



# ***Student / Athlete Handbook***

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**TRYOUTS -**

Tryouts are mandatory for all teams and student/athletes at any grade level may be cut. Any injury or sickness that prohibits someone from trying out must be documented by a physician and approved by the Athletic Director. **Student/athletes that are still competing for an Ursuline Team in another sport are expected to go to tryouts and practice as soon as they have completed their season. Time off for two or three sport student/athletes will be arranged after tryouts with the coaching staff and the families involved.**

**TRYOUTS FOR MULTIPLE TEAMS**

Students are permitted to try out for multiple teams as long as they communicate in advance and all varsity coaches are informed. A tryout schedule will be made for the student and they may have to attend multiple tryouts in one day. Students may only play on one team in the fall, winter or spring seasons. Example: If a student makes both the volleyball and cross country teams they may only select to play for either the volleyball team or the cross country team.

**Sports Season & Programs**

**Fall Season** includes Cross Country, Field Hockey, Golf, Soccer, Tennis & Volleyball. Tryouts begin August 1st unless it is on a Sunday and then tryouts will begin on August 1st.

**Winter Season** includes Basketball, Bowling, Diving & Swimming. Tryouts are held the end of October for basketball and the first week of November for the other winter sports. The dates are set each year by the OHSAA.

**Spring Season** includes Lacrosse, Softball, Track & Field. Softball and Lacrosse tryout begin the last week in February and track will tryout in early March. These dates are set each year by OHSAA.

**PRACTICES**

Once selected to a team, student/athletes are expected to be at all practices. Students should receive a monthly calendar from their coaches with practice times and scheduled events. Practices for freshmen and reserve teams will not last longer than two hours. Varsity practices held after the team is selected will not last longer than 2½ hours. Exceptions to this rule are some practices for golf and swimming. Teams will usually practice 5-6 days per week.

**GAMES, MEETS & MATCHES**

All team members are expected to attend all games, meets and matches for their teams. Any exceptions must be excused in advance by the coach. The Athletic Department, with various league and state guidelines, will provide the schedules for all programs. Our teams generally will average at least 2 contests per week.

**PRESEASON / CONDITIONING PROGRAMS**

Coaches run preseason and summer programs for any individuals wishing to try out for an Ursuline team. We encourage all interested students to attend these programs. These programs are not mandatory but they are highly recommended. Students should listen for announcements about the programs they are interested in and attend sports sign-up meetings.

**Sports Sign-Ups**

Sign Ups are scheduled prior to tryouts for each sports season. Students will sign up online and attend the meeting. Important information is provided such as pre-season conditioning, training dates, tryout information and schedules.

**Pre-season Information Nights**

The Ohio High School Athletic Association requires all schools to conduct seasonal sports meetings at the start of each season. At least one parent and the student/athlete must attend the seasonal meeting. These meetings give each family the opportunity to become familiar with the expectations of the coaches and the rules and regulations of the Athletic Department.

**THIS IS MANDATORY PER THE OHSAA – ONE ADULT AND STUDENT MUST ATTEND FROM EACH FAMILY.**

**Awards Nights**

Awards Nights are scheduled a year in advance and all student/athletes are expected to attend. Awards Nights will begin at 7:00 pm. in the Besl Theatre @ Ursuline Academy.

**ACADEMIC ELIGIBILITY**

The OHSSA has encouraged all schools to set their academic standards for athletic eligibility. The standards set by each school must meet the minimum state of Ohio standards. Ursuline Academy has established the following policy for Athletic Eligibility. All student/athletes must pass all classes and maintain a minimum quarter GPA of 2.0. Eligibility is determined at the end of each quarter. If a student/athlete, fails to meet either of these standards at the end of each quarter there will be a meeting to evaluate the student/athlete's status with her team. Students that are placed on probation may continue to practice and play with their team but their grades and class participation will be checked weekly. If they are not making progress they will be declared academically ineligible. Ineligible students may not practice or dress for any meets, matches or games. If a student/athlete is ineligible during a tryout they will not be permitted to participate during that season. **It is the responsibility of the student/athlete and her parents to regularly check grades and communicate with the teachers and counselors.**

**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**

Visit the OHSAA Website ([www.ohsaa.org](http://www.ohsaa.org)) and become familiar with all state eligibility rules and regulations. All families are responsible for following these rules and regulations throughout the school year and in the summer. Also all families are responsible for watching the Sudden Cardiac Arrest Video (Lindsey's Law).

