



# *Saints Athlete Handbook*

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ACADEMICS ~ ACTIVITIES ~ ATHLETICS

THE FOUNDATION FOR SUCCESS!



## Foreword

The Notre Dame Prep Athletic Handbook contains the rules and regulations that govern the interscholastic program at NDP.

This handbook has two major purposes:

1. To describe the philosophy and policies of the Notre Dame Prep Athletic Department
2. To provide a means for promoting communication among parents, athletes, coaches, and the Athletic Department

Every qualified student at Notre Dame Prep has the opportunity to participate in an interscholastic athletic/extracurricular program, consisting of the following listed sports and activities:

<u>Season</u>	<u>Boys</u>	<u>Girls</u>	<u>Activities (All year)</u>
Fall	Cross Country Freshman Tennis Golf Hockey* Swim and Dive Football	Cross Country Freshman Tennis Golf Hockey* Swim & Dive Volleyball	Chess Robotics Speech & Debate Spiritline: Cheer & Pom Theater
Winter	Basketball Hockey* Soccer Wrestling	Basketball Hockey* Soccer	
Spring	Lacrosse* Baseball Tennis Track & Field Volleyball	Lacrosse* Softball Tennis Track & Field Sand Volleyball	

\*Indicates a club sport. Club sports may require additional paperwork and/or financial demand.

## Philosophy:

The Notre Dame Prep Athletic Department promotes individual dignity, personal development, and social interaction through its athletic programs. Furthermore, the Athletic Department will do everything it can to provide a quality athletic program for all student athletes in a Christian atmosphere.

The Notre Dame Prep Athletic Department does not measure success simply by the number of wins and losses or the number of trophies or championships won in a given season or year. Success at NDP is measured by the degree to which we live up to the principles and ideals we instill in all participants.

The Notre Dame Prep Athletic Department believes that education comes first. Athletes must remember that the primary reason for attending Notre Dame Prep is to be part of a first-class Catholic educational program. Athletics should NEVER take precedence over education. Students who remain after school to work with a teacher should bring a note signed by their teacher when they arrive late to practice.

### **Open Communication**

The Athletic Department at Notre Dame Prep believes that open communication among athletes, parents, coaches, and the Athletic Department is vital to the success of our programs.

It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you would like. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

Issues NOT appropriate to discuss with coaches:

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

### **Athletic Participation Requirements**

#### ***Pre-Season***

The following items must be submitted to the Athletic Office in order to participate in tryouts or camps.:

- NDP Athletic Consent Form
- Annual AIA Pre-participation Physical Examination - signed by physician
  - o Physical must have been performed after March 1, 2016.
- Annual AIA Pre-participation Evaluation/Medical History - completed by parent
- AIA Concussion Statement & Acknowledgement Form signed by parent and athlete
- Brainbook (AIA Concussion Education Course) certificate of completion
- Attach a copy of insurance card to packet

The required forms can be found on the NDP athletic website.

In order to simplify this process, the Athletic Department has designed a clearance card that will be issued to all students who have fulfilled all pre-season requirements. Athletes may **not** participate in practices unless they have turned in a clearance card to their coach. This clearance card will be issued at the start of each new season. The clearance card may be handed to the coach, by the athlete, on the athlete's first day of practice.

Students transferring to Notre Dame Prep into the 10-12 grades must also complete an AIA 520 and/or 530 form online to complete their eligibility. Both forms can be found on the AIA website: [www.aiaonline.org](http://www.aiaonline.org).

### ***In-Season***

A mandatory parent/athlete meeting will be held by each sport. During this meeting, coaches will present and review the NDP Athletic Handbook, all program expectations, and required AIA concussion information.

At the end of this meeting, the following items will be collected:

- Athletic Handbook Contract signed by parent and athlete
- Athletic Team and Individual Photo Agreement signed by parent and athlete

If these items are not in before the first athletic contest, the athlete will not be permitted to check out a uniform and/or participate in competition.

### **Rules and Regulations**

The athletes of Notre Dame Prep occupy a position of leadership and influence in the school and community. Consequently, the Notre Dame Prep Athletic Department has determined that all athletes must abide by the following listed rules and regulations.

1. There shall be no:

- Possession or use of drugs (except approved medications)
- Possession or use of drug paraphernalia
- Possession or consumption of alcoholic beverages
- Stealing
- Vandalism of school, private, or community property
- Lying
- Possession or use of tobacco
- Fighting
- Verbal, sexual, or physical harassment of anyone

2. Language and dress shall be in accordance with Notre Dame Prep standards. Athletes will dress appropriately and neatly on all trips and during practices. No tank tops or mid-riff tops are allowed during practice sessions. Athletes are also required to wear a shirt at all times during any NDP practice, both inside and outside.

