

Assumption Athletic Handbook



*We are the Community of Assumption
and Rocket Nation!*

**Take care of yourself,
Take care of each other,
And take care of this place.**

Table of Contents

Introduction.....	2
Athletic Office Team.....	3
Athletic Sports and Activities.....	4
Sports Contacts.....	4
Mission.....	5
Sportsmanship.....	5
Expectations: Coaches	6
Expectations: Parents.....	7
Expectations: Chain of Command	8
Parent Meetings	8
Eligibility Requirements.....	9
Physical Forms.....	9
Drug, Alcohol and Tobacco Form.....	9
Academic.....	9
Athletic Fees and Passes.....	10
Attendance.....	10
Injuries/Trainer.....	10
Secondary Insurance.....	11
Weight Room and Facilities.....	11
Transportation.....	11
Out of Town/Overnight Trips.....	12
Tryouts.....	12
Intramurals.....	12
Dead Period.....	12
Fundraising.....	13
Cancellation Policy/Inclement Weather/Heat Index	13
Water Policy.....	13
Team Travel.....	13
Non-school Related Athletic Travel.....	14
Uniforms and Equipment.....	14
Spirit Wear/Campus Store.....	15
Awards/End of Season Celebrations/Senior Events.....	15
Website.....	16
NCAA.....	16

Introduction to Assumption Athletic Handbook

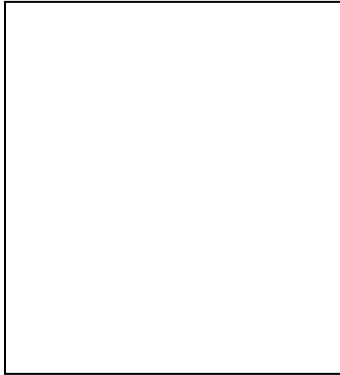
We believe that athletics are an integral part of the educational program at Assumption. The planning and implementation of our athletic activities involve consideration of the physical, emotional, and spiritual growth of each student athlete. The Athletic Department and coaches work with the girls to develop loyalty, responsibility, cooperation, leadership, and sportsmanship skills. A good attitude and cooperation by the athlete and their family are expected. The Assumption athletic program is designed to allow each student the opportunity to learn the values of teamwork, respect, and self-discipline through competitive and noncompetitive sport. Our student athletes are truly students first, and athletes second. Please take the time to read through this handbook and use for reference throughout the year.

Being part of the Assumption Community is both an honor and a privilege, and because of this we have high expectations of our students and parents. This handbook is a guide to help your family understand the expectations, guidelines and policies of the Assumption Athletic Department and school administration. If you have any questions that are not directly answered in the following pages or in the school student-parent handbook, please feel free to contact the athletic office.

Thank you in advance for your support and for your family's participation in your daughter's athletic program. Our expectation is that all students and their parents will be positive and supportive of all of their teammates, officials and coaches and refrain from engaging in any unsportsmanlike conduct on or off the field, or on social media.

Let's work together to make Assumption athletics the standard to which all others are compared. Thank you for your help and cooperation. We look forward to an exciting and rewarding year.