**PARTICIPATION ON A HIGH SCHOOL TEAM**

Team Sports for girls are recognized by the OHSAA as Basketball, Field Hockey, Soccer, Softball and Volleyball. A member of an Ursuline Academy interscholastic team sport shall not participate in an athletic contest, tryouts or any type of team or group training or practices on a non-interscholastic squad in a team sport in the same sport during the school's interscholastic sports season. This regulation is applicable for those invited to participate in a tryout, group training or practices at a college or in contests, tryouts, group training or practices with any non-school team such as a club.

Individual Sports for girls recognized by the OHSAA as Bowling, Gymnastics, Tennis, Golf, Swimming and Diving, Cross Country & Track and Field. A member of an Ursuline Academy individual sport team shall not participate in a contest on a non-interscholastic squad in the same sport during the school's interscholastic sports season.

**Ursuline Academy Athletic Rules**

- Disrespect toward any administrator, teacher, coach, official or teammate will not be tolerated. Abusive or foul language is not acceptable. Any violation of these expectations can result in suspension or dismissal from the team.
- Any student/athlete ejected for unsportsmanlike conduct shall be ineligible for the remainder of that contest as well as for the next two regular season or tournament contests. This is an OHSAA rule that Ursuline will enforce.
- If you are suspended from school, you will also be suspended for the same length of time from your sport. You may not attend school sponsored practices or games and your continued status with the team will be evaluated.
- Rules regarding unexcused absences from practices and contests will be determined and distributed by the coaching staff at the seasonal sport meeting. If a student is habitually absent they may be removed from the team.
- You are expected to be at all practices and contests.
- Student/athletes are responsible for any uniform, warm up or equipment issued to them. **These items should be cleaned, folded and turned in to the athletic office in 5 days upon completion of their season.** Failure to turn in your uniform in the 5-day period will result in demerits. Any student/athlete that does not turn in the school issued uniform or equipment will not receive grades until restitution is made.
- Uniforms and warm ups should be worn at games only. They are not for personal use and they should not be given or loaned to any other students.
- All rules and regulations of the GGCL and the OHSAA must be followed at all times.
- **Student/athletes are expected to be at school the entire day to be eligible to participate in a game, meet or match. Families may contact the Athletic Office to make arrangements if they have an appointment or special situation. Seniors with early dismissal privileges may leave at their approved time.**
- Student/athletes must be at school for at least ½ of the school day in order to participate in practice on that day.
- Vacations during the season are not permitted.

***SUBSTANCE USE / ABUSE***

Any student who sells, distributes, or buys any drug or counterfeit controlled substance including but not limited to alcohol, other intoxicants, illegal drugs, controlled substances and inhalants at school or school sponsored functions will be expelled and her parents and police will be notified. Any student/athlete while representing Ursuline at a game or team sponsored function that possesses, uses, or is under the influence of illicit or counterfeit controlled substance including but not limited to alcohol, other intoxicants, illegal drugs, controlled substances and inhalants at school or school sponsored functions will be suspended from the team and from athletics for the remainder of the year.

***EXCUSED ABSENTS***

- Sickness
- Death in the immediate family
- Special family functions (weddings, family reunion etc. - NOT VACATIONS)
- College Visits (These visits are excused for seniors but playing time may be altered. **Spring Student/Athletes taking college visits during spring break are still expected back to the team by the Wednesday after Easter**)
- Standardized Test - SAT, ACT, PSAT, OTSA, LANGUAGE TEST (this does not include classes to study for these test)
- Kairos or Junior Retreat for **three sport athletes only**
- Sophomore and Freshmen Retreats
- Make up test (must have note from teacher)
- Practices will be adjusted for these Ursuline functions: Winter Dance, UA Prom, Father/Daughter Dance, Spring Dance, Auction and Ursuline Sports Awards

***UNEXCUSED ABSENTS***

- Detention
- Co-curricular Choices
- Vacations
- Habitual Absence (this may include excessive absence due to illness / may be dismissed from a team)
- The Varsity Coaching Staff will set policies regarding unexcused absences. No coach may excuse vacations.

