



2022-2023

ATHLETIC DEPARTMENT
HANDBOOK

DISCLAIMER

This Athletic Handbook is published and distributed to members of the Mount Saint Joseph Academy community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the Academy. While policies in this Athletic Handbook will generally apply, the Academy reserves the right to take actions that it determines to be in the best interest of the Academy, its faculty, and its student-athletes. This Athletic Handbook does not limit the authority of the Academy to alter, interpret and implement its rules, policies, and procedures, before, during and after the academic year. This Athletic Handbook is for informational purposes only. It is not intended to create, nor does it create a contract or part of a contract in any way, including, but not limited to, between the Academy and any parent, guardian or student affiliated with or attending the Academy. Mount Saint Joseph Academy reserves the right, in its sole discretion, to add, revise and/or delete Academy policies before, during and after the school year.

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ATHLETIC TEAMS

Mount Saint Joseph Academy Sports:

- Basketball
- Crew
- Cross-Country / Track and Field
- Field Hockey
- Golf
- Lacrosse
- Soccer
- Softball
- Swimming and Diving
- Tennis
- Volleyball

WELCOME TO MOUNT SAINT JOSEPH ACADEMY ATHLETICS

Mount Saint Joseph Academy provides a comprehensive athletics program for students in grades nine through twelve. Student participation in athletics is voluntary and the Academy strongly encourages all students to be involved—whether as an athlete, a team manager, a non-playing assistant, or a fan. Our vision is to emphasize a Christ-like attitude valuing positive relationships and fairness in play over winning at any cost, while continually evaluating the athletic program in terms of the educational purpose of our institution. This Athletic Handbook is a guide to the values and beliefs that are at the foundation of our athletic program, and the corresponding expectations that we place on our student-athletes, families, coaches, and other members of the school community. Athletics presents many opportunities for meaningful formative and rewarding experiences steeped in our Mount sisterhood. However, participation is both a privilege and a responsibility. Members of the MSJA community should read and be familiar with the contents of this handbook so that everyone knows and understands the expectations for successful participation in the Academy’s athletic program.

Athletic Director’s Letter

Dear Coaches and Student-Athletes:

I would like to welcome you to Mount Saint Joseph Academy and the athletic program. My hope is that your coaching or student-athlete experience is one that will enhance your total experience and one that will be successful and rewarding to you. I hope your experience on the fields and courts will provide opportunities for leadership and personal growth and will be an important aspect of your life as a coach/student here at Mount Saint Joseph Academy. The administration and I are here to support your growth as a Coach, student and as an athlete. I hope that you will feel welcome to stop in to my office at any time if you need assistance. Good luck with your coaching, athletic and academic endeavors here at Mount Saint Joseph Academy, and work hard! “It’s not where you start, but where you finish that counts.”

Sincerely,

Janet Columbro, Athletic Director

INTRODUCTION

This handbook will outline policies and procedures as well as serve as a guide for appropriate behavior and conduct for student-athletes participating in the athletic program at Mount Saint Joseph Academy. Mount Saint Joseph Academy is a member of the AACA (Athletic Association of the Catholic Academies), which is governed by the PIAA. Student-athletes need to establish priorities that reflect the PIAA/MSJA philosophies. The Athletic Department is funded by Mount Saint Joseph Academy, with attention paid to the equitable distribution of financial support for all teams. Athletic scholarships are not offered. All students are invited to participate on any of the 13 interscholastic teams (field hockey, tennis, volleyball, cross country, crew, soccer, and golf in the fall, basketball, and swimming/diving in the winter, and softball,

lacrosse, track and field, and crew in the spring). Scheduling for all teams is done based on available competition with like institutions, with priority given to other PIAA programs. Participation in athletics in conjunction with success in academics results from hard work, commitment, and sacrifice. As a result, a healthy balance between athletics and academics is not only encouraged, but also expected. While athletic honors earned by individuals and teams are encouraged and academic honors are important, the goal of every student-athlete is to attain a diploma. Therefore, student is listed first in student-athlete.

MISSION, VALUES AND SPORTSWOMANSHIP

Mission

Mount Saint Joseph Academy, a college preparatory school, empowers young women to realize their fullest potential. Imbued with a spirit of unity and reconciliation, the charism of the Sisters of Saint Joseph, Mount Saint Joseph Academy fosters excellence tempered by gentleness and compassion.

Enriched by the values of the Catholic Church, Mount Saint Joseph Academy offers academically rigorous programs, which challenge students to shape the future. In a student-centered, collaborative environment, Mount Saint Joseph Academy provides a holistic education with an emphasis on global responsibility.

Faithful to “educating founders,” Mount Saint Joseph Academy enables students to be agents of transformation in the face of moral and ethical challenges in an ever-evolving society. Trusting in the wisdom echoed by the Constitution of the Sisters of Saint Joseph, the mission asserts, *“On the education of women largely depends the future of society.”*

Spirituality

Mount Saint Joseph Academy is a sponsored work of the Sisters of Saint Joseph in whose spirituality the Academy’s mission is rooted. It is a basic Gospel call to love of God and neighbor. We live and work so that all people may be united with God and with one another. It is characterized by a deep relationship with the persons of the Blessed Trinity and with Jesus, Mary, and Joseph as a human community of love. The distinguishing mark is simplicity as we try to accept God's invitation to grow both individually and together in humility and charity. Like the Sisters of Saint Joseph, we strive to resist complacency, to nourish mutual healing and to foster reconciliation. We move always toward closer union with God and neighbor.

Diversity, Equity, and Inclusion

Project Cilia is a strategic and intentional effort to support diversity, equity, inclusion and belonging at Mount Saint Joseph Academy. It references *reconciliation*, a word deeply rooted in the mission of the Sisters of Saint Joseph. *Cilia*, the foundation of the word reconciliation, means eyelash and calls upon all members of the community to stand face to face in unified intolerance for racial injustice. As a community, we strive to foster and maintain a safe environment that respects diversity, inclusivity, equity and belonging for all and especially regarding our sports teams.

Athletic Program Mission

The Mount Saint Joseph Academy Athletic Department’s mission includes a unique combination of academics, athletics, co-curriculars and spirituality to benefit the holistic growth and social and emotional learning of all students. Mount athletics seeks to optimize the classroom beyond the classroom through physical rigor, competition, camaraderie, collaboration, and unity towards a common goal of success through optimizing teamwork, practice, and play.

Athletic Program Strategic Core Values

- Sustaining the Mission
- Shaping Founders of the Future
- Inspiring Inclusivity & Unity
- Cultivating Lifelong Learners

Athletic Program Goals

- Culture – Catholic, positive, equity and belonging, student centered
- Core Values – mission alignment; holistic development, spirituality, experiential education
- Connection – school and athletics, administration / faculty, and coaches
- Coordination – policy, procedure, operational efficiencies
- Communication – transparency, clear expectations, feedback
- Competitive Excellence – optimal facilities, resources, and personnel for success

Athletic Principles and Goals

The overall goal of the athletic program is to make the student-athlete a more effective leader and agent of transformation in an ever-changing society. As such, the athletic program is designed to teach student-athletes the following principles:

- **To work well with others in promoting unity and kindness to all.** Team unity must be placed higher than personal desire or gain. While athletes build critical skills, the goals of the team that come together via individual talents and intentional collaboration come first.
- **To be successful.** We are called to strive for excellence tempered by gentleness and compassion. We do not always win, but we succeed when we continually strive to do so. Learning to develop a desire to excel, striving to win with earnest dedication and accepting defeat are key lessons.
- **To develop servant leaders.** To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others, as we would have others treat us. We are developing with and serving the dear neighbor, our competitors, in fair play. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
- **To improve and develop our unique gifts/charisms.** Continual improvement and openness to growth mindset are essential to leadership. As an athlete, one must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
- **To enjoy athletics.** It is necessary for athletes to enjoy participation, to acknowledge all the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.
- **To develop desirable personal health habits.** To be an active, contributing leader and sister, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition is completed.

Athlete's Code of Conduct

Student-athletes at Mount Saint Joseph Academy are expected to always exhibit appropriate conduct. Members of all athletic teams are bound by the rules and regulations as stated in the Mount Saint Joseph Academy Student Handbook. Particular attention should be paid to the following and specific sanctions that will result when violations occur:

- Student-athletes may not intentionally come in physical contact with any official, team member, or coach, and/or opposing fan.
- Student-athletes may not verbally abuse any official, team member, opposing team member or coach, and/or opposing fan.

- Student-athletes must refrain from misconduct while traveling or in their representation of Mount Saint Joseph Academy, especially in the areas of alcohol, tobacco, illegal substances, theft, or vandalism of property and/or equipment.
- Student-athletes will refrain from any form of hazing of team members. [Please refer to the student handbook hazing definition.](#)
- General misconduct. Severity of sanctions will be determined by the Athletic Director after consultation with the coach, involved parties, and the principal when deemed appropriate. The above-mentioned situations are not inclusive, and the Athletic Director will administer penalties when deemed appropriate.
- Sanctions may include, but are not limited to the following:
 - Written reprimand to the involved party(ies);
 - Suspension from practice(s);
 - Suspension from competition(s);
 - Suspension from all team activities for a specific time;
 - Restitution ordered for damages and/or theft;
 - Expulsion from the team for the remainder of the academic year.

Student-Athlete Conflict Resolution Procedure

When a problem arises for a student-athlete, the following steps are to be followed to address the situation:

- Step 1 Athlete goes to Head or Assistant Coach and presents concerns. If not resolved:
- Step 2 Athlete and Head Coach meet with Athletic Director. If not resolved:
- Step 3 Athlete, Head Coach and Athletic Director meet with the Principal. If not resolved:
- Step 4 Athlete, Head Coach, Athletic Director, and Principal meet with the President

Sportswomanship/Leaders in Fair Play

Athletics enhances the overall educational experience and help to build well-rounded students and leaders. While the Academy recognizes the importance of competition in athletics, the Academy also places great emphasis on good sportswomanship, developing socially responsible and moral leaders. Integrity, fairness, and respect—these are the principles of good sportswomanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results. Whether participating in or attending athletic events, all students are expected to represent the Academy in a manner that is respectful of others, both on and off the field of play.