Athletic Office Team



Angela Passafiume – Athletic Director

502-271-2554

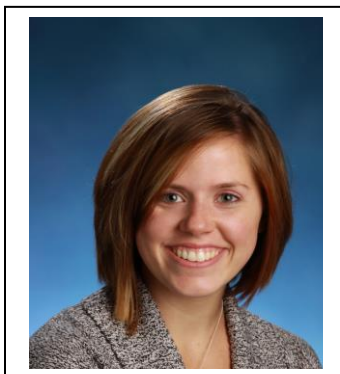
Angela.passafiume@ahsrockets.org



Melissa Schindler – Assistant Athletic Director

502-271-2564

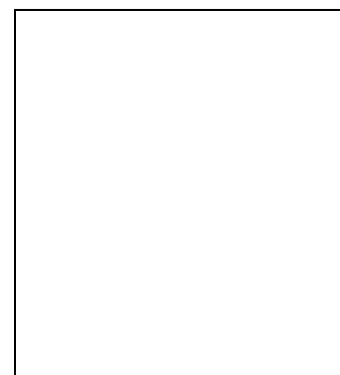
Melissa.schindler@ahsrockets.org



Lauren Alter – Campus Store/Summer Camp
Coordinator

502-271-2675

Lauren.alter@ahsrockets.org



Kelly Hoffmann – Administrative Assistant to
Athletics

502-271-2555

Kelly.hoffmann@ahsrockets.org

Athletic Sports and Activities

SPORT	TRYOUTS	SEASON	LEVEL(S)
Cross Country	July 15	Sep. – Nov.	JV/Varsity
Field Hockey	July 15	Aug. – Nov.	FR/JV/Varsity
Golf	July 15	Aug. – Oct.	Varsity
Soccer	July 15	Aug. – Nov.	JV/Varsity
Volleyball	July 15	Sep. – Nov.	FR/JV/Varsity
Mascot Team	August 30	Aug. – July	Varsity
Archery	October 15	Nov. – March	Varsity
Basketball	October 15	Dec. – Mar.	FR/JV/Varsity
Bowling	October 1	Dec. – Mar	Varsity
Swimming	October 1	Nov. – Feb.	Varsity
Fast Pitch Softball	Feb. 15	Mar. – June	JV/Varsity
Lacrosse	Feb. 15	Mar. – May	FR/JV/Varsity
Tennis	Feb. 15	Mar. – June	JV/Varsity
Track	Feb. 15	Mar. – June	JV/Varsity
Cheerleading	April	Aug. – Mar.	Varsity
Dance	April	Aug. – Mar.	Varsity

Sport Contacts

Archery	Laura Price	Pricefamily.6@twc.com
Basketball	Amy Siegel	asiegel@bellarmine.edu
Bowling	Regina Jewell	Rjewell1981@gmail.com
Cheerleading	Brandon Bratcher	Brandonballin1@hotmail.com
Cross Country	Barry Haworth	bmhaworth@louisville.edu
Dance	Ashley Flaker	Ashley@360.com
Field Hockey	Debbie Judd	debbie.judd@ahsrockets.org
Golf	Steve Frank	Steve.F@twc.com
Lacrosse	Jason Curran	Jason.curran@ahsrockets.org
Mascot Team	Jazlyn Eddings	Jazlyn.eddings@ahsrockets.org
Soccer	Tammy Cammack Hailey	tammyhailey@att.net
Softball	Lisa Pinkston	lisapinkston@gmail.com
Swimming	Rick Stewart	swimming@ahsrockets.org
Tennis	Steve Frank	Steve.F@twc.com
Track	Barry Haworth	bmhaworth@louisville.edu
Volleyball	Ron Kordes	ronkordes@ovvc.com

Assumption Mission

Rooted in the values of Jesus Christ and the spirit of the Sisters of Mercy, Assumption High School, dedicated to the development of the whole person, educates young women in a Catholic community where **faith guides, compassion inspires, integrity matters, and excellence empowers.**

Athletic Mission of the Assumption High School Athletic Department is to provide an athletic program that represents the highest standard of integrity which enhances the educational philosophy of Assumption, complements and provides services in support of the school's mission, supports the total development of the student athlete, and provides opportunities for success at the highest level of interscholastic competition.

The interscholastic athletic program of Assumption High School is an integral part of our educational program. It must be in harmony with our educational objectives, yet athletics are not in a classroom setting, therefore putting the I before team is emphasized. All interscholastic athletic activities at AHS teach:

- an individual to be a responsible and contributing team member.
- selfless effort in working with others to achieve a common goal.
- appreciation of efforts of others, whether they be teammates, opponents, officials, coaches, or spectators.
- a desire to overcome barriers as a means of achieving full potential and success.
- an ability to keep activities and games in proper perspective.

Athletic programs at Assumption are meaningful, valuable community activities that foster loyalty, school spirit, and healthy competition.

Assumption athletic contests are a public display of our educational mission. The entire "Rocket Nation" – students, parents, family, friends, faculty, and staff – is responsible for staging healthy, safe, and worthwhile athletic events.

Sportsmanship Expectations: Players/Participants

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship. It is the responsibility of Assumption's players, coaches, fans, parents, administrators, and officials to emulate this value. Good sportswomen demonstrate this by taking a loss without complaint, handling victory without gloating, and treating her coaches/teammates/opponents with fairness, courtesy, and respect.

We expect players to serve as positive examples for spectators by exercising self-control and good sportsmanship and by accepting both victory and defeat with pride and compassion.

We expect cheerleaders and spectators to keep all cheers positive and to avoid actions that detract from the opposing team's efforts.

