the immediately preceding year (365 days).

All other Transfer and Residency regulations can be found in the WVSSAC Rules & Regulations document. (Available from their website and/or by contacting the School's Athletic Director)

HEALTH & SAFETY

Accidents/Injuries

Coaches are certified in CPR and the use of an AED (Automatic External Defibrillator). If an accident or injury occurs, the athlete will be evaluated by the coach. If the injury is serious, the coach will call emergency services and the parent(s). All injuries should be treated with caution and handled with care.

Parents will be contacted in the event of any injuries and consulted in any decisions made in regard to treatment and rehabilitation. The School has a School Nurse to help with the care and rehabilitation of injuries during school. The School Nurse may recommend doctors and/or treatments to care for the student, but the final treatment decision rests with the parents. Coaches treat any acknowledged condition in the confidential manner with which the information is related by the parent or guardian.

If an athlete misses practice at the request of a physician, the athlete should have a note of clearance before returning to practice. Please note that according to WVSSAC rules, if an athlete misses more than six consecutive practices/games, they must have four practices before they are allowed to compete again. If they miss more than ten, they then must have six practices.

Concussions

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

An athlete removed from a contest that shows signs/symptoms of a concussion shall be immediately evaluated by an appropriate health care professional. If no appropriate health care professional is available, the athlete shall not be allowed to Return To Play (RTP).

When the athlete is evaluated by the appropriate health care professional, if it is determined the athlete has suffered a concussion, the athlete shall not be permitted to RTP the same day as the concussion. If it is determined by the appropriate health care professional that the athlete did not suffer a concussion, the athlete may be returned to play as deemed appropriate by the health care professional. RTP shall be delayed until the athlete is asymptomatic and has undergone a progression of tests to determine if they are able to RTP.

For more information on Concussion Protocol, see 'A Parent's Guide to Concussion in Sports' located online and available from the Coach or Athletic Director.

GENERAL INFORMATION & REQUIREMENTS

Communication with Coaches

Parents should not attempt to address coaches immediately after games and practices. Coaches have many post-game/practice responsibilities, including supervision of players. Also, the post-game/practice period is often emotionally charged and not conducive to productive discussion. If a parent feels a need to communicate a concern, the parent should contact the coach and/or Athletic Director to arrange a later meeting. (See *Conflict Resolution Procedures* below)

Practices are closed to the public. You may enter the gym shortly before the conclusion of practice to pick up your child(ren).

Assumption of Risk

Participation in interscholastic athletic activities often includes intense competition and poses the potential for serious, catastrophic, or life-threatening injury. Participants and parents are urged to consider that there are inherent risks and hazards associated with athletic participation. Risks vary from sport to sport and can occur under direct supervision and with use of proper safety equipment.

Inclement Weather

St. Francis may allow practices and/or games to continue during a school cancellation due to inclement weather; depending on the weather at the time of the practice/game.

Be sure to check emails and announcements for delays or cancellations due to inclement weather.

Athletic Probation

At the discretion of the Athletic Director, an athlete may be placed on athletic probation in lieu of or in addition to other penalties when an athlete is involved in a significant breach of the general policies of the Athletic Handbook. If a second breach of general policy occurs within one calendar year of being placed on athletic probation, the athlete may be suspended from participation in the athletic program for a length of time to be determined by the Athletic Director. If a student is placed on athletic probation, a meeting will occur with the student-athlete, his/her parents or guardians, and the Athletic Director and, if necessary, the head coach. Parents / guardians will also receive the probation details in writing.

General Discipline Procedures

The rules, policies, and procedures addressed in the Athletic Handbook do not cover every possible infraction. Any infractions not listed will be covered by WVSSAC Policy and/or St. Francis de Sales Central Catholic School Policy and Procedures. Consequences for athletes not adhering to any rule, policy, or procedure will be at the discretion of the Athletic Director.

UNIFORM POLICY & CARE

Students will be given their uniform at the beginning of the season, depending on the sport. For all sports, an Athletic Fee will be assessed. At the end of the season, part of these funds will be kept in an account to pay for new and/or additional uniforms or athletic supplies as the need arises. At the conclusion of the season, uniforms must be cleaned and returned in a timely fashion.

