

**Mount de Sales Academy Athletic Handbook
2021-2022 School Year**

Both the Athletic Handbook and the Parent-Student Handbook address information pertaining to athletics. In the event that guidance is not offered in the handbooks, the Mount de Sales Academy Administration will dictate policy and procedure.

MEMBERSHIP

Mount de Sales Academy is a member of the Georgia High School Association. We adhere, at a minimum, to the policies and regulations set forth by GHSA. The GHSA handbook is available online at www.GHSA.net.

MOUNT DE SALES ACADEMY ATHLETIC TEAMS:

| Fall | Winter | Spring |
|------------------------------------|---------------------------------|-----------------------------|
| Varsity Football | Varsity Basketball (B&G) | Varsity Baseball |
| Junior Varsity Football | Junior Varsity Basketball (B&G) | Junior Varsity Baseball |
| Middle School Football | Middle School Basketball (B&G) | C-team Baseball |
| Varsity Softball | Varsity Wrestling (B&G) | Varsity Golf |
| Junior Varsity Softball | Junior Varsity Wrestling | Junior Varsity Golf |
| Middle School Softball | Varsity Cheerleading | Lacrosse (B&G) |
| Varsity Volleyball | Junior Varsity Cheerleading | Varsity Soccer (B&G) |
| Junior Varsity Volleyball | Middle School Cheerleading | Junior Varsity Soccer (B&G) |
| Varsity Cross Country (B&G) | Swimming (B&G) | Middle School Soccer (B&G) |
| Junior Varsity Cross Country (B&G) | | Varsity Tennis (B&G) |
| Middle School Cross Country (B&G) | | Junior Varsity Tennis (B&G) |
| Varsity Cheerleading | | Track & Field (B&G) |
| Junior Varsity Cheerleading | | Middle School Tennis (B&G) |
| Middle School Cheerleading | | |
| Skeet Shooting (B&G) | | |

MDS SPORTS INFORMATION

Daily updates and general information will be posted on the Mount de Sales Academy Sports website:
www.mountdesales.net/athletics.

Directions to other schools may be found on and downloaded from the Mount de Sales Academy Sports website:
www.mountdesales.net/athletics

ATHLETIC ELIGIBILITY

General Eligibility:

Mount de Sales Academy requires that a student meet all GHSA academic requirements, including the following:

1. Students must pass five (5) or more subjects to be eligible for the following semester. All students must take four (4) or more classes to be eligible (2nd semester seniors) in Grades 9 through 12. Passing only 4 subjects will not allow the student to be eligible the following semester.
2. The eight (8) semester rule begins in 9th Grade. This means the student must complete eligibility within eight (8) consecutive semesters from the date of entrance into the 9th grade. Under the eight (8) semester rule, students are eligible to participate in all athletic and literary events. Eighth (8th) graders who participate on a varsity level shall meet the eligibility requirements of GHSA. Eligibility in the eighth (8th) grade will be for one year only. Eighth (8th) grade repeaters who take more than half of their academic subjects on the ninth (9th) grade level are considered to be ninth (9th) graders for eligibility purposes. (NOTE: Students below Grade 8 are not eligible to participate in any GHSA sanctioned varsity sports or literary events.)
3. Only those students who are fully enrolled at Mount de Sales Academy and meet GHSA league guidelines are permitted to work out with Mount de Sales Academy teams when school is not in session.

Daily Eligibility for Practices/Games

1. A student-athlete who is absent from school will not be permitted to participate in athletic activities that day. In extenuating circumstances this policy may be waived by the Athletic Director. These guidelines do not apply to school sponsored absences.
2. Missed practice time = missed game time. All student-athletes must understand the importance of being committed to a team and recognize that there are consequences for missing practice or games for unexcused reasons. This can include missing for vacation, taking extra time for schoolwork, or making personal choices that take priority over the team schedule if not given permission after being communicated to the coach. Under these circumstances, there will be consequences resulting in missed game time. The coaches do reserve discretion to allow missed practice or game time for reasons they deem excusable, such as a club or travel team practice that may contribute to the development of the student-athlete or another circumstance beyond the student-athlete's control. School-approved trips that are deemed spiritual in nature or curriculum-based are considered excused absences. When school sponsored trips are scheduled for longer than two days, student athletes must make a considered choice, recognizing the right for coaches to use their own discretion with regard to the impact a student-athlete's absence will have on his/her playing time, participation, and post-season awards.
3. A student-athlete must be present for a minimum of four (4) classes in order to participate in that day's athletic activities. When a student-athlete has a medical appointment that causes him/her to miss more than (4) four periods an exception can be made if a doctor's note is provided to the Athletic Director.
4. Student-athletes are responsible for all missed assignments and class work.
5. Late night games are not an excuse to arrive late for school the following day.