Sportswomanship/Leaders in Fair Play goals should include the following:

- Developing a sense of dignity and integrity under all circumstances.
- Respecting the rules of the game, the officials who administer the rules, and their decisions.
- Respecting opponents as fellow student-athletes, the dear neighbor, and acknowledging them for striving to do their best while Mount student-athletes seek to do their best at the same time.
- Looking at athletics participation as a beneficial learning experience, whether a win or a loss.
- Educating students and fans to understand the rules of the game and the value of sportswomanship;
- Accepting the personal responsibility that comes with one's actions in the athletic arena.
- Realizing that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game.
- Performing one's best knowing that others will always turn in better or lesser performances.
- Participating in positive cheers and encouraging the athletes and discouraging any cheer that would redirect that focus.
- Learning, understanding, and respecting the rules of the game as well as the officials who administer them and their decisions.
- Respecting the task coaches face as mentors and support them as they strive to educate our youth.
- Respecting the opponents as students and acknowledging them for striving to do their best.
- Remembering that while we would like to be victorious, we sometimes fall short in athletic competition, using profanity or

- displays of anger draw attention away from the game.
- Calling each other to speak favorably of others and value highly the good in them.

Parent/Guardian-Coach Communications

Athletics promotes the establishment of good communication between parents/guardians and coaches. It is assumed that parents/guardians and coaches will understand their respective roles to best support our student-athletes. To promote effective communication, the following guidelines should be followed:

Parents/Guardians may expect to learn from coaches' information about:

- The coach's and program's philosophy as well as Individual and team expectations
- Location and times of all practices and games
- Team requirements (i.e., practices, equipment, off-season conditioning)
- Procedures regarding injuries during practices/games
- Positive behavior expectations and non-mission aligned behavior that may result in the denial of participation

Parents/Guardians are expected to:

- Express concerns directly to the coach
- Notify coaches well in advance of any schedule conflicts
- Support the program
- Encourage students to strive for excellence

Appropriate concerns for parents/guardians to discuss with coaches include, but are not limited to:

- Students' psychological or physical treatment
- Ways to help students develop and improve
- Concerns regarding students' behavior during athletics

Inappropriate concerns for parents/guardians to discuss with coaches include, but are not limited to:

- The amount of playing time for students
- Team strategies or play calls
- Other student-athletes

A note on playtime: Perhaps one of the most emotional parts of being a student-athlete centers around playing time. It is the coach's responsibility to decide which athletes should start a contest, which should play what position, and how long an athlete should play. These decisions are often difficult to make, and parents and students are expected to respect the coaching staff's decisions.

If a parent has a concern to discuss with a coach, the parent/guardian should:

- Encourage the Student to exercise her voice and consult her coach directly
- Call to set up an appointment with the coach. If the coach cannot be reached, call the Athletic Director who will help to set up a meeting with the coach
 - Not confront a coach before, after, or during a practice or game, or contact them at home.
 - After meeting with a coach, if a parent/guardian still has concerns, the parent/guardian should:

Call and set up an appointment with the Athletic Director to discuss the situation. While the administration wishes to remain receptive to parents/guardian's concerns and questions, the administration is not involved in the day-to-day workings of the Athletic Department. Accordingly, a referral to the Principal, if necessary, will only be considered once all these avenues have been exhausted.

Team Captains

Captain Selection Policy:

Captain selection varies according to each team. Under the coach's leadership, it involves choosing athletes, either by coach or by team, who exemplify the mission of the Mount as well as student-athletes who set a good example academically, athletically, and socially.

Characteristics of Effective Captains

- Set a good example academically
- Set a good example athletically by attending all practices and games and working hard, training hard, doing extra, exhibiting good sportswomanship, and being a positive influence on and off the field
- Set a good example socially by being a positive influence on and off the field, court, track, or river by treating all teammates equally regardless of talent
- Organize post game clean up. This is not the coach's job
- Thank all officials after termination of the game
- Help with game advertising or publicity and social media as needed
- Help with uniform collection at the end of the season
- Hold team meetings for spirit and morale periodically throughout the season as needed
- Plan postseason get together and thank-you for coaches
- Lead the warm-up before practice and matches
- Encourage positive behavior, including social connection, amongst the team

The Power of a Leader

"True Leaders are not those who strive to be first but those who are first to strive and who give their all for the success of the team. True Leaders are first to see the need, envision the plan, and empower the team for action. By the strength of the Leader's commitment, the power of the team is unleashed!" -Author Unknown

COACHES

Job Description / Expectations

All coaches are expected to always exemplify the mission statement of Mount Saint Joseph Academy and the Athletic Department in all manner of behavior, and to act as role models and ambassadors for Mount Saint Joseph Academy and its Athletic Program. Mount Saint Joseph Academy expects head coaches to take responsibility and accountability for your sport program at all levels.

The following duties are primarily performed, and which are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned by the MSJA President, Principal and Athletic Director.

Performance Expectations

- Establish the fundamental philosophy, skills, and techniques to be taught by the coaching staff. Design conferences, clinics, and staff meetings to ensure staff awareness of the overall program including elements of diversity, equity and inclusivity practices.
- Manage and supervise athletic activities, contests, and practice sessions to promote individual student-athlete holistic growth in academic development, athletic skills, teamwork, discipline, respect, citizenship and good sportswomanship.
- Utilize the ancillary services provided by the MSJA (Mount Saint Joseph Academy) athletic department as a primary point of contact in all matters pertaining to their expertise i.e., administration, athletic training or strength and conditioning.

- Adhere to injury policies and procedures established by the MSJA Contracted Athletic Trainer and the Athletic Department.
- Ensure that all coaches work together toward a common goal within their respected programs and provide unity with the academy and all its extended community.
- Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis (i.e., statistics, film, challenge matches, etc.).
- Train and inform staff and encourage professional growth by promoting clinic attendance.
- Delegate specific duties, supervise implementation, and at season's end, analyze staff effectiveness and evaluate all assistants.
- Exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with parents and administrators.
- Take all necessary precautions to protect student-athletes, equipment, materials, and facilities.
- Monitor and enforce MSJA and PIAA student eligibility criteria for extracurricular participation.
- Work with the athletic department to schedule competitions and coordinate arrangements (i.e., facilities, busing, camps, fund-raising, special events, etc.).
- Accompany and supervise student-athletes during athletic competitions in assigned sports on out-of-town trips.
- Instruct and advise students on PIAA rules and regulations.
- Maintain all appropriate student-athlete personal and pertinent medical files for emergency and travel purpose, and pertinent Mount St. Joseph Academy materials, eligibility forms, grade reports to ensure that the MSJA school and PIAA / league guidelines are being followed regarding eligibility and compliance.
- Apply and enforce student discipline during athletic contests and encourage sportswoman like conduct in all phases of athletic participation.
- Establish and maintain open, professional, and respectful communications with the school community, students, parents, teachers, athletic director, and fellow coaches.
- Have the total athletic and school program at interest. Be supportive of student participation in other Academy activities and communicate with colleagues regarding expectations in and out of season.
- Maintain inventory of all uniforms and equipment within program.
- Annually establish and meet performance goals.
- The administration or designee may assign other duties and accountabilities limited to those consistent with the applicable job function and pay grade.
- Be familiar with and adhere to the Athletic Handbook and general school policies and procedures, particularly those governing student nondiscrimination, anti-harassment, bullying, mandatory reporting, student record confidentiality, and all other pertinent school policies.
- Advise students and parents on athletic code of conduct, including consequences for violation, and coordinate with Athletic Director in instances of violations of the code of conduct.
- Act as a liaison to the MSJA college counseling department and work collaboratively with the school in the college athletic recruiting process in accordance with the Athletic Handbook, NCAA (National Collegiate Athletic Association) and MSJA policies regarding the full process.

ATHLETIC FACILITIES AND TEAM TRAVEL

Team Travel

While on the road, student-athletes and athletic staff of Mount Saint Joseph Academy are representatives of the school. Student-athletes and athletic staff are to conduct themselves in a manner that will reflect a positive image on themselves and the school.

Therefore, the following guidelines must be observed:

- Appropriate conduct must be exhibited at all time Mount Saint Joseph Academy Athletic Department generally provides buses for athletes to travel to and from athletic contests.
- When athletes do not travel on a bus provided by the school, a permission note in the form of an email must be completed (i.e. to the coach and athletic director) in advance. This is the responsibility of the student-athlete.
- Student-athletes should make sure that they know the time and place of their departure and be prompt and ready to leave at the scheduled time.
- Student-athletes should always take study material with them because there will be time on the road for studying.
- Student-athletes should not wear attire that displays or represents any institution other than Mount Saint Joseph Academy. A neat and clean appearance is required.

Transportation

Transportation arrangements are scheduled by the Athletic Department in consultation with Head Coaches. When provided, our athletes are expected to travel to and from athletic contests in transportation provided by the Athletic Department. In extenuating situations, the parents may request permission to make other arrangements. If the athlete is expected to drive herself, parents must make a written request to the Athletic Director. Such requests are not routinely authorized as a matter of convenience for parents; extenuating circumstances must be present. If parents wish to take the student directly from an away site to return home, direct written communication must be given to the coach and Athletic Director the day before. The Academy expects that students will follow all regular bus rules and laws while traveling to and from athletic activities. Athletes who miss the bus may not be allowed to participate in the contest except for extenuating circumstances.