We expect all student athletes to sign and abide by the Drug, Alcohol, and Tobacco Policy

We expect each student athlete to uphold the following commitment standards:

- Commitment to Personal Development
- Commitment to Academic Excellence
- Commitment to Service
- Commitment to Team Above Self
- Commitment to Athletic Excellence

We expect team members to respect each other and not participate in any activities that could be interpreted as hazing.

We expect each player to hold herself personally accountable for her actions and accept the positive or negative consequences of those actions.

We expect each student athlete to understand that she represents Assumption High School in all aspects of her life. The way she handles herself in competition and conducts herself at home and in public should represent the values we hold true at Assumption.

Expectations: Coaches

We expect coaches to understand that they are a representative of Assumption in our community. All actions and choices must reflect the mission and spirit Assumption has established.

Coaches will

- put the student athletes first.
- be role models for loyalty, honesty, and integrity.
- constantly strive for professional growth.
- be organized, efficient, and timely.
- be leaders of their programs.
- be a positive force at Assumption and in the community.
- be knowledgeable of the rules and regulations set forth by the sport and governing bodies.
- represent the model of good sportsmanship.

Expectations: Parents

Parents of Assumption athletes take on a tremendous responsibility helping their daughters successfully achieve academically, socially, and athletically while participating in high school competition. In recent years, the societal idea of winning on the playing field/court and the focus on your own daughters playing time has come to define success and has underscored the significance we (parents, coaches, and administrators) have in educating the whole person. Keeping athletic competition in perspective and the concept of team is key to the successful growth of each of our girls.

At Assumption there are many good athletes who play each sport. Coaches must take into account a player's skills, work ethic, speed, mental toughness resilience and their attitudes when deciding on playing time. It is not an easy task, nor are these decisions meant to distress or humiliate any player. They are decisions for what is best for the team and best for the program. It is acceptable if the player and the parents disagree, but parents and players must realize that our policy is that coaches and players will discuss playing time matters.

Therefore, each parent will agree to the following:

- Encourage their daughter to have a good and open relationship with their coach and not to dwell on playing time issues at home, but instead be encouraged to talk to their coaches about such issues while both player and coach are being supported at home.
- Remember that children participate to have fun and that the game is for the young women and not the adults.
- Support my daughter even when she had a rough practice or game.
- Support the coaches who have to make tough decisions about playing time for my daughter and their friends.
- Inform the coach of any physical disability or ailment that may affect the safety of my daughter or the safety of others.
- Learn the rules of the game and the policies of the KHSAA.
- Be a positive role model for my daughter and encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for **all players**, coaches, officials, and spectators at every game, practice, or other sporting event.
- Teach my daughter to resolve conflicts by using her communication skills that she will need and use throughout her life.
- Demand that my daughter treat other players, coaches, officials, and spectators with respect.
- Praise my daughter for competing fairly and trying hard and make my child feel like a winner every time.

- I will never ridicule or yell at my daughter, her teammates, or coaches for making a mistake or any other reason.
- Emphasize skill development and practices and how they benefit my child.
- Promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my daughter to win.
- Respect the officials and their authority during games.
- Demand a sports environment for my daughter that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sporting events.
- Refrain from coaching my daughter or other players during games and practices.
- I will never question, discuss, or confront coaches at the games. Any discussion regarding my daughter or her team will take place with the coaches at a mutually agreed upon time and place.

Expectations: Parents, Chain of Command

While we strive for every athlete and family to have a positive experience while participating in athletics at Assumption, there will inevitably come a time when an athlete or parents may have concerns during the course of the season. In this situation, the following protocol should be followed:

- Step 1 The athlete needs to take her concern to the coach - *We are teaching our young women to be responsible and confident. Articulating her concern to the coach is an important lesson for the athlete to learn.*
- Step 2 If the athlete does not reach a satisfactory conclusion, she shall meet with the athletic director, after which, the athletic director will meet with the coach, then schedule a follow up meeting with the athlete. *Again, we are teaching the student athlete how to resolve conflict.*
- Step 3 If the concern remains after this meeting, then the parents may request to meet with the Athletic Director, the coach and the student athlete.
- Step 4 If the student athlete's or parent's concerns and/or issues have not been satisfactorily addressed by the Athletic Director, the student athlete and/or her parent may request a meeting with the President, the athletic director, the coach, and the student athlete.

Expectations: Parents, Parent Meetings

At the beginning of each season, the coach and a representative of the Athletic Department will hold a team meeting. There will be many important topics discussed at this meeting that will help define the expectations for the season. Attendance at parent meetings is mandatory for the student athlete and at least one parent. This is considered

a business type meeting to explain expectations, scheduling, any planned travel for the season and to collect any fees that might be owed.