***ATHLETIC FEE***

The Athletic Fee is due at the Season Sports Meeting. For a single sport or one athlete it is \$255.00 for the year. An additional fee of \$100.00 shall be paid for siblings or multiple sports for the year. These fees are not intended to keep anyone from participating. All families are asked to purchase or sell at least 1 raffle tickets for the UA Golf Outing (\$15.00).

***PRESEASON / CONDITIONING PROGRAMS***

Coaches run preseason and summer programs for any individuals wishing to try out for an Ursuline team. We encourage all interested students to attend these programs. These programs are not mandatory but they are highly recommended. Students should listen for announcements about the programs they are interested in and attend sports sign-up meetings.

***TRAINING ROOM***

Ursuline has a certified Athletic Trainer on site after 1:00 pm. She is available Monday through Friday and at all home team sport contests. The trainer's room is located in the hallway behind the main gym. Student/athletes should make sure they report injuries to their coaches and our trainer as soon as possible.

***WEIGHT ROOM***

Ursuline has a weight room located near the small gym. We encourage all teams to participate in an organized team lifting program. A coach from the UA staff must be present for any training.

***OVERNIGHT CONTEST***

The Athletic Department will provide the food and lodging expenses for any student/athlete or team qualifying for post season competition and for any team traveling overnight during the regular season. Lodging is based on 4 athletes per room and a food allowance that is handled by the coach.

***TRANSPORTATION***

Ursuline Academy does not provide transportation for teams for local travel. Parents are asked to coordinate travel arrangements for their daughters and this can be done at the seasonal parent meetings. Please be familiar with our transportation policy and guidelines. Licensed student/athletes may not drive to any contest if it is over 30 miles from Ursuline.

**FORMS**

**Beginning with the 2020-21 school year all UA Forms will be filled out online through Final Forms.**

Forms for Athletics must be completed 14 days prior to tryouts. If you think you will be trying out for a sport, its best to fill out the forms this summer. The only form you will need to print and turn in is the **OHSAA Pre-Participation Physical Form.**

All UA Families are responsibility for turning in a hard copy of the OHSAA Physical Form. Do not email them to the coaches or Athletic Dept.

All students/athletes must have a yearly physical and the OHSAA form must remain on file in the Athletic Office. It is suggested that you have a physical scheduled during June or July to insure that it is valid throughout the entire school year. Failure to have a physical prior to tryouts may keep a student/athlete from trying out for a team.



**COMMUNICATION**

**Let's Talk.....**

**Coaching and Parents. Parenting and Coaches.**

Communication is the key to a successful and stress free season. Parents, coaches and athletes should accept that the most fundamental principle of a team is unity. The team must always come first.

**Guidelines for positive and acceptable communication**

- Cheer your daughter, be supportive of her, console her, but do it without judging her, the coach, or teammates.
- Encourage your daughter to seek her own answers.
- Positions and talent sometimes do not match up. Coaches will do what is best for the team and this may mean that sometimes your daughter may be playing out of position in an attempt to “strengthen” the team.
- Stay positive, and your daughter will flourish.
- If you have concerns, and your daughter has attempted unsuccessfully to work things out with the coach on her own, schedule a meeting with the coach. We recommend that your daughter also attend any scheduled meeting.
- If you are trying to resolve a problem, help your daughter by being a role model in the problem solving procedure.

**Coaches should communicate the following:**

- Philosophy and expectations for the team and players
- Locations and times of practices and contests
- Team requirements, i.e. fees, equipment, off-season conditioning
- Policies, rules, consequences and acceptable behavior

**Unacceptable Communication**

- Playing time and team strategy
- Other athletes and their families
- Communication about your daughter without her knowledge

**Addressing Concerns**

- Call the coach to set up an appointment
- If coach is unavailable call the athletic office 791-8143
- Do not approach a coach after a contest or at practice

## **TEAMS & FACILITIES**

### **FALL PROGRAMS**

Cross Country – Varsity & Reserve (30 – 50 Girls)

Field Hockey – Varsity & Reserve (30 – 40 Girls)

Golf – Varsity & Reserve (10 – 14 Girls)

Soccer – Varsity & Reserve (38 - 44 Girls)

Tennis – Varsity, Varsity B & Reserve (24 – 30 Girls)

Volleyball – Varsity, Reserve & Freshman (30 – 38 Girls)

