

Presentation Academy
Student - Athlete Handbook
2023-2024



Presentation
Academy

900 S. Fourth Street
Louisville, KY 40203



Presentation Academy Student-Athlete Handbook

Topper Athletics: Team Behind the Team

Athletic Director: Amy Farris

Assistant Athletic Director: Julia Vogt

Athletic Trainer: Cassidy Mullins

Head of External Affairs: Dr. Amy Skretny Fowler

Principal: Becca Noonan

Mission Statement

In the spirit of Catherine Spalding and the Sisters of Charity of Nazareth, Presentation Academy strives to create a diverse community that promotes academic excellence and challenges young women to develop their greatest potential as leaders in a global society.

Philosophy

The interscholastic athletic program is an integral part of the school's education program. Any interscholastic athletic activity should teach:

1. An individual to be a responsible and contributing team member
2. Selfless effort in working with others to reach a common goal
3. Appreciation of efforts, whether they be teammates, opponents, officials, coaches, or spectators
4. A desire to overcome barriers in the way of achieving full potential and success
5. An ability to keep activities and games in proper perspective

Athletics should foster loyalty, school spirit, and healthy competition. Each team is a part of the educational program of Presentation Academy and not a separate entity. When a team and coach enter the playing arena they represent the school and must accept the responsibility and privilege of representing Presentation Academy.

Non-discrimination policy

Presentation Academy athletics does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its athletics policies.

Purpose

The purpose of this handbook is to act as a guide for students, parents, and coaches. Participation in the athletics program is considered a privilege and it is the right of the athletic department to revoke this privilege if an athlete, parent, or coach does not comply with the rules set forth.

Presentation Academy Student Athlete Handbook

Acknowledgement and Agreement

Dear Parents or Guardians: With the start of another sports season we ask that you read this handbook carefully, and sign the slip below indicating you have read and accept the rules and expectations of Presentation Academy Athletics. Have your daughter return this first page with the required signatures to her coach as soon as possible. If you have any questions please call the athletics office.

Sincerely,

Dr. Amy Skretny Fowler

STUDENT NAME _____ GRADE _____
(Please Print)

We have read and accept the rules and expectations of the handbook of Presentation Academy Athletics.

Signature of Student _____

Signature of Parent/Guardian: _____ Date: _____

Sportsmanship

From the Kentucky High School Athletic Association (KHSAA):

The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules. High school athletics must emphasize positive values. All parties should work hard to create a sense of teamwork, responsibility and perspective. Officials expect good behavior and will quickly penalize misconduct. We encourage and appreciate the help of all spectators in achieving these aims. Let every competition reflect mutual respect among all in attendance.

From the Archdiocese:

The Catholic high schools in the Archdiocese of Louisville affirm and support the sportsmanship expectations of the KHSAA. We believe that sports can be a means for student-athletes to learn lessons in Christian identity, sportsmanship, competition, leadership, cooperation, self-discipline, goal setting and fair play. Athletics play an important part in helping the individual develop a healthy self-concept as well as a healthy body. Athletic competition can help students, participants and spectators develop pride in their school. We expect all our student-athletes:

- To be a responsible and contributing member of the team and school.
- To make selfless efforts in working with others to reach a common goal.
- To play and live by the rules of the sport.
- To show appreciation and respect for others, whether they are teammates, opponents, officials, coaches or spectators.
- To serve as a positive example by accepting both victory and defeat with pride and compassion.

We expect our coaches to serve as a positive example of fair play, sportsmanship, and respect towards their own players, opposing players, coaches, and game officials.

We expect our cheerleaders and students to keep all cheers positive; to avoid efforts to distract the opposing team's efforts; to refrain from rubbing-in defeat; to respect the players and fans of the opposing team before, during and after the game; to refrain from negative social communications with all teammates and opponents. We expect parents and other fans to model good sportsmanship; to refrain from any negative personal and social communications; to refrain from the possession and use of alcohol at high school contests.

This commitment has been made by all Archdiocese of Louisville Catholic High Schools

Assumption High School

Mercy Academy

Holy Cross High School

Saint Xavier High School

Sacred Heart Academy

St. Francis DeSales High School

Bethlehem High School

Presentation Academy

Trinity High School

At Presentation Academy, we expect our players, parents, coaches, and spectators to conduct themselves in a respectable manner. It is at the discretion of the athletic department and administration to remove any spectator, coach, or athlete if our expectations are not met.

Participating In Topper Athletics

Athletic Fee

The current athletic fee is \$125 per athlete per sport and is due the first full week of official practice. The fee will be charged to your account and can be paid to the Business office.

Tryout Timeline

Fall Sports: Cheer, Cross Country, Dance, Golf, Soccer, Volleyball:

Fall sports can expect to host tryouts the week after the dead period (second full week of July).

Winter Sports: Archery, Basketball, Swim:

Winter sports can expect to host tryouts mid- October. Coaches will make announcements on exact tryout dates. An interest meeting will be held in September during the school day.

Spring Sports: Lacrosse, Softball, Tennis, Track:

Spring Sports can expect to host tryouts the second week of February. Coaches will make announcements on exact tryout dates. An interest meeting will be held in January during the school day.

