



NOTRE DAME HIGH SCHOOL

ATHLETIC HANDBOOK

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NOTRE DAME I ATHLETICS

MISSION STATEMENT

An interscholastic athletic program as a co-curricular activity is an integral part of the total education and growth experience at Notre Dame High School. Athletics is designed to affirm and promote the Catholic values and engage student-athletes fully in mind, body and spirit. Student-athletes, coaches and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which those Catholic values can be revealed, tested, and proven relevant both to participants and the entire school community.

Through participation in athletics at Notre Dame High School, students will mature physically, emotionally, socially and spiritually. They will learn to take responsibility for personal growth by developing loyalty, pride, integrity and commitment. Athletics provides the opportunity for a student-athlete to exhibit a progression of physical skills and knowledge of a particular sport, enabling them to apply these skills and knowledge to new situations and a variety of learning formats.

PHILOSOPHY

The interscholastic athletic program is an integral part of the total educational and growth experience at Notre Dame High School. It provides an environment where a student may develop and refine athletic skills, test those skills through suitable competition, and develop leadership and sportsmanship. Our athletic philosophy is designed to support and affirm the mission statement of Notre Dame High School.

Students and parents are expected to conduct themselves in a positive manner, displaying good sportsmanship at all times, both as participants and as spectators at all athletic events. While winning and losing are components of interscholastic sports, competition and participation are emphasized at Notre Dame High School and are the means by which students are guided to integrate the values of respect for one's body, sportsmanship, loyalty, cooperation, respect for others and fitness into their lives.

STUDENT/ATHLETE RESPONSIBILITIES

Attendance

- Be at all practices and games
- Be on time

Attitude

- Come prepared to be a part of the team
- Do whatever it takes to help the team
- Put the team before yourself
- Come prepared to do your best. This includes proper nutrition, sleep and care of injuries and illness

Communication

- Communicate any problems with the coach
- If you don't understand something, ask the coach

Academic Commitment

- Remain committed to the academic requirements set in the *policies and procedures* section of this handbook.

COACH'S RESPONSIBILITIES

Supervision

- Must be present from beginning to the end
- Can't leave until all student athletes are picked up
- Must secure (lock up) all facilities used by the team
- Supervise all athletes at all appropriate times

Attitude

- Come prepared for all practices and games.
- Encourage the athletes to do their best
- Apply all school and team rules to all athletes equally.
- Be professional in all actions and words.

Communication

- Weekly practice and game schedule posted on Band App Sunday nights
- Return parent communication in a timely manner.
- Communicate all CIF and team rules to athletes and parents clearly.
- Communicate to individual athletes their role on the team.

PURSUING VICTORY WITH HONOR PROGRAM

PARENT ROLE

The role of the parent in the education of a student is vital. The support shown in the home is often manifested in the ability of the student to accept the opportunities presented at school and in life.

There is a value system - established in the home, nurtured in the school - that young people are developing. Parent involvement in the classroom and other activities contributes to that development. Trustworthiness, citizenship, caring, fairness and respect are lifetime values taught through athletics. These are the principles of good sportsmanship and character. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

As a parent of a student-athlete at our school, your goals should:

- Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game
- Encourage our students to perform their best, just as we would urge them on with their class work
- Participate in positive cheers that encourage our student- athletes and discouraging any cheers that would redirect that focus - including those that taunt and intimidate opponents, their fans and officials
- Learn, understand, and respect the rules of the game, the officials who administer them and their decisions
- Respect the task our coaches face as teachers and support them as they strive to educate our youth
- Respect our opponents as student-athletes, and acknowledge them for striving to do their best
- Develop a sense of dignity and civility under all circumstances

Parents can have a major influence on the student's attitude about academics and athletics. The leadership role parents take will help influence the child, and our community, for years to come.

PRACTICE FACILITIES & HOME GAME SITES

Sport	Practice	Home Games
Aquatics	Shamel Pool	Shamel Pool
Baseball	ND Field	Arlington Heights Sports Park
Basketball	ND Gym	ND Gym
Cheer & Dance	ND Gym	Depends on Sport
Cross Country	Area Parks & Trails	Area Parks & Trails
Football	ND Field	San Bernardino Valley Coliseum
Golf	Fairmount Golf Course	Fairmount Golf Course
Soccer	ND Field	Rancho Jurupa Sports Center
Softball	Shamel Park	Shamel Park
Tennis	Shamel Park	Ramona High School
Track	Ramona High School	Ramona High School
Volleyball	ND Gym	ND Gym
	All practices/home games are subject to change due to availability	

POLICIES AND PROCEDURES

Absences

An athlete must attend school for at least half of the class periods that day in order to practice or to compete in a contest. While absences for athletic events are considered “approved” absences, it is still the responsibility of the student to inform their teachers of their upcoming absence and to make up any classwork or homework missed as a result of the absence.

Academic Probation and Eligibility

All students are expected to achieve at least a 2.00 grade point average (GPA). Students who fall below a 2.00 GPA at the end of a grading period (quarter or semester) will be placed on academic probation. Also, if you have any “F’s” you will be put on academic probation. Student athletes who do not improve their GPA to a 2.00 or better following quarter or semester grades will remain on academic probation until they bring it up. Being on academic probation makes you ineligible to participate on any of our athletic teams.

