



SACRED HEART HIGH SCHOOL

ATHLETIC HANDBOOK

2022-2023

Table of Contents:

Purpose.....	page 3
Programs.....	page 3
Coaches' names.....	page 3
Dragonfly Max.....	page 4
Attendance policy.....	page 4
Pre-season meeting.....	page 5
Physical exams.....	page 5
Participation and playing time.....	page 5
In season sports.....	page 6
Club team policy.....	page 6
Records.....	page 6
Transportation.....	page 6
Addresses to fields/gyms.....	page 6
Cancellations.....	page 6
Dress code.....	page 7
Uniform care.....	page 7
Athletic awards program	page 7
Weight room use.....	page 7
Equipment.....	page 7
Conflict resolution.....	page 8
State qualifying policy.....	page 8
Code of ethics.....	page 9
Public behavior by athletes and fans.....	page 9
Extra-curricular eligibility policy.....	page 9
Disciplinary/Conduct requirements and policy.....	page 10
Academics eligibility policy.....	page 11
Transfers.....	page 12
Hazing.....	page 12
Social media usage policy.....	page 13
Signature page.....	page 14

PURPOSE

The purpose of the handbook is to identify the rules and regulations pertaining to the athletic programs of Sacred Heart Catholic School. In following these guidelines, the athletic programs can function in an effective and consistent manner.

Athletics are a legitimate part of Sacred Heart's educational curriculum. The experience students have in these programs will play a significant role in their perceptions of their school as well as their personal growth, spiritual growth, and development. We want every coach, athlete, and fan to represent our fundamental faith values. Sacred Heart Catholic School is a member of the Arkansas Activities Association and follows the constitution, bylaws, and eligibility rules as stated in the AAA official handbook.

Available Athletic/Activity Programs:

Baseball	Sr. High (9-12)
Basketball	Girls and Boys (7-12)
Cheer	Jr. and Sr. High
Cross Country	Girls and Boys (7-12)
Esports	Girls and Boys
Golf	Girls and Boys (9-12)
Softball	Sr. High (9-12)
Tennis	Sr. High (9-12)

The athletic programs listed above will be offered based on the availability of participants. If the numbers of participants are not available by the declaration date set by the Arkansas Activities Association, the program will be dropped in the current school year.

Coaches & Advisors/Sponsors

Principal	Jennifer Roscoe
Athletic Director	Kyle Duvall
Baseball	Chase Lewis
Basketball (girls)	Kyle Duvall
Basketball (boys)	Chase Lewis
Cheer	Alisha Koonce
Cross-country (girls & boys)	Holly Bailey
Golf (girls & boys)	Chase Lewis
Softball	Kyle Duvall
Tennis	Jerry Owens
E-sports	Jennifer Roscoe

Dragonfly is the eligibility platform that has teamed up with Arkansas Activities Association. Every athlete must have these steps completed by parent/guardian:

1. Create your free account on website or dragonfly app
2. Choose your state and school
3. Add your child's profile to account
4. Select 'Fill Out Forms' or 'Not Ready' to complete your child's forms
5. Select 'Add a Child' to repeat steps 2-4 for your additional children.

Reminder: Remember your username/password, because documents have to be completed each year. There are many resources/help videos available at dragonflymax.com

Attendance Policy

Students who commit to an activity are expected to be at every practice and game. In the case of any absence, responsible participants should notify coaches and advisors/sponsors themselves of their status *prior* to the absence, or in the case of sickness, as soon afterwards as possible. The students should not rely on others to tell the coach, advisor/sponsor. Remember, in order for a student to participate in a co-curricular activity or event, including practices, he/she must be in school for half of the day or four class periods. Exceptions can only be granted by the school administration. If a student is absent on Friday, he/she can still participate in weekend events. Students who miss practice are always subject to discipline measures by their coach, advisor/sponsor, which may include missing all or part of an activity, not being allowed to start, or making up the practice. Coaches, advisors/sponsors, will outline their specific procedures at the beginning of the season.

Pre-season Parent/Athlete/Coaches Meetings

Coaches should arrange pre-season meetings with prospective team members and parents before the start of the season. It is suggested that a roster including the names of athletes, parent names, addresses, grade, and contact information be obtained at this time. This is also a crucial time to inform parents and athletes of team policies and consequences, as well as outline goals for the season.

Physical Examinations

The Arkansas Activities Association requires that each participant in sports have a physical examination each year. This is to be completed prior to the first competition of any sport in which the student is participating. These forms are available at most doctors' offices and on the school's athletic webpage. Participants/Guardians must upload to dragonflymax.com.