Dead Period

Every year the KHSAA sets a two week “dead period” in which:

- A) Students may not receive coaching or training from school personnel.
- B) School facilities, uniforms, nicknames, transportation, or equipment may not be used.
- C) Sport funds may not be expended.
- D) Post-season activities, such as celebrations or recognition events, may not be held.

The dead period falls over the last week of June and first week of July. Exact dates are published every spring and will be communicated to all coaches and administration.

Tryout Requirements

Tryout dates will be decided for each individual sport and communicated to all Presentation Academy students. Tryouts are held over 2-3 days in which prospective athletes will be evaluated. To participate in tryouts, the following documents must be turned in to the athletic department or front office. Students are unable to try out if any of the forms are missing or invalid.

1. A KHSAA Pre-participation Examination must be completed. The document is 7 pages and was revised in 2023. It can be found on the Presentation Academy Athletics section of the website or at KHSAA.org
 - a. Forms that are not the revised document, incomplete, older than 1 year, or not signed by a qualifying physician will not be accepted.
2. A signed parent permission form, which can be found on the Presentation Academy Athletics section of the website. This form must be filled out and signed by a parent or guardian. This form must include all sports the student plans to try out for, or a new form will be required.
3. Athlete Agreement – which can be found at the front of the handbook. This must be signed by both the student and her parent/guardian.
4. Outdoor Field Sports must also read, review, and sign the Spalding Fields Agreement

Late Tryouts

Athletes are granted a late tryout under acceptable circumstances. These circumstances include, but are not limited to, injury or multiple sport athletes. The coach or athletic administration may grant a late tryout at their discretion.

Athletes that are unable to attend tryouts for other or controllable reasons, may not be granted a tryout at the discretion of the athletic department.

The athlete must formally request a late tryout with the athletic director and head coach.

Multiple Sport Policy

Coaches, Administration, and others that represent Presentation Academy should encourage students to participate in multiple sports. Never should a coach discourage an athlete from participating in another sport. It is the responsibility of the athletic

department to help an athlete make the best informed decision on participating in multiple sports.

The student athlete's commitment must be to the in-season sport. Therefore, activities related to a sport that is out of season may be limited. These activities include, but are not limited to, open gym, conditioning, weight training, skill clinics, etc. The coaching staff for the out of season sport shall not penalize the student athlete for missing these activities.

Students who may choose to participate in a non-Presentation sponsored sport must keep her commitment to the Presentation Academy in-season sport. If the athlete is unable to commit to the Presentation Academy team, she may be dismissed.

In the event that a student athlete is interested in participating in multiple sports within the same season, a meeting between the student athlete, the athletic director and the coaching staff of both teams will take place. In this meeting, the feasibility of the request will be determined and a plan will be made for moving forward.

Team Selection

At the Varsity and JV levels, many teams are limited to a particular maximum number of players. Therefore, tryouts that result in "cutting" of some number of athletes may be required. If coaches need to "cut" players the following guidelines will take place:

1. Inform all athletes that try out for the team that "cuts" will occur.
2. Establish a timeline for making the necessary cuts.
3. Meet with the athletic director to discuss the players who will need to be cut.
4. Email the student athletes and his/her parents who make the team.
5. Establish and post clear guidelines, requirements, and expectations for factors that are used to determine which athletes make the team, and be able to articulate reasons clearly to those that do not meet these qualifications.
6. Meet with the players that do not make the team. Coaches will discuss with them why they were not selected and suggest areas for improvement that might improve their chances of making the team next year. Additionally, these athletes may be asked to try another sport or be a manager for the sport they are interested in.

Selection of Team Captains

Team captains will be selected for each sport.

Methods for the selection of team captains can be performed using either of the following:

1. coaches may select captains, or 2. captains are selected by team vote. The selection method is at the discretion of the coach but should be consistent year after year.

Practice Times

Practice times are set by each coach under the guidance of the administration. No practice or games are permitted on Sunday or federal holidays without prior approval from the athletic director. It is expected that student athletes are on time to practices and are ready with all necessary equipment at the practice start time. Being tardy and/or unprepared is subject to disciplinary action.

Per the KHSAA: Teams cannot practice more than 3 hours consecutively or 4 hours in a day during breaks. On school days, teams may not practice more than a total of 2.5 hours in a day.

Dismissal from a team

Under extreme circumstances, there may come a time that a student-athlete is dismissed from a team or the athletic department entirely. We expect our student athletes to abide by the code of conduct and represent Presentation Academy at all times. Discipline for inappropriate behavior is outlined in the code of conduct and multiple offenses or extreme offenses may result in immediate dismissal. Discipline and dismissal is at the discretion of the athletic department and school administration.