Off-Campus Athletics

- *Crew*
- *Golf*
- *Swimming and Diving*

GENERAL ATHLETIC POLICIES

Eligibility

Student-athletes must comply with all PIAA and Athletic Department regulations regarding eligibility. Student-athletes must maintain a good academic standing to be eligible to participate in the athletic program. The Athletic Director will inform student-athletes when academic difficulties arise, and temporary or permanent suspension from athletic events may result until the student achieves academic success (See Academics Failures). Transfer students need to meet with the Athletic Director to assure her athletic eligibility based on athletic participation and academic eligibility at their previous institution.

Academics

A student-athlete faces a demanding task. Balancing athletics with the rigorous demands of academiarequires time management and the responsible establishment of priorities to satisfy both these roles. Time conflicts are inevitable between class attendance and practice and travel time to athletic events. Athletes who have excessive absences and/or are receiving temporary academic accommodations (e.g., medical-related) may not participate in athletic practices and events until deemed so by administration. Students may miss class for competition. When a student-athlete misses class for a competition, it is the student's responsibility to notify her teacher(s) in advance and make up any missed work. Conflicts with exams, quizzes, etc., must be resolved between the student and the appropriate teacher. In the event that conflicts cannot be resolved, the student's primary responsibility is to academic obligations. Coaches may not make demands that compromise a student's academic standings.

Academic Failures

- Progress reports are issued 4 times in the year and report cards are issued 4 times in the year. Any student who receives a C- or below for any quarter, semester average and/or term or final grade on a progress report or report card is considered to be in academic jeopardy.
- Any student who receives a D+ or D on any progress report or report card for any quarter, semester average, term or final grade, at the direction of the Dean of Studies, the Athletic Director, and any major activity moderator, may be removed from co-curricular activities for a period of time. Extracurricular activities include but are not limited to all major club activities, publications, trips, sporting events and practices, honor societies, service societies and student leadership organizations. The student may be allowed to attend practices or rehearsals for events, but they may not be allowed to participate in games, meets, or any other major activity.
- Progress will be monitored weekly. If after one full school week, progress has been made to improve the grade, the student will be fully reinstated. If improvement is not seen in this time, the student's failing status will remain as is until the Dean of Studies reinstates her to the sport or activity. Any student who receives a failure (F) on any progress report or report card for any quarter, semester average, term or final grade, may at the direction of the Dean of Studies, the Athletic Director and any major activity moderator, be removed from extracurricular activities, publications, trips, sporting events and practices, honor societies, service societies and student leadership organizations. The time of removal from the team/activity is set by the Dean of Studies in conjunction with the teacher, moderator, and/or Athletic Director and dependent upon current grade and learning behaviors that demonstrate a commitment to improve. The student may not attend practices or rehearsals and they may not be allowed to participate in games, meets, or any other major event. If after on full school week, progress has been made to improve the grade, the student may be fully reinstated. If improvement is not seen in this time, the student's failing status may remain as is until the Dean of Studies reinstates her to the sport or activity. If a student fails a course, she is required to make it up in a summer school or school/course approved by the Dean of Studies.
- Any student who fails more than two courses may be requested to transfer from Mount Saint Joseph Academy to another school. If a senior fails a course, her diploma will be awarded upon successful completion of the course as stipulated by the Dean of Studies. Her report card or transcript will not acknowledge a graduation date until the course is retaken, passed and the appropriate paperwork is forwarded to Mount Saint Joseph Academy. Transcripts from summer sessions must be forwarded to the Studies Office by August 15.

Competition Levels

- Basketball – V, JV
- Crew – V, LW, JV
- Cross-Country / Track and Field - V
- Field Hockey – V, JV
- Golf - V
- Lacrosse – V, JV
- Soccer – V, JV
- Softball- V, JV
- Swimming and Diving - V
- Tennis - V
- Volleyball – V, JV

Team Selections

Students are generally required to “try-out” for a particular sport. The process can be competitive and, unfortunately, not everyone who tries out will necessarily be selected to join the team. In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can while maintaining the integrity of the sport. Time, space, facilities, equipment, personal preference, and other factors place limitations on the most effective squad size for any particular sport. Team selections

are generally complete within three days of tryouts. During the tryout period, the coach provides an explanation of qualifications and expectations for team participants. It is the student's responsibility to demonstrate to the coach that she can meet these standards. During team selections, a student may leave one team's tryout for another, but must first obtain permission from the coaches of both teams. Once rosters are chosen, if a student wishes to discuss her evaluation with her coach, that student should make an appointment with the head coach directly immediately following team selections or as soon as possible thereafter. If the head coach is not available at the time, the student may contact the Athletic Director to assist in setting up an appointment between the head coach and the student.

Coaching Evaluations by Student-Athletes

- All student-athletes who completed a season of scholastic participation are required to evaluate the coach and/or coaches of their sport and evaluate the season.
- Evaluation forms and opportunities will be distributed and should be returned completed at the end of the season.
- The Leadership Team and Athletic Director will review these evaluations

Athletic Awards/Honors Banquet

The Athletic Department conducts a Sports Banquet at the conclusion of each interscholastic season. During the program, student-athletes and coaches are recognized for their outstanding athletic and academic achievements during the year and formally at the end of year banquets. The following awards are presented:

- First Year Award JV or Varsity letter and pin
- Two Year Award Year pin
- Three Year Award Year pin
- Four Year Award Year pin and star pin

Additional awards will also be presented each year by coaches

- Coaches award
- Newcomer award
- Spirit award
- Most Improved award

Earning a Varsity Letter

All athletes must meet the following requirements to be eligible to receive a Varsity Letter.

- The sport must be officially sanctioned by the National Federation, PIAA and MSJA
- A full-time coach must be selected by the administration and employed by MSJA
- The athlete must comply with all requirements regarding eligibility in terms of her enrollment and academic standing
- The athlete must have attended practices and meetings as designated by the coaching staff
- The athlete must not have violated any rules, regulation, or policies regarding alcohol, nonprescription drugs, or tobacco products
- The athlete must have competed in an appropriate number of varsity competitions as designated by each coaching staff per sport (usually at least one half)
- The athlete must complete the season in a satisfactory manner
- The athlete must turn in all equipment and/or uniforms issued to her by the coaches
- The athlete must not have violated any rules, regulations, or policies regarding criminal activity requiring a police report

- An athlete could receive a varsity letter if the coaching staff feels the athlete was an integral part of the team and did the best she could considering her physical abilities and year of graduation
- All athletes will be awarded a JV award if they do not earn a Varsity award

College Athletics – Playing at The Next Level

While athletics at Mount Saint Joseph Academy serves as a great venue to reinforce key values and learn life lessons, some of our student-athletes will have the ability and desire to pursue participation in athletics at the college level. In conjunction with our College Counseling Office, our Varsity head coaches provide guidance and serve as a resource by being prepared to:

- Have an open and honest dialogue to help determine programs that may fit the student-athlete’s athletic and academic needs.
- Consult with our College Counselors.
- Consult with college coaches as appropriate (after the student-athlete has made initial contact).
- Advise the student-athlete about the appropriate way to interact with college coaches.
- Help the student-athlete navigate the specific way her sport operates (i.e., how to be seen).

Please know that first and foremost, the individual player/family should be proactive in the college recruiting process. Those who know they are interested in pursuing college athletics should begin mapping out their process at least before the start of their junior year in high school. Student-athletes should not assume that college coaches will contact them. It is the student-athlete’s responsibility to make initial contact with the school(s). The process can be lengthy and involved and often demands constant diligence. If contacted by a college recruiter, student-athletes should inform their coach and the athletics department as soon as possible. Those who anticipate participating in intercollegiate athletics must register with the NCAA clearinghouse. This can be initiated in the junior year of high school but must be completed prior to enrollment or consideration for college athletics. College recruitment and NCAA standards are available in the guidance office as well as the school library.

NCAA Eligibility Center

<https://web3.ncaa.org/ecwr3/>

Attendance Commitment and Expectations

- Expected to attend school on a game day
- Student-athletes MUST be in school by the end of the second block
- Student-athletes may not play or start at the coach’s discretion if she is absent the day before a game.
- Student-athletes will not play if it is determined they have too many late attendances or school absences
- Student-athletes may only change into Warmups during or after lunch period

Conflicts in Co-Curricular Activities

- The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in co-curricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid frequent conflicts. This may mean students have to be cautious about participating in too many activities when such commitments are bound to cause conflicts.

Early Release from Class for Athletics

- Away Games – early dismissal during fourth block with the understanding that student-athletes are responsible for any missed work and for informing their teachers that they will be leaving in advance.

Dropping or Transferring Sports

Quitting is an intolerable habit to acquire, and the Academy strongly discourages students from doing so midseason. If an athlete quits a team, then she will forfeit *her* following sports season. Students who quit may lose the privilege of participation in other athletic activities and the Academy may revoke a previously acquired captain's status in another sports season. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. In these special situations, the student must:

- Consult with her immediate coach and then the head coach.
- Report her situation to the Athletic Director.
- Check in all equipment issued to her.

Equipment/Uniforms

All student-athletes are issued necessary equipment and appropriate uniforms on a loan basis and are responsible for the proper care of all equipment and/or uniforms. Student-athletes are responsible for returning all equipment and uniforms, to the Athletic Director within one week of the last competition date. Any lost or damaged uniforms and/or equipment must be reimbursed for the replacement costs. Failure to do so may result in termination of future eligibility, forfeiture of athletic awards, and/or refusal for academic registration and release of grades or college transcripts. You may wear only Mount Saint Joseph Academy issued uniforms. Refusal will result in demerits or detention.