Medical/Injury Clearance Eligibility:

All student-athletes are required to have a completed physical examination, pre-participation form, and concussion form on file with the athletic trainer/Athletic Director. Student-athletes are not allowed to participate in any athletic event including tryouts without these forms on file. The Academy uses a state-of-the-art digital pre-participation system called Planet High School. This system makes the athletic registration process easy and protects student-athlete's important medical information. With Planet High School, a student-athlete's health history information will carry over each year. The only time parents have to access the information again is to make any necessary changes/updates. This new process will save time and paper, while giving families the convenience of filling out most forms via computer or mobile phone. PlanetHS has made it easy for to set-up your accounts and fill out the GHSA and school required information. The process is outlined under Parents & Students on the school website at www.mountdesales.net. The important first step is to create and link the parent and student accounts. Once accounts are set-up, the PlanetHS site will walk you through the process step by step with written and video tips via the link on our website.

1. It is the responsibility of all student-athletes to report injuries to the Head Coach of the respective team and the on-site certified athletic trainer.
2. Ability to participate after an injury will be determined by the on-site certified athletic trainer or the student athlete's personal physician.
3. Head Injuries – Student-athletes who sustain a head injury and/or concussion must be cleared by the onsite athletic trainer or by a doctor before returning to practice/games.

COVID-related Cardiopulmonary Considerations

The following steps must be taken if a student-athlete tests positive for COVID-19.

Asymptomatic or mild symptoms: Athletes with asymptomatic infections or only mild symptoms (e.g., common cold-like symptoms without fever, gastrointestinal symptoms, or loss of taste/smell) do not require additional cardiac testing unless clinically indicated. Athletes should check-in with a clinician (e.g., physician, nurse practitioner, physician assistant, or athletic trainer) to determine if further clinical evaluation is needed. Athletes should be at least 3-5 days from symptom onset or positive test before beginning an exercise progression. If the student-athlete tested positive a clearance letter from a medical practice is required stating that the student may return to team activities after 10 days.

Moderate and cardiopulmonary symptoms: Additional cardiac testing (e.g., ECG, TTE, troponin) should be considered in athletes with moderate symptoms (e.g., fever >100.4°F, chills, flu-like syndrome for ≥2 days) or initial cardiopulmonary symptoms (e.g., chest pain, dyspnea, palpitations). Athletes with remote infections and moderate symptoms >3 months ago who never received a work-up but have returned to full activity without symptoms do not need additional cardiac testing. Cardiology consultation and cardiac MRI should be considered for abnormal results and as clinically indicated. We recommend athletes are at least 5-7 days from symptom onset and that moderate symptoms are resolved before starting an exercise progression. It is highly recommended that the student be cardiac tested, particularly if experiencing chest pain. The athlete may not return until a clearance letter is received from a medical doctor.

Cardiopulmonary symptoms on return to exercise: All athletes with SARS-CoV-2 infections should be closely monitored for new cardiopulmonary symptoms as they return to exercise. Athletes with cardiopulmonary symptoms when they return to exercise (e.g., exertional chest pain, excessive dyspnea, syncope, palpitations, or unexplained exercise intolerance) should undergo additional cardiac testing (e.g., ECG, TTE, troponin) if not already performed and be evaluated by a cardiologist with consideration for a cardiac MRI or other investigations as indicated.

Return-to-sport exercise progression: The return-to-sport progression and timeline should be individualized and is based on numerous factors including baseline fitness, severity and duration of COVID-19 symptoms, and tolerance to progressive levels of exertion. Most athletes will require a graded progression over at least a few days. Absent special indications, a prolonged return-to-sport timeline is not supported by evidence and further restriction from sports participation can contribute to detraining, increased injury risk, and mental health concerns.

Emergency Action Plan (EAP): Mount de Sales Academy provides our sports venues with clear access to an Automated External Defibrillator (AED).