Seasonal Parent-Coach Meetings

A few weeks before or just after the beginning of each athletic season (fall, winter, and spring), teams must conduct Parent-Coach meetings for their program. These meetings are designed to give parents the opportunity to meet the coach, learn about the team, and to be informed of team policies, schedules, requirements, etc. These meetings are a great opportunity for coaches to provide information such as team rules and expectations, schedule information, social media use, behavioral guidelines, and contact information. A printed list of expectations and team rules must be provided to each athlete and parent as well as to the athletic director. The meeting is also a great opportunity to build support and excitement for the team. Additional meetings of players, parents and coaches are highly encouraged so information and excitement can be planned, built, and sustained throughout the season.

End of Season Banquet/Awards

Each team will host an end of season celebration. The coaching staff for each team is responsible for this banquet. It is up to the coaching staff on when and where the banquet will be held with approval from the athletic director. Each sport will use their budget to provide food or other treats for the team. At the banquet, awards and recognitions will be given out.

1. Lettering in a sport
 - a. An athlete will earn a varsity letter the first time she participates in a varsity level sport. At Presentation Academy, the athletic department requires participation in (%) of varsity matches to earn a letter in that sport. Under extreme circumstances, this may be adjusted under the discretion of the athletic director and coaching staff.
 - b. After earning a varsity letter, athletes can earn a pin for each additional varsity sport or a service bar for each additional season on the varsity team.
 - c. Team Commitment Lettering – Those athletes that have been unable to athletically participate in a sport due to injury may earn an honorary team commitment varsity letter for their sport. It is at the discretion of the head coach and athletic director to determine if the student athlete has committed to the team in such a way she earns the varsity letter. Commitment expectations to earn a varsity letter in this manner are as follows:
 - i. The athlete has been medically disqualified from the varsity sport due to injury
 - ii. The athlete, objectively, would have played for the varsity team in that year
 - iii. The athlete attended all home games and 80% of all away games
 - iv. The athlete assisted as a team manager during games and completed duties as assigned
 - v. The athlete attended practice, rehab, and other team activities on a regular basis
 - vi. The athlete meets all team expectations set for active varsity players including meeting academic eligibility standards
2. Team Awards
 - a. Team Awards are chosen by the coaching staff at the end of each season. Which awards are awarded to whom, is up to the coaching staff of that team.

3. Academic Awards per KHSAA:

Initiated in 1985, the KHSAA annually awards to students in the state of Kentucky “Academic All-State” recognition in conjunction with a corporate partner. The awards, in the form of certificates, are presented to students who have maintained a minimum cumulative grade point average of 3.25 on a four-point scale. Those students are awarded “Honorable Mention” recognition. Students maintaining a 3.75 cumulative average on a four-point scale are designated “First Team.” **The awards are based on cumulative grade point averages from the time of enrollment in ninth grade**, are given only to varsity participants, and only to participants who are enrolled in grades nine through twelve. These awards will be presented at honors and awards day at the end of the school year.

4. Triple Threat Awards per KHSAA:

To be considered for the award, the student must be on the varsity roster of a sport or sport-activity for a team in each of the three sports seasons. For this award, the fall sports are Cross Country, Field Hockey, Football, Golf, Soccer, and Volleyball; Winter sports are Basketball, Bowling, Competitive Cheer, Dance, Esports 1st half, Swimming and Diving, and Wrestling and Spring Sports are Archery, Baseball, Bass Fishing, Esports 2nd half, Softball, Tennis, and Track and Field. This award will be presented at honors and awards day at the end of the school year.

Senior Night

Each varsity team will honor their senior athletes with a ceremony at one game during the season (usually toward the end of the season). These events are to be designed and coordinated by the varsity coach and parent administrator and should meet the following guidelines:

1. Each senior should be acknowledged and honored by announcement
 - a. A survey will be sent out to seniors of each team two weeks prior to senior night.
 - b. Seniors must fill out the survey by the given due date in order to be announced
2. Each senior should be walked to a designated area for assembly of the senior group as a whole. Parents/guardians are encouraged to “escort their child” to the assembly point.
3. Senior gifts are permitted. These gifts may be presented at a senior game or at the team banquet and are paid for by the player or through fund-raising efforts – not by the school.

Teams without home events will be celebrated at the senior night of another in season sport (i.e. Swim and Archery will be celebrated with Basketball).

Team Expectations

Team commitment

At Presentation Academy we expect full commitment to our athletic programs. We ask that all of our athletes that try out do so knowing the requirements and expectations of the athletic program. If the athlete is unsure she will be able to commit to the team, she should speak with the athletic director to determine if that particular sport is a good fit.

Team commitment requires communication between athlete and coach. It is the responsibility of the athlete to tell her coach if she is unable to attend a practice or game and communication should happen as early as possible.

If commitment to the team is called into question, the athlete may be dismissed from the team.

Quitting a team is frowned upon and discouraged. If an athlete has decided to remove herself from the team, she must request a meeting between the athletic director and head coach. If the athlete quits the team, her commitment to other teams may be called into question.

Uniforms and Equipment

Wearing the Presentation Academy uniform is a great privilege for our athletes. Athletes are expected to uphold the Presentation Academy code of conduct especially when wearing the team uniform.

Uniforms will be given out prior to the first competition. Coaches will be responsible for giving out uniforms to each player. Athletes are allotted one jersey per team per season.

