



# ***Student-Guardian Athletic Handbook 2024-2025***

*\* These expectations and rules are in addition to the rules found in the Josephinum Academy of the Sacred Heart High School Student Handbook and the Illinois High School Association (IHSA) rules.*

# TABLE OF CONTENTS

Josephinum's Administration and Athletic Staff welcome you to our Cougar teams and programs. We pledge our assistance and support as we work with students and parents in building a quality athletic program within our educational environment.

I. JOSEPHINUM EDUCATIONAL PHILOSOPHY STATEMENT & VISION	3
II. PHILOSOPHY OF JOSEPHINUM ATHLETICS	3
III. ATHLETE CODE OF ETHICS	5
ATHLETIC DEPARTMENT - "BLUE" SHEET	6
IV. JOSEPHINUM'S STUDENT HANDBOOK	7
V. COMMITMENT EXPECTATIONS	9
VI: SCHOOL EQUIPMENT/UNIFORMS/PRACTICE REQUIREMENTS	10
VII: ATHLETIC DISCIPLINARY ACTION	10
VIII: ATHLETIC INJURIES & CONCUSSION	12
X: REQUIREMENTS FOR PARTICIPATION	12
XI: TRANSPORTATION	12
XII: FUNDRAISING	13
XIII: COMMUNICATION BETWEEN COACH, ATHLETE, AND PARENT	13
XV: FINANCIAL OBLIGATIONS	14

## *SY 24-25 Student - Parent Athletic Handbook*

### **Page 2 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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The student-athlete exemplifies the Sacred-Heart Goals which are:

- a personal and active faith in God,
- a deep respect for intellectual values,
- a social awareness which impels action,
- the building of community as a Christian value, and
- personal growth in an atmosphere of wise freedom.

Each student-athlete should take pride in building and representing the ongoing tradition of Josephinum Academy's excellence in athletic achievement, which enhances life-long learning.

It has been an ongoing tradition and philosophy of the Josephinum Academy Athletic Department that participation in athletics is an integral part of the education process. Participation in Josephinum athletics is a privilege and an honor, not a right to be taken for granted. Athletics provides opportunities for students to grow and come to value

<u>ATHLETIC DEPARTMENT - “YELLOW” SHEET</u>	<u>16</u>
<u>ATHLETIC DEPARTMENT “WHITE” SHEET</u>	<u>17</u>

## I. JOSEPHINUM EDUCATIONAL PHILOSOPHY STATEMENT & VISION

**Educational Philosophy:** Josephinum Academy of the Sacred Heart is a diverse college preparatory learning community, dedicated to empowering young women to use their creativity, unique perspectives and voice to bring about change in the ever-evolving world.

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 3 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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**Vision:** Josephinum Academy of the Sacred Heart graduates are the leaders, change-makers and visionaries of tomorrow.

**BE A MULTIPLE SPORT ATHLETE!** We recommend that student-athletes participate in two sports during each year of high school.

**THE PRIMARY OBJECTIVE** of the program is to offer students valuable opportunities to cultivate positive leadership habits and attitudes through social and group interactions. The athletic program should always align with the broader objectives of the school. Its administration should adhere to general policies of the institution. ***The program must never overshadow the overall educational curriculum; instead, its leaders should continually aim to develop well-rounded individuals who are prepared to thrive in modern society.***

**COMMITMENT** Players at Josephinum Academy of the Sacred Heart must understand that high school athletics are highly competitive, both within our own team and in the games we play. It requires individuals who are strong-willed and ready to embrace the responsibilities that come with this spirit of competition. Therefore, athletics at Josephinum should NOT be seen as mere recreation, but as a “COMMITMENT” to oneself, the coach, teammates, and to the game itself. Failing to uphold these commitments from the start will inevitably lead to conflict and a breakdown of trust.

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 4 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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We recognize that today's students often participate in many activities both in and out of school. However, it's important to acknowledge that we cannot do everything at once. Being fully committed and giving 100% to an entire season is what is expected from every player on this team at all times. Other extracurricular and outside activities should NOT interfere with your dedication to your athletic team and Josephinum.

**ATTITUDE** Within a competitive environment, it can be easy to lose focus, change our perspective, and place too much emphasis on winning. At Josephinum, success is not measured by the scoreboard or performance ratings, but by the satisfaction of knowing we gave our best effort and maintained a positive attitude. This commitment reflects our Sacred-Heart Goals, our school, and our team. Every player should enter each game with the goal to win, but also understand that striving to win is just one part of our team's overall objective. Our true measure of success lies in our dedication, effort, and how we represent ourselves and our community.

**RESPECT** At Josephinum, our goal is to earn the respect of local, collegiate, and professional sports communities throughout Illinois. We are dedicated to individual, team, and cooperative excellence. It is essential to establish a mutual understanding between players, parents, and coach staff regarding our team philosophy, goals, responsibilities, expectations, and policies. Achieving this requires special dedication, cooperation, and discipline to ensure that this season's athletic program is the most successful yet.

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 5 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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## II. ATHLETE CODE OF ETHICS

Athletics is an important component of the overall educational experience at our school. Every activity, whether curricular or extracurricular, in the classroom or on the field, aligns with our school's goals for the intellectual, physical, social, and moral development of our students. Within this framework, the following Code of Ethics is outlined:

As an athlete, I understand that it is my responsibility to:

1. Prioritize academic achievement above all else.
2. Show respect for my teammates, opponents, officials, and coaches.
3. Honor the integrity and decisions of game officials.
4. Demonstrate fair play, sportsmanship, and proper conduct both on and off the field.
5. Maintain a high level of safety awareness at all times.
6. Avoid using profanity, vulgarity, and any offensive language or gestures.
7. Adhere to established rules and standards of the game being played.
8. Respect and use all equipment safely and appropriately.
9. Never use alcohol, tobacco, illegal drugs, non-prescription drugs, anabolic steroids, or any substances not approved by the FDA, Surgeon General of the U.S., or American Medical Association to enhance physical development or performance.
10. Be knowledgeable about and comply with all state, section, and school athletic rules and regulations regarding eligibility and sports participation.
11. Strive to win with character and lose with dignity.

*SY 24-25 Student - Parent Athletic Handbook*

### **Page 6 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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**SIGN ONLY THE PURPLE SHEET AFTER YOU HAVE READ THESE CODE OF ETHICS.**

**ATHLETIC DEPARTMENT - "BLUE" SHEET**

In order to become eligible to participate on an athletic team at Josephinum, you must turn the **PURPLE, WHITE, AND YELLOW** sheets into the Athletic Director. Upon receipt and review of the sheets, the student athlete will be issued a **CLEARANCE TAG** to give to the Head Coach.

\*\*\*\*\*

**I HAVE READ AND UNDERSTAND THE CODE OF ETHICS FOUND IN THE ATHLETIC HANDBOOK ON PAGE 5.**

STUDENT-ATHLETE:

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Signature of Student

Date

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 7 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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Print First and Last Name of the Student-Athlete:

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**AND**

ATHLETE'S PARENT/GUARDIAN:

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Signature of Parent/Guardian

Date

Print First and