- If the Academy recommends cardiac testing for a student or student-athlete and the parents do not wish to comply with the recommendation they must sign a waiver indicating that they declined such testing.

TRANSPORTATION

1. One-way shuttle service to Cavalier Fields is provided on most days. Students may not eat or drink on the bus.
2. When a team travels to a sporting event on a bus, students are only allowed to ride home with a parent with written authorization from parent/guardian. Without authorization the student-athlete is required to return on the bus.
3. All school behavioral policies apply during transportation and disciplinary consequences will occur for inappropriate conduct.
4. Use of school buses/vehicles is a privilege so students can be held responsible for any damage or vandalism that occurs while on a school vehicle.

SPORTSMANSHIP

1. All athletes, coaches, parents, students and fans will be expected to conduct themselves in an appropriate manner at all times according to the guidelines established by the GHSA and the Mount de Sales Academy school handbook.
2. Violations of the GHSA Policy by coaches or student-athletes may result in fines, disciplinary action or both.
3. If a coach or a student is ejected from a contest and the school is fined, the coach or the student will be responsible for paying the fine.
4. Any student or coach ejected from a game must meet with the Athletic Director before resuming participation. Serious infractions of policy/conduct may result in removal from the team.
5. If a student is ejected from an athletic contest for poor sportsmanship twice in a season, that student may be dropped from the team for the remainder of the season.
6. Fans who are disruptive or disrespectful will be escorted from the premises and may also be banned from attending future contests.

GENERAL ATHLETIC POLICIES

1. Start dates for all sports will announced by the Athletic Director and posted on the Mount de Sales Academy website www.mountdesales.net/athletics and www.ghsa.net.
2. During the Easter Triduum (Holy Thursday, Good Friday, Holy Saturday or Easter Sunday) there will be no practices, games, or scrimmages.
3. There is expectation for practices/games during school holidays including Christmas and spring break.
4. No practice or work-out may be scheduled to begin prior to 3:45 p.m. on a school day.
5. Email communication between student-athletes and coaches must be conducted only through official school email accounts.
6. All in-season coaches must send out a weekly email to parents and students detailing the schedule for that week.
7. Coaches follow student-athletes on social media as much as possible. We try to educate our students about the dangers of social media, and if we see something we feel is inappropriate, we address it with the student and notify parents as needed.
8. Student-athletes participating with a team whose season is still in progress may not practice with the next season's team until the current season has officially ended. In extenuating circumstances this policy may be waived by the Athletic Director.
9. Parental attendance at practice is permitted at the discretion of the head coach of each team. Each head coach at Mount de Sales has the authority to devise a policy regarding parent attendance at practice and make it known to his/her team.
10. No student may be left unsupervised on campus after 3:30pm. Students who are still on campus after 3:30pm must be enrolled in the MDS after-school program or be under the direct supervision (study hall or practice) of a coach or other faculty member.
11. No student may be at Cavalier Fields unless engaged in a specific activity that is supervised by a member of the MDS faculty or staff. A coach must be physically present in the weight room.
12. Athletic participation is restricted to those students currently enrolled at Mount de Sales Academy.
13. Mount de Sales Academy student-athletes may participate in more than one sport per season if the student-athlete makes an official request to do so to the Athletic Director and practice/game schedules can be worked out with the Head Coach of each team.
14. Student-athletes will be suspended from teams if involved with any drugs, alcohol, or e-cigarette products while on school property. This includes students in possession of such items, those using or selling such substances/paraphernalia, and any student who is in the company of those who are doing so.
15. If a student quits a sport or is dismissed from a team, he or she may not participate in another sport until that season ends. In extenuating circumstances this policy may be waived by the Athletic Director.
16. Prior to initial participation in a sport, including tryouts, parents must provide a physical, pre-participation form and concussion form to be placed on file with the athletic trainer/Athletic Director. Forms can be downloaded from the home athletic page on the Mount de Sales website.
17. All athletes must abide by the guidelines established by the Academy and athletic department concerning behavior, misrepresentation, and the use of alcohol, drugs, and tobacco, including smokeless tobacco.
18. Initiations, hazing, bullying, harassing, etc. are NEVER permitted at Mount de Sales Academy. Violations of this policy may lead to dismissal from teams and further disciplinary action as deemed appropriate by the Administration of the school.
19. Student-athletes must use locker facilities to change into athletic gear. Use of vehicles for this purpose is not allowed.
20. Drivers must enter school parking lots at idle speed and must not have music playing loud enough for others outside of their vehicles to hear. No loitering is permitted in the parking lots.
21. Any banners hung at Cavalier Fields or in the gym must be approved by the Athletic Director and President, and may not be hung permanently.
22. Only full-time Mount de Sales employees are permitted to drive a vehicle inside the driving gate that leads to the football field house or the baseball and softball field at Cavalier Fields