Upon completion of the season, athletes are expected to return the entire uniform within one week of the last competition. Uniforms are to be placed in a plastic bag with her name clearly written on the bag, and turned into the front office or directly to the athletic office. Uniforms returned unmarked risks the athlete being marked as unreturned.

Athletes will begin receiving email reminders to return the uniform. After one month, parent/guardians will receive communication that the uniform has not been returned. Athletes that have not returned their uniform will not receive the next seasons uniform until the previous season uniform is returned.

If an athlete has lost the uniform or returns a damaged uniform, her account will be charged for the cost of replacement.

Provided vs Required Equipment

At Presentation Academy we strive to provide certain equipment needed for each sport. Game balls, practice balls, uniforms, goalie/catcher equipment, and other items are provided by Presentation Academy. Some sports may require items such as, personal protective equipment (face masks, mouth guards), or individual equipment (knee pads, gloves, lacrosse stick), and those should be provided by each student athlete.

The cost of a sport should never hinder a student from participation. If a student cannot afford specific individual equipment, please speak with the athletic director to acquire the needed equipment. In some cases, we have equipment stored for this purpose.

Dress Code

Coaches will inform team members of the practice dress code. This may include a practice shirt or jersey, specific footwear or other equipment. Shirts must be worn at all times during Presentation Academy Practices and competition. Sports bras alone are not appropriate to wear to practices.

Playing Time

Playing time decisions are at the discretion of the coaching staff. It is the responsibility of the student athlete and coaches to openly communicate about playing time. Concerned parents should encourage their athlete to speak with the coach prior to contacting the athletic department staff. If there are questions, please follow the parent/player chain of command.

Off-Season Practices

Coaches may set off-season skill sessions, weight training, conditioning, open gym or other practice times. Though not required, it is expected that our athletes are committed to participate and be at her peak performance for the upcoming season. Coaches will communicate these off-season practices and we expect our student athletes to communicate their availability and attendance.

Grade Requirements

In order to participate in athletics, students must be in good academic standing. To emphasize the value and importance of excellence in the classroom, Presentation

chooses to implement a policy that is more stringent than the KHSAA guidelines on eligibility.

Weekly eligibility checks are made each Wednesday at noon. Any student with two or more course cumulative averages below 70% will become ineligible for further participation. The period of ineligibility will be from Thursday to the next Wednesday grade check. The period of ineligibility will continue until the student athlete is failing no more than one course. Students, parents and coaches will be notified via email of the ineligibility. There will be no additional grade checks to verify eligibility other than the Wednesday grade check. Ineligible student athletes may not attend practices, dress for games or in any manner participate in an event with that team. Ineligibility includes games and practices over school and holiday breaks.

Students with a first semester F will be ineligible to participate for the first 2 weeks upon returning to school in January. If at any point during the second semester the student is failing that same course at a weekly grade check, the student will be ineligible until they are passing that course. Additionally, the student must obtain an NHS tutor in the subject she failed.

Absence Policy

Students must attend school for half a day to be eligible to participate in athletics that day including practice. If a student is absent from school for more than ½ day, they will not be permitted to participate in or attend athletic activities.

All practices and competitions are compulsory. Student athletes are expected to be on time and ready to participate for each activity. Absences, late arrivals, early dismissal from practice is at the discretion of the coaching staff. Student athletes are responsible for communicating with the coach about potential absences. Excessive absences or tardiness is subject to dismissal from the team.

Communication

The head coach of each team will determine clear guidelines for communication with athletes and parents. The coach may decide which mode of communication works best for the team (group text, email, Groupme, other team app). Schedule changes, time and location of practice or games, and other basic information will be communicated this way. The use of profane language, bullying, or other inappropriate behavior within the group communication is prohibited. Athletes should refrain from texting a coach individually.

Discussions of concerns should be done in person and should follow the chain of command below.

Parent/Player Concern Chain of Command

The Presentation Academy athletic experience is one that we hope provides satisfaction for all participants and their parents. It is inevitable, however, that individuals may have questions or concerns during the course of the year. When issues or concerns arise during the course of an athletic season, coaches, students, and parents are to follow the following procedures. When a student is having difficulties in practice or games, can't make a practice, or has another issue that relates to her participation in the program, she is to speak directly to her coach as an initial step in the communication process. By accepting this responsibility and communicating directly with the coach, the player has an opportunity to demonstrate ownership in her participation on the team. The chain of command is simple:

- 1 – Player talks to the coach.
- 2 – Problem not resolved: parents request meeting with player and coach.
- 3 – Still no improvement, parent requests meeting with athletic director, player, and coach.
- 4 – Situation still does not get better, parents request a meeting with principal, athletic director, coach, and player.

Coaches may only discuss information pertaining to that athlete. Under no circumstance will a coach discuss playing time or other information of another athlete. Coaches do not have to communicate about their coaching strategies or game plays. Any player or parent that has valid concerns with a coaches method may express their concern with the athletic director.