3. Athletes are responsible for completing all pre-season requirements before attending any practice sessions. (This includes transfer paperwork for any transfer student). Athletes will follow all AIA and NDP rules regarding eligibility and are responsible for maintaining their own eligibility.
4. Exemplary conduct will be demanded during games, on trips, and on campus at all times. Athletes are expected to respect parents, teachers, coaches, staff, administrators, and AIA officials at all times. NDP athletes will abide by and respect officials' decisions at all times.
5. Athletes are responsible for returning all school-issued uniforms and equipment in good condition. Athletes are responsible for turning in all athletic uniforms and equipment issued to them immediately after completion of any sport season. Athletes will not be allowed to take semester exams until these articles have been returned or paid for.
6. Athletes are responsible for communicating with teachers in regards to early dismissal and possible missed work for athletic events.
7. Athletes are responsible for reporting all injuries without delay to their coach and the NDP trainer. Failure to do so may result in no insurance coverage. Athletes who have injuries that require medical attention by a physician cannot return to practice or participate in contests until they have received a signed release by their physician.

Any violation of the athletic handbook may result in the following consequences:

- Suspension from practice or practices
- Suspension from a contest or contests
- Dismissal from the team

Decisions on consequences may be made by and are limited to the school administration, the Athletic Department, and the coaching staff. Any instances not specifically discussed above are subject to the Rules and Regulations of the Notre Dame Prep Student Handbook.

### **Code of Conduct/Academic Eligibility/Attendance**

Notre Dame Prep is a Play Like A Champion Today™ partnership school. All references to Code of Conduct, Attendance and Eligibility are addressed in the NDP Student Handbook. Each year the NDP Student Handbook outlines school policies involving every aspect of school life, from academics and athletics to the dress code, attendance and computer use.

## Sport Program Transfer Policy

The following guidelines pertain to the athletes' choices concerning the move from one program to another program during the same season and different seasons.

### ***Same season before the first scheduled contest:***

Before the first scheduled contest in which an athlete suits up, an athlete may choose to transfer from one program to another program with the consent of the head coach for both of those two sports.

### ***Same season after the first scheduled contest:***

After the first scheduled contest in which an athlete suits up, an athlete may not transfer from one program to another program without meeting with the Athletic Director and the coaches involved to discuss the situation.

### ***Two in same season:***

Athletes may not participate in two programs during the same season without the consent of the head coach for both sports.

If an athlete decides to terminate his/her participation on a team after the team has been chosen and before the end of the season, that athlete is ineligible to participate **in any capacity** (including off-season workouts) with another school sport team until the previous season is officially over. The last contest at the level on which he/she was participating will mark the end of the season. The athlete also will be held out of the first two contests in the next sport in which he/she participates. Individuals can request, in writing to the athletic office, an exemption from this action.

## Transfer Student Athlete Policy

Any athlete who has transferred to Notre Dame Prep from another school must complete transfer student forms. Forms 520 and 530 are required by the Arizona Interscholastic Association and must be completed before the athlete can participate in sports at Notre Dame Prep. Both forms can be found on the AIA website ([www.aiaonline.org](http://www.aiaonline.org)). Based on the information provided, the Athletic Department will determine a student's eligibility to compete.

Notre Dame Prep will abide by the current AIA Transfer Policy in which all transfers will be sitting out 50 percent of their competitive season. The revised transfer policy can be located on the website: [www.aiaonline.org](http://www.aiaonline.org)

## Athletic Playing Time Policy

The following criteria have been established for the playing time of athletes:

- Varsity Level Programs: The philosophy of the varsity program is to place the best combination of athletes into a game or match situation. This combination of athletes is to be determined by the coaching staff based on their evaluation of the athletes. Playing time at this level is not guaranteed.
- Junior Varsity and Freshman Level Programs: The philosophy of the junior varsity and freshman levels is to emphasize the development of skills for each athlete. Playing time at these levels can be expected but may not be equal, provided the athlete is in satisfactory standing in all areas (academic, athletic, discipline, attendance, etc.).

## Transportation Policy

When an athletic team travels on school-provided transportation, athletes are expected to remain with the group and ride the team bus to and from the site of the game unless arrangements have been made and have been approved by the coach and Athletic Department at least 24 hours before the beginning of the event. Buses will bring all athletes back to NDP after the event for pick-up. Parents who attend the event and want to take athletes home must talk to the coach in person before leaving the site. Athletes may leave only with their own parents/guardian. Athletes are only permitted to drive their siblings to practice. They **may not** transport other students.

## Athletic Uniforms and Equipment

Athletes are responsible for the proper care of all uniforms issued by Notre Dame Prep. All washing should be done in cold water in an attempt to prevent colors from bleeding or running. **NO uniforms should be washed in hot water.** Pre-wash products should be used when necessary.