- Uniforms –
 - Replaced every four years, some additional pieces (i.e. warm up shirts) required by individual teams are due to be returned one week after last game
 - Returned clean in a bag with the student athlete's name on it
 - Demerits will be issued for late or missing items

Parking

We ask for the cooperation of students, parents, and spectators with parking only in designated parking spots on the MSJA campus. There is no parking on the grass or in areas that are not designated as parking spots.

Bullying

Please refer to Page #37 of the MSJA Student Handbook – The Athletic Program fully supports and enforces the school policy as it relates to athletic competition, travel, play, practice and any events related to the Academy's Athletic Program.

<https://www.msjacad.org/student-life/documents-and-policies/student-handbook>

Hazing

Please refer to Page 38-39 of the MSJA Student Handbook - The Athletic Program fully supports and enforces the school policy as it relates to athletic competition, travel, play, practice, and any events related to the Academy's Athletic Program.

https://www.msjacad.org/uploaded/Campus_Life/CyberbullyingAntiHazingPolicy.pdf

Reporting Behavior/Concerns

In most circumstances, the most effective way to address an athletics-related issue is to make an appointment for the student-athlete to speak directly to the coach. Since it is often inappropriate and counterproductive to do this after a game or during practice, a convenient time should be set to speak with everyone involved. As a reminder that if the issue involves playing time, this is a topic the player and coach resolve. An appointment can be made with the Athletic Director after speaking with the coach. If any concerns remain unresolved, please refer to our Conflict Resolution Procedure.

Consistent with the Academy's policies prohibiting harassment, sexual harassment, bullying, intimidation and hazing, the Academy encourages anyone with concerns regarding such behaviors to contact a coach, the Athletic Director, Principal or President directly. Again, please refer to the MSJA Student Handbook for a more thorough description of the Academy's policies regarding these behaviors.

https://www.msjacad.org/uploaded/Campus_Life/CyberbullyingAntiHazingPolicy.pdf

Locker Room Policies

Access to the building for after school athletes is limited to only those specific areas where supervision is provided (i.e., locker room, gymnasium, weight room and field). Restrooms within these areas are accessible.

In addition, students should always follow these guidelines:

- Roughhousing and throwing objects is not allowed in the locker room.
- Hazing is not allowed.
- No glass containers are permitted in the locker room.
- All spiked or cleated shoes must be cleaned or taken off outside the locker room in extreme or muddy weather conditions. No cleats are ever allowed in any other part of the school building.

Exemplary behavior and language are expected from all student-athletes. All personal belongings should be locked up in a team room or locker while the student is out practicing. The Academy is not responsible for any lost, stolen, or damaged personal belongings.

Weight Room Policies

Supervised access to the weight room is a privilege offered to student-athletes. At no time may athletes use the weight room without appropriate supervision.

Weight room rules are as follows:

- Food, backpacks and sport equipment bags are not allowed.
- Room capacity is limited. Be respectful of others' time and space while using equipment.
- Use of the aerobic machines (bikes, ellipticals, etc.) is limited to 20 minutes when busy.
- Wipe down each machine and piece of equipment after use.

Athletic Training Room Policies

Athletes are not to be in the athletic training room unless they are being examined or receiving treatment by the athletic trainer, or with the athletic director's permission. All use of the medical or rehabilitation equipment in the training room must be supervised or authorized by qualified personnel.

Valuables During Games and Practices

Personal possessions are the responsibility of the individual athletes, not the Academy. When something is missing, it should be reported immediately to the Athletic Director or the coach. The locker room area cannot be always monitored, so great care should be taken to protect the valuables left there.

Disciplinary Actions

All athletes should understand that as students of Mount Saint Joseph Academy, they represent the Academy both on and off the field of play and on and off campus. Their conduct at athletic events, including events hosted by other schools, is a reflection on the rest of the Mount Saint Joseph Academy community. Behavioral infractions occurring in connection with athletic events will be dealt with in the same way as other inappropriate behavior, with disciplinary action taken when appropriate.

A student-athlete with a school disciplinary obligation is required to fulfill that obligation before reporting to an athletic practice or game and must communicate this conflict to her coach beforehand. Any student suspended from school for any reason, whether it be in-school or out-of-school, will not be allowed to participate in any athletic activity for the duration of the suspension.

LEAGUE / STATE POLICIES

Mount Saint Joseph Athletic Department is regulated in interscholastic competition by the Pennsylvania Interscholastic Athletic Association and abides by all constitution, by-laws, policy, procedure, rules, regulations, and guidelines as noted in their Handbook which can be found at the Links below:

- **The Pennsylvania Interscholastic Athletic Association**
- [Handbook - PIAA](#)
- **P.I.A.A. Constitution and Bylaws**
- [83 - PIAA - Constitution and Bylaws - 2017-2018 \(redlined\) \(A6459849\).DOC](#)
- **P.I.A.A. Policies and Procedures**
- [Handbook - Section II - Policies and Procedures.pdf \(piaa.org\)](#)
- **P.I.A.A. Rules and Regulations**
- [83 - Rules and Regulations Redlined \(A4568391\).DOC \(piaa.org\)](#)
- **P.I.A.A. Sports Medicine Guidelines**
- [SPORTS MEDICINE \(piaa.org\)](#)

MSJA DRUG/ALCOHOL POLICY

Student-athletes shall refrain from the use of alcoholic beverages while representing Mount Saint Joseph Academy at competitions, while in transit to and from such events, and at official functions and practices related to such competitions. The use of any tobacco products at any practice or competition is prohibited as is the use of tobacco at any time a student-athlete is traveling to or from an athletic event. Use of performance-enhancing drugs, mood altering or behavior modification drugs, or any illegal substance is prohibited at any time during the season unless prescribed by a physician for medical reasons. Proper documentation of such prescriptions must be available for examination. Any student who violates Mount Saint Joseph Academy's Athletic Department Alcohol and Drug Policy, as well as, Mount Saint Joseph Academy policy, will be subject to the most severe sanctions including expulsion from all Athletic Department programs and referral to appropriate administration for institution-wide review. Violations may also result in penalties and/or fines as are imposed by all law enforcement agencies.

ATHLETIC TRAINING AND MEDICAL EMERGENCIES

Certified Athletic Trainer

Student-athletes are encouraged to prepare properly for participation in the athletic program at all levels.

- Athletic Trainer and Rothman Orthopaedic Institute-
 - The Athletic Trainer is responsible for providing services to the best of her ability to maintain the student-athlete's ability to compete at the highest level. The Athletic Trainer's primary objective is to establish an athletics program in which communication among student-athletes, parents, coaches and attending physicians is clear and directed towards the best interests of the student athlete.
- The Athletic Training Room is a facility where student-athletes may receive treatment, care, preventive assistance, and rehabilitation.
 - Hours - The Athletic Training Room is staffed on school days prior to team departures and events until all home practices/games are initiated or completed. Please contact the athletic training office with any questions or concerns.

A certified athletic trainer (ATC) is available to all student-athletes for evaluation, prevention, treatment, and rehabilitation of athletic-related injuries, as well as referral of student-athletes for medical or emergency care. The following procedures are in effect:

- Student-athletes should contact the athletic trainer immediately in case of sports related illness or injury, no matter how minor
- Student-athletes should report for treatment prior to practice or competition
- Student-athletes should follow all recommendations and guidelines regarding treatment and rehab as set by the athletic trainer
- The athletic trainer has the right to prohibit student-athletes from practice and/or competition when deemed appropriate or necessary
- Failure to follow recommended treatment, rehabilitation, or medical follow-up may result in suspension and/or loss of eligibility to participate in practice and/or competition for a specified time which will be determined by the Athletic Director in consultation with the athletic trainer and the appropriate coach
- Any equipment (braces, crutches, ace bandages, etc.) is to be returned when no longer needed.

Automated External Defibrillators

Automated External Defibrillators (AEDs) are portable devices used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. Early access defibrillation has been recognized as a significant factor in survival from incidents of sudden cardiac arrest. The Academy has installed four AEDs around the campus.

- The first is located inside the main entrance to the left at the end of the hall before the double doors.
- The second and third are located in Fontbonne Lounge.
- The third is located outside the gymnasium/auditorium.
- The fourth is with the athletic trainer or in the athletic training room.

Academy coaches are required to maintain AED and CPR certifications. The Academy recognizes that anyone involved in the use of an AED in an emergency, even as a bystander, might have important information to communicate to medical professionals, or may otherwise need to debrief about the experience. The Academy therefore encourages anyone with relevant information, or with a need to discuss what they observed, to contact the School Nurse or ATC once the emergency is resolved.

Emergency Epi-Pens

Epinephrine may be administered to students only in accordance with an individualized Medication Administration Plan satisfying applicable requirements and updated every year.

Such requirements include the following:

- a diagnosis by a physician that the student is at risk of a life-threatening allergic reaction and a medication order containing proper dosage and indications for administration of epinephrine.
- written authorization by a parent or legal guardian; and
- home and emergency telephone numbers for the parent(s) or legal guardian(s), as well as the names(s) and phone number(s) of any other person(s) to be notified if the parent(s) or legal guardian(s) are unavailable.

GENERAL INJURY PROCEDURES

Head Injury/Concussion Policy

- **Rothman Orthopaedic Policy/MSJA Policy**
- **ImPACT Procedure**
- **Concussion Education**

The Academy requires students and their parents (as well as coaches, the Athletic Director, and the School Nurse) to complete a concussion education program yearly prior to participation/involvement in any sports. The goal is to educate our community about head injury symptoms and the consequences of head injuries and concussions. The National Federation of High School Coaches sponsors a free online course for this required annual review, which can be accessed online at:

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>.

This approximately 20-minute course is free, following login, and provides a certificate upon completion. Please contact the Athletic Department, Athletic Trainer, or School Nurse with questions. In addition, student-athletes and their parents/guardians must inform the Academy about prior head injuries at the beginning of the season, which must be disclosed on the pre-season physical form, as well as any head injuries that occur during that season.

