

HELIAS CATHOLIC HIGH SCHOOL ATHLETIC HANDBOOK

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The opportunity to represent Helias Catholic High School and its prolific athletic tradition should be considered by all concerned to be an honor and privilege which must be earned by hard work and sustained through exemplary behavior and self-discipline.

I. Inclusion of Catholicism in Athletic Programs

Helias Catholic High School exists because of our commitment to Catholicism and dedication to the teachings of Jesus Christ. Our goal is to have athletic programs that help our student athletes find the connection between their faith and athletic competition. Our expectation is that teams attend morning Mass in the Chapel when requested by their coach and include pre and post-practice and game prayer as part of their routine. We will always look for “teachable moments” when Catholic/Christian messages can be shared with our athletes.

II. Communication with Parents

Helias Catholic will use our activities web site at www.heliascatholic.com as a way to communicate with our parents and promote our student athletes and activity members. We will provide the most up to date athletic/activity information on the main page of the site. Team and activity specific information can be found on their respective pages.

III. Community Service

All Helias Catholic teams are strongly encouraged to take part in at least one community service project as a team at some time during the year. We feel group service projects serve as great team building experiences.

IV. Sportsmanship

As a Catholic school, it is essential that our athletes demonstrate integrity, sportsmanship, and fair play in all activities in which they represent Helias Catholic High School. All coaches are expected to see that the Christian image Helias Catholic aspires to project is consistently and conscientiously maintained. If an athlete is penalized for unsportsmanlike behavior, the coach will handle the first offense. If the same athlete, within the same season, is penalized for a second or subsequent violation of rules relating to sportsmanlike demeanor, he/she will be suspended from participation in the next contest and will meet with the athletic director who will determine whether additional sanctions are warranted. Per MSHSAA rules, at a minimum, any athlete ejected from any contest will be ineligible to participate in the team’s next contest.

V. Statement on MSHSAA Rules

Student athletes and their parents are to adhere to the rules and regulations that are put into place by the Missouri State High school Activities Association. If there is a rule in question the athletic director should be contacted to help with the interpretation of the rule or to give clarification. In the case that the athletic director needs further understanding they will then contact MSHSAA for further assistance.

VI. Often Misunderstood MSHSAA Rules & Regulations

- a. **Same Season/Different Sport (MSHSAA By-Law 3.13.2)**: A student may practice or compete as a member of a non-school team or as an individual participant in organized non-school competition in a different sport than the school sport in season under the following conditions:
 1. No school time is missed to compete, practice for, or travel to the site of such non-school competition unless the absence is approved in advance by the school administrator.
 2. The student shall not practice for or compete in the non-school competition on the same date the school team practices or competes, without approval of the school administrator.

Note: A Helias student shall not participate with an out of season Helias team during their respective season.
- b. **In Season Conditioning Requirements (MSHSAA By-Law 3.9.1)**: Each team must have 14 days of conditioning practice and each individual must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports. This requirement shall be met if a student has been a member of another school sports team immediately preceding the sport season, has been actively practicing with the sport team, has had 14 days of physical conditioning and begins physical conditioning practice with the new sport team with no more than seven calendar days having passed between the two sports before beginning practice.

- c. **Open facilities & Off-Season Conditioning**-- MSHSAA requires that all open facilities be posted or announced publicly, that they be open for participation to all students enrolled in the school, that no team coaching or instruction is provided (coaches may work with individual athletes on specific skills), no organized drills are run, and participation is voluntary. Coaches may provide instruction in the components of conditioning. There may be no implication, no matter how subtle, that players must attend. Off-season conditioning must be voluntary. There can be no suggestion that attendance at any off-season activities (conditioning, camps, summer leagues, etc.) is linked in any way with the opportunity to make or play on the Helias Catholic team.
- d. **Summertime Dead Period (MSHSAA By-Law 1.5)**: All member schools shall establish a summertime dead period for all MSHSAA-sponsored activities. A period of defined length in which no contact takes place between school coaches/directors of MSHSAA-sponsored activities and students enrolled in the member school, or who will be enrolled in the member school during the next school year. Further, during the dead period school facilities are not utilized by enrolled students in connection with any sport or activity governed by MSHSAA. The dead period is a “no school activities time”; no open gyms, competitions, practices, conditioning, weight training; no activity-related functions or fundraisers, camps or clinics at school facilities or sponsored elsewhere by the school; no coaches/directors or students may have planned contact other than casual, normal community, non-activity contact. While there may be sports activities during this time, they must not involve the school coach, the school or school facilities. The dead period shall be nine consecutive days in length, and must begin on a Saturday and last through the second following Sunday.