Coach/Player Relationships

It is expected that coaches and players maintain a professional relationship during the contracted period. Coaches should not add athletes as "friends" on social media of any kind, should not communicate with athletes outside of team related information, should not transport an athlete in their own vehicle (unless there is a signed permission slip on file), and should not "hang out" with an athlete outside of Presentation Academy sanctioned activities. Coaches should always include more than one adult on email or text communications with an athlete. Violation of these standards will result in immediate termination.

It is expected that our student-athletes will respect this boundary and not initiate any relationship in any capacity while she is enrolled at Presentation Academy.

Phones and Electronic Devices

Phones and other electronic devices should be silenced and stowed during practice and games. Athletes should refrain from bringing these items out onto the court or field. If an athlete needs to use their device during practice, they should receive permission from their coach.

Texting, using social media, taking phone calls during practices and games is unacceptable.

Social Media

The use of social media is not prohibited, however, coaches and student athletes must be careful about what they are posting, sharing, liking, sending, etc.

Student athletes are not permitted to friend or follow a coach, volunteer, or other athletic department employee.

Social media outlets include but are not limited to SnapChat, Facebook, Twitter, TikTok, Instagram, Blogging websites, YouTube, Whatsapp, or WeChat.

Inappropriate use of social media, including but not limited to posting pictures or videos with profane language, inappropriate gestures, or taunts to or about another team, reposting or sharing videos or images that are inappropriate, may result in disciplinary action.

We highly encourage our athletes to keep their social media profiles set to private and discourage the use of public social media. It is in the best interest of our student athletes.

Transportation

Transportation of an athlete by a coach may only take place if there is a signed permission slip by a parent/guardian on file. If there is an emergency and an athlete does not have a signed permission slip, the coach must contact the athletic director to discuss the situation. Any coach that transports a student athlete without permission risks immediate termination.

Any coach that is related to a player in any capacity must inform the athletic director if he/she plans on being a mode of transportation for that athlete.

Athletes are responsible for their own transportation to practices, games and tournaments. Many teams will help set up a car pool for younger athletes that do not drive. Out of town tournaments may have transportation provided by coaches with appropriate permission slips signed.

Team Bonding

Team bonding activities are encouraged. These activities must be planned and approved by the athletic director and any funds used from the fundraising account must be approved as well. Coaches should not host a team bonding event at their home.

Out Of Town Games/Overnight Team Trips

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

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

Fundraising

While the Athletic Department provides financial support for every athletic team at Presentation Academy, each team is expected to participate in fundraisers to cover costs incurred through team travel. All fundraisers will be approved by the Athletic Director and the administration.

Spirit Wear

Each team will offer a spirit wear store. The store will be open for 2 weeks in which athletes and their families can place orders for spirit wear. The orders will be sent to Presentation Academy and can be picked up in the front office.

We encourage our athletes to wear their spirit wear out in the community. This requires great responsibility and we expect our athletes to conduct themselves in an appropriate way when representing the school and the athletic department.

ACC/Locker Room

Student's use of the athletic facilities requires the presence of a faculty member, coach, or administrator. This applies to the AAC building, gym, locker room, weight room, or any off-campus practice or game site. A coach may only allow athletes from his/her team into the building.

Students may wait in the academic building library until allowed into the AAC or may leave campus and return at practice time.

Student's may only enter the AAC under the following circumstances:

- Coach is in the building and ready to supervise the athletes.
- The athletic trainer has set up an appointment with the athlete
- The administrator has set up an appointment with the athlete

The AAC locker room is available to all athletes participating in any sport. The locker room is not a place to hang out. The locker room is available to change, store personal items, and use the bathroom. The locker room is a privilege and a team may be banned from the locker room at the discretion of that administration.

The use of cameras in the locker room is prohibited. This includes but is not limited to taking pictures, making videos to post on social media, use of social media based on picture/video (TikTok, SnapChat, etc.), video chatting (FaceTime or other video chatting service), or any other use of a camera.

Hazing

Presentation Academy does not tolerate any type of hazing of students. Hazing is defined as any act that has the effect of humiliating, degrading, abusing, embarrassing, or demeaning a student or any activity that could have a negative impact on the student's mental or physical health. Examples of hazing activities include but are not limited to:

- Requiring a physical activity such as push-ups that are not required for all members of the group;
- Throwing substances on individuals such as honey, flour, soured milk, ketchup, or pickle juice;
- Blindfolding students;

- Assigning chores that do not apply to all team or group members;
- Requiring the wearing of apparel that is not appropriate or keeping with the values of Presentation Academy
- Requiring students to perform acts in the public which are not in keeping with the Presentation Academy Values and would bring about embarrassment to Presentation Academy and the student;
- Making threats or any physical punishments;
- Requiring students to perform any type of prank;
- Requiring participation in games that are demoralizing;
- Encouraging the use of alcohol or any other illegal drugs;
- Engaging in any simulated sexual acts or inappropriate physical contact such as paddling, punching, or kicking.

Students who participate in this type of activity are subject to disciplinary action after all of the facts and circumstances have been properly investigated. The disciplinary provisions contained in the code of conduct.