Mount Saint Joseph Academy Concussion Protocol and Procedures

The Pennsylvania Board of Education recognizes that head injuries pose a serious health risk to student athletes who participate in Interscholastic Athletics. The following policy is in accordance with the Pennsylvania Senate Bill number 200.

The purpose of this policy is to set forth guidelines for the evaluation, management and response to head injuries and concussions in student athletes.

In accordance with the Pennsylvania Senate Bill number 200 the following words and phrases are defined as:

“Appropriate medical professional” includes all of the following:

- 1) A licensed physician who is trained in the evaluation and management of concussions or
- 2) A certified health care professional trained in the evaluation and management of concussions and designated by such licensed physician.

“Athletic Activity”:

- 1) Interscholastic Athletics
- 2) An athletic contest or competition, other than interscholastic athletes, that is sponsored by or associated with a school entity, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
- 3) Non-competitive cheerleading that is sponsored by or associated with a school entity.
- 4) Practices, interschool practices and scrimmages for all of the activities listed under numbers 1), 2), and 3).

“Interscholastic athletes”:

All athletic contests or competitions conducted between or among school entities situated in counties of the second class, second class A, third class, fourth class, fifth class, sixth class, seventh class and eighth class.

“School Entity”:

A public school, school district, nonpublic school or private school in this Commonwealth other than a private or nonpublic school which elects not to be a member of PIAA.

Contents:

- I. Recognition of a Concussion
- II. Regulations/Procedures
- III. Return to Play Progression (RTP)
- IV. Appendix A: Home Care Recommendations
- V. Appendix B: Academic Accommodations
- VI. Appendix C: MSJA Acute Concussion Evaluation Care Plan Form (ACE)

I. Recognition of a Concussion

What is a Concussion?

A concussion is a type of brain injury caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to another part of the body where the force is transmitted to the head and causes it to move rapidly back and forth or in a rotational direction. **All concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding”, “having your bell rung” or a bump on the head can be serious.

In order to ensure the safety of our student-athletes, it is imperative that all athletes, coaches and parents/guardians are educated about the nature and treatment of concussions and other sports related brain injuries and that all measures are taken to prevent a student athlete from experiencing second-impact syndrome.

Most sport concussions occur without loss of consciousness. Signs and symptoms of concussions may show up right after the injury or can take hours or days to fully appear. If an athlete reports any symptoms of a concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include but are not limited to one or more of the following:

* Headaches	* Amnesia
* “Pressure in the head”	* “Don’t feel right”
* Neck pain	* Fatigue or low energy
* Balance problems or dizziness	* Sadness
* Blurred, double, or fuzzy vision	* Nervous or anxious

<ul style="list-style-type: none"> * Sensitivity to light or noise * Feeling sluggish or slowed down * Feeling foggy or groggy * Drowsiness * Changes in sleep patterns * Nauseous 	<ul style="list-style-type: none"> * Irritability * More emotional * Confusion * Concentration or memory problems * Repeating the same question/comment
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Signs observed by teammates, parents and coaches include:

<ul style="list-style-type: none"> * Appears dazed * Vacant facial expression * Confused about assignment * Forgets plays * Is unsure of game, score, or opponent * Moves clumsily or displays lack of coordination * Answers questions slowly * Slurred speech * Shows behavior or personality changes * Can't recall events prior to the hit * Can't recall events after the hit * Seizures or convulsions * Any change in typical behavior or personality * Any changes in typical behavior or personality * Loses consciousness * Throwing up

Adapted from the CDC and the 3rd International Conference on Concussion in Sport

II. Regulations/ Procedures:

- **Preseason Baseline Screening:** Every new student-athlete to the school (first year or transfer) will receive a valid pre-season baseline screening through the ImPACT program.
 - a. This test will be repeated prior the athlete's third year (junior).
- **Suspected Sustained Concussion:** Any athlete suspected of sustaining a concussion will be immediately removed from competition or practice for the remainder of that day's activities.
 - a. The Athletic Trainer will conduct an evaluation of the athlete through the use of established evaluation techniques.
 - If no Athletic Trainer is on site the coach will call parents and give them the option of seeing our Athletic Trainer at school or taking their child to the emergency room.
 - b. An assessment of symptoms will be performed at the time of injury and 24 hours post-injury.
 - If injury occurs at an away site or when the Athletic Trainer is not present, initial evaluation will be performed when head injury is reported.
 - c. Medical clearance will be determined by the treating physician who is trained in the evaluation and management of concussions in conjunction with the certified athletic trainer.
 - Final clearance will be given at the discretion of the team physician and athletic trainer.
- **Concussion Sustained with Loss of Consciousness:** In the event that an athlete sustains a concussion involving any level of loss of consciousness, the athlete will be immediately removed from participation the remainder of the day. The athlete will also be immediately referred via ambulance to the nearest hospital for advanced medical care.

When can a concussed athlete return to sports?

- **All concussed athletes will need to be seen by a licensed physician who is trained in the evaluation and management of concussions for clearance to start the return to play progression.
 - An Emergency Room/ Urgent Care and/or Minute Clinic Doctors CANNOT clear an athlete from a concussion.
 - It is recommended that athletes not be treated by an immediate family member, even if a licensed physician.
- Athletes who have been diagnosed with a concussion will need to advance through a stepwise return to play progression used by the athletic training staff and physician before returning to full contact play. These steps must be completed over a minimum of 7 days. Each step must be at least 24 hours apart. ** If at any time the symptoms return the athlete must rest for a minimum of 24 hours and repeat the previous step. Parent/Guardian will be contacted if the student athlete reports any symptoms during this progression.

III. Return to Play Progression

A. Returning to participation on the same day of injury:

As previously stated in this document, an athlete who exhibits signs or symptoms of a concussion, or has abnormal cognitive testing, should not be permitted to return to play on the day of the injury. Any athlete who denies symptoms but has abnormal sideline cognitive testing will be held out of activity.

B. “When in doubt, hold them out.”

C. Return to play after a concussion:

1. Athlete must be symptom free for a minimum of 24 hours with a full academic load and school day. Athlete takes ImPACT Test 48-72 hours post injury.
 - Post-concussion ImPACT Test should be in normal range of baseline test and interpreted by a credentialed ImPACT consultant (CIC Trained).
 - If no baseline test was performed, results will be compared to “normative data.”
2. A written clearance by a licensed physician trained in the evaluation and management of concussions or specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician). This protocol is a guideline for management of symptoms of a concussion and increase physical activity. This Return to Play is monitored by the Certified Athletic Trainer.
3. Please Note: If the athlete is cleared by a physician to return to play on a game day and has not met the MSJA concussion protocol and RTP Progression, the athlete will not participate in the event. This is to assure they have fully recovered from their concussion. The safety of our student-athletes is of the utmost importance to us.

4. Step Wise Progression:

- Athlete must attend a full school day schedule with no symptoms for 24 hours prior to starting the step wise progression:

Step 1: Light Aerobic Activity- Increase heart rate less than 70%, 10-20 minutes of biking or walking

Step 2: Moderate Aerobic Activity- Target heart rate less than 140-170 BPM, 10-30 minutes of jogging, bike at a moderate intensity, agility drills, throwing and catching

Step 3: Moderate Anaerobic Activity- sprints, interval bike and weight training; non-contact Sport Specific Exercise: Close to typical routine without any contact

Step 4: Full Contact practice while monitoring symptoms

Step 5: Full, uninhibited return to play; with documented post activity symptoms

- ImPACT Test: The ImPACT test provides computerized neurocognitive assessment tools used by the physician and athletic trainer to assist in determining an athlete's readiness to return to play after suffering a concussion.
 - Baseline testing will be established prior to participation and test results will be used as a standard measure for comparison in the event a concussion should occur.
 - Post-Concussion Testing: will be provided at the discretion of the athletic training staff and treating physician. Ideally post-concussion ImPACT testing will be completed 48 to 72 hours after the head injury or as directed by the treating physician and used as one criterion for return to play.
 - ImPACT recommends not performing more than one test per week or directed by physician.
 - If a Baseline test does not exist for an athlete, the post-concussion ImPACT test will be used and compared with test normative values.
- It is up to the athletic trainer's discretion, working in conjunction with the treating and team physician, to determine if an athlete is medically cleared to return to play.

See Appendix A for: Home Care recommendations for a concussed Athlete and for the Parent take home form.

See Appendix B for: Should a concussed athlete attend school and Documents needed.

See Appendix C for: MSJA Acute Concussion Evaluation Care Plan Form (ACE)

For any questions or concerns regarding home care, our return to play policy, or for a doctor reference please contact:

Jamie Toldero, MS, ATC, ITAT
Head Athletic Trainer Mount Saint Joseph Academy
Rothman Orthopaedics
JToldero@msjacad.org
jamie.toldero@rothmanortho.com

It is better to miss one game than the whole season

Appendix A: Home care recommendations for Concussed athletes:

- After an athlete has been evaluated for a concussion the following should be implemented and monitored by a parent/guardian. In the event that any or all symptoms noted below change or occur, seek immediate medical attention.
 - Deteriorating symptoms
 - New presenting symptoms
 - Deteriorating level of consciousness
- **Rest**, both physical and cognitive. Rest is the number one priority in concussion management. Limit the concussed athlete's exposure to computers, video games, internet, texting, TV and driving in the first 24-48 hours following the diagnosis of a concussion. Athletes should not participate in any kind of physical activity whatsoever.
- Medications that should be AVOIDED include:
 - Aspirin
 - NSAIDS (Non-Steroidal Anti-Inflammatory Drugs) ie: Advil/Ibuprofen

Recommendations provided to: _____ Phone #: _____

Recommendation provided by: _____ Phone #: _____

Date: _____ Time: _____

Appendix B: Should a concussed athlete attend school?

