

The Duchesne Academy

Athletic Handbook

2009-2010

The purpose of this Athletic Handbook is to assist Coaches and Parents in helping our student athletes enjoy the experience of Upper and Middle school sports. This will be a broad overview designed to provide guidance, direction and the policies of the Athletic Department. We cannot address every possible situation we may encounter during the year. However, our overall philosophy, values and goals should help direct all of us.

Welcome to Duchesne Athletics

Where

Sportsmanship

Is an

Expectation

So please let the Players play.

Let the Coaches coach.

Let the Officials officiate.

And Let the Spectators be positive.

Chargers Play



With Heart!

Duchesne Academy

Goals of Schools of the Sacred Heart

The Schools of the Sacred Heart in the United States, members of a worldwide network, offer an education that is marked by a distinctive spirit. It is deeply concerned for each student's total development: spiritual, intellectual, emotional and physical. The Schools provide a program of serious study, educate the students to social responsibility, and lay the foundation for a strong faith.

Schools of the Sacred Heart commit themselves to educate to:

- a personal and active faith in God
- deep respect for intellectual values
- a social awareness which impels to action
- the building of community as a Christian value
- personal growth in an atmosphere of wise freedom

The Mission of Duchesne Athletics

...is to excel on the fields of play by instilling a sense of **faith, fitness, fellowship, and fun through a community of teamwork.**

The Vision of Duchesne Athletics

Duchesne's athletic teams **are competitive and have fun in a safe environment.** Our coaches, parents, teachers and administrators are supportive of each other's efforts and the Goals of the Sacred Heart Schools. **Our combined support of our student athletes is unconditional.**

The Philosophy of Duchesne Athletics

We recognize that the athletic program is one integral part of the Duchesne experience. By teaching the fundamentals of athletics – fitness, fellowship, skills, teamwork, sportsmanship and self-discipline – our athletic program tries to develop a sense of accomplishment in our athletes and emphasizes the real life application of The Goals of the Sacred Heart.

Opportunities

Duchesne Athletics supports eight sports in three seasons for Middle School. In Upper School we currently support 12 sports in three seasons. Our goal is to provide every aspiring US and MS student the opportunity to participate in at least one competitive sport annually. We will strive to do our very best to reach that goal at every level of our sports programs.

SEASON	SPORT	Middle School	Upper School
Fall	Cross Country	Yes (7 th & 8 th)	Yes
	Field Hockey	Yes (7 th & 8 th)	Yes
	Volleyball	Yes (7 th & 8 th)	Yes
Winter	Basketball	Yes (7 th & 8 th)	Yes
	Soccer	Yes (7 th & 8 th)	Yes
	Swimming	Yes (6 th , 7 th , 8 th)	Yes (Sept. Start)
Spring	Softball	Yes (7 th & 8 th)	Yes
	Spring Golf	No	Yes
	Spring Tennis	No	Yes
	Track	Yes (6 th , 7 th , 8 th)	Yes

Students will not be cut in the sports of Cross Country, Swimming and Track, unless they abuse their privilege of participation. All other teams will have player limits set by the Athletic Director and Coach. An athlete may remain on all these sports teams as long as she attends practice and scheduled competitions, is on time to practice, and respects her coach and her teammates.

Athletes may be moved from JV to Varsity, or Varsity to JV, at the discretion of the Head Coach of that sport, based on performance and need. Freshmen normally will not begin any season on Varsity, unless there is no JV team. Finally, seniors will not be assigned to a JV team unless it is for rehabilitation, with the intent of returning them to Varsity quickly. This is a TAPPS Association Policy.

Sports Associations

All Middle School Sports operate under the rules of the Houston Junior Preparatory Conference (**HJPC**). The Texas Association of Private and Parochial Schools (**TAPPS**) govern all of our Upper School Programs, except Field Hockey. The TAPPS website can be found at www.tapps.net. Our **JR DASH** program (for 1st-6th Graders) is governed by The West Houston Christian Sports Association (**WHCSA**). It is a great opportunity for a parent to coach your daughters. More information is located on the Duchesne Website under *On Campus, Athletics, Junior Sports*. We are proud of these affiliations and will respect their direction.