### **WINTER PROGRAMS**

Basketball – Varsity, Reserve & Freshman (28 – 38 Girls)

Bowling – Varsity (7-10 Girls)

Swimming – Varsity & Reserve (30 – 45 Girls)

Diving – Varsity (1 – 5 Girls)

### **SPRING PROGRAMS**

Lacrosse – Varsity & Reserve (38 – 44 Girls)

Softball – Varsity (12 – 16 Girls)

Track & Field – Varsity & Reserve (20 – 45 Girls)

### **FACILITIES**

Cross Country – practice at various locations around the City and Blue Ash

Field Hockey – practices and home matches at Blue Ash Sports Complex

Golf – practices and home matches at O'Bannon Creek Golf Club

Soccer – practices and home matches at Blue Ash Sports Complex

Tennis – practices and home matches at Blue Ash Recreation Center

Volleyball – practices and home matches at Ursuline Academy

Basketball – practices and home games at Ursuline Academy

Bowling – practices and home matches at Crossgate

Swimming – practices at Club Site/ Blue Ash YMCA

Diving – practices at Sycamore & UC

Lacrosse – practices and matches at Blue Ash Sports Complex

Softball – practices/games at Blue Ash Sports Complex

Track & Field – practices at Ursuline /Reading Stadium

Please make sure that you get directions to all game sites prior to the event. Each family is responsible for getting directions to away sites.

## Senior Night

Senior night is an important event for the senior girls as well as their parents. In order to run a successful senior recognition celebration coaches should communicate the expectations, responsibilities and recognition format to all families at the pre-season sports night. Coaches should also communicate their position regarding starting and or playing all the seniors on senior night.

### **Format 1 - Senior Night Recognition at a game (Field Hockey, Soccer, Volleyball, Basketball, Lacrosse, & Softball)**

#### **Varsity Staff Responsibilities:**

- Varsity Head Coach should set the date and game for senior recognition
- All families, team members and the Athletic Office should be informed
- When selecting the game think about these things.....
- Is the opponent a strong team, big rival or could the game determine a league championship
- Weather can be a factor so don't plan for the last home– always have a backup plan
- Recognition at a game needs to be immediately after completion of reserve game or after varsity warm up
- Parents will be introduced with their daughters prior to varsity warm up
- Parents will be introduced with their daughter after varsity warm up
- Give the approximate time so that senior parents do not miss the recognition
- Location where parents should line up
- Give time when everyone gathers at designated place
- Varsity coaches should attend and say something nice about the senior girls

### **Format 2 - Senior Night Recognition at Awards Night or another venue (tennis courts, golf course, park, pool, bowling alley, track)**

#### **Varsity Staff Responsibilities:**

- Communicate the date of the recognition to all families
- Make sure that the recognition is organized and tasteful
- Communicate to the underclass team members that their comments should be appropriate and planned so that all the seniors receive quality recognition
- Recognize the senior parents with their daughters

#### **Gifts and Families Responsibilities for Senior Night**

**Athletic Boosters will provide the gifts for senior night. This should reduce cost to our families and create a more traditional format for our senior student/athletes.**

#### **The Athletic Boosters will provide 3 gifts for the seniors**

- Scrapbooks are available in the Athletic Office and underclass team members should pick them early in the season
  1. Underclass team members should write notes, collect pictures & decorate the books for the seniors
  2. The Athletic Department and Boosters do not pay for prints of pictures for the scrapbook. We suggest getting pictures from the seniors parents or checking with UA yearbook.
- Senior Group Picture, framed and engraved – GIVEN OUT AT THE Awards Night
- UA Embroidered Blanket (first sport) or UA Embroidered Travel Bag (second sport) - GIVEN OUT AT THE Awards Night

#### **Underclass Varsity Team members and Parents**

#### **Posters, decorations, pictures for the scrapbooks, flowers and refreshments**

- The Athletic department and Boosters do not pay for these items.
- Ask an underclass parent to take pictures of the seniors and their parents.
- A small amount of money \$5.00 - \$10.00 may be collected from the varsity families.
- Reserve teams may be asked for \$5.00 or to bring in refreshments only if they are included in the celebration.
- We highly encourage that the third teams (Freshman) are not asked to contribute.
- Remember it is a school night and that the after game celebration should not last longer than 30 minutes.