AWARDS & RECOGNITION POLICIES

1. All awards are presented at the discretion of the coach, based on attendance, behavioral conduct, and performance of the student-athlete.
2. A letter is awarded for the first year of team participation on a varsity team based if attendance and performance meets the expectations of the coach.
3. Patches are awarded for first year participation for each particular sport.
4. Letter jackets/sweaters are available for order in the fall of each year, dates TBA.
5. Individual student-athletes may not be given an award by the coach.
6. The Athletic Director must approve senior gifts in advance.
7. Each team will hold their own end of the season banquet where school letters, patches, and GHSA Awards are presented.
8. Team banquets must be approved in advance by the Athletic Director.

ATHLETIC DIRECTOR/ASSISTANT ATHLETIC DIRECTOR

The President selects the Athletic Director. The Athletic Director is responsible for all actions and decisions relating to the athletic department. The President and/or Assistant Head of School are to be informed of all programs prior to implementation, and are to be sent copies of Cavalier Club minutes. The Athletic Director is responsible for the fiscal management of the athletic program.

GAME/COMPETITION SCHEDULES

All schedules must be approved by the Athletic Director and be emailed to the Assistant Athletic Director/Sports Information Director. All schedule changes must be sent via email to Athletic Director and Assistant Athletic Director/Sports Information Director. All schedules must be submitted in a timely manner to Sports Information Director to be submitted for the website.

OFFICIALS

The Athletic Director is responsible for hiring officials for all home events unless a Head Coach has been assigned this duty.

TRAVEL

Travel and transportation arrangements for all athletic and literary events to and from the scheduled events are the responsibility of the Associate Athletic Director. Arrangements to use vehicles owned by Mount de Sales Academy are to be made with the Associate Athletic Director in advance of the athletic or literary event.

ACADEMIC RESPONSIBILITIES

The Athletic Director is responsible for submitting all required eligibility forms to the GHSA prior to any participation in any athletic. The Athletic Director is to have a thorough knowledge of the academic rules, standards, and policies of Mount de Sales Academy and the GHSA. The Athletic Director is to insist that all student-athletes fulfill the same academic standards and requirements held for all other students.

STAFFING CONCESSIONS AND ENTRY GATE

An independent company operates the concession stand at Cavalier Fields. Faculty and staff members operate the admissions gates for competitions. If school personnel are not available for gate duty, the Athletic Director will obtain a list of parent volunteers from the Office of Advancement and utilize them for the gate when needed.

COMMUNICATION WITH COACHES

The Athletic Director will hold mandatory coaches lunchtime meetings the first week of every month during faculty in-service to discuss the handbook and responsibilities. Coaches will be included in a weekly email that lists all events for the week.

OPERATIONS AGREEMENT

The Athletic Director must ensure that all coaching personnel are informed of the required Operation Agreement that must be used whenever they are in charge of an "outside" event involving the use of the MDS name, the facilities, or students. In short, this form must be used whenever collecting money from individuals through their position as an agent of The Academy. If coaches are thinking about any activity that falls within this category, this form must be filled out and given to the CFO BEFORE advertising or any concrete plans are initiated. Coaches are also required to use the Operations Excel Template, which must be used to report finances associated with the activity. This form must be returned to the CFO in a timely manner following the conclusion of the activity.

HEAD COACHES AND ASSISTANT COACHES

Each Varsity Head Coach is responsible for the overall supervision of his/her program, including varsity, junior varsity, and c-teams. This includes providing for appropriate teaching of skills necessary for completion, for monitoring adherence to the school and athletic policies, and for the conduct of players at practice and during competition

TRYOUTS

Coaches are responsible for the selection of athletes in their assigned sport, which includes a system of scheduled tryouts. All academically eligible students at Mount de Sales Academy are invited to participate in an open tryout for any sport. The coaches for each sport will be responsible for making announcements in regards to tryout dates.