Sports Program Fees

Each US and MS sport has a non-refundable \$100 program fee that will be charged to your account, when your child makes the team. The fee helps cover the costs of referees, transportation, rentals and equipment.

There is a limit of only two sports fees per child, per school year. This means if your child plays three sports, you only have to pay two \$100 sports fees or \$200. Due to the length of the season, completing the Upper School swim season is equivalent to participating in two seasons and will be charged accordingly. In Middle School, swimming is charged as one sports season.

Junior Dash has a \$150 fee per season/sport. That fee covers conference fees, plus uniforms and season ending awards. There is also a \$30 Booster Club Fee paid once annually per family which goes to support Duchesne Athletics.

Sports and Grades

Athletics helps to fulfill a state and school physical education requirement. Accordingly, each student athlete will receive a grade at the end of each sports season, similar to a grade they would have received in a PE course.

In Upper School, when a student completes **two sports seasons** (or swimming) in any school year, she is not required to participate in PE for that year. If she participates in **one sport**, then she either may attend 30 hours of conditioning classes designed for athletes or return to PE for the rest of the year, in order to complete her required credit.

Grades are based on timely attendance, preparation and willingness to participate. Students lose points for missing practices, not wearing or having the proper equipment or uniform, not being on time, and for poor personal conduct. Individual athletic skills, awards and recognition do not determine our grading in any sports program at Duchesne.

Communications

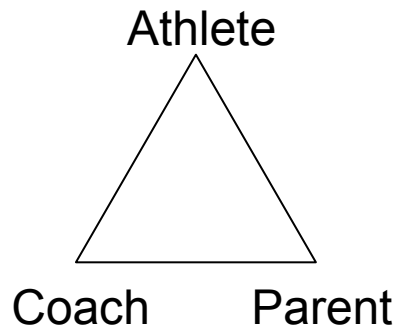
Our primary objective in MS and US is to attempt to communicate with parents through our students, in support of Goal Five, which calls the girls to personal growth and responsibility. However, there are several ways that you can obtain information about your child's season and any changes that occur in the scheduling of competitions and practices. You can:

- Consult the online calendar, which we try to update daily
- Call the Athletics Hotline for weather cancellations. The number is 713-341-1937. We will try to up-date in the afternoon if necessary.
- Ask your coach to help you. Contact him/her through the AD's office

At the beginning of the season, each family should receive a preliminary calendar for the season. Please recognize that these schedules are set up months in advance and are subject to change at the request of either school. Your family should also receive a schedule/plan for weekly practices. If you notice a conflict in

the schedule that will preclude your daughter from playing in a competition, please have your child inform the coach at the beginning of the season for planning purposes. Coaches need to know in advance who they can count on to be there.

Parent and Coach's Relationship



Conceptually speaking, one of the best ways to look at the relationships among a student-athlete, parent and coach is to visualize a triangle. The student is at the top, with the parent and coach forming the strong foundation to support the student-athlete. Both the parent and the coach play important behavior modeling roles in the development of values and experiences for each of our children. Coaches need to direct and challenge their players to get the best results as the leader of the TEAM. Parents need to be a soft place to land for the athlete when her expectations are not met. Parents can also be very helpful in teaching their child how to approach the coach and learn how to improve a difficult situation. Both cornerstones are important in teaching sportsmanship and goal setting.



When the relationship between the parent and the coach becomes adversarial, the triangle collapses and the student-athlete is put in the middle between the two cornerstones of her athletic experience. It is very similar to a situation in which parents do not present a united front at home. No one wins! Caught in the middle, the athlete will never achieve what she might have with the combined support of the two communities necessary for her athletic success and well being.