Eligibility Requirements for tryouts and participation

Assumption High School is a member of the Kentucky High School Athletic Association (KHSAA). As a member, we follow all the policies and guidelines set forth by the KHSAA. All forms needed by athletes are available at www.ahsrockets.org/athletics.

Any member of the team (including managers or statisticians) must meet the following requirements:

Physical Form: *Before a student is allowed to try out*

Each prospective student athlete must have a physical examination conducted by a physician before she is eligible to try out, practice, or participate in a sport. The physical is valid for 13 months from the date of the physical examination and must be complete on the required KHSAA physical form. No other form will be accepted as this form includes written permission to participate from her parents or guardian, medical history and proof of insurance. This form can be found at www.ahsrockets.org/athletics.

Drug, Alcohol and Tobacco Form: collected at tryouts

A student athlete will not be eligible to participate in tryouts until a signed copy of the Drug, Alcohol and Tobacco form is turned into the athletic office. This form can be found at www.ahsrockets.org/athletics.

Academics: once a student is selected for the roster

KHSAA requires that each school does weekly grade checks. Assumptions requirements for grade checks is listed here:

If at any time during a semester, a student is failing one class or has a D average in more than two classes, she will be put on probation for two weeks (a warning is issued, but the student is still allowed to practice and participate in games). At the end of the two weeks, if the student is still failing one class or has a D average in two or more classes, she will immediately be suspended from participation in contest for one week. This student will serve a full seven-day suspension from Monday to Sunday. After that seven days, if the student is still failing one class or has a D average in two or more classes, she will remain on suspension until the required grades are achieved (no Fs and no more than one D).

If at any time during the semester, a student is failing more than two classes for the semester, she will immediately be suspended from competition for one full week (Monday through Sunday). After that seven days, if the student is still failing more than

one class and/or has a D average in two or more classes, she will remain on suspension until the required grades are achieved (no Fs and no more than one D).

During a suspension period, the student may not dress in a team uniform or participate in any competitions nor attend any practices or team activities.

Athletic Fee and Athletic Passes: fees collected no later than at the parent meeting

Assumption charges an athletic fee of \$150 per athlete for the entire year regardless of how many different sports the student chooses to play. All athletic teams that fall under the governance of the athletic department are subject to this fee. This fee will be due at the parent meeting set up by each coach for his/her respective sport after the teams have been selected. Families with more than one athlete pay a 50% fee for the athlete above and beyond their first fee of the year (\$150 for the first of the academic year, \$75 for each subsequent child during the remainder of the year). This fee includes two season passes to all school home and regular season events. The passes are non-transferrable, not valid for use during any tournament, must be presented at the gate for entry, and do not guarantee entry if an event is sold out. Your fee may be paid at any time during the year to reap this full year benefit.

Attendance: daily, team trip excused absence vs club travel policy

A student who is absent from school for more than two hours may not participate in or attend any sports, social, or school event on the same day. Extenuating circumstances may be presented to the Dean of Students for special consideration.

Students may be excused from school for up to two consecutive days to participate in non-AHS athletic events or other competitions at the discretion of the administration. Staff from the athletic department will make arrangements for these absences.

For club travel, parents should submit written requests for a prearranged excused absence to the dean of students at least one week prior to the date of the planned absence; these may also be submitted via email to attendance@ahsrockets.org. If the request is approved, time is needed for the office staff to communicate with teachers, etc. Neither parents nor students should contact teachers directly to request that the student be excused as teachers may not give permission for an excused absence unless the dean of students has excused the absence first.

Injury and Trainer

As with all physical activity, there is an inherent risk of injury when participating in athletics. The parent or guardian must sign a waiver, that is part of the physical examination form, which provides consent to allow the student to receive medical treatment that may be deemed advisable by the high school, the KHSAA, and their representatives in the event of injury, accident, or illness while participating in intramural

or interscholastic athletics, including, but not limited to, transportation of the student to a medical facility.

Assumption does provide a full time trainer for all students who can help access game and practice injuries as well as aches and pains that arise from athletic participation. Please have your daughters see the trainer whenever necessary. She is available at the end of most school days in the training room at school or at the Green. She is also available by appointment. Her contact information is shannen.brown@ahsrockets.org

Secondary Insurance

Assumption High School carries a secondary insurance policy for all athletes and student team personnel. An athlete, through her family, is eligible to file an insurance claim in the event she is injured during practices, games, or while traveling to and from team events. The secondary insurance goes into effect after the student's primary insurance policy processes the claim. This is not a primary insurance for the student athletes/student team personnel.