PRACTICES

Coaches will establish practices times for each sport. Weekly schedules must be sent to parents/students/athletic director.

PROFESSIONAL DEVELOPMENT

Each coach in the athletic program is encouraged to attend clinics, seminars, coaches' courses, etc. designed to improve coaching knowledge and skills.

TRAVEL

Coaches should check the bus for personal belongings and trash after the student-athletes have departed. Coaches are responsible for seeing that all participants in their charge have transportation home when returning from road trips. Coaches are required to return with the school bus.

ELIGIBILITY

Coaches are responsible for insuring required forms are on file before allowing a student-athlete to participate in any athletic event including tryouts. Student-athletes who sustain a head injury and/or concussion must be cleared by the onsite athletic trainer or by a doctor before returning to practice/games.

SUPERVISION

Students may not be left unsupervised on campus after 3:30pm. Students who are still on campus after 3:30pm must be enrolled in the MDS after-school program or be under the direct supervision (study hall or practice) of a coach or other faculty member. Coaches are asked to play a key role in helping to enforce this policy by remaining proactive in monitoring their respective players to ensure this policy is being followed.

Students who choose to leave campus at the end of the academic day may not return to campus for any reason unless a time to return has been designated by their coach. In these situations when they are asked to return to campus at a specific time, students should report immediately to the coach and remain under his/her supervision.

No student may be at Cavalier Fields unless engaged in a specific activity that is supervised by the coach or designated school staff. The field house may not be opened to the students unless the coach or other staff member is physically present in the room.

UNIFORMS AND EQUIPMENT

If a team uses a team jacket, the Assistant Head must approve the design prior to placing an order. The jacket design must have a solid navy body and sleeves (in the official thread color), a full zip front, and no hood. The only accent colors permitted are the official gold thread color and white. The official school logos must be applied to the jacket as well.

Game day jerseys may be worn to school for home games only. Teams with sleeveless jerseys may either wear them with solid white t-shirts beneath or may purchase team shirts to wear on home game days. The above mentioned shirts/jerseys must be approved by the Assistant Head of School.

Each Varsity Head Coach is responsible for the general upkeep and protection of equipment under his/her jurisdiction.

Each Varsity Head Coach is responsible for a complete inventory of the equipment and uniforms used for his/her sport, to be made at the beginning and the end of each season.

SCHEDULE

During the applicable sports season, each coach is required to send a weekly schedule to the parents/players/athletic director. All in-season coaches should send out a weekly email to both parent and students that details out the schedule for that week. Coaches must email immediately all schedule changes to parents, gate-keepers, the Athletic Director and the Assistant Head of School.

RECORDS AND STATISTICS

Each Varsity Head Coach is responsible for keeping complete records and statistics for each season. This includes reporting scores to local media outlets and to the Sports Information Director so the school website and GHSA Stats page (MaxPreps) can be kept current. A final copy is to be submitted to the Athletic Director and the Sports Information Director at the end of each season for historical records.

PARENT/ATHLETIC COMMUNICATION

Each coach will designate two parents to serve as team parents. Each coach will hold a mandatory parent meeting prior to the season start. At this meeting coaches will discuss all athletic department and school policies pertaining to athletics. Coaches may use only the "Remind" site to text message student-athletes regarding their sport. The coach will provide sign up information for this service to all students and parents at the beginning of the season. The coach may only text the entire group when sending out information. Parents and students should all be included in the messaging. The "Remind" system does not permit viewable numbers or return texts and archives all messages.

CAMPS, CLINICS, AND SPECIAL EVENTS

All Coaches are required to use the Operation Agreement when in charge of an "outside" event involving the use of the MDS name, the facilities, or MDS students. This form must be used whenever money is collected from individuals while the coach is acting as an agent of The Academy. This form must be filled out and given to the CFO before advertising or plans are initiated. Coaches are also required to use the Operations Excel Template to report finances associated with the activity. This form must be returned to the CFO within 2-3 days of the conclusion of the activity.

EMERGENCY PROCEDURES

Procedures for inclement weather and medical emergencies are included in a separate manual, called the
"MDS Sports Medicine Emergency Manual."

All coaches are responsible for understanding and agreeing to abide by the policies outlined.