To help facilitate this relationship between players, coaches and parents, our Duchesne Administration has established a partnership in 2008-2009 with the **Positive Coaching Alliance (PCA)**. PCA is a Stanford University based non-profit organization which works with coaches, organizational leaders, and parents to more effectively teach young athletes not only how to win, but also how to learn about teamwork, discipline, respect and goal setting throughout their sports experience. As part of this experience, PCA hosts workshops throughout the year for administrators, coaches, and parents. This program began in 1998 in California

and is rapidly expanding to Texas, with several schools in both HJPC and TAPPS also bringing this program into their schools this year. Our program will be introduced throughout the year and is being funded by our Booster Club.

Expectations

Our collective goal at Duchesne is to help teach our children how to make good decisions, be team players and learn how to be responsible for their actions. This ties in nicely with Goal Five of the Sacred Heart, which calls us to “personal growth in an atmosphere of wise freedom.” Below are some realistic expectations and processes we should all work toward in making this relationship work.

- **Coaches Are Not Perfect, Neither Are Parents.** Like parents, coaches want the best for their team(s). And coaches do make mistakes. Their focus is much broader than ours as parents. In US and MS, coaching our daughters is more complex and difficult than what we remember from coaching them at the YMCA or neighborhood league. Creating team success takes time, patience and teamwork. Please resist the temptation to “coach” from the stands by yelling instructions instead of enthusiastic encouragement. Our coaches need your patient support.
- We will strive to be the community standard for sportsmanship in the leagues we compete and will not criticize the officials or disparage the other team, regardless of the outcome. Remember it is only a game, and our children are watching and listening. Let’s be great examples for what we expect.
- **The 24 hour Rule.** *Please do not harshly approach a coach or a parent immediately after a contest or a practice, unless you believe the child is in imminent danger.* Give yourself, and the coach, 24 hours so that everyone has a chance to reflect on the situation/performance before putting the coach (or the parent) on the spot. Both parties will have a better audience with better results.
- **How to Get Involved.** This year we are encouraging our coaches to enlist the help of a **Lead Team Parent**. This person can assist the coach with the logistics that are required during a successful season. This person can be a huge help in communications, transportation and refreshments. They also can be a great source of information. A good Team Parent is very much appreciated by a coach.

Another way to get involved with our sports programs and help make a difference is through the **Booster Club**, whose support for our teams without the support of those two organizations, our teams could never have support it takes to succeed. Please consider joining and helping us continue to grow.

Athletic Policies and Code

School Attendance and Participation

School Policy states that all students who participate in athletic competitions must be at school by the appropriate times: 9:00 AM for Upper School and 11:30 AM for Middle School. In addition, students who are absent from school or practice on the previous day should not participate in the next day's competition.

Medical Eligibility

Athletes may not try-out, practice, or play with the team until all medical forms for the School and for TAPPs are on file.

Grading Standards

According to TAPPS rules, any student failing two subjects will not be allowed to participate in co-curricular activities. We will support that rule. In addition, if a student receives an unsatisfactory progress report indicating her work is at the level of 77 or less in any course, there are consequences. The athlete will be allowed to continue to participate on her sports team, but will not be allowed to leave school or Study Hall early for away matches.

Equipment Return

An athlete is financially responsible for any equipment issued to her. Cost will be determined at the replacement cost of the equipment. At the conclusion of the season, all equipment will be returned by the athlete to the coach by the deadline established by the coach or within one week, whichever comes first. PE Grades will be withheld until the equipment is returned or restitution is arranged.

General Conduct

Student athletes are to abide by all rules and regulations stated in their respective Duchesne Student Handbook. Failure to do so could result in disciplinary action and/or suspension from the team. **Detentions** should be served at the appointed times. If an athlete chooses to miss detention to participate in a competition, her detention time will be doubled. **Upper School athletes should serve detention on Wednesday morning, 6:50 am to 7:50 am, to avoid missing any practice time.** Serving a detention at any other time and missing practice will count as an unexcused absence and lower the athlete's PE/Sports grade. Repeated disregard for this policy can lead to dismissal from the team by the Athletic Director.