Participation and Playing Time

Before any student can participate, the student must have an approved AAA physical examination, and he or she must meet the eligibility guidelines and rules for participation outlined by the individual coach. Players are expected to respect and follow any such guidelines or rules for participation. Following are general guidelines for understanding how athletic participation is determined.

- The student athlete must be a positive member of the program in order to participate
- Consistent effort and commitment are expected of all participants.
- Placement or participation on any team is a professional decision made by the coaching staff.
- Many factors influence a coach's decision in regards to playing time.
- Player safety, effort, practice participation, knowledge and the influence on the team may affect a coach's decision.

In Season Sports

Athletes may participate in more than one sport at Sacred Heart 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 play two sports at once must declare one of the sports as a sport of first priority. This means the athlete will attend all events (contests, games, 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 in both sports. The most important question to answer at all times is, "What is in the best interest of the athlete?" However, any suspended athlete is ineligible to participate in another sport until the period of suspension is completed.

Overlap of In-Season and Out-Of-Season Activities

- A. All sports have a defined season as listed below and no sport shall operate to the detriment of any other.
- B. In-season sports shall always have precedence over out of season sports. Athletes of an in-season sport shall not be required or pressured to practice for an out of season sport, i.e. in no way shall the status and/or level of later involvement in an out of season sport be determined by participation in practices held during another in-season sport.
- C. Students should have the opportunity to try out for an out-of-season sport prior to the conclusion of their in-season sport, as long as it does not conflict with in-season practices and competitions as determined by in-season coaches and schedules.
- D. Cooperation should exist between coaches to reduce conflict for students.
- E. The support of the athletic director and school administrators is critical to the management of the season of participation policy.

Club Teams Policy

During the school year, club teams are sometimes formed. Although we do not discourage participation on club teams, we do not encourage participation if an athlete is involved with a school-sponsored sport at the same time. The time and energy it takes to participate in a club sport during another season of sport can be physically and emotionally draining. Sacred Heart School sports should come first. Per AAA rule, during a sports season, it is illegal to compete in a club team of the same sport.

Records

- A. Athletic/Activity rosters: An accurate, alphabetized list of the athletes/participants on your squad must be turned in to the athletic director the first day of practice.
- B. Athletes/participants who report late for a sport/activity must be added to the squad roster so s/he may have academics checked for eligibility.

Transportation

Teams will usually travel to out of town contests using the school bus. Occasionally, it may be necessary that we use parent drivers. The Diocese of Little Rock does not recommend school personnel transporting students in the same vehicle. Sometimes, the bus will stop on the way home from contests. Students should communicate to parents as much as possible via cell phone. Parents should be prompt in picking up students.

SCHOOL BUS:

- a) Each time a bus/van is used to transport athletes to and from an athletic event, a coach must ride the bus with the squad. We cannot permit our athletes to be transported unless they are properly supervised.
- b) The coach riding the bus is to require the participants to conduct themselves as gentlemen/ladies. This is not the bus driver's responsibility.
- c) Obscene language, roughhousing, etc. will not be tolerated.
- d) Any athlete who does not conduct himself/herself properly is to be disciplined immediately by the coach in charge.
- e) Good behavior and discipline of the squad is the coach's responsibility at all times.

Addresses/Directions to Gyms & Fields

Directions are available from the office the day before or the day of an out-of-town contest.

Cancellation of contests due to Weather

Because contests are scheduled months and years ahead of time, it is rare that contests are canceled or postponed. However, when weather is questionable, parents will be updated via parent alert text as soon as possible.

If a student is unable to get to a contest site due to weather, the coach/advisor/sponsor should be notified as soon as possible. Unfortunately, games will normally not be canceled until late in the day, so school officials can make the best decision as to whether to hold the contest or not. As a general rule, if there is no school due to inclement weather, there will be no contest that night.

Dress Code for Participants and Coaches

Coaches may require team members to dress up to contests. Specifics on the dress code should be outlined by the coach at the preseason parent meeting. Coaches are expected to dress professionally for games and practices, based on what is acceptable for a particular sport. Wearing of school colors is encouraged for practice attire.