VII. **Citizenship**

- a. **Good Citizen – Failure to Report**: The Missouri State High School Activities Association requires that all athletes be “good citizens”. The interpretation of what determines a good citizen is, to a large extent, left to the schools. However, when a student encounters problems with the law, he/she is ineligible to participate until the case is disposed and the full sentence as imposed by the court has been served. If any student-athlete is arrested or detained by any law enforcement officials, the incident must be reported to the Athletic Director by the end of the next school day. If it is discovered by Helias Catholic that a student-athlete has failed to report such an incident, he/she may be declared ineligible for the remainder of that sports season. Failure to provide this information could result in the participation of an ineligible player and the possibility of the forfeiture of games which is flagrantly unfair to coaches and teammates.
- b. **MSHSAA By-Law 212**: “A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.”
- c. **Administrative Investigation**: The administration will investigate any and all activities, both in and outside of school, involving Helias Catholic students which may reflect poorly on Helias Catholic High School and will determine whether these actions constitute a violation of this provision. The administration strives to protect the image and integrity of Helias Catholic by assuring that all students representing Helias Catholic deserve the honor and privilege of doing so.
- d. **Vandalism / Theft**: Vandalism to or theft of Helias Catholic High School property or damage to the person or property of any member of the Helias Catholic faculty or staff will be cause for suspension from participation in athletics, the length of which shall be determined by the administration and may include permanent removal from the athletic program.

VIII. **Eligibility**

- a. **Privilege to Participate:** Extracurricular activities are a privilege for deserving students and participation in them should not be taken for granted. Students who participate are select members of that activity and representatives of Helias Catholic who have earned that privilege by meeting academic and behavioral standards.
- b. **MSHSAA 3.0 Credit Rule:** A student who receives two failures during the first or third quarter or two semester failures at the completion of the second or fourth quarters is ineligible to participate in contests until the next progress report is issued. Eligibility for fall extra-curricular activities is based upon the previous second semester grades; however, a student who successfully completes credits in summer school may regain eligibility prior to the beginning of fall activities. At the time progress reports are issued, a student becomes eligible if there are no failures and he/she earned at least 3.0 credits the previous semester. (A student who has not earned 3.0 credits the previous semester, by MSHSAA rule, is ineligible for the entire semester.) Any failure on the progress report extends ineligibility until the end of the quarter. Ineligibility begins when the failure lists are posted.
- c. **Ineligible Athletes:** Athletes who are ineligible may have two choices depending upon the decision of their coach: 1) be banished from the team until the grades have approved as above; 2) report to a mandatory one-hour study (which the coach must set up and arrange supervision) immediately after school, then dress and report to practice. Option 2 would permit athletes to stay in condition and in touch with the team while giving them the opportunity to spend at least one hour per day in study. We believe and hope this is a positive endeavor that will demonstrate to the athletes that Helias Catholic is serious about academics and therefore result in improved academic effort and performance without ostracizing them from their teams.
- d. **Suspended Athletes:** Athletes who are suspended from school are ineligible to participate in games or practices until the complete suspension has been served. The coach will determine whether he/she wishes to excuse these absences. Per MSHSAA rules, any athlete with an unexcused absence from school is ineligible to participate until he/she has attended a full day of classes.

IX. Tobacco, Alcohol, Illegal, and Performance Enhancing Drugs

Any athlete representing, or wishing to represent, Helias Catholic High School will be required to abstain from the use and possession of tobacco, alcohol, and illegal or performance enhancing drugs at all times.

- a. **Alcohol & Tobacco:** For a first violation of the alcohol and/or tobacco provisions which occurs outside the dates of the sports season as established by MSHSAA, the athlete may be suspended from up to 10% of the maximum allowable number of regular season contests permitted by MSHSAA (in sports in which athletes compete as individuals, the maximum allowable number will be figured based upon total competitions in the maximum number of tournaments). For a first violation which occurs in-season, from the date of the first allowable practice until the end of the team's state playoff series, the length of the suspension may be 20% of the maximum allowable number of regular season contests permitted by MSHSAA. All game, meet, and match suspensions levied will be served in the next consecutive contests in the next sport in which the athlete participates after the violation has been substantiated.