Student Athlete Services

Athletic Training Services

Presentation Academy contracts an athletic trainer through KORT Physical Therapy. Athletic trainers (ATs) are highly qualified, multi-skilled health care professionals who render service or treatment, under the direction of or in collaboration with a physician, in accordance with their education, training and the state's statutes, rules and regulations. As a part of the health care team, services provided by athletic trainers include primary care, injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

Our current athletic trainer is: Cassidy Mullins, MS, ATC

The home clinic for the Toppers is: KORT Goss Avenue

The athletic trainer is available for our athletes to utilize. She is available by email during school hours.

Athletes are encouraged to set up an appointment via email with the athletic trainer to discuss injury, schedule treatment, and discuss care.

Athletic Training Allocation of Time and Services

The athletic trainer will cover athletic events such as practice and games. All home games will be covered by our athletic trainer. The home team for away games is expected to provide an athletic trainer. When possible, our athletic trainer will travel with a team if the opponent cannot provide coverage.

Practices are covered in order of risk. Higher risk sports are guaranteed coverage over lower risk sports. Risk is determined by injuries per exposure, environmental risk, and number of athletes.

Athletic Injury

Athletes that sustain an injury during athletic participation are encouraged to seek out the evaluation of the athletic trainer in non-emergent situations.

The athletic trainer will evaluate the injury and render treatment options that may include being evaluated by a physician, resting the injury, or playing to tolerance.

Once the athlete is in the care of a physician, that athlete may not participate in athletics until

- a) Clear instructions have been laid out by that physician
- b) The physician that made the diagnosis clears the athlete for participation

The athletic trainer will communicate with coaches the status of the athlete. The athlete is expected to continue to attend practices and games, except in the case of concussion. This allows the athletic trainer to work with the athlete to get back to participation.

Elevator Passes

Athletes that have sustained an injury may receive an elevator pass to help the athlete get around the school. These passes are assigned by the guidance counselor at Presentation Academy. In order to receive an elevator pass, the athletic trainer must communicate with the guidance counselor or the athlete must have a signed doctor's note.

Only the athlete with the approved elevator pass may use the elevator. No additional students may use the elevator. Abuse of the elevator may result in loss of privilege.

Secondary Insurance

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

The claim form should be fully completed and submitted within 90 days from the date of injury. Secondary insurance claim forms are available through the athletic office. Please contact the athletic office for forms or t for claims regarding secondary insurance for students.

Sports Medicine Policies

The following are bulletin points of selected sports medicine policies. All policies have been written with evidence based medicine, guidance from the National Athletic Training Association, recommendations from KHSAA, and best practice guidelines. The full Sports Medicine policy and procedures are available upon request.

Healthy Roster

KORT and our athletic trainer use Healthy Roster as an electronic medical record (EMR) system. Each athlete has a profile with basic information such as name, date of birth, emergency contact information and emergent medical conditions. Coaches have access to this information in case of emergency.

Injuries, incidents and other medical issues are reported in the EMR to keep a record of the incident, treatment, and follow up services. The system allows for communication between coaches, athletic trainer and physical therapists.

Parents may opt into having access to their athletes' healthy roster medical record. Please contact our athletic trainer for more information.

Presentation Academy Concussion Policy and Procedures

Presentation Academy Concussion Policy and Procedures

Revised August 2023

Definitions:

The following definitions are based off the definitions in the Consensus statement on concussion in sport: the 6th International Conference on Concussion in Sport - Amsterdam, October 2022

Mild Exacerbation - increase of symptoms by no more than 2 points for less than one hour

Health Care Professional (HCP) - in the state of Kentucky, approved medical providers for the diagnosis and treatment of concussions include Athletic Trainers, M.D., P.A., D.O., APRN. Chiropractors, Physical Therapists, Dentists, Eye Doctors, etc. may be involved in the recovery but cannot diagnose or clear an athlete post concussion.

Relative Rest - a period of 24-48 hours after sustaining a concussion that allows activities of daily living and reduced screen time.

Sport Related Concussion (SRC) - a traumatic brain injury caused by a direct blow to the head, neck, or body, resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities.

Persisting Symptoms - Concussion symptom duration greater than 4 weeks

The following policy and procedure is compliant with current recommendations from *the National Athletic Trainers' Association Position Statement: Management of Sport Concussion*, *the Consensus Statement on Concussions in Sport: the 6th International Conference on Concussion in Sport - Amsterdam, October 2022*, *KHSAA Policy – Protocol Related to Concussions and Concussed Student-Athletes for all Interscholastic Athletics in the Commonwealth of Kentucky*, and recommendations from Neuro-physician Dr. Tad Seifert, MD.

This document is only a guide and is of a general nature, consistent with the reasonable practice of health care professionals. Individual assessment, treatment, management, and advice will depend on the facts and circumstances specific to each individual case.

Presentation Academy understands the importance of addressing sport related concussions not only because of the acute and immediate symptoms present, but also because of possible long-term symptoms and dysfunctions relating to recurrent concussions. A Sport related concussion is a traumatic brain injury caused by a direct blow to the head, neck, or body, resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities.