In order for the insurance to pay on a claim, the injured athlete or student team personnel must be treated within 30 days of the injury and must have the claim form turned in to the insurance company within 90 days of the injury. Secondary insurance claim forms are available through the athletic office or trainer.

Please contact the athletic office for forms or the finance director for claims regarding secondary insurance for students.

Weight room and Facilities

No athlete will be permitted to use any Assumption facility without the supervision of the coach. Coaches are expected to be in the immediate area.

The weight room at school and at the green may not be used without supervision by coaches or the trainer. No food, no horseplay and no running are allowed in the weight room.

Transportation

Parents are responsible for their daughter's transportation to and from practices, games, and team events unless otherwise notified.

Student athletes who are legally allowed to drive may drive to and from practices, games, or team activities that are within Jefferson, Bullitt, or Oldham counties in Kentucky, as well as Clark and Floyd counties in Indiana.

The school will provide bus transportation to the green for fall and spring practices that begin before 5 pm. If the student has practice immediately afterschool they will be taken as soon as parking lot traffic allows.

Transportation will be provided on ½ days only if practice begins within the hour after school is dismissed (i.e. dismissal at 12:30pm and practice begins at 1:30pm).

Out of Town/Overnight Trips:

Coaches must secure parental permission for student athletes to attend any trip that requires travel outside of Jefferson County or its adjoining counties. Student athletes are the responsibility of the team and coaching staff while out of town for an athletic competition, even if parents are in attendance.

The Athletic Department and/or coaching staff will make travel arrangements for the team and team personnel only. All coaches will submit requests for approval for team travel to the Athletic Director before tournament fees or travel expenses have been paid.

Tryouts

Each sport that has a tryout may also have cuts to develop competitive teams. There will be a minimum of two days of tryouts for any sport that will cut prospective athletes. Transfer students may be granted a tryout upon arrival, but may be denied if they are well into that sport season.

Intramurals

Intramurals are organized sport opportunities for all students who like to participate in athletic events. Events include both one-day tournaments and league play. Participants must have permission slips signed by parents to participate. Students must also meet roster deadlines for eligibility in team sports. Intramural sports offerings typically include volleyball, basketball, flag football, and kickball. Announcements will be made at school regarding upcoming intramural activities. Please contact the Assistant Athletic Director for more information.

Dead Period

Students may not receive coaching or training from school personnel (either salaried or non-salaried), and school facilities, uniforms, nicknames, transportation, or equipment shall not be used each year in any KHSAA sanctioned sport or cheerleading squad during the period beginning June 25 through July 9. School funds may not be expended in support of interscholastic athletics in any KHSAA sanctioned sport during this period. These restrictions shall not apply to postseason wrap-up activities, celebrations, and

recognition events relating to a spring sports team at a school which participated in KHSAA state championship play in that particular sport during that particular year.

Fundraising

While the Athletic Department provides financial support for every athletic team at Assumption, each team is expected to fundraise to cover costs incurred through team travel. **Each fundraiser must be approved by the Athletic Director and the administration.**

Cancellation Policy/Inclement Weather/Heat Index

The safety of the student athlete will always be the first priority when inclement weather arises.

The heat index limitations depend upon the sport as outlined by the KHSAA and KMA under KHSAA requirements. Coaches of outdoor sports will take heat index readings regularly and chart those measurements when dealing with extreme heat situations.

If lightning is spotted or thunder heard, all activity will stop and the fields be cleared for 30 minutes. All participants and spectators will move to an appropriate shelter. Practice/play may resume after 30 minutes of the last roll of thunder or flash of lightning.

School cancellation does not necessarily mean the athletic events scheduled in the evening will be canceled as well. The coaches and/or Athletic Department will relay the appropriate information as soon as a decision is made.

Water Policy for Athletes

Each athlete as well as each student has the opportunity, and is encouraged, to go to the campus store and purchase the Assumption water bottle that is designated for students. They can fill it up from the water fountains as many times as they need to through the day and drink from it during class. Proper hydration levels are difficult to maintain for teenagers and it is especially important for athletes who lose water during vigorous practices/games. Students/athletes are not permitted to bring their own water bottle. It must be the one they purchase from the campus store.