For a second violation of the alcohol and/or tobacco provisions of this policy the contest suspensions listed in the paragraph above may be doubled and, prior to regaining eligibility to participate in contests, the athlete may, at his/her own expense, be required to see a professional substance abuse counselor for evaluation of the problem and to follow the recommendations of the counselor regarding treatment. If the athlete, having served the suspension as described above, is actively pursuing the remedy prescribed by the counselor, he/she may participate fully. However, if the athlete fails to maintain attendance at such a program, he/she will be suspended from all practices and contests until the program has been completed and the counselor has recommended to the head coach that the athlete be permitted to return to the team.

- b. **Illegal Drugs:** For the first violation of these provisions as a result of the use or possession of any other illegal drug, all suspensions listed above for alcohol and tobacco violations are tripled. The athlete and his/her parents may then be required to sign a form agreeing to immediately begin treatment in an approved drug rehabilitation program and to, at their own expense, be randomly tested for illegal drugs up to three times per school year for the remainder of the athlete's Helias Catholic career at the discretion of the administration. Per school policy, a second offense for

violation of Helias Catholic' rules related to illegal drugs at any time during the athlete's career at Helias Catholic, the student will be expelled from school.

During any period of athletic suspension the athlete will be expected to participate in all team practices and functions but will not be permitted to compete, travel with the team, or be permitted in the bench area at contests as a representative of Helias Catholic.

Unless a previously stated penalty is more severe, two in-season suspensions or any combination of three violations of this regulation in the same June 15 through June 14 period will result in ineligibility for any and all Helias Catholic athletics for one calendar year from the date of the final infraction.

- c. **Performance Enhancing Drugs:** Helias Catholic athletes are forbidden from using performance enhancing drugs which are identified as banned by the National Collegiate Athletic Association (NCAA). This list is updated at the NCAA Internet site, www.ncaa.org. Students unsure of what substances are banned are responsible to check the web site to be sure. For the first violation of these provisions as a result of the use or possession of performance enhancing drug, the athlete may be suspended from 30% of the maximum allowable number of contests in the next sport he/she plays. The athlete and his/her parents must then sign a form agreeing to, at their own expense, be randomly tested for illegal or performance enhancing drugs up to three times per school year for the remainder of the athlete's Helias Catholic career at the discretion of the administration. Following a second offense for violation of the performance enhancing drugs provision of this policy anytime during the athlete's career at Helias Catholic, the athlete will be permanently and irrevocably ineligible for all Helias Catholic athletics.

X. **Enforcement**

In Articles VII and IX, first-hand observation by any member of the Helias Catholic faculty or staff or information provided by law enforcement personnel will result in determination of the appropriate penalty. In addition, evidence submitted by any person, who may remain anonymous to the affected athlete, shall constitute a basis for a thorough investigation. If the athlete admits his/her violation of the rule, the appropriate penalty may be enforced as described above. If the athlete denies an allegation which is subsequently substantiated, the pertinent penalty may be doubled.

XI. **Medical**

- a. **Physicals:** (MSHSAA By-Law 3.8.1) The school shall require of each student participating in athletics a certificate of an issued physical signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.
- b. **Insurance:** Each athlete, manager, etc. must provide a copy of his/her medical insurance card or information. Regular school insurance, paid as part of tuition, covers activities. Any athlete injured as a result of participation must notify the Athletic Director with seven days of the injury; failure to do so jeopardizes coverage.
- c. **Consent to Treat:** The parent(s) of every athlete, student manager, statistician, etc. must sign a 'Consent to Seek Treatment' form authorizing the staff of Helias Catholic High School to seek treatment and for a duly licensed physician to provide such treatment in the event of an emergency.
- d. **Medical Information:** Parents will be asked to complete a form describing any medical conditions, allergies, medications, etc. which may affect their child's performance or endanger the child during participation.
- e. **Concussion Policy:** Each parent must sign the Helias Concussion Policy form to be in file. By signing this the parent and athlete has agreed that they understand the following: Before the athlete can return to play he or she must have completed the return to play form, which includes the progression program as outlined by MSHSAA.