**We hope that our families will support the efforts of the Athletic Department and Booster to reduce the cost to our families for senior night gifts and recognition.**

## College Signings

Ursuline Academy will hold a signing event in November. Signing events will be held prior to the start of the school day in the Coaches' Office or gymnasium. We will also host a breakfast in early April for our student/athletes, their parents, grandparents and siblings. Since this is a signing breakfast for Ursuline no outside coaches are invited, just Ursuline Coaches.

## UA Awards and Recognition

Each Program will vote at the end of the season for team awards. These awards are voted on by the team members and coaches. The number of awards is dependent on the size of the team.

- Leadership Award – the individual that showed the most leadership throughout the season
- Spirit Award – the player with the most team spirit
- "Team" Award – this is awarded to the player that most exemplifies what an Ursuline student-athlete should be
- Open Award – this would be an award that is sport specific. The team would name it and create the definition of the award. Example: In soccer it could be the most unselfish player – someone who isn't necessarily recognized in the league, all-city etc. They may call it the "Best Teammate" Award.

### Team Recognition

All team members will also be recognized for their participation in a sports' season. Recognition is by grade level and will be provided by the Athletic Department. Coaches will present the team members with these awards at the Awards Night.

### League Championships

T-shirts will be provided by the Athletic Boosters to all teams winning League Seasonal Championships. We will do our best to have these t-shirt at the Awards Night. However, there are times that the league championship is not determined until days before the Awards Program. The t-shirts will be given out via the Athletic Office when the t-shirt order is completed.

## State Championship Rings

Ursuline will provide rings to any varsity team that wins a State Championship based on the information below.

In the following sports State Championship Rings will be provided as follows:

Field Hockey, Golf, Soccer, Tennis, Volleyball, Basketball, Bowling, Lacrosse & Softball:

- All members of the varsity team that dressed and or played the entire year
- Four Year team managers in the program that were active all four years
- All varsity coaches

In the following sports State Championship Rings will be provided as follows:

Tennis: The Varsity "A" team members are recognized as the Varsity Team and only these members would receive rings.

Track and Swimming/Diving: a varsity team member is anyone that ran, swam or dove in the District meet.

Cross Country: 8-10 runners will be designated as varsity by the coaches based on the number of varsity meets they ran during the season.



### **Athletic Boosters**

**The Athletic Boosters** are a group of parents that meet monthly or as needed to discuss and implement plans to support the Athletic Program of Ursuline Academy. We would like each team to have at least two representatives. Each team should have one representative attend the scheduled meetings.

They will be directly involved in discussions for implementing procedures in various areas of the Athletic Program. Areas of concentration for the Booster Board will include: Awards, Recognition, Facilities, Senior Nights, Golf Outing, Spiritwear, Hall of Fame and a designated "Major project".

The Boosters are not involved in decisions regarding the day to day operations of the Athletic Department. They are also not involved in matters pertaining to the coaching staff or the team selection process.

### **The Ursuline Academy Golf Outing - Monday, May 24, 2021**

The Athletic Boosters are responsible for one Fund Raising Event – The Ursuline Academy Golf Outing. This Outing will be held on Monday, May 24, 2021 @ O'Bannon Creek Golf Club. To ensure the success of the UA Golf Outing we need all families involved with the Athletic Program to get involved. Each family is expected to help in at least one of the following ways.

- Provide or be a Sponsor of the UA Golf Outing
- Serve on the Golf Committee
- Provide a Door Prize for the UA Golf Outing
- Get a Foursome or play as an individual in the UA Golf Outing
- Volunteer to work the UA Golf Outing
- Purchasing or selling 1 Raffle Ticket (\$15)

**We ask every family to determine from the listing above the way that they can be involved with the UA Golf Outing. Providing your donation or assistance during your daughter's season is appreciated. All families are asked to sell or buy 3 raffle tickets for the golf outing – cost \$15.00 for 3 tickets.**

### **UA Apparel**

The other form of raising funds and providing spirit for our Athletic Program is the UA Booster Apparel Committee. This committee purchases and organizes the selling of UA Apparel throughout the school year, in addition to a few online sales (7-9 times). The Apparel Committee would like to welcome any new parent volunteers. Please consider this opportunity to help support the Athletic Program and the UA Teams.