Uniform Care

Uniforms are one of the largest expenses for our athletic program. Good care of uniforms helps keep costs down. The Booster Club pays for the uniforms for sports such as: basketball, baseball, softball, cheerleading, cross country, tennis, and golf. When an athlete is issued a team uniform, they are expected to turn it in at the end of the season in the same condition as when it was issued. Because uniforms are made of a superior quality of fabric, little wear and tear or fading should occur with good care after one season. Uniforms contain tags with washing instructions, but typically should be washed in cold water with like colors, using no bleach. Tears or flaws in uniform construction should be brought to the attention of the coach as soon as they are noticed, and with as much time as possible before the next contest. Students are reminded not to wear game uniforms after games in the bleachers or to any event other than a competition. There is a replacement cost of \$250 per uniform.

Athletic Awards Program

An athletic awards program will be scheduled in early May. Sports awards will be given at this time. All athletes are encouraged to attend free of charge.

Weight room Use

The weight room facility provided for the use of student-athletes is only to be used under the supervision of a coach or faculty member or another adult designated by the administration and will be locked during the day.

Equipment

Athletics equipment is a large expense for the school each year. If we take care of our equipment, money in the budget can be used to buy new items instead of replacing lost or damaged equipment. Students, and staff are asked to help keep track of and take care of equipment. This shows school pride and good stewardship. Students are to return their

uniforms/equipment no later than five school days after the last competition. Failure to do so could result in a fine until the items are returned. Students will pay replacement costs for lost or destroyed uniforms. Students who abuse equipment during a P.E. class, an activity practice or on their own time may be fined for the cost of the equipment.

Conflict Resolution

No matter how much we try to prevent it, conflicts are almost certain to occur in school athletics. Those involved should do their best to follow the example of “Matthew 18”, and use the hierarchy that has been set up with the goal of simplifying the process of solving problems. As Christians, we should remember to always put the best construction on everything, and work for the good of the team, and school, as a whole. Following Matthew 18 will not only help us as Christians get along better, but will also make the gospel more evident to those around us.

The following steps will be taken in the case of a an athletic problem:

1. The student athlete talks with the coach to resolve the issue
2. The student athlete and Parent will talk to the coach
3. The student athlete/parent/coach will talk with the athletic director
4. The student athlete/parent/coach/AD will meet with the principal.

Issues that should not be brought up with coaches from parents:

1. Complaints about playing time
2. Position choices for student-athletes
3. Team strategy
4. Other student-athletes

State Qualifying Policy

When a Sacred Heart team or individuals qualify for state competition, the school will **attempt** to provide the following support:

- 1) Transportation to and from the competition.
- 2) Overnight lodging(if needed): Sacred Heart will arrange lodging for all participants, managers, statisticians, and coaches, advisors/sponsors for the duration of the competition. Participation times will dictate for which nights lodging is needed.
- 3) Money for meals: When available, Sacred Heart will provide money for meals to each student and coach, advisor/sponsor involved for the duration of the competition.
- 4) Supervision: Coaches and sponsors are responsible for the supervision of all participants. All participants and managers are expected to stay together as a team, with the coach, advisor/sponsor at all times. Parents attending may also elect to get involved in the supervision, keeping in mind that the coach, advisor/sponsor is directly responsible and will make decisions regarding lodging, transportation, departure times, and meals.

- 5) Maps and Directions: The coach will provide maps and directions to the competition to anyone requiring them.

Code of Ethics for Christian fans:

1. Spectators are an important part of the game and should at all times conform to accepted standards of good sportsmanship and behavior.
2. Spectators should respect the officials, coaches, and players at all times.
3. Enthusiastic and wholesome cheering is encouraged. We want EVERYONE to cheer on our student athletes. Be positive and join our cheerleading squad in the cheers. Lets create a true home court advantage for our teams.
4. Booing and disrespectful remarks should be avoided at all times.
5. Bells, whistles, or noisemakers of any kind are not acceptable and are against AAA rules.
6. To best represent our school, good sportsmanship is expected of all fans, coaches, and athletes.

Public Behavior by Athletes and Fans

Spectators, coaches, and other members of our community are expected to follow the general guidelines of good sportsmanship as outlined above. Members of the Sacred Heart community involved in public action considered inappropriate by the coach or administration may be asked to leave the event. They may also be refused the privilege of participating or attending future athletic events until the situation is resolved and the standards are satisfactorily met. Sacred Heart expects that all participants in athletic contests-both athletes and spectators-maintain a high level of good sportsmanship. **EJECTION:** AAA rules require that any coach or player who is ejected from a sanctioned competition will not be allowed to attend or participate in the next contest.