XII. **Misuse of Technology**

- a. **Social Media:** In conjunction with Diocesan School Policy 6425, Helias Catholic High School will take additional action with students who violate the misuse of technology policy, and who participate in extra-curricular activities. Violation of this policy includes, but is not limited to, being on Internet photos or videos in situations that conflict with the values of Helias Catholic, the Catholic faith and the law. For example, students seen smoking, posing with alcohol, bullying, or in inappropriate sexual situations or using inappropriate language will be considered as violating this policy. In this case, in addition to any regular school consequences, students will also be disciplined within the extra-curricular activity in which they participate, as appropriate to the specific extra-curricular activity. This would include, but is not limited to, suspension from the activity, practices, etc. for a certain number of days or events, or permanently.
- b. **Cell Phones and Cameras Prohibited in Locker Rooms:** Due to the capability of modern cellular phones to take photos, and the possibility of inadvertent use of this capability to capture inappropriate images, cell phones and cameras are strictly forbidden in locker rooms. If a student has a cell phone or camera in his/her possession it must remain in their gym bag or purse. If visible, it will be confiscated and the regular school rule involving a fine and detention will be in effect.

XIII. **Absences**

- a. **School Absences:** Per school policy, any athlete who, due to illness, is not at school by 11:00 a.m. and able to stay for the remainder of the day may not participate in or attend a contest or practice that day. Additionally, MSHSAA rules stipulate, "If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of class (or has an excused absence(s) from class) without an unexcused absence."
- b. **Team Absences:** One of the very valuable lessons available through athletics is the development of personal responsibility. Unexcused absence from practice is defined as missing practice without prior notification of the head coach. (Excused absence from school is always excused from athletics as well). When an absence occurs, the head coach will determine whether or not the cause of the absence was acceptable. The coach will determine the appropriate penalty for the first and second offenses. The third and subsequent offenses may be penalized by suspension from a minimum of one contest.
- c. **Injured Athletes:** Injured athletes who wish to remain part of the team must arrive at home games at the same time as other members of the team and must travel with the team to out-of-town games unless instructed otherwise by the coach. They must sit in the bench area and, if their return to active status is anticipated, are expected to attend practices to stay up-to-date with team information. A coach may request written notification from a physician describing the seriousness of the injury, suggesting appropriate activities for the athlete, and projecting a return date.

XIV. **Travel/Transportation**

- a. **Off-Campus Practices:** Helias Catholic High School cannot and will not provide regular transportation to practice sessions which occur off school property. It is the responsibility of each athlete and his/her parents to arrange transportation to the practice facilities which are provided to Helias Catholic by many youth and community minded individuals and organizations.
- b. **Event Transportation:** Helias Catholic High School is responsible and liable for the safety and welfare of all team representatives (including athletes, student managers, statisticians, film crew, etc.) during trips to and from interscholastic contests and events. All students must ride both to and from all contests on the transportation provided or arranged by Helias Catholic High School (see parent transportation).
- c. **Parent Transportation:** The only exceptions to the event transportation policy are that a student may, with the prior approval of the head coach and after having been properly signed out, ride home from a contest with his/her parent(s). Students, with written permission from their parent, may, with the prior approval of the head coach, ride home from an athletic event with another parent or adult family member as specified in the note. Helias Catholic frequently asks parents to help provide transportation to school events in an effort to reduce athletic expenses. Everyone involved must understand that if a parent's vehicle is being used to transport students, the parent's auto insurance policy would respond in the event of a claim.

XV. Appearance

- a. **Personal Appearance:** Hair shall be neat and trimmed and must meet the requirements of the school and the head coach of the sport. Failure to comply will result in ineligibility to participate until the issue has been resolved to the satisfaction of the coach. As in Helias Catholic' school rules, visible tattoos and jewelry in body piercings are not permitted in athletics.
- b. **Team Representation:** Athletes that are not dressed in playing apparel when they arrive at the game site are expected to dress in a fashion which will demonstrate their pride in Helias Catholic High School and reflect positively on the school, the team, and them as individuals. At home games in all sports in which the players will be seen by those in attendance prior to dressing to compete, the male players should come to the site attired in, at a minimum, school uniform. For away games the uniform dress shirt and tie is required and a jacket is recommended. Female players should be dressed nicely in a dress or slacks outfit. Players who arrive at the game site in uniform are expected to be fully and appropriately attired in the uniform provided when they enter the facility. Headphones are not to be worn at any athletic facility when representing Helias Catholic.

XVI. Care of Uniforms & Equipment

The uniforms and equipment owned by Helias Catholic High School and loaned to athletes during their season are to be used only for interscholastic contests or as directed by the head coach. Each athlete is responsible for the care and cleaning of all equipment and uniforms. An athlete should never allow a sibling or another student to use or wear a part of the Helias uniform or item of equipment. Students are financially responsible for such items and will be charged full replacement cost if the item is lost, stolen, or irreparably damaged.