Uniform Care Guidelines

All student-athletes are responsible for the care and maintenance of their equipment from the time it is issued until the time that it is collected. Check with your coach regarding the proper care and maintenance of your uniforms and equipment when they are issued. The following guidelines should be used when caring for your equipment:

- When equipment is issued, check the equipment for any damage and notify the coach immediately if any damage exists.
- Athletic equipment and uniforms should be worn during practices, scrimmages, and games only.
- Student-athletes should not leave equipment, personal belongings or uniforms unattended in the locker room. Check to see that all equipment, uniforms, and personal belongings are put away before leaving the locker room.
- When a student-athlete leaves a team, he or she should inform the head coach and turn in all equipment immediately.
- At the conclusion of the season, student-athletes should turn in all equipment and uniforms to the head coach immediately after the last athletic contest or on an announced date by the head coach.

If a uniform is not returned or is returned in poor condition, an additional fee will be imposed according to the repair or replacement cost.

CAUTION - **Do not use fabric softener or dryer sheets when washing uniforms.** Use of these products may cause the numbers & letters to peel away from the fabric.

Dress Code

As personal appearance is a direct reflection on you, take an interest in how you appear, especially when traveling with your team. The dress code for each team varies from coach to coach. Your head coach will let you know if he or she requires a specific dress code. In general, however, you should always exercise good judgment concerning the appropriateness of your attire, taking into consideration the location or function you are attending. As has been said before, you are a highly visible representative of St. Francis de Sales Central Catholic School and, as such, you are responsible for using good judgment in your

overall appearance.

CONFLICT RESOLUTION PROCESS

Athletic involvement, while fun and rewarding, can be very emotional and time consuming. Due to the level of effort and emotion invested, conflicts between coach and player/parent will occasionally arise. All conflicts are to be addressed immediately and professionally. The following steps will be used:

1. **First Step: Student Athlete – Coach Contact** The student-athlete will meet individually with the coach to discuss the conflict/issue. It is the student-athlete's responsibility to make every attempt to meet with the coach before any other people get involved.
 - a. Times to be avoided:
 - i. Either immediately prior to or right after a contest
 - ii. During an active practice session
 - iii. During a time when other students are present or when the discussion is readily visible by others
 - iv. When it is apparent that there is not sufficient time to allow for a complete discussion.
2. **Second Step: Parent of Student Athlete / Coach Contact** Only after the student-athlete has made every effort to contact the coach should the parent of the student-athlete get involved. The parent will follow the guidelines in First Step. The student-athlete must be present with the parent during the parent – coach meeting.
3. **Third Step: Student/Parent / Athletic Director Contact** If a satisfactory resolution is not reached through direct contact with the coach, the student and parent should contact the Athletic Director. The coach must be informed that this contact is going to be made. If a meeting is to take place between the student, parent and Athletic Director, the coach may or may not be present.

TRANSPORTATION

Students will furnish their own transportation to and from St. Francis practices, games, and meetings. Students must ride with the team to games when buses are available, unless otherwise permitted by the head coach and/or Athletic Director.

Parents are responsible for the transportation of their child(ren) to and from athletic events. Students are not permitted to leave the gym during practices, games, or meetings without acknowledgment from the head coach.

Students are not permitted to stay after school unsupervised while waiting for a practice, game, or meeting. They must be picked during dismissal or sign in to Keepers after-school care.

Early Dismissal for Athletic Events

Every effort will be made to avoid early dismissal for athletic events so that student-athletes miss as little classroom time as possible. There are certain times, however, because of travel, that it will be necessary to dismiss student-athletes early. When an early dismissal does become necessary, it is the student-athlete's responsibility to make up any and all work or assignments missed. Parents are expected to complete the Student Excuse Verification Form, found on the school website, when picking up their child(ren) for an athletic event early release.

Athletic Schedules

Athletic Schedules are available online via the Athletics Google calendar as well as on each sports web page via the main school website, sfccs.org. Hard copies will be available through the head coach.

Directions & Addresses

Directions to away games and meets will be provided with the schedule on the school's athletic webpage. Head coaches may also provide hard copies of directions and/or addresses of away game locations.

FACILITIES

Locker Room Rules & Regulations

The following rules and regulations shall be in effect for all student-athletes when utilizing the locker room:

- Athletes should not be in the locker room without the knowledge and/or supervision of a coach or school official.
- Athletes are not permitted in the coach's office or physical education office without the supervision of a coach or school official. All athletic teams and student-athletes have a responsibility to help maintain a clean locker room, both as a host at home and as a visitor away.