Should a concussed athlete attend school?

- If the athlete is still very symptomatic (headaches, extreme fatigue, feeling "out of it") it may be best to keep the athlete at home. When symptoms have started to resolve, athletes may need to start with half days. This is very helpful in the recovery process but will require a physician's note. Please contact the athlete's school counselor or school nurse with questions or concerns about attendance.
- When working up to a full day of school, some student-athletes may need to take breaks to rest throughout the school day, as well as, they may need more time for taking tests and completing assignments. This is also very helpful in the recovery process but will require a physician's note.

For more information on what documents are needed for medical accommodations, please contact our school nurse:

- Francie McGovern: fmcgovern@msjacad.org or 215-233-3177 ext 312

For more information on what documents are needed for academic accommodations, please contact our Dean of Students.

- Elle Rupert: erupert@msjacad.org or 215-233-3177 ext 319

Notification of Injury Form

It is the athlete's responsibility to report to the Athletic Trainer and coach all injuries and illnesses as soon as possible. When a student-athlete is injured, she will be evaluated by the Athletic Trainer. A parent or guardian will be notified as soon as possible when:

- The student's injury requires further evaluation and care by her pediatrician or when an emergency room visit would be more appropriate.
- The student's injury requires further evaluation and care by a specialist recommended by the Athletic Trainer.
- The student requires transportation by ambulance to an emergency room.

If the injury is not reported to the Athletic Trainer, and a physician is consulted, a note from the physician is required for return to participation. If the student has the need to see a physician due to an athletics injury, the Academy is able to work with the student's physician. In some circumstances, the Academy will require the completion of an appropriate release form authorizing the sharing and receiving of student health information with any outside medical provider. Decisions regarding the availability of an athlete for practice or game competition require the cooperative efforts of the athlete, coach, Athletic Trainer, physician, parents, and Athletic Director. Decisions will be made based on sound medical judgment with the outcome being good athletics health care for the athlete. The athletic trainer for Mount Saint Joseph Academy through Rothman Orthopaedics and their physicians will have the final say about an injury and an athlete's ability to return to activity. Any long-term rehabilitation needs to be conducted outside of the Academy. Other athletics therapy services for sports-related injuries will be provided on-site if feasible pending the Athletic Trainer's time constraints. Otherwise, athletes should plan on utilizing outside formal physical therapy services for care.

Return To Athletics After Injury

If a student is out for a medical reason, a return to sports must be approved by the Academy's Athletic Trainer in consultation with the Academy's nurse when appropriate. A written note from the treating physician will be required to return to sport.

Mount Saint Joseph General Injury Procedures & Return to Sport Procedures

Injury Evaluation & Treatment

1. All injuries are to be reported to the Athletic Trainer at the time of occurrence or as soon as possible afterwards.
2. If an athlete is injured on the field, no matter what type, they should never be moved, especially, if a head or neck injury is suspected, unless it is essential to maintain airway, breathing, and circulation.
 - If the injured athlete has a head or spinal injury and is moved, the vertebrae can shift and sever the spinal cord. A severed spinal cord can mean permanent paralysis or death for the athlete. At sporting events where the Athletic Trainer is not present, it will be necessary for the coach, being the first responder, to evaluate the situation and implement the emergency communication system deemed appropriate for the respective venue. If a life-threatening emergency is suspected (unconscious/unresponsive person/student) dial 911 while also attempting to contact the athletic trainer.

3. It is a coach's responsibility to make sure an athlete reports to the athletic training room to have an injury evaluated if that injury occurs during practice or game. **Coaches should not diagnose or give advice on how to treat or care for injuries; please allow the ATC to be the medical professionals.**
4. All medical notes from physicians must be handed in to the athletic trainers or school nurses immediately upon the athlete's return to school. They should not participate in any way until the medical note is in the hands of the Athletic Trainer. This applies even more importantly when an athlete returns with a note clearing them to participate.
5. Evaluation and treatment of injuries is on a first come, first serve basis – regardless of sport, level or class.
6. The athletic trainer will be available at least one hour before all games and practices. Some exceptions to this rule do exist.
7. Treatment and taping of athletes who will be participating in practice or games takes precedence over evaluations of new injuries, unless it is a serious injury or medical emergency.
8. Injured athletes are expected to complete all treatment/rehabilitation programs as assigned by the ATC. Failure to do so may result in that athlete not being allowed to practice or participate in a game.
 - Anyone getting taped or wrapped for an injury will be required to do rehabilitation for the injured body part on practice days. No rehab – No Taping
 - If an athlete requires long term taping or wrapping, the ATC can allow the athlete to borrow a brace or require them to purchase a brace which will benefit the athlete overall.
 - All equipment checked out or borrowed from the athletic training room must be returned once an injury is healed or at the end of the season. - Athletes are responsible for all equipment checked out to them. - Lost equipment is the financial responsibility of the athlete.
 - Athletes are not allowed to tape or treat themselves at any time or under any circumstances in the athletic training room.
9. Anyone not able to participate in a full practice, without restrictions, the day before a game, WILL NOT be allowed to participate in that game. Any player injured in practice the day before a game must see the ATC immediately. In this instance, game participation (away contest) will be determined after initial evaluation of the injury, (home contest) decision can be made immediately after an initial evaluation or the following day during pre-game warm ups.
10. The ATC will always have the final word on when a player can or cannot participate and under what conditions they can participate in the case of an injury. This includes games and/or practices. If someone has a question about an athlete's level of participation, please don't hesitate to speak with the ATC in person privately.
11. Use of electrical muscle stimulation, ultrasound, moist heat or other significant modality will only be administered to MSJA students, faculty, or staff. Taping and ice bags will be made available to visiting teams.
12. Athletes will be educated on stretching themselves or each other before practices. Manual stretching will be reserved for pre-game or game-time situations on the sidelines after an appropriate warm-up and at the discretion of the athletic trainer.

Appendix C: MSJA Acute Concussion Evaluation Care Plan Form (ACE)

Athletes Name: _____ Date of Injury: _____ Sport _____

Home Phone: _____ Parent/Guardian Name: _____

Your daughter has sustained a head injury while participating in _____ In some instances, the signs and symptoms of a concussion do not become obvious until several hours or even days after the injury. This is why we place your son/daughter on a **24 hour Concussion Watch**.

Please be especially observant for the following signs and symptoms:

- | | |
|---|--|
| 1) Headache (especially one that increases in intensity*) | 8) Changes in gait or balance |
| 2) Nausea and vomiting * | 9) Blurry or double vision* |
| 3) Difference in pupil size from right to left eye, dilated pupils* | 10) Slurred speech* |
| 4) Mental confusion/behavior changes | 11) Noticeable changes in the level of consciousness (difficulty awakening, or losing consciousness suddenly*) |
| 5) Dizziness | 12) Seizure activity |
| 6) Memory Loss | 13) Decreased or irregular pulse or respiration* |
| 7) Ringing in the ears | |

***Seek medical attention at the nearest emergency department.**

Current symptoms reported by your daughter to ATC:

The best guideline is to note symptoms that worsen, and behaviors that seem to represent a change in your son/daughter. If you have any questions or concern at all about the symptoms you are observing, contact your family physician for instructions, or seek medical attention at the closest emergency department. Otherwise you can follow the instructions outlined below:

It is OK to:	There is NO need to:	Do NOT :	Limit:
Use ice pack on head and neck as needed for comfort	Check eyes with a flashlight	Drink alcohol	TV to 30 minutes or less
Eat a light diet	Wake up every hour unless athlete is under the age of 14.	Drive while symptomatic	School work if symptomatic- take breaks to control symptoms.
Go to Sleep	Test reflexes	Exercise	Limit or exclude computer work
Rest (no strenuous activity or sports until cleared)	Stay in bed	Take ibuprofen, aspirin, naproxen or other non-steroidal anti-inflammatory medications until cleared by physician.	Stimulation from bright lights and loud noises
		Play video games	

The goal for the first 24 hours is to rest as much as possible to allow the Brain to heal!!

Please remind your student to check in with the School Nurse **PRIOR TO GOING TO CLASS** on the first day him or her returns to school. As well as reporting to the ATC after school to continue care.

Thunder/Lightning Policy

Thunder or lightning necessitates that all outdoor practices and competitions be suspended. A plan for shelter shall be in place prior to the start of practices or competitions.

Depending on the storm's duration, athletics activity will either resume or be cancelled. A lightning strike is a very serious, life-threatening injury. A person suffering from a lightning strike may need immediate first aid and/or CPR. The victim does NOT carry an electrical charge, and there is generally no danger to someone touching the victim while tending to them.

Thunder/Lightning Procedures

Mount Saint Joseph Academy

The Athletic Trainer or Athletic Director will monitor storms on a lightening detector or lightening detecting weather app and will clear the outdoor athletic teams if lightening is detected within 8-10 miles. If no Athletic Trainer or Athletic Director is present, coaches will remove their teams from the field if thunder is heard or lightening seen. Once removed from the field Mount Saint Joseph will follow the 30 Minute Rule. If lightening is detected again, the 30 Minute Rule will restart.

30 Minute Rule: If thunder is heard, lightning is seen or within 8-10 miles remove the team from the field immediately (DO NOT first clean up equipment), wait out the storm in a safe location. (Inside the building). NO team is to return to the field until cleared by the Athletic Trainer or Athletic Director.

- At any playing location, know where the nearest "safe structure" is located in proximity to the area of practice or play. Your primary choice for safe shelter should include a sturdy building that has metal plumbing or wiring to ground the structure.
- In the absence of a "safe structure" the next best thing is a vehicle with a hard top metal roof and windows up.
- DO NOT use sheds, golf carts, dugouts, under the bleachers or convertibles. In any vehicle (car or bus), it is the metal roof and body, which absorbs the electrical charge of the lightening and directs the charge to the ground around the vehicle. You should refrain from touching metal inside the vehicle.