XVII. Awards

To earn a varsity letter, provisional letter, or numeral, an athlete must meet the particular requirements for that sport as set forth by the head coach. However, for a letter, that requirement shall include, at a minimum, participation (defined as any appearance) in at least 50% of the varsity level contests in that sport; or, in the event of injury, the projection of the head coach that this requirement would have been met; or, a senior who has participated for all four years but has not met the 50% of contests requirement. With the permission of the athletic director, exceptions to this policy may be made by the head coach for an athlete who is moved up to the varsity squad in the latter part of the season and makes a significant contribution to the team in post-season play. Letter winners are recognized at awards dinners or programs organized individually by each head coach or Athletic Booster committee chairs following each season.

XVIII. Try-outs & Cuts

Helias Catholic High School has a cut policy in place allowing coaches to make cuts following a five day try-out period. Every student wishing to try-out for a sport must be given an equal opportunity to make the squad unless previous discipline problems prohibit the player from participating. All try-outs must include a minimum of five practice sessions before the squad is announced. If a program does choose to make cuts, the head coach and their staff will make cuts based on their evaluation of each athlete during the five day try-out period. Helias Catholic encourages students that get cut from a sport to visit with the activities director to see what other sports and activities may be a good fit for that particular student.

XIX. Contacting Coaches Policy

Coaches at Helias Catholic High School are known for their dedication and the many hours they contribute, well beyond the expectations for which they are remunerated, to the success of our athletic program. Faculty coaches' primary responsibility is teaching five or six classes per day prior to practice sessions, scouting, travel, meetings, games, and the wide variety of time consuming tasks inherent in the coaching profession. The administration strongly recommends that parents who wish to speak with a coach NOT call the coach at home. Our coaches' family/personal time is valuable, necessary, well-deserved and should not be interrupted. Rather, if a parent wishes to speak to his/her child's coach, please call Helias Catholic (635-6139) to see when the coach is available during the school day and then make an appointment to call or stop by at that time. We very much appreciate your cooperation.

XX. Handling Concerns with Coaches

Helias Catholic is proud of the men and women who make up our coaching staff and are pleased to say that they are genuinely dedicated to not only athletic performance but emotional, mental, social, and physical

growth and development of Helias Catholic' athletes. However, we also recognize that there will be situations in which athletes are dissatisfied with their situation on a team and/or unhappy with the coach. If that occurs our desire is to resolve the issue(s) fairly, expeditiously, and professionally. Doing so requires these steps:

1. The athlete should meet privately with the coach to express his/her concerns and to receive the coach's explanation of his/her status on the team.
2. If the athlete meeting does not result in a resolution of the problem, the parent(s) should call Helias Catholic to arrange an appointment to meet with the coach to express their view and listen to the coach's perspective.
3. Only after steps 1 and 2 have failed to result in resolution of the issue should the athletic director be contacted.
(Concerns regarding playing time or coaching strategy are not administrative matters and must be resolved in meetings with the coach, not with the administration.)

A parent or athletes should never attempt to talk to a coach with a complaint after a contest. With competitive emotions running high (on the part of both the parent and the coach), no good can come from such an ill-timed meeting.

We appreciate, and must insist on, your compliance with this policy. We are in the business of educating young people and the examples set by parents and coaches leave lasting impressions. Handling problems and disputes maturely and professionally is a great example for our students and a valuable experience for all concerned.

XXI. Inclement Weather

- a. **Practice Policy:** During the winter months it is likely that practices or contests will be affected by inclement weather. Helias Catholic policy states: On any day on which any entire school day is cancelled and on any day of which school is dismissed due to inclement weather no practices, meetings, performances, service projects, etc. may be held without the permission of the President.
- b. **Game Policy:** Events involving competition with other schools may be held with the permission of the President or his designee if weather and road conditions improve.
- c. **Parental Decision:** In any case, parents must make the final decision as to whether their son/daughter will attend events when weather is dangerous, dubious, or threatening. If parents believe the conditions endanger the well being of their child, they are strongly encouraged to keep him/her home and have the guarantee of the administration that there will be no negative repercussions of any kind on their child for having missed practices or games at the discretion of the parent under these circumstances.

XXII. Understanding Assured

Every athlete and his/her parent(s) must read these rules and sign a statement agreeing to comply with these rules and regulations prior to participating in the first practice session of the school year.