Care & Maintenance of Facilities

Anyone who uses the gym must have a signed contract

Coaches and teams are asked to assist in taking pride in helping keep our facilities in great shape. We ask that when using the gym floor, you clean the floor before and after practice. Make sure all toilets are flushed and locker rooms are in order.

No student should move equipment, including but not limited to lowering/raising baskets, opening doors, etc. without prior knowledge and approval from the head coach or school official.

We ask each athlete to have a separate pair of shoes to wear in the gym. A lot of hard work and time is put into our gym floor and we would like to keep it in good shape. Please wear a pair of separate gym shoes that are not worn outside, when participating in sports activities in the gym.

Scheduling & Renting of Facilities

St. Francis School is here to serve our children first. In order for everyone to get equal time in the gym we must work together and share the facilities, whether it is on the gym floor, stage or fields. To schedule the facilities, the coaches must contact the Athletic Director, who will provide you with practice times.

School-sanctioned programs and leagues that St. Francis is conducting will receive the first priority of gym and field usage on the school campus. Outside rentals (teams not a part of the official school's athletic program) are not permitted.

VOLUNTEERS

Volunteers enrich school programs by furnishing human resources from the community. Greater involvement in school activities can create a renewed interest and enthusiasm for Catholic schools.

We need parent volunteers to help work the gate and concessions during athletic contests. In order to be fair and ensure a parent does not work during one of their child(ren)'s games, we may rely on parents from other sports and/or teams to assist in volunteering. Although we require a parent to be present as well, opportunities for student service hours will be communicated for families to sign up to help during home games and events.

Volunteer Confidentiality

People who volunteer must understand that they have a professional function at St. Francis de Sales Central Catholic School. In the course of the volunteer's work at our school, you may learn information about students and staff. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected. At the same time, you must understand that there are times when student confidences cannot be kept. The guideline is that any information shared with parents and/or athletic personnel that may save someone from harm must be shared.

Diocesan Safe Environment Program

The Safe Environment Program of the Diocese of Wheeling – Charleston consists of the following components required for all employees and volunteers of the Parish and School:

- BACKGROUND CHECK
- POLICY RELATING TO SEXUAL ABUSE OF CHILDREN
- VIRTUS ONLINE CERTIFICATION

It is necessary by Diocesan mandate to request that any volunteer complete the Safe Environment Program before being able to volunteer with Trojan Athletics.

A copy of the Safe Environment Volunteer Checklist is available online at the school website and included in this Handbook.



St. Francis de Sales Central Catholic School Athletic Verification of Insurance Form

For the benefit of all parties involved, a student participating in any athletic program at St. Francis de Sales Central Catholic School in Morgantown, WV is **required** to have medical insurance coverage. Therefore, please provide the following insurance information about your child/ward's coverage and return this form to the school's main office. This information will be kept confidential in our files for future reference, if the need should arise.

Student Athlete Name: _____
First Last M.I.

Birthdate: _____ **Grade:** _____

Parent Name: _____
First Last M.I.

Insurance Company:

Policy Holder: _____ **Policy #:** _____

Any student unable to obtain the required medical insurance; coverage may be obtained through the school.

Annual Physical Examination

In order to determine whether a student is physically able to participate in any athletic program at St. Francis de Sales Central Catholic School, the student must have an annual physical examination performed by a licensed physician. A copy of the completed WVSSAC Athletic Participation & Physical Form is required to be provided to the school as verification of the examination.

Release and Waiver of Liability

In consideration of my child/ward participating in any athletic program at St. Francis de Sales Central Catholic School, I hereby release St. Francis de Sales Central Catholic School and any of its administrators, employees, program organizers, coaches, officials, or agents from any present and future claims; including negligence, property damage, personal injury or wrongful death, arising from my child/ward's participation in any athletic program. I understand that the playing of athletics involves certain physical risks due to the physical activity of my child/ward, as well as the extensive physical contact my child/ward will have with other participants.

By signing this form below, I am attesting that I have read and fully understand the section titles Release and Waiver Liability. In particular, I fully understand that in signing, I am agreeing to release St. Francis de Sales Central Catholic School and any of its administrators, employees, program organizers, coaches, officials, or agents from liability, as well as acknowledging that the participation in athletic programs involves certain physical risks to my child/ward.