At the FIRST sound of thunder or sight of lightning, provide instructions for all competitors and spectators to move immediately to the nearest safe building. IT IS NOT NECESSARY TO WAIT FOR AN OFFICIAL TO MAKE THIS DECISION!

- Spectators should seek refuge in their vehicle.
- Warn everyone NOT to take refuge under or near trees, tall objects, lone objects, bleachers, dugouts or fences.
- At an away contest you are responsible for our student-athletes. It is especially important to be proactive, ask which buildings will be open during the contest. Know where to go!
 - Buses will be requested to stay at games when weather is expected.
- Keep track of time! No team will return to the field until 30 minutes after the last thunder is heard or lightening is seen.

Safe Structures for each location consist of:

Mount Saint Joseph Academy:

Turf Field: Bus Hallway

Stadium Field/Track: Bus Hallway

Front Grass Field: Bus Hallway

Softball Field: Bus Hallway

Tennis Courts: Back/Side Door to the Building

Conshohocken Boat House: Inside the boat house, not standing on or touching anything metal

Golf: Clubhouse

XC: If off campus: Cars with a hard top

Heat and Hydration Protocol

Guide for outdoor practices in high temperature and humidity

Guidelines adopted from the National Athletic Trainers Association (NATA)

Heat Injuries cause multiple deaths each year in high school. Heat related injuries range from simple muscle cramping to life threatening heat stroke. Catastrophic heat injuries are preventable. Following the recommendations found in this protocol will help reduce heat related injuries.

Signs and Symptoms of Heat Problems:

The following are common signs and symptoms related to heat illness. This list is not intended to be complete. In the event an athlete is suffering from one or more of the following, the athlete should be referred to the Athletic Trainer for a full evaluation.

- Muscle spasm/cramps
- Heavy or profuse sweating
- Skin is flushed or cool and pale
- Headache
- Dizziness
- Rapid pulse, nausea, weakness
- Disoriented, confused
- Elevated core body temperature
- Cessation of sweating
- Red, dry skin
- Shallow breathing or rapid pulse
- Loss of consciousness

In the event of a heat injury, submersion tubs should be available (Ice Tub located in the Athletic Training Room). During extreme heat days a submersion tub will be set up in a shady area between the turf and stadium fields. If none is available, ice bags, shade, cooling blankets and cold water should be used while the emergency action plan is initiated. Core temperature of the athlete should be returned to or below 100 degrees and maintained before releasing the athlete from care. **Transport via EMS to the hospital SHOULD BE DELAYED until core body temperature is no longer at dangerous levels.**

Recommendations on Fluid Replacement and Acclimatization:

Acclimatization to the weather is the highest priority in preseason training. The process takes 7 to 12 days. Studies have shown adolescents take longer to acclimatize to heat than adults. Athletes need to be educated on the effects of dehydration on physical performance:

- Inform athlete on how to monitor hydration status (watching urine output/color and weight loss).
- Coaches need to mandate rehydration breaks during practices and competitions.
- MSJA Athletic Trainer has a scale accessible to assist in monitoring weight before, during and after activity.
- Provide the optimal oral rehydration solution (water and electrolytes) before, during and after activity.
- Encourage event scheduling and rule modification to minimize the risks associated with exercise in the heat.

According to the National Athletic Trainers' Association position statement on Fluid Replacement for Athletes, an athlete should drink approximately 17 to 20 ounces of water or a sports drink two to three hours before exercise and seven to 10 ounces of water or a sports drink about 10 to 20 minutes before exercise to ensure they are hydrated before exercising (Casa, 2000). In order to maintain hydration status during exercise, an athlete should replenish lost fluids by drinking about 8 ounces of water or a sports drink about every 15 minutes. ** A "Full Water Break" means that cups (9 oz. or greater) of water (preferably with ice) are provided and players have access to and are allowed to refill their cups at least one or multiple additional times. If cups are not available, a watering station with multiple drinking stations should be used with athletes allowed multiple visits during the break.

Season Heat Chart for participation:

Should the heat index change during practice by moving upward to a more serious zone, then immediately follow the guidelines prescribed for the more serious zone. Should the heat index move downward during practice to a less serious zone, then coaches may adapt immediately to the lesser zone by eliminating the prescribed precautions and/or lengthening practice. However, since players were already exposed to the more serious conditions, coaches should continue increased fluid ingestion and close monitoring of the athletes.

The following chart is a simple method to determine the amount of increased risk with variations of heat and humidity, and subsequent suggestions to modify participation in physical activities. **This chart is to be used when there is no mechanical (sling) or digital psychrometer available.** This chart can be used by inputting the temperature and humidity available via local radio stations, Internet locations, etc. Simply cross-reference the relative humidity (top row) with the temperature (first column) to determine the **humiture**. Follow guidelines outlined below.

Humiture or Apparent Temperature Chart (After R.G.Steadman, 1979)

Temp ↓	RELATIVE HUMIDITY (%)									
	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
105°	100	105	113	123	135	149				
104°	98	104	110	120	132	143				
102°-103°	97	101	108	117	125	139				
100°-101°	95	99	105	110	120	132	144			
98°-99°	93	97	101	106	110	125	132			
96°-97°	91	95	98	104	108	120	128			
94°-95°	89	93	95	100	105	111	122	128		
92°-93°	87	90	92	96	100	106	115	122		
90°-91°	85	88	90	92	93	100	106	114	122	130
88°-89°	82	86	87	89	93	95	100	106	115	125
86°-87°	80	84	85	87	90	92	96	100	109	111
84°-85°	78	81	83	85	86	89	91	95	99	105
82°-83°	77	79	80	81	84	86	89	91	95	96
80°-81°	75	77	78	79	81	83	85	86	89	91
78°-79°	72	75	77	78	79	80	81	83	85	86
76°	70	72	75	76	77	77	77	78	79	80

HUMITURE

GREENVILLE COUNTY SCHOOLS REGULATIONS

- 105° and up (Red blocked areas/white #s):No outside activities *
- 95° to 104° (Yellow blocked areas):.....No equipment (helmets, pads, etc) be used during activity.
- 90° to 94° (Blue blocked areas):.....Equipment to be removed as often as possible (during rest breaks, on sideline, etc.). Careful monitoring of all athletes for signs of heat problems.
- Below 89° (Clear or white blocked areas):Adequate water supply at all practices and competitions with breaks every 20 to 30 minutes for rehydration.

* NOTE: Also applies to indoor activities held in non-air conditioned facilities.

Cold Weather Protocol

Cold exposure in general can affect many body systems. Physiological factors such as strength, power, endurance and aerobic capacity are reduced by a drop in muscle temperature or body core temperature. The combination of cold air and the deep breathing of exercise can trigger an asthma attack (bronchospasm). When the body and clothing are wet (whether from sweat, rain, snow or immersion), the cooling is even more pronounced due to evaporation of the water held close to the skin by wet clothing. There are two primary issues that we get concerned with when we think of cold exposure...hypothermia and frostbite.

Hypothermia

The severity of hypothermia can vary, depending on how low the core body temperature gets. Hypothermia frequently occurs at temperatures above freezing. There are specific signs and symptoms to look for. The condition worsens as the core body temperature lowers. Some unique predisposing factors to hypothermia are individuals who are diabetic and those that have an active infection of some sort. Others include being exposed to rain, wind, or increased sweatiness.

	Core Body Temperature	Symptoms
Mild Hypothermia	99-95 Degrees Fahrenheit	Involuntary Shivering Inability to perform complex motor functions (skiing) Increased Blood Pressure

Moderate Hypothermia	95-90 Degrees Fahrenheit	Slurred Speech Violent Shivering Dazed Consciousness Irrational Behavior (undressing & unaware of being cold) Loss of fine motor coordination
Severe Hypothermia	90-75 Degrees Fahrenheit	Pupils are dilated Pale Skin Decreased Pulse Rate Muscle Rigidity Shivering occurs in waves, it is violent & then pauses, the pauses eventually grow longer until shivering ceases Falls to the ground & cannot walk, fetal position Loss of Consciousness, heartbeat & respiration are erratic Cardiac & Respiratory failure

Frostbite

Frostbite is the freezing of superficial tissues, usually of the face, ears, fingers and toes. In conditions of prolonged cold exposure, your body sends signals to the blood vessels in your arms and legs telling them to narrow. By slowing blood flow to the skin, your body is able to send more blood to the vital organs, supplying them with critical nutrients, while also preventing a further decrease in internal body temperature by exposing less blood to the outside cold.

As this process continues and your extremities (the parts farthest from your heart) become colder and colder, a condition called the hunter's response is initiated. Your blood vessels are dilated (widened) for a period of time and then constricted again. Periods of dilatation are cycled with times of constriction in order to preserve as much function in your extremities as possible. However, when your brain senses that you are in danger of hypothermia (when your body temperature drops significantly below 98.6°F), it permanently constricts these blood vessels in order to prevent them from returning cold blood to the internal organs. When this happens, frostbite has begun.

Some factors that predispose someone to frostbite are: wet skin, wind-chill, dehydration, African-Americans, women, hypotensive individuals, anemia, diabetes, and those with sickle cell disease.

Cold Weather Attire

In cold weather temperatures proper layered clothing should be worn and encouraged by athletic staff. Clothing should be **layered** to allow adjustments as activity level may increase and decrease within a practice which may elevate or drop body temperature. The first layer of clothing should wick sweat and moisture away from the body. The top layers should act as insulators to trap heat and block wind.