Transportation

All athletic team members are required to ride the bus to any away contests that start before 5:30 PM. An athlete who plans to travel to a contest other than by bus must have the appropriate permission signed by her parent or guardian. No

exceptions. Players who ride the bus to a contest must let the coach know if they are not riding home on the bus before they leave the contest site.

Our school has purchased two new buses for transportation between practice facilities, thanks largely to the generosity of our parents. It is the student's responsibility to be on the bus at the designated departure times, or wait for the next bus.

Causes for Dismissal from an Athletic Team

- A forged signature on any document by the student in place of the parent or teacher signature may result in dismissal
- If an athlete has more than three unexcused absences from practices and athletic contests, she may be asked to leave the team.
- An athlete who is caught lying to a coach, teacher and or administrator can be dismissed from the team.
- Any athlete who is late to practice three times or more may be asked to leave the team. She will immediately return to PE or conditioning class.
- Once an athlete has joined a team, she has made a commitment to the school, her teammates and the coach to remain on the team until the completion of the season. Failure to do so, for any reason, could result in the athlete not being allowed to participate in the next season she is eligible for, or not being eligible during the subsequent season for the sport she quit or was dismissed from.
- The possession or use of drugs, alcohol, or drug paraphernalia or being under the influence of drugs (however slight) or any substance purported to be such, or distribution of tobacco, alcohol and drugs is forbidden. For the purpose of the Athletic Code "drug" includes any narcotic, hallucinogen, amphetamine, barbiturate, marijuana, drug prescribed for another person, controlled substance, and mood altering drug or substance. In addition, the possession of or use of anabolic steroids to enhance athletic performance will result in a suspension from athletic activities for up to two years

Practice Gear

Our athletes are required by the school to wear blue/black solid colors at practice, where appropriate (obviously not during swimming). Shirt choices are at the discretion of the coach, however they must be Duchesne affiliated and/or approved by the Dean of Students and the Athletic Director.

All game safety equipment must be worn during practices. This is a shared responsibility of the coach and athlete. Failure to bring ones equipment or uniform can result in the athlete on playing or practicing and affect her grade.

It is our highest recommendation that all parents and athletes strongly consider wearing mouth guards during contact sports contests and practices like soccer,

basketball and softball. Duchesne will be glad to initially provide a mouth guard for your daughter, and subsequent ones can be purchased from our Athletic Department for \$2.00.

Team Selection Process

Because of the nature of some sports and because of some facility restrictions, it is necessary to limit the number of participants on a given team or sport. Failure to attend tryouts can lead to disqualification from the selection process.

We believe in our coaches. They are hired to manage and direct a specific athletic activity. Their responsibilities include evaluating and selecting students for teams, as well as determining the degree to which each student will participate.

What are the coaches looking for in the selection process? That can vary across the board. Generally here is what most coaches look at when they select the athletes for their teams:

- a) **General physical condition** at the time of tryout. Is the athlete easily winded? Can the athlete potentially handle the heat, drills and effort of a workout?
- b) **General athletic ability** during skills tests. How coordinated is the player? Can she execute basic drills and skills?
- c) **Trainability**: Is the athlete **attentive** to directions? Is she **respectful of others** trying out? Does the athlete seem to **want to learn**?
- d) **Punctuality** is important--always is, and always will be to any coach.

Finally, at Duchesne Academy we believe that playing time in competition is earned in practice and is not an entitlement. Regardless of the subjective nature of the process and the potential for disagreement, the coach is the only one in a position to make selections for membership and playing time.

We also believe that during the season, athletes cannot receive private lessons and tutoring from our coaches. This policy is consistent with that for teachers, who cannot tutor their own students for remuneration.