Signature: _____ Date: _____
Parent / Guardian

STUDENT ATHLETE PARTICIPATION CONTRACT

Student Name (Please Print)

Grade

I realize that it is a privilege to participate in all athletic activities at St. Francis de Sales Central Catholic School. Accordingly, I do agree to accept and live by the following athletic codes:

1. I will work daily, during the season of the sport, to improve my skills and be an asset to my team.
2. I understand that my participation is a season-long commitment to myself, my team and my coach.
3. I will respect myself and my team, both at St. Francis and when visiting other schools. I understand that my behavior is a reflection upon myself, my team, my coach, and my school.
4. If I miss practice/games unexcused, I understand I will be ineligible to participate in the following game/meet. *Excused absences may be medical appointments or days out of school sick. Other circumstances must be approved by the head coach and Athletic Director prior to the practice / game date.*
5. I will be at practice on time.
6. I understand that if I am placed on academic probation for two consecutive semesters, I will become ineligible for a period of one quarter. At the end of the period of ineligibility, my academic progress will be reviewed and my eligibility may be restored if I am no longer on academic probation.
7. I realize that as a student-athlete I must maintain a good disciplinary record. If I receive disciplinary consequences at school or on the team at any point during the school year, I may become ineligible for a period determined by the head coach or Athletic Director.
8. I will organize my time so that my academic responsibilities do not conflict with practices or games. I understand that my team commitment does not excuse me from maintaining academic excellence and that my presence at school is required to participate on days of competition or practice.
9. I know that in the event that I am dismissed early to attend an athletic contest, I am still responsible for all class work and any homework assignments given that day.
10. I will be personally responsible for all school athletic equipment and/or uniforms issued out to me and will return items in good condition or will pay for the replacement equipment/uniforms.
11. I realize that if I am a member of an outside team, St. Francis games, matches, etc., must take priority. I will have to work with my coach to make arrangements for any other conflict.
12. I understand that the coach has the sole responsibility to decide the makeup of the team and who will play in a game, match, or contest.
13. I understand that any unsportsmanlike conduct or other violation of this code may result in disciplinary action, not only by the coach, but also by the Athletic Director, in the form of possible suspension or dismissal from the sport. Any St. Francis student-athlete ejected or removed from a game will meet with the Athletic Director on the next school day, and may be held from participating in the next scheduled game (league, non-league or playoff game)

This Athletic Contract is to be signed by each athlete participating on a team during the 2015-2016 school year. The contract is good for the entire school year and will be kept on file in the Athletic Director's office. By signing below, I agree to abide by all of the athletic codes listed on this contract.

Student Athlete Signature

Parent's Signature

Date

ATHLETIC PARENTAL CONSENT

Student Name *(Please Print)*

Grade

Please read the following information carefully. By signing below, you are indicating that you have received and read the *Student Athlete Handbook*. Based on this information, the student-athlete's parent/guardian understand and stipulate to the following:

I/We understand the eligibility regulations required for participation.

I/We affirm that the student has satisfied all of the eligibility requirements, including age, residence, and academics.

I/We understand that participation of ineligible players will result in individual and team sanctions, including forfeits for the team.

I/We affirm that the student will exert effort to maintain a high level of academic achievement.

I/We understand there is potential for serious, catastrophic, or life-threatening injury associated with participation in a sport.

I/We affirm that the student will not participate in hazing at any time, of any nature.

I/We, as a participant or spectator, will exhibit a high level of sportsmanship at contests.

I/We will follow appropriate procedures in communicating concerns to coaches.

I/We affirm that the student will abide by all team and participation standards.

I/We understand that all emergency contact information will be gathered from the school's database and issued to team coaches.

I/We understand that we must update our contact information with the school office if there is any change. This includes medical & emergency contact information.

My child _____, has permission to be transported to sporting events, supervised by St. Francis de Sales Central Catholic School representatives, by school supplied bus and/or in private vehicles which will be driven by approved parent/adult drivers. I understand that by signing this document that I am agreeing to all of the information stated above.

ST. FRANCIS DE SALES CENTRAL CATHOLIC SCHOOL
STUDENT-ATHLETE HANDBOOK

Parent Name *(Please PRINT)*

Date

Parent Signature