Signs and symptoms of a SRC may present immediately, or evolve over minutes or hours, and commonly resolve within days, but may be prolonged. Non abnormality is seen on standard structural imaging studies (i.e. MRI or CT Scan).

- A. Athletes who sustain a head, neck, or body injury and/or report symptoms of a concussion, or is exhibiting signs of a possible concussion, will be immediately removed from participation
 - Athletes sustaining a head injury during a home event will be evaluated by the athletic trainer using SCAT6
 - It is the responsibility of the coach to remove an athlete from play after sustaining a head injury if the athletic trainer is not present
 - If at an away match, the coach must seek out the home team athletic trainer to evaluate the athlete. If an athletic trainer is unavailable, the coach should remove the athlete from play until an evaluation is performed.
 - The athlete will not be allowed to return to play for 24 hours and will be reassessed over the next 24 hours for signs and symptoms of a concussion
- B. Athletes evaluated by the Athletic Trainer and suspected of having a concussion will be referred to a KHSAA approved medical provider
 - These providers include M.D., D.O., APRN, or P.A.
 - Presentation Academy recommends seeing a sport neurologist
 - i. A sport neurologist will allow for early return to physical activity during the period of relative rest
 - ii. We recommend the athletes who have sustained more than one concussion be seen by a sport neurologist.
 - iii. Athletes that are experiencing prolonged, severe, or complicated symptoms will be referred to a sport neurologist.
 - iv. Any athlete who has sustained 3+ concussion at Presentation Academy must be cleared by a sport neurologist before returning to play.
 - Brains scans, such as MRI and CT Scans are not recommended at this time

- C. After concussion diagnosis, athletes will enter a period of relative rest for 24-48 hours
- Early return to tolerated physical activity will be recommended under observation by the athletic trainer
 - i. Walking or stationary bike will be the first step in recovery and return to physical activity
 - ii. Any activity that increases any concussion symptom by 2+ points on the 0-6 scale will immediately cease and will not resume until symptoms have decreased
 - iii. Tolerated exercise can increase in intensity and length as tolerated over the period of relative rest
 - iv. All other physical activity will cease until cleared by a physician
 - v. Reduced screen time is recommended for the first 48 hours
- D. After a period of relative rest, return to learn and return to sport will be initiated
- Return to sport should not progress if return to learn is not progressing
 - Return to Sport:
 - i. The following chart outlines the steps for return to sport
 1. Each step must be observed by the athletic trainer and only the athletic trainer or medical professional can progress the athlete to the next step
 2. Each step typically takes a minimum of 24 hours. Each concussion is different and progression through RTS will be adjusted on a case by case basis
 3. The medical professional that diagnosed the concussion must clear the athlete to return to play before steps 4-6 can begin
 4. A full practice is required before participation in a game

- Return to Learn:
 - i. The athletic trainer, athletic director and counselor will work in conjunction with teachers and parents to facilitate academic support and accommodations for students with a concussion
 - 1. Not all athletes will need accommodations or academic support but if symptoms are exacerbated by cognitive function, an academic plan will be laid out

Step	Exercise Strategy	Activity	Goal
1	Symptom limited activity	Daily activities that do not exacerbate symptoms	Gradual reintroduction of work and school
2	Aerobic Exercise 2a - light 2b - moderate	Stationary cycling or walking at a slow to medium pace. Mild and brief exacerbation is OK	Increase heart rate
3	Individual Sport Specific	Sport specific training away from the team environment. Change of speed/direction recommended	Add movement and change of direction
STOP - Must have full resolution of symptoms, abnormalities in cognitive function and any other clinical findings related to the current concussion, including with and after physical exertion. Physician clearance is required at this time.			
4	Non-Contact training drills	Exercise to high intensity including more challenging training drills within the team environment	Resume usual intensity of exercise and increased thinking
5	Full contact practice	Participate in normal training activities	Restore confidence, assess functional skills
6	Return to Sport	Normal game play	

2. Accommodations may include rest breaks, more time for homework, quizzes and tests, paper notes, decreased screen time, etc.
- ii. Return to learn will begin after the period of relative rest (24-48 hours after initial injury) with an incremental increase in cognitive load
- iii. Each concussion is different and progression through return to learn will differ on a case by case basis
- iv. Teachers will enter NA grades until the work can be made up
- v. The student will work in conjunction with the counselor to discuss plans for make up work
- vi. The counselor will monitor the student's progress throughout the make-up work period to make sure that they are generally consistent with her past performance
- vii. The following chart outlines the steps for return to learn

Step	Mental Activity	Activity	Goal
1	Daily activities that do not result in more than mild exacerbation	Typical daily activities while minimizing screen time	Gradual return to typical activities
2	School Activities	Homework, reading, other cognitive activities outside of the classroom. Begin increasing screen time	Increase tolerance to cognitive work
3	Return to school part time	Gradual introduction to schoolwork. Partial school days, access to rest breaks during the day	Increase academic activities
4	Return to school full time	Gradually increase school activities until a full day is tolerated	Return to full academic activities, catch up on missed work

E. Based on the athletic trainer's recommendation, clearance from a medical professional, and full return to school, the athlete may be cleared to fully return to sport.