Senior Athletes

TAPPS strongly recommends that Senior Athletes not be placed on JV teams. JV Teams are designed for player development. If a Senior is not selected for the current Varsity Team, even if she was on Varsity the year before, then she will be "cut" from the team at tryouts. There is no entitlement, only fair competition.

Parent Communication Process

Consistent with general procedures at Duchesne, the following process should be followed. Parents/guardians having a concern with an extra-curricular activity should:

1. Communicate their concern to the coach.
2. If the concern is not resolved during communication with the coach, express concern to the Athletic Director.
3. The Athletic Director will then arrange and facilitate a meeting between student, the student's parent(s) and coach to resolve concern.
4. If the concern is not resolved, the parent, coach and Athletic Director will meet with the appropriate Division Head of School to resolve the concern. The Division Head of School is the final step in the resolution process.

Lockers and Laptops

Our students are responsible for their possessions and should take appropriate actions to secure their purses, valuables and laptops in the locker room. Each Athlete can be issued a locker and lock during the season/year. Duchesne is not responsible for thefts occurring during PE or athletic practice or competition. **Any laptop not properly stored will be picked up and a detention will be issued.**

For away contests, it is recommended that laptops be left at school and picked up after contests. Laptops need to be watched at all times by a coach, parent or a responsible teammate. Parents can help this situation by talking to their girls about taking care of possessions and being aware of what could happen when items are not properly secured or attended. This includes purses, phones, money, and clothes. The athletic department is taking steps in the locker room to prevent theft and lost articles, but we need everyone's help and support.

Weather Related Emergency

In the event of a weather emergency, Duchesne will follow the decision of the Houston Independent School District regarding the closing of the school. **The Athletic Hotline (713-341-1937)** will be updated as soon as practicable in case of weekend or weekday game or practice cancellation.

Athlete Pick-Up Procedures

Schedules for game times are published and posted on the Duchesne website and updated throughout the season. Practice schedules should be handed out at the beginning of the season.

1. All parents should expect that no school day practice will ever last beyond the agreed to time by more than 5 minutes.
2. Middle School coaches will wait until all children are picked up after home events. Please try and be there within 15 minutes of the end of the contest

so our coaches do not have the responsibility to attend these students for a lengthy period of time. They work hard and have families.

3. Middle school athletes who have not been picked up within 5 minutes after practice should wait in the school cafeteria with Extended Day.
4. Upper School coaches are not required to wait at school until all athletes are picked up after a home event.
5. At an away event, if the parent or ride is not at the site when the game concludes, the coach will wait not more than 10 minutes for the student's ride to arrive. At this point, the student is required to ride back to the school with the coach, where she must be picked up.

Athletic Trainer

The Booster Club enabled the Athletic Department to hire the part-time services of a trainer. We contracted the services of AOKC Trainers who work in conjunction with Dr. Jack Jensen Orthopedic Surgeon and Former Olympic Team Trainer. We are able to schedule them for our home events and for startup training. Our goal is to have them also on Campus at least once a week for maintenance contacts. As part of our service, an athlete who is injured can go to Dr. Jensen's office at 7:30 AM for VIP attention before school and on Saturdays.

Also, thanks to our Booster Club, all coaches and PE teachers are First Aid, CPR, and AED trained through the Red Cross or YMCA. And finally, because of generosity from several different sources, including our Administration, we will have 4 AED's for use on campus and on long-field trips. Safety is paramount.

Comment from the D.A.D.

I cannot believe four years have passed. As the still "fairly new" Duchesne Athletic Director I have a pretty good perception of what it means to be a parent and a coach at this school, and am learning daily what it means to be the Athletic Director. My two daughters graduated from Duchesne several years ago blessed with solid academic, social and athletic experiences. My hope is that we continue to athletically embrace the values and goals of the Sacred Heart Schools in everything we do. Our long-term successes depend on it. Thank you for reading this Handbook and making it come alive for our children.