Team Travel

Assumption school-sponsored athletic teams may be permitted to have an early dismissal due to the team's participation in a regular season or post-season tournament. This will be coordinated by the athletic department and the school administration will be notified. The time for dismissal will be determined by the Athletic Department in conjunction with the administration.

Non-School Related Athletic Activity

Athletes, who request absence from school to participate in an athletic activity that is not school-sponsored must send a letter in advance to the Dean of Students asking for the absence to be excused.

Uniforms and Equipment

The Athletic Department works with the teams to determine equipment and uniform needs. Uniforms are purchased on a rotation with the newest going to the Varsity teams and working their way down to the JV and freshman teams over the course of a few years. It is important that players and their families take care of the uniform set they receive for the season. Proper care instructions will be given at the beginning of each season or will be listed on the uniform itself.

Uniform collection:

Each coach will organize a uniform collection day. The uniform shall be returned to the coach clean and in good condition in a bag with the player's name on the bag. Failure to return the uniform in this condition and on time may result in detention(s) or a damage fee.

Quitting or being dismissed from a team:

If the student athlete quits or is dismissed from a team, their uniform shall be turned into the athletic office immediately. Failure to return the uniform in this condition and on time may result in detention(s) or a damage fee.

Damage:

Damage to uniforms through normal wear and tear (e.g. hole from sliding) will be the responsibility of the Athletic Department. However, if a uniform is lost or damaged in a manner that is not a result from playing, then the player and/or her parent will be responsible for the cost of replacing the uniform.

Failure to return:

Every uniform must be returned to the Athletic Department. Failure to return a uniform will result in the student athlete being assessed a fee to cover the cost of the uniform. Student athletes may be subject to disciplinary action through the school until payment or the uniform is received. Transcripts may be withheld until payment or the uniform is received.

Spirit Wear/Campus Store

Spirit wear is apparel the sports team decides to design and purchase for the season. All spirit wear designs must be approved and ordered through the Campus Store. Students must be a member of the team to be eligible to order team specific spirit wear.

All spirit wear purchases are optional unless specified as required by the head coach. Any items purchased may be worn on school spirit wear days. All profits made from the sale of spirit wear goes to help support the Athletic Department.

Awards/End of Season Celebrations/Senior Events

Each sport will hold their own end of the season celebration. Coaches are responsible for this, but will often enlist the team mom/dad/parents to assist. Every student athlete is encouraged to attend. Each participant in a sport will receive either a certificate or a varsity letter.

Letter:

Each sport has its own criteria for earning a varsity letter. Consult the coach of your sport for details on how a varsity letter is earned. An athlete will be awarded one framed letter when she letters in a sport. After she has earned the letter, she will then receive the proper medallions or bars to add to her letter contingent upon her continued participation in the sport.

State Awards:

When a team wins a state championship, the Athletic Department will purchase T-shirts for the team. The members of the team may also purchase state championship rings if they choose to through the Athletic Department.

National Awards:

A team that wins a national designation will have their picture placed in the gymnasium and may purchase national championship rings if they choose to through the Athletic Department.

National Signings:

Three signing dates are set aside for student athletes who plan to participate in a sport in college. This is a special occasion where the coaches of the team, the student athlete, media, family, and friends are all invited to help celebrate this honor.

- The signing at school is a celebration for the athlete. Do not hold onto the paperwork from the college to save for this signing party. Please sign the appropriate paperwork and send it on to the college by the specified deadline.
- The student athlete should then notify the Assumption college counselor about this great achievement.

Senior Night:

Typically, the last home event in each sport is designated as Senior Night. This is a time we honor our seniors and their families for their participation in the athletic program. The junior students' parents are responsible for organizing and creating any gifts from the team to the seniors. We recommend the team spends no more than \$30 per senior. Please contact the Athletic Department for more information as the date approaches.

Website

Please go to the athletic website at www.ahsrocketsports.org to get the latest information on our athletic programs. Users can view schedules, download forms, and stay current with rocket athletics. There is also an app which allows you easy access to all of your favorite teams. Look for VNN (Varsity News Network) in the app store.

NCAA Clearinghouse

We are fortunate to have many of our student athletes go on to play sports in college. Student athletes who hope to earn athletic scholarships and plan to attend an NCAA institution must be processed through the NCAA Clearinghouse; these student athletes should register with the NCAA after completing the junior year. The college counseling department at Assumption has all the information needed to complete the process. Please attend the NCAA College Information Seminar sponsored by the AHS college counseling department. Refer to the school calendar for the date and time.