- Based on consultation with the athlete, athlete's parents, coaching staff, and physicians as needed and the Athletic Director in consultation with and upon recommendation of the Certified Athletic Trainer, the athlete will

be cleared for return to sport. *We rely on our Certified Athletic Trainer for their expertise as an allied health professional and through their work with the student on getting them ready to return.*

- Athletes that have sustained multiple concussions may not be eligible to return to athletic competition at Presentation Academy

F. Athletes with persisting symptoms (symptoms lasting 4 or more weeks) or athletes that are unable to progress through the return to sport or return to learn will be referred to a sport neurologist for evaluation, rehabilitation, and treatment

Code of Conduct

As outlined throughout the Athletics Handbook, we expect our athletes to represent Presentation Academy in all she does. Any violation of the code of conduct will result in disciplinary action.

Our athletes are expected to refrain from the following behaviors and characteristics:

- Hazing
- Use of drugs, alcohol, tobacco, vapes, or e-cigarettes
- Bullying
- Reckless behavior resulting in property damage
- Inappropriate use of social media – including but not limited to posting pictures or videos with profane language, inappropriate gestures, or taunts to or about another team, reposting or sharing videos or images that are inappropriate. Social media outlets include but are not limited to SnapChat, Facebook, Twitter, TikTok, Instagram, Blogging websites, YouTube, Whatsapp, or WeChat.
- Inappropriate use of the locker room – including but not limited to having food or drink other than water in the locker room, leaving items/trash on the ground, hanging out in the locker room for longer than necessary, use of cameras, video, or video chatting, or using the locker room for activities not related to athletics
- Misuse of elevator pass – taking friends/classmates on the elevator, use of elevator without pass, or other instances of misuse
- Dishonesty, theft, cheating
- Use of profane or vulgar language or gestures
- Failure to return borrowed equipment
- Tardiness or unexcused absences to practices, games, scheduled team meetings, or team activities
- Lack of or poor communication with coaching staff
- Flagrant disrespect or disobedience

- Inappropriate behavior off campus while representing Presentation Academy at team events, tournaments, team bonding, fundraising, or while wearing spirit wear
- Any physical altercation – this includes and is not limited to physical fighting, “squaring up”, threatening to physically fight, use of any body part, object, or weapon to inflict harm, or acting in any manner that represents physical fighting

Spalding Fields

At Presentation Academy, our soccer, lacrosse, and softball teams have been given the opportunity to practice and compete at Spalding Athletic Fields located at 916 S. 8th Street. In order for us to keep using these fields, we have agreed to abide by the rules listed below. All athletes that participate in a sport that practices or plays at these fields are required to sign the Spalding Fields agreement.

Safety

- Spalding security must be contacted by a coach prior to our entering the facility and upon our exiting the facility. The fields have sophisticated alarm systems that need to be deactivated and reactivated. If another group is active on the fields when we leave, we just need to communicate that to the Spalding security.
502.873.4444

- Spalding security will monitor SAF on a regular basis and should be called for any type of safety/health emergency. 502.873.4444 (in the case of an emergent danger students/coaches should dial 911)

- o The address for the SAF is 916 South 8th Street, Louisville, KY 40203

Parking

Parking in the SAF lot is very limited and should be reserved for coaches, administrators and athletic trainers for Pres and Spalding. Unless otherwise directed by the Athletic Director, you should be prepared to park on the street. Do not ever park on the east side of 8th street adjacent to the apartment complex. You should always park on the west side of the street adjacent to the SAF. Parents/others should not drop off or pick up athletes in the SAF parking lot. Pick up/Drop off should occur on 8th street.

Turf Rules

The following are always prohibited with a zero-tolerance policy.

- The use of alcohol or drugs of any type
- The use of tobacco products

- Chewing gum on or around the Fields
- Eating food or seeds of any variety on or around the Fields
- Drinking soda or colored beverages on or around the Fields (inclusive of the dugouts)
- The wearing of metal spikes on or around the Fields
- The use of sharp objects of any type
- Any destruction of the property
- Any actions by individuals that are inconsistent with Spalding University's policies and procedures.

**Pres student athletes and coaches will remove any and all trash in the area that they are using at the end of each use.

**Only Pres students on the roster and participating are authorized to be at the SAF during practices. There can be no waiting for rides with a player or just hanging out. Our coaches are already limited and cannot be responsible for students/others not on the roster of their sport.

**Presentation Academy and Spalding University Turf Fields
Acknowledgement and Agreement Form**

Dear Parents or Guardians: With the start of another school year we ask that you read the Spalding Field Rules carefully, and sign the slip below indicating you have read and accept the rules and expectations of Presentation Academy Athletics. Have your daughter return this first page with the required signatures to his/her coach as soon as possible. If you have any questions please call the athletics office.

Sincerely, Amy Farris

STUDENT NAME _____ GRADE _____
(Please Print)

We have read and accept the rules and expectations of the Spalding Field Rules of Presentation Academy Athletics.

Signature of Student _____

Signature of Parent/Guardian: _____

Date: _____