Athletes are also responsible for the proper care of all Notre Dame Prep equipment. Any equipment issued to an athlete should be returned in the same condition as when it was issued. The athlete will be responsible for the replacement cost for any lost or damaged equipment. Normal wear and tear will be accounted for.

No tattoos may be visible and no jewelry may be worn during any athletic event when representing Notre Dame Prep. This includes all games and practices. Failure to abide by this policy will result in suspension from practices or games.

## Athletic Lettering and Awards Policy

Individual head coaches will determine the criteria for receiving an athletic letter and other athletic awards that pertain to their given sport. Awards will be given at the end-of-the-year banquet.

The end-of-the-year banquet is the official end of the season. All athletes are expected to attend. A dress code will be enforced for the athlete: shirt and tie for boys and nice dress for girls. The banquet is optional for parents and guests. Parents, guests, and athletes will be charged the appropriate fee if they attend.

## NDP Athletic Event Spectator Behavior Guidelines

Athletic events should take place in an environment that is safe for all involved. The athletes, coaches, officials, and spectators all have an important role to ensure that this happens. Cheering for your team does not mean cheering against the other team, and showing respect for your team does not mean that you have to disrespect the other. NDP fans should not only be proud of the quantity of the support we show but also the quality of the support. Many times teams and schools are judged and remembered for the sportsmanship they exhibit more than anything else. We are all representatives of NDP.

Athletes and coaches should be able to compete at any level without the fear of making mistakes and being ridiculed for those mistakes. Officials should be able to work free of ridicule and fear of retaliation. Spectators need to cheer for their team enthusiastically and passionately in a non-threatening manner. Remember that cheerleaders are there to lead cheers in support of their team not against the other team, and the spectators should be doing the same.

For the safety and enjoyment of all people involved, NDP has instituted strict guidelines for spectator behavior. These guidelines will be in effect at home and away contests for NDP supporters because, again, we are representing NDP at all times. Spectators will be expected to avoid the following behaviors or they will be asked to leave the school grounds without reimbursement of the entry fee.

Repeat offenders may be banned from all NDP events for the remainder of the school year.

Unacceptable spectator behavior includes but is not limited to:

- Cheering against the opponent
  - Attempting to (rudely) distract
  - Yelling at or calling an opponent by number or name
- Cheering against the officials
  - Chanting in response to a call
  - Yelling at or referring to an official by a name
- Altercations with opponent spectators
  - Hostile verbal exchange
  - Hostile non-verbal communication
- Disrupting other spectators
  - Inappropriate or abusive language which **includes "sound-a-like" chants**



- o Throwing objects in the stands
- o Loud or obnoxious yelling or noises
- o Holding large object that can block the view of others
- Disrupting play
  - o Entering the playing area during and after\* the contest
  - o Throwing objects onto the playing area
  - o Any behavior that is disruptive or rude and takes the focus away from the game

**\*For the safety of the players, coaches, officials, and spectators, rushing the court after a game is not permitted.**

We also feel that booing is in poor taste and strongly discourage it.

The goal of these guidelines is to make the athletic event an enjoyable experience for all by not distracting from the event. Spectators should be there to see the event, not be the event. Please don't take the focus away from the athletes and coaches who have worked long hours to represent their schools to the best of their ability. Remember that athletes, coaches, and officials are human and do make mistakes, as do you. Don't be so quick to judge and ridicule.

Spectators can be an important element of the athletic event. Please come to support our teams with the enthusiasm and passion that will encourage them to do their best.

### **Arizona Interscholastic Association Guidelines**

Refer to website: [www.aiaonline.org](http://www.aiaonline.org) or [www.azpreps365.com](http://www.azpreps365.com)

**Notre Dame Preparatory High School  
Permission to Drive To/From Off-Campus Practice  
Golf/Swim/Tennis/Track/Lacrosse/Hockey/Spiritline**

I request my child \_\_\_\_\_ (please print) be allowed to drive himself/herself to off-campus practices when necessary.

My child will not allow others to ride with him/her (unless it is a sibling).

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Sport/Activity                      Student Signature                      Date

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Sport/Activity                      Parent Signature                      Date

## Notre Dame Preparatory High School Athletic Handbook Contract

I have read the NDP Athletic Handbook and understand the expectations for me, the student athlete. I will follow all rules and regulations as outlined in this handbook as well as in the NDP Student Handbook, and I understand the consequences if I don't.

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Student Signature

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Date

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Student Name (please print)

I have read the NDP Athletic Handbook and understand the expectations for my child. I will encourage him/her to follow all rules and regulations, and I support them as outlined in this handbook as well as in the NDP Student Handbook. I understand the consequences if he/she doesn't. I will support the NDP Athletic Department decisions in regard to this handbook.

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Parent Signature

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Date

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Parent Name (please print)

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Parent Signature

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Date

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Parent Name (please print)