These include:

- Several layers around the core of the body, especially for those individuals that are not very active.
- Long pants designed to insulate. On very cold days, wind pants can be worn on top for additional wind breaking.
- Long sleeve shirt, hooded sweatshirt and/or coat designed to insulate, repel water and to break the wind.
- Gloves or mittens, snug at the wrist
- Ear protection/hat/helmet
- Face protection
- Socks that do not hold moisture inside. Wool or synthetic materials are best. Limit cotton as it absorbs and holds in moisture, which increases cold sensitivity.

COLD EXPOSURE (WIND CHILL)

When the forecast tells you how cold it is going to be outside, they are generally referring to the temperature of the air close to the surface of the Earth. Although the temperature alone will not tell you how cold you'll feel when you get outside, especially if there is wind blowing. Any warm object, such as a human being, will lose heat when it is exposed to cold air. The greater the wind speed, the faster the object will lose heat. To estimate the heat loss based on temperature and wind speeds, we use the Wind Chill Index. Wind chill is referred to as an *equivalent* or *sensible* temperature, since it is not an *actual* temperature. It is defined from temperatures at or below 50°F and wind speeds above 3mph. Bright sunshine may increase the wind chill temperature by 10 to 18°F.

Cold weather is defined as any temperature that can negatively affect the body's regulatory system. These do not have to be freezing temperatures. The following temperature guidelines have been established for Mount Saint Joseph Academy athletic practice and event participation.

Practice Modification:

Zones	Temperature or Wind Chill	ACTION	Practice Modifications
Advisory Zone	≥ 30 °F	Be aware of potential for cold injury, appropriate protective clothing should be worn	Allow for re-warming as athlete needs. 90 minute maximum of outdoor exposure for practice.
Alert Zone	29-25 °F	Wearing a hat that covers the ears, gloves to cover the hands are required, also wearing tights/leggings and medium level fleece is recommended.	Maximum 45 minutes outside, then 10-15 minutes inside; Maximum 75 minutes of outdoor exposure for practice.
Caution Zone	24-20 °F	Lined tights/leggings, fleece lined long sleeve shirt, running jacket and neck protection is needed, in addition to head and hand covering.	Maximum 30 minutes outside, then 10-15 minutes inside; 60 minute maximum length of outdoor exposure for practice.
Danger Zone	19-15 °F	Lined tights/leggings with another layer covering the legs, multiple layers covering the upper body for insulation and heavy jacket/coat, in addition to head and hand covering.	Maximum 15 minutes outside, then 15 minutes inside; 45 minute maximum length of outdoor exposure for practice
Cancel Zone	≤ 14 °F	Cancel outdoor practice.	

In addition to the above guidelines, it is recommended that the following additional directives are given to student-athletes:

- Cold exposure/activity requires more energy from the body. Additional calorie intake may be required.
- Cold exposure can be affected by poor hydration. Dehydration affects the body's ability to regulate temperature and increases the risk of frostbite.
- Cold exposure/activity decreases the thirst reflex. Conscious efforts before and after practice to hydrate should be initiated.
- Never train alone. A simple ankle sprain in cold weather may become life-threatening.
- Student-athletes should be instructed on signs of cold stress (wind chill, frostbite, and hypothermia). Fatigue, confusion, slurred speech, red or painful extremities, swollen extremities, blurred vision, red watery eyes,

dizziness, headache, numbness, tingling of skin and extremities, shivering, uncontrollable shivering, etc. are a few warning signs of cold stress.

Cold Protocol for Home Sporting Events

For field hockey, lacrosse and soccer:

- Reel Feel temperatures reaching 25-35°F will result in an abbreviated version of team introductions, national anthem and to incorporate an extended halt-time for a rewarming period indoors.
- Reel Feel temperatures reaching <32°F will result in the termination of outside competition.

For softball, tennis, cross country and track:

- Reel Feel temperatures reaching 30-35°F will result in an abbreviated version of team introductions, national anthem and will incorporate a rewarming period.
- Reel Feel temperatures reaching <32°F will result in termination of outside competition.

INSURANCE

Student-athletes must understand the inherent risk involved in interscholastic athletics. This risk can involve serious physical or even fatal injuries. As a result, Mount Saint Joseph Academy requires all student-athletes to have their own basic health and accident insurance policy, which does not exclude participation in athletics. The following procedures are to be followed and it is important that the student athlete and her parents or guardians are fully aware of these procedures and their implications:

- PIAA physical examinations are required for all student-athletes 6 weeks prior to participation in any athletic practice or competition. Students are responsible for procuring a physical exam on their own and will assume any financial obligation for such an exam.
- A certified athletic trainer is available for athletic injury and for referral of athletes for emergency and further medical care at all home athletic contests.

APPENDICES

EMERGENCY ACTION PLANS

On Campus Inside

- Athletic Complex / Gym
- Training Room / Fitness Center

On Campus Outside

- Tennis Courts
- Practice Fields – Front Grass Field
- Track and Field Venue/Stadium
- Softball Venue
- Soccer, Field Hockey, Lacrosse Venue/Turf Field

Off Campus

- Crew Boathouse
- Swimming and Diving Facility(ies)
- Golf Course

https://media.hometeamsonline.com/photos/basketball/ALASKAREGIONIII/Template_EAP.pdf

Appendix A - SOCIAL MEDIA POLICY

▪ Social Networking Policy Mount Saint Joseph Academy Athletic Department

Student-athletes, athletic staff and coaches should be concerned with any behavior that might embarrass themselves, their families, their teams, and/or Mount Saint Joseph Academy. This includes any activities conducted online. As a student-athlete participating in interscholastic sports at Mount Saint Joseph Academy, you are a representative of the school and are always in the public eye. Please keep the following guidelines in mind as you participate on social networking web sites:

- Before participating in any online community understand that anything posted online is available to anyone in the world.
- Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. You should not post information, photos, or other items online that could embarrass you, your family, your team, the athletic department, or Mount Saint Joseph Academy.
- You should not post your home address, local address, phone number(s), birth date, or other personal information as well as your whereabouts or your plans. You could be opening yourself to predators.
- Colleges and scholarship committees now search these sites to screen candidates and applications. The malicious use of on-line social networks such as derogatory language about any member of the PIAA community, demeaning statements about or threats to any third party, and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action by the Athletic Director.
- Sanctions may include written notification requiring that the unacceptable content be removed, temporary suspension from the team, and dismissal from the team.
- Failure to agree and adhere to this Code of Conduct can result in actions ranging from reprimand or suspension to dismissal from the program. It is the Athletic Department’s intention to achieve a level of behavior that reflects positively on all of us. This Code of Conduct is in addition to any specific team policies established by your coach, as well as all guidelines established by Mount Saint Joseph Academy that apply to all students.

I understand and agree that I am required to know, understand, and follow the standards set by Mount Saint Joseph Academy.

Name (print) _____

Signature _____

Appendix B – STUDENT-ATHLETE'S COMMITMENT

I, _____, while a participant on the
_____ team promise to:

1. Attend all practices and meetings faithfully
2. Contact a coach personally before the practice or meeting if I must miss it
3. Faithfully attend all competitions in uniform
4. Contact a coach or Athletic Director personally if I am unable to attend a competition
5. Maintain my eligibility and academic standing
6. If involved in an outside sport, I understand my commitment to the Mount team comes first. If I quit or are removed from the team, I forfeit my next athletic season. Written permission from the Athletic Director is required before quitting team.
7. Represent the Mount in an appropriate manner in my presence and actions, especially at competitions
8. Refrain from using drugs, alcohol, tobacco products, and inhalants
9. Replace any equipment or uniform issued to me, either by payment or the equivalent of the lost article
10. Turn in all necessary forms issued to me by the coach or Athletic Director before the first practice
11. Report any personal injury or teammates' injury to a coach immediately
12. Follow all reasonable requests made by the Athletic Director and coaches, especially those involving practice, diet, rest and competitions

Signature _____

Date _____

Appendix C - ACKNOWLEDGEMENT OF ATHLETIC TRAINING / SPORTS MEDICINE SERVICES

Sport: _____ Date: _____

Name: Last _____ First _____ M. ___ Date of Birth _____

By signing this authorization, I authorize Rothman Orthopaedics and their Athletic Trainer assigned to Mount Saint Joseph Academy to act in the capacity of an approved medical provider to use and disclose the above persons' health information to appropriate medical professionals, coaches, assistant coaches and other athletic staff as reasonable and necessary in order to further this individual's injury care so that they may make decisions regarding their athletic ability and suitability to compete while participating as a student-athlete. I understand that if the individual(s) to which this information is released are not health care providers, health plans or health care clearinghouses subject to the federal Health Insurance Portability and Accountability Act (HIPAA) privacy rules, the health information disclosed pursuant to this authorization may be redisclosed by such individuals without obtaining my authorization. I further understand that I have the right to revoke this authorization at any time and that the revocation must be in writing and directed to NovaCare Rehabilitation. I am aware that my revocation will not be effective as to uses and/or disclosures of my health information that have already been made in reliance upon this authorization. This authorization will remain in effect until one calendar year past the date of my signature. I have had the opportunity to review and understand the contents of this form. By signing this form, I am confirming that it accurately reflects my wishes.

Signature _____ Date _____

Appendix D - ATHLETIC HANDBOOK REVIEW FORM

I have read, reviewed, and understand thoroughly the policies and procedures, rules and regulations contained in the Mount Saint Joseph Athletic Handbook which is outlined in this document. I understand that the policies contained here are set by the Academy and that I need to comply to them if I participate in any activity associated with interscholastic athletics' competitions, practices, events, and travel. I attest that, I will by my signature here and my participation in an athletic activity hereby abide by these policies and procedures, rules and regulations and other requirements of my participation as they relate to the Athletic Department of Mount Saint Joseph Academy.

Name(printed) _____ School Year _____

Signature _____ Date _____