Conversely, if a student improves his GPA to a minimum of 2.00 immediately following his initial quarter of academic probation, his athletic participation will not be interrupted.

POLICIES AND PROCEDURES

Awards

Plaques may be awarded to individual athletes who demonstrate exceptional talents or who make extraordinary contributions to the team. Block ND's are awarded to athletes who fulfill the participation and/or playing requirements on the Varsity level of competition. Students only receive one Block ND Letter (either from Athletics or Academics). After their first ND Letter, they will receive the specific sport insert to go on top of ND Letter. A Certificate of Participation will be presented to members of JV and Freshmen teams.

Award Nights

Athletic awards nights are held to honor those students who have participated in the sports program and have consequently represented Notre Dame High School in a unique way. Student-athletes who fail to attend an event without notifying their coach or AD may forfeit any team awards. Awards nights are scheduled as close to the end of the season as possible.

If a particular program would like to hold their own banquet, they are welcome to do so. However, any banquet expenses will not be covered through the program's budget. The cost should remain as reasonable as possible to allow for families to attend. The Athletic Director must be notified of any outside banquet that will occur to sign a release of liability.

Roster Cuts

Some sports have a roster limit, which means that not all interested and able student athletes may find a place on a particular team. This is always a difficult reality for students and coaches alike. The student's well being will be the primary consideration in the manner a coach chooses to determine cuts. Soccer, basketball, baseball, softball and volleyball hold tryouts and can make cuts. The other sports; football, cross country, water polo, wrestling, track and field, tennis, golf and swimming, do not make any cuts.

The determination of whether to cut is based on a variety of factors, among them the nature of the sport, the size and availability of facilities, coaching duties and minimum requirements/skills. Coaches will clearly spell out the skills and qualities necessary to make their team. Athletes will be given feedback on their performance during tryouts. Coaches will make themselves available (i.e., specific time and place) to talk to any student who has been cut.

Communication Protocol

Any student-athlete who has an issue or concern while trying out for a team or during their time on a team, should observe the following guidelines:

1. The student-athlete should first schedule a meeting with the coach of the sport involved (parents are invited to participate at any time they find it appropriate).

1a. If this process takes place on the Freshman or JV levels, and there is no resolution, the next step for the student-athlete is to approach the Varsity Head Coach in charge of the particular program. If there is no resolution at this level, then proceed to Step 2

POLICIES AND PROCEDURES

Communication Protocol Continued

2. The student-athlete should then meet with the Director of Athletics to discuss the situation. If this meeting does not resolve the issue, then proceed to Step 3.

3. The final step is for the student-athlete to meet with the Administration to discuss the previous three meetings and why they are still not satisfied with the situation.

The following topics are appropriate for parents to discuss with coaches, Director of Athletics and school administration, following the steps listed above:

- The treatment of your son mentally and physically
- Ways to help your child improve and develop
- Concerns about your child's behavior
- Notification of schedule conflict well in advance
- Status of injuries and/or rehabilitation timelines

The following topics are to be left to the discretion of the coaches and their staff, and are not appropriate to discuss with coaches and school administration:

- Playing time
- Decisions regarding which athletes make or do not make a team
- Team strategies (play calling)
- Other student-athletes

Student-athletes (with parents) will meet individually with a coach to discuss conflicts/issues. Such meetings should be scheduled at a mutually agreeable time, and should avoid being scheduled during the following:

- Immediately before/after an athletic contest
- During an "active" practice session
- When other student-athletes are present, or are readily visible by others
- When it is apparent that sufficient time is not available to complete the discussion

Dropping a Sport

If a student-athlete wishes to drop a sport, they must do so before the team has played its first contest (excluding scrimmages). If a sport is dropped after this date, the student-athlete may not switch to another sport during the same season or begin the next season of sport until the team from which he dropped has completed its season (including playoffs). Any student-athlete who drops a sport after the first contest date must notify the head coach of their decision and return school issued uniform and all school-issued equipment to the head

coach at that time. If a student-athlete does not notify the head coach and return their uniform and equipment within five (5) days of dropping a sport, the matter will be handled by the Athletic Director.

POLICIES AND PROCEDURES

Early Dismissal

The coach will work with the athletic director to develop a schedule of travel that allows the students enough time to adequately warm-up and check equipment but minimizes the amount of time away from classes. We encourage each student athlete to check with his/her teacher prior to leaving school to obtain any necessary assignments and reschedule any missed exams. Early dismissal schedules will be distributed on paper to all faculty and staff on the day of events. Teachers need to follow the release times and not release any student athlete any earlier.

Equipment

With the approval of the Athletic Director, each sport may offer a sport specific Eastbay Store to the athletes. These stores usually include sport-specific logo-wear, which is designed for use in practices and contests. Stores may include mandatory and / or optional items.

- **Cost:** Equipment costs and needs vary for each sport. Costs for additional personal equipment (equipment that is not provided by the school) are not listed in this handbook. Some athletes will already have the required personal equipment and will not need to purchase any additional equipment. Not all athletes need the same type of equipment and thus their costs will be less than other athletes.
- **Returns:** Students must return school issued equipment to their coach no later than five (5) school days after the close of the season. If equipment is not returned within the five (5) day period, the student will be billed for it by the Athletic Director.

Fees

Notre Dame High School requires that each student who participates in athletics to pay a sports fee, uniform and sport specific fee per sport. The sports fee covers a portion of the cost of offering athletics, which includes coaches' salaries, transportation, fees, school issued uniforms, equipment, facilities, officials and maintenance of our athletic facilities. The remainder of the cost of athletics not covered by the athletic fee comes from the school's operational budget. The max per student on the sports fee is \$500 and max per family is \$750.

Keys & Security

Each coach is responsible for their keys. They should NOT give their keys out to students or friends. Each coach is responsible for locking up any door and/or gates after practices and/or games.

POLICIES AND PROCEDURES

Off-Season Requirements

Each Head Coach, with approval of the Principal and Director of Athletics, may offer opportunities for athletes to take part in off-season conditioning and competition that is consistent with league and CIF rules. Coaches must make it clear to athletes and their parents/guardians that off-season programs are sponsored by outside agencies and are not Notre Dame High School programs. Therefore, athletes are not covered by Notre Dame High School insurance while participating in these programs. Any expectations for participation in off-season programs must be put in writing by the coach and distributed to all potential participants. No coach may require incoming Freshman student-athletes to participate in any summer programs prior to the start of the academic year.

Physicals

CIF rules require that all students wishing to participate in an interscholastic sport complete a pre-physical screening and show evidence of having a physical given by a licensed California physician. The physical and screening must be completed on forms provided by CIF. No student will participate or compete until they have submitted evidence of having a physical. Head coaches, in coordination with the Director of Athletics, will ensure their athletes meet this requirement. All students must have physicals dated after June 15 of the current school year on file.

Practice Times

Per CIF, sports programs may spend a maximum of 18 hours per week on sports-related activities. Practices may be no longer than four (4) hours per day, and double-sessions cannot be held on consecutive days (three hour rest period between). Team activities include practice, weight-lifting, film study and competition days that count as three hours (regardless of the length of day). Study halls, tutoring, team dinners and/or mass are not counted towards the 18-hour limit.

No athletic practice may be held on the following days without the permission of the Athletic Director:

- Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Easter weekend (Thursday – Sunday), Labor Day, Thanksgiving, Sunday

Schedules and Cancellations

Schedules are developed by each Head Coach under the supervision of the Director of Athletics and in cooperation with the Conference/League. Contests are scheduled to minimize lost class time and to avoid conflict with semester exams. Should a condition occur when it is

unsafe or undesirable to play an athletic contest, the Director of Athletics in consultation with the respective head coach, will cancel the contest and will notify the opposing school and the officials. If a contest during the week is to be canceled, the decision will be made by 12:00 p.m., at the latest, on the day in question. (For weekend games, parents and athletes should contact the coach.) Parents should check the Sports Band App to receive updated information on the status of the contest.

POLICIES AND PROCEDURES

Senior Day/Night Festivities

Senior Day/Night festivities are designed to recognize seniors for their contributions to their particular program with a small ceremony conducted before, during halftime, or following the game. A small token of appreciation will be given by the athletic department on this day/night. Any others gifts can come from families and/or teammates.

Supervision

Coaches must be on site before a practice begins. Warmups are allowed to take place before coach arrives. Personal equipment may be used, but no other equipment should be used. Athletes are not allowed in the gym until their coach arrives and must leave when coaches leave.

Transfers

All students who transfer from another school must fill out the appropriate State CIF transfer certification form. This form is available from the Director of Athletics and on our school website.

Transportation

Transportation to Notre Dame High School athletic contests is provided by vans, bus, or parent-driven vehicle. If buses/vans are unavailable, coaches, athletes and/or parents can drive students to contests providing a Travel Release form to coach. These forms are to be returned to the coach with the appropriate information and parental signatures. Parents may designate whether or not their child may travel with another student or parent, or would prefer that their child only travel with a coach in a school-assigned vehicle. If an athlete leaves a contest with someone other than the person with whom he arrived (parent, friend, relative), he must notify his coach prior to his departure. Notre Dame High School is responsible for all athletes who leave the school and proceed directly to an off-campus contest. If an athlete leaves campus on his own and goes home prior to his travel to an off-campus contest, the school is not to be held liable for the travels of that athlete.

FINAL MESSAGE TO ALL STUDENT-ATHLETES, SPECTATORS, AND PARENTS:

Support Notre Dame Athletics by:

- Attending sporting events.
- Lending positive support to our teams and coaches.
- Encouraging all players without regard to their role on the team.
- Helping other spectators and parents to maintain an appropriate sportsmanlike attitude.
- Showing respect for the authority of the game officials.
- Enjoying the Notre Dame High School athletic experience.

GO TITANS!

