



SAINT JOSEPH NOTRE DAME HIGH SCHOOL

ATHLETICS

STUDENT & FAMILY HANDBOOK

2023-2024

ACADEMIC YEAR

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INTRODUCTION

SJND sports programs have a long and proud history which are an essential part of the entire Saint Joseph Notre Dame community. Sports provide students with a range of physical, emotional, social, and spiritual benefits and serve as a source of pride for the community. Whether a student is an athlete or simply a fan of their school's sports teams, high school sports programs play an important role in shaping the lives of young people. The role of athletics is to teach lifelong lessons in a manner that is compatible with the mission of Saint Joseph Notre Dame High School.

This handbook contains the objectives, norms, and guidelines for the coaches, parents/guardians, and students to read and follow so that Saint Joseph Notre Dame High School can continue to offer its students the best athletic program possible.

SJND ATHLETIC DEPARTMENT

Principal: Fr. Steve Kim

Athletic Director: John Bertken

Assistant Athletic Director: Jazmine Jackson

SCHOOL MISSION STATEMENT

Saint Joseph Notre Dame High School, a Catholic parish high school, provides a dynamic and rigorous college preparatory education. Our faith-filled, diverse, and welcoming community embraces the teachings of Jesus Christ. We develop confident, open-minded, and effective leaders who are ready to live joyful lives of faith, scholarship, and service.

INTEGRAL STUDENT OUTCOMES (ISOs)

To these ends, it is the ambition of the athletic department staff to provide an educational environment that supports the school's ISOs (Integral Student Outcomes).

SJND GRADUATES ARE

● **INSPIRED BY CHRIST to...**

- Live authentic lives of faith, compassion, and justice
- Act on Gospel values through participation in liturgies, retreats, community service, and ministry to others
- Embrace and foster the spirit of family as the foundation of community

● **ENGAGED AND CREATIVE SCHOLARS who...**

- Think critically and creatively
- Apply high-level thinking to solve problems in practical contexts
- Communicate clearly and effectively
- Use technology skillfully and responsibly
- Reflect on their own learning
- Collaborate productively and with purpose
- Pursue higher-education opportunities with tenacity and ambition

● **MORAL INDIVIDUALS who...**

- Work and make decisions to foster the physical, emotional, and spiritual well-being of self, family, community, and the wider world
- Respect and value differences among people
- Embrace roles of servant leadership
- Act with wisdom, conviction, and integrity

PHILOSOPHY

Athletics are offered to students at Saint Joseph Notre Dame High School within the context of a larger educational program that honors academics and recognizes the importance of co-curricular activities. SJND develops a variety of student interests, encourages active student participation, and respects the collaboration of students, staff, faculty, and families.

STUDENT-ATHLETE EXPECTATIONS & POLICIES

● ATHLETICS AS A SEGMENT OF THE EDUCATIONAL PROGRAM

Interscholastic sport is a voluntary program. Thus, participation in SJND athletics is a privilege, not a right. Accompanying that privilege is the responsibility to conform to standards established for the SJND athletic teams. The privilege may be revoked when a student athlete fails or refuses to comply with those standards.

We believe that participation in athletics, as a player, coach, and/or spectator, is an important part of the educational experience. Such participation is a privilege that carries with it responsibilities to one's self, team, athletic department, school, and the SJND community. While participating, the athlete's conduct represents all of these groups.

● PARTICIPATION

Athletics are voluntary. Participation is not required for graduation. Thus, being a member of an SJND sports team is earned. With that privilege come the responsibilities to maintain the established standards of conduct as defined by the SJND Student & Family Handbook both on and off the field.

● STUDENT-ATHLETE CONDUCT AND BEHAVIOR

Student-athletes are special representatives of the SJND community. Team members are held to a high standard both on and off the location of competition. Athletes should demonstrate Pilot Pride, based on the values of the school, in all they do. Participating in athletics requires courtesy and good behavior on campus, at other schools, and throughout the community. The Pilot Code of Conduct, outlined below, is designed to assist student athletes in making good choices.

Saint Joseph Notre Dame High School enjoys athletic success because of team spirit and school pride. "Team First" should always be in the minds of our players. Therefore, before acting, athletes should think how their actions will affect the team. In addition, we ask athletes to always consider the outcomes of their decisions. Following the athletic code will help build team morale, discipline, and spirit. Student-athletes should take it upon themselves to become the very best team member possible.

● PILOT CODE OF CONDUCT

SJND student-athlete behavior should be aligned to our school mission and values. The student-athlete agrees to follow all school rules as outlined in the SJND Student and Family Handbook.

In addition, student-athletes will be held to the following standards for athletic conduct:

During Competition, SJND student-athletes will:

- Use legal tactics;
- Refrain from using profanity;
- Be courteous and hospitable to visiting teams;
- Respect the integrity and judgment of officials and accept their decision; and be humble in victory while gracious in defeat.

In the Classroom, SJND student-athletes will:

- Maintain grades in accordance with North Coast Section (NCS) and school eligibility policies;
- Strive to become a good student and citizen;
- Be respectful to faculty members and other students;
- Attend class on time, be prepared to learn and ready with necessary school materials; and respect school property.

On Athletic Trips, and Outside of school SJND student-athletes will:

- Demonstrate a high standard of conduct as a representative of the school, community, team, coach, family, and self; and respect the property of others.

● **BEING PART OF THE TEAM**

Teamwork is one of the most important skills student-athletes learn. To be successful, every member of a team must work together to make the whole greater than the sum of its parts. Sacrifice, loyalty, common goals, and collaboration are all important components of teamwork. While all of those traits are worthwhile to participants in activities, they are even more important for future personal happiness and career satisfaction.

● **PREPARATION**

Student-athletes should arrive on time for practice and be focused and ready to learn. In addition, they should do their best to be prepared both physically and mentally for the season by training in the preseason. If a student-athlete is unable to attend practice or a game due to an unavoidable appointment or an unforeseen circumstance, please let your coach know at least 24 hours in advance when possible.

● **DEDICATION**

Student-athletes must be willing to dedicate themselves to sports – attending all practices and games (unless otherwise communicated to and excused by the coach). The athlete should be aware that hard work helps accomplish goals and it is important to have a sincere desire and dedication to succeed. The athlete must also realize the importance of work in the off-season. This commitment may be challenging and difficult at times. Remember, attitude, effort, communication, and persistence will help students in reaching goals and becoming successful in life.

● **RESPECT**

At the very core of citizenship is respect – respect for self and others. The student-athlete should demonstrate respect for their teammates, coaches, teachers, administrators, officials, spectators, school facilities, equipment, and opponents at all times.

Proper Behavior on the Bus or Van

An athlete's behavior is a reflection of their team, their school, their family, and themselves. Always take safety into consideration by doing the following:

- Wear your seatbelts
- Follow the directions of the driver
- Keep the noise level down
- Be respectful at all times
- Clean up the can after use

● LOCKER ROOM CONDUCT

Student-athletes may be assigned lockers whenever possible when the team is in season. Multi-sport athletes may be assigned a locker for the entire school year. Single sport athletes may be moved out of their locker to create space for the next season of sport. All locker assignments will be given by a member of the Athletics Department if necessary.

It is a privilege to be assigned a locker. A student athlete who does not follow the rules listed below may forfeit this privilege. Student security and safety in the locker room facility are priorities of the coaching staff. Each student is responsible to assist in keeping the locker room area clean, safe, and secure.

- Absolutely no shenanigans/roughhousing
- Lock and re-check your locker before leaving the locker room
- Do not share lockers or share combinations with any other person
- Report any missing items to the athletic department immediately
- Clean your area as you leave each day
- Treat the facility with respect

**Please be mindful of what you decide to leave in the locker.
Athletics is not responsible for items inside the lockers.**

● INTERNET USE AND SOCIAL NETWORKING

Your participation in SJND athletics includes responsible use of the internet, including social networking sites such as but not limited to: Facebook, Twitter, Snapchat, Instagram, Youtube, TikTok, etc. Anything that is deemed inappropriate or offensive is unacceptable and may lead to accountability measures deemed appropriate.

● ENFORCEMENT DUE TO VIOLATION OF RULES

Non-adherence to the foregoing regulations will result in disciplinary action by the coaches, Athletic Director, and administrators of the school.

Violations of the letter or spirit of the Code of Conduct and the rules in this handbook may result in one or more of the following penalties recommended by the coach and Athletic Director with the approval of the principal:

- Reflection for dress code violations
- Placement on probation
- Removal from one or more of the next scheduled contests
- Referral for assessment and treatment of any alcohol, drug violation, criminal activity
- Removal from the team

● SCHOOL ADMINISTERED DISCIPLINES

If you receive a school-administered disciplinary action from an SJND staff or faculty member, you are required to serve the day it is assigned. The only exceptions are for student-athletes who have an early dismissal for an away contest. The disciplinary action will be reassigned for the next school day. If the action is assigned on a practice day, the student-athlete must serve that day.

ATHLETICS & ACADEMICS PARTNERSHIP

● **STUDENT-ATHLETE ACADEMIC COMMITMENT**

Athletics are just one part of the educational program that is provided to SJND students. The main reason that students are in school is to learn and therefore, academics always come first. Maintaining academic eligibility is the student's responsibility, not that of the coaches, teachers or parents/guardians. Eligibility can be withheld due to attendance issues or citizenship. If needed, study halls can be coordinated for the team.

● **STUDENT-ATHLETE ACADEMICS**

To be eligible for participation in extracurricular activities, a student must meet the grade requirements (outlined in the SJND Student & Family Handbook) during the last regular grade report period preceding the student's participation in the activity. In addition, the student must maintain the grade requirements throughout the entire season. Academic monitoring does not prohibit a student from practicing on a team, but it does prohibit participation in games and matches. Please refer to the SJND Student & Family Handbook section on Academic Monitoring for the specific requirements and procedures.

● **NCS SCHOLAR ATHLETE**

The North Coast Section Scholastic Award program is one of the most popular award programs NCS member schools offer. California Interscholastic Federation (CIF)/NCS member schools believe that the values of hard work, commitment, and dedication, values learned through educational athletics, are applicable to many endeavors. CIF/NCS member schools are proud to honor these student athletes who demonstrate these qualities in their academic achievement. To better promote the academic achievement of our student-athletes NCS has instituted a list of student-athletes who achieve an unweighted GPA of a 3.50-3.79, the Scholar-Athlete Honor Roll, and the President's List, 3.80-4.00.

Fall sports receive their certificates based on their grades in November. Winter sports receive their certificates based on first semester grades. Spring sports receive their certificates based on their April grades.

● **SERVICE**

We are committed to service learning as a way to incorporate civic responsibility through service with our athletic teams. Each team will take part in one service project per season in which all team members must be present. SJND student-athletes will have opportunities to volunteer in the community.

SEASON REGULATIONS

● **UNIFORM POLICY**

Some teams will have their uniform provided by the school. These uniforms must be returned at the end of season. If the uniforms are not returned by the end of the academic year, the student athlete will be held financially accountable.

For any lost or damaged uniforms, the family will be held financially responsible and may impact the ability to participate in school activities.

● **SPIRIT KITS**

Every team member will purchase a "Spirit Kit" for that specific team. The kit will consist of sportswear that will be kept by the student. While in season, all athletes on that team will wear the "Spirit Kit" on days when they have a competitive event.

● **COMPETITION ON AN OUTSIDE TEAM**

A student on a high school team may not play on an outside team. The student-athlete becomes ineligible if the student competes in a contest on an “outside” team in the same sport during the student’s high school season of sport. The only sport that is exempt from this rule is boys soccer in the fall season.

● **TWO SPORT RULE AT SJND**

A student-athlete is not allowed to play two sports during the same season. Example: You cannot play tennis and volleyball in the same spring season. There will be a case-by-case exception that will be determined with the collaboration of the Academic Dean, Counselors, and Athletic Director.

However, a student is allowed to compete in a JV or Varsity sport in one season and start a JV or Varsity sport in another season after completing their prior season’s obligation. Example: finish the girls varsity basketball season (winter) and then begin the girls varsity softball season (spring). The student must inform his/her/their coaches at least a month in advance of the start of either season. All students will be given an equal opportunity to try out for a sport in the following season even if the completion of the previous season extends into the upcoming season.

● **TRANSPORTATION**

If a student athlete goes to an athletic contest in a school vehicle under the supervision of a coach, that student athlete must return to school with the coach. The coach can only release student-athletes to their parents/guardian at the end of a contest in which the student rode in a van. If a parent/guardian wishes for their child to be released to someone other than themselves, they must give the coach written consent via email or text. If they verbally speak to the coach via cell phone, please follow the conversation up with a text message confirming the arrangement.

Bus - SJND provides bus transportation for drop-offs and pick-ups at some of our offsite practice locations. If you have any questions, please contact the Athletic Director.

School Van - SJND school vans are used generally for game day transportation, but may be used for practice as well. Coaches will drive their teams to the location. They will communicate with their teams the time and location of their departure.

Parent Carpool - Some teams may need parent volunteers to provide assistance with game day transportation. If you are interested in being a parent driver, please let your coach know. Your coach will inform the athletic department for proceeding steps. The athletic department encourages parents to get involved with their program and provide support in any way they can.

Student Drivers - Students may be allowed to drive only themselves to home games. Students may drive themselves and other students to practices as long as the student driver and passengers are in accordance with all California state driving laws and a permission form is on file.

● **BCL- NOTICE CONCERNING SPORTSPERSONSHIP**

The member schools of the BCL aspire to high standards of sportspersonship. Coaches, players, spirit squads, fans, and school officials are responsible for safe and orderly athletic contests that promote fair play and healthy competition. These expectations must be honored at all times. Coaches and players are required to read BCL sportspersonship guidelines in Chapter 7 “Athletics” of the SJND Student & Family Handbook.

FAMILY & STUDENT-ATHLETE PARTNERSHIP

The journey for our student-athletes at Saint Joseph Notre Dame is ultimately a partnership with our parents/guardians. We are committed as a school community to help your children discover their potentials and to believe that they are more than capable of achieving every goal they set for themselves.

We believe that the Saint Joseph Notre Dame experience will prepare them to make well informed, moral, and compassionate decisions throughout their lives. We must work together with our students' families in order for the full Saint Joseph Notre Dame experience to come to fruition. It is crucial that our students' attitudes and behaviors reflect the true value of our school both on and off campus. Our partnership is at the crux of this reality. We must work together in order for Saint Joseph Notre Dame students to continue to grow and learn the integral value of being honest, empathetic, and compassionate. We are all witnesses to this formation. We believe that our parents/guardians have a responsibility to cooperate with school personnel; to work respectfully with school personnel over issues that arise in schedules, academic performance, practice, and any school related activity; to supervise the use of your home as a healthy gathering place for young people when appropriate; to monitor your child's social media usage so that it is positive and reasonable and supports values of our school. This partnership must be sustained through healthy and honest communication. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw from the school.

● PARTNERING THROUGH BOOSTER CLUB

Parents/Guardians can join the team of support through signing up for the Booster Club. Your support will be committing to join one of the following committees: Merchandise (students, coaches, fans), Membership (coordination, communication), Event (sport games/meets, fundraising, etc), Sponsorship (local merchants, larger merchandiser, etc), Promotion (students, teams, scores and game reports, future events, website).

Each of these areas are important aspects of providing the best possible value for our student-athletes and the more support each area gets, the more being offered to the student-athlete.

● ROLE OF PARENTS/GUARDIANS

Parents/Guardians and family members are the child's first fans. They are integral to the student's success and the success of any athletic program. SJND asks the parents/guardians to provide a positive environment for our student-athletes to achieve their sports goals. Being part of an athletic team will provide the student with many important moments of their high school career. The Athletic Department relies on the support and cooperation of the SJND parent/guardian community. You are part of our Pilot Family.

All parents/guardians and families can contribute to the Athletic program by:

- Encourage participation. Allow the student to select the sport based on his/her perceived ability and interest. Provide a pressure-free environment regarding scholarship expectations.
- Monitor the physical needs of your athlete. See that medical needs are met. See that the right equipment is provided. Insist on proper diet and nutrition, and adequate sleep. Limit electronic devices when possible.
- Volunteer to help with team needs. These may include hosting team dinners, driving carpools, match reporting, providing snacks or working at an event.
- Stress the importance of the complete athlete – mental, emotional, and physical preparation.

- Discuss with the Athletic Director what needs are not being met or issues that have been raised in times of challenge and encourage perseverance and options for restoration.
- Review the school's SJND Student & Family Handbook, especially the sections including attendance, tardies, conduct and grades.
- During the season, take into consideration practice and games when planning family events.
- Support the school's policy of no profanity, alcohol, illegal drugs or tobacco products.

Each sport has its particular needs from the parents/guardians and families. These will be identified in the student and family meetings with the coaches.

● PARENT/GUARDIAN CONDUCT AT ATHLETIC EVENTS

In order to provide a pleasant and safe environment for all spectators and participants, the participating schools' staff and students ask that all fans do the following:

- Remember that this is a high school athletic event. Players, coaches, officials and fans are all involved in this phase of the student-athlete's educational experience.
- Display proper sportsmanship.
- Please do not coach from the bleachers.
- Refrain from intimidating or harassing players, coaches, officials or other fans.
- Use appropriate language at all times.
- Remain in assigned seating areas. Spectators are not allowed in the playing areas.
- Coaches, program administrators, sports officials, and athletes have a right to demand that spectators conform to acceptable standards of behavior.
- Please enjoy the event by being a fan...not a fanatic.

● COMMUNICATION

Communication between Coach and Parents/Guardians

There are several benefits and challenges of athletic participation. As your student-athletes become involved on an athletic team, they will experience some of the most rewarding moments of their lives. Likewise, it is important to realize that there will be times when things do not go the way your student-athlete wishes. Please understand that this is your child's athletic journey; please allow them the opportunity to advocate for themselves as much as possible.

Communication to Expect From Your Coach

- Philosophy of the coach
- Expectations the coach has for your student-athlete as well as the team
- Locations and times of practices and contests
- Team requirements (events, fees, special equipment, offseason opportunities)
- Procedure to follow should your child be injured during participation
- Discipline that results in denial of your child's participation
- The availability of the coach to speak with you about your child if you should have a concern about your child's health or academics

Communication Coaches Can Expect From Parents/Guardians

- Concerns expressed at the appropriate times (i.e. scheduled time with the coach to speak)
- Notification of any schedule conflict which may involve an absence from practices or a competition well in advance

If there is a concern regarding your student-athlete

The first step in addressing a concern is to have the student-athlete meet with the coach to discuss the issue. In most instances, this conference will resolve issues or questions. If there is a need for additional clarification, the second step should be the student-athlete requests a meeting with the Athletic Director facilitating a meeting with the coach and player. If there is further need of clarification, a parent/guardian contacting the Athletic Director via email to set up an appointment to discuss the concern. If the concern is regarding your child, the child must be present at the meeting.

Please do not attempt to talk to a coach before or after a contest/practice/event without prior arrangement. Our coaches are responsible for the supervision and safety of their athletes. In addition, these can be emotional moments for both parents/guardians and the coach. Meetings in this environment do not promote resolution.

Issues that are not appropriate to discuss with coaches

For reasons of privacy and confidentiality, a coach is unable to discuss certain issues with parents/guardians. Other issues are left to the discretion of the coach. These include the playing time, play calling, and game strategy or other student-athletes.

● VACATIONS

We would also like to emphasize that your student-athlete has made a commitment to the chosen sports season. We want to encourage our athletes to understand their dedication to their team as well as their family.

In a sports season, there may be holidays and scheduled school vacations. While SJND coaches and the Athletic Department keep these dates in mind and understand that during these times spending time with family is important, certain varsity teams will require student-athletes to be present during Christmas or Easter breaks.

Many of our students are loaded with commitments and we want our students to have the opportunity to be well-rounded individuals without being punished for it. Please take into consideration each individual circumstance of conflict. The majority of the schedule for your season is finalized before the season starts.

There may be a few games added, but most games are already scheduled. Playoff season games will not be determined until closer to date. Therefore, we ask that the student-athlete communicate with their coach to come to a decision with the student-athlete early in the season so the athlete knows the conflicts immediately and the consequences of those choices.

No team is allowed to practice or play games on Ash Wednesday or Good Friday (Friday before Easter Sunday).

● **ATHLETICS TRAVEL**

There may be instances where a team needs to travel a long distance, stay overnight, and possibly miss school for a game. Families will be notified as early in advance in order to prepare for the event. A permission slip will be provided by the Athletic Department and shared with each member of the team. If permission slips are not signed and returned in a timely manner, the athlete may not travel with the team. If there are any questions or concerns regarding travel arrangements, please inform your coach and contact the Athletic Director.

● **SJND ATHLETIC SPECIAL EVENTS**

Student, Family, & Coach Meeting

At the beginning of each season, the Athletic Department will host a meeting for the team members, their families, and the coaching staff. Each team will have the opportunity to gather as a program and share specific information about the season and their sport.

End of the Year Reception

The Athletic Department holds a reception at the end of each season for all sports in recognition of the teams and their coaching staff for their dedication and support to the SJND community.

● **RISK WARNING**

While participating in competitive athletics is an overall supportive experience to human development – physically, mentally, emotionally, and spiritually – there is also risk of severe injuries. Changes in rules, improved conditioning programs, modern equipment and medical coverage have reduced these risks. However, it is impossible to totally eliminate such incidents from occurring. Players may reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program, getting proper nutrition and sleep, and inspecting equipment daily.

We will be happy to answer any questions you may have regarding this or other matters. Please call the Athletic Director's office at 510-995-9434. We are looking forward to a safe and successful athletic year at Saint Joseph Notre Dame High School.

● **CONCUSSIONS**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away. Please read section 7.3 in the SJND Student and Family Handbook for more information and bylaws stated by CIF.