Extracurricular Eligibility Policy

The extra-curricular program of Sacred Heart High School is a vital part of the mission and ministry of our school. We believe that extra-curricular activities and events provide an opportunity for students to practice their Christian faith, give public testimony to that faith, and represent their school in a way which gives glory to God and speaks well of the school's mission & ministry, people, and programs. This extra-curricular policy is meant to support the opportunities described above. Furthermore, it is intended to strengthen self-discipline, enhance physical and mental conditioning, improve the health of the participant, and provide due process for all students participating in sports and events while attending Sacred Heart. The extra-curricular program includes all activities and events, which are sponsored by the school outside the curriculum. This includes, but may not be limited to:

- interscholastic activities
- elected and/or appointed positions of responsibility, including class officers, student council, etc.
- clubs and other organizations, which represent the school
- honor positions, such as homecoming court, winter court, etc.

Any student may be excluded from participation in an extracurricular activity or event for (1) conduct constituting grounds for suspension or expulsion from the school, as established in board policy or any other violation of rules and standards of behavior under this policy; (2) failing to meet academic eligibility requirements; (3) transfer rules as defined by the Arkansas Activities Association. See the principal or athletic director for any questions or further details.

Disciplinary/Conduct Requirements and Policies:

A student will be excluded only after the coach/athletic director/principal has investigated the alleged conduct or violation and has determined that this exclusion is needed to help the student, further the mission and ministry of the school, or prevent the student from interfering with the mission and ministry of the school. Before a student is excluded, he/she will be given notice of such action, including the behavior and documentation, which resulted in the exclusion. The student will be given an opportunity to present his/her version of the behavior in question. If a student is guilty of an infraction of these rules, he/she will be subject to the disciplinary action described in this policy.

- I. Exclusion(s) is (are) to take place in the activity (or activities) that the student is currently engaged in or in the next activity in which the student plans to participate.
 - A. The coach/athletic director/principal may exclude a student from an activity (or activities) for any of the following infractions:
 1. Possession or use of any tobacco product, alcoholic beverage, or any other controlled substance.
 2. Engaging in any activity which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the state of Arkansas; is classified as a Class IV or Class V Misdemeanor under the following categories:
 - i) unlawful possession of firearms on school grounds;
 - ii) use by minors of any alcohol or tobacco product;
 - iii) minor misrepresenting age to obtain any alcohol or tobacco product.
 3. Is not specifically identified above, but which constitutes a danger to other students, interferes substantially with a co-curricular activity or event, or is deemed by the administration to be unacceptable.
 4. Causing or attempting to cause physical injury to a staff member or another student. Physical injury caused by accident, self-defense or other action undertaken on a reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Failing to attend practice sessions without reasonable cause.

6. Being involved in theft or damage or attempting to cause damage to private property, school property, property belonging to a school employee, property belonging to another school district, or property belonging to another student.
 7. Violation of standards of behavior described in the school handbook, which result in serious disciplinary consequences, including suspension and/or probation.
 8. Failure to comply with guidelines established by the staff member in charge of any school-sponsored co-curricular trip; this may include curfew violation, unacceptable behavior, leaving the activity without the expressed permission of the staff member in charge, etc.
 9. Engaging in any other conduct, either as a spectator or participant, which may not be described above, but which constitutes a substantial interference with the co-curricular program of the school.
 10. Failure to meet academic eligibility requirements as set by the Arkansas Activities Association.
- II. Disciplinary consequences are to be administered with as much uniformity as possible. Students who are excluded from participation in extracurricular activities or events will be provided due process.
- A. The coach/athletic director/principal shall, as soon as is reasonably possible:
 1. Communicate to the student and his/her parents/guardians the student's alleged conduct or violation of the rules or standards and consequences of these actions.
 2. File a copy of the written summary in the student's school file.

Academic Eligibility Policy

Sacred Heart High School uses the AAA policy regarding academic eligibility. This policy is stated below:

SCHOLARSHIP (ACADEMICS)

A. **Junior High.** A student promoted from the sixth to the seventh grade automatically meets the academic eligibility (scholarship) requirements. A student promoted from the seventh to the eighth grade automatically meets the academic eligibility requirements for the first semester.

The second semester eighth grade student and the first semester ninth grade student meet the academic eligibility requirements for junior high by successfully passing four (4) academic courses the previous semester as specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools.

First semester ninth grade students must pass four academic classes to be eligible for the second semester of the ninth grade.

Ninth grade students must meet senior high academic eligibility by the end of the second semester in order to be eligible to participate in the fall of their tenth grade year.

Students who have finished two semesters of the ninth grade must follow all senior high (10-12) academic requirements.

NOTE: *After the second semester of the ninth grade, students who have not earned enough credits to be classified as a sophomore must meet the scholarship requirements for senior high (10-12) eligibility.*

B. Senior High. The requirement for senior high (10-12) eligibility shall include:

- Passing four academic courses; and
- A minimum GPA of 2.0, based on the previous semester.

The student must have passed four academic courses in the previous semester. Any of these four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the Arkansas Department of Education.

Academic Course Defined. An academic course is one for which class time is scheduled, which can be credited to meet minimum requirements for graduation, which is taught by a teacher required to have state certification in the course, and which has a course content guide approved by the Arkansas Department of Education.

Becoming Eligible or Ineligible. A student may regain or lose academic eligibility the first day of classes in a new semester. Eligibility shall be determined twice per year, once at the beginning of the fall semester (August) and once at mid-term (January).

Transfers

Sacred Heart High School uses the AAA policy on transfers. This policy can be found in the AAA handbook (www.ahsaa.org)

Hazing

Hazing is any form or type of physical, verbal, or emotional mistreatment, abuse or harassment of a student athlete in connection with participation on an interscholastic athletic team. Hazing activities of any type are inconsistent with the mission of Sacred Heart High School and are prohibited at all times, on or off school grounds and whether occurring during, prior to or after the school day or season. Sacred Heart prohibits any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student athlete.

SACRED HEART ATHLETICS SOCIAL MEDIA USAGE POLICY:

Social network sites such as Facebook, Twitter, TikTok, YouTube, Instagram, Snapchat, blogs, and other digital platforms and distribution mechanisms facilitate students communicating with other students. Participation in such networks have both positive appeal and potentially negative consequences. It is important to be aware of these consequences and exercise appropriate caution if student-athletes choose to participate in them. Student-athletes are not restricted from using any on-line social network site or digital platform. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors. One of the biggest lessons social network users can learn is that anything posted online enters the public record. You never know who may see it. Users should also always be sensitive to how others might perceive their profiles and comments.

The following guidelines are intended to provide a framework for student-athletes to conduct themselves safely and responsibly in an on-line environment.

1. Be careful with how much and what kind of identifying information is posted on social networking sites. Virtually anyone can access your personal page. Once something is posted, remember the information becomes property of the website.
2. Be aware that potential current and future employers and college admission offices often access information placed on social networking sites. Once placed, the information is considered public information.
3. Do not have a false sense of security about your rights to freedom of speech. Freedom of speech is not unlimited. The on-line social network sites are not a place where you can say and do whatever you want without repercussions.
4. Remember photos put on the social network site's server becomes their property. A photo may be deleted from a profile but it stays on their server.

Sacred Heart student-athletes should avoid:

1. Derogatory language or remarks about teammates, coaches, other student-athletes, teachers, administrators or parties in other schools.
2. Demeaning statements about or threats to any third party.
3. Incriminating photos or statements depicting violence, bullying, hazing, sexual harassment, vandalism, stalking, underage drinking, selling possessing or using controlled substances, or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of an unreported school or team violation or felony regardless if the violation was unintentional or intentional.

Student-athletes could face discipline and even dismissal from the team for violations of the Social Media Usage Policy. Consequences will depend on the severity and the frequency of the infraction and will be handled on a case by case basis with the coach, athletic director, and principal.

SIGNATURE FORMS:**COACHES NOTIFICATION**

I have thoroughly read, understand and will comply with the activities handbook and extra-curricular policy of Sacred Heart Catholic School. I will review this policy with my athletes. I agree to the provisions of this policy, and I will make every effort to follow through on the responsibilities placed on me by the rules/regulations outlined in this document.

Coach Signature: _____ Date: _____

PARENTAL NOTIFICATION

I have read the activities handbook and extra-curricular policy of Sacred Heart Catholic School. I will review this policy with my child. I agree to the provisions of this policy, and I will make every effort to have my child agree with the provisions of this policy.

Parent Signature: _____ Date: _____

STUDENT ACKNOWLEDGEMENT

I understand the extra-curricular policy and will follow the guidelines or understand that appropriate consequences will be applied.

Student Signature: _____ Date: _____

This notification must be signed and returned to the athletic director, who will keep it on file. Failure to return this notification could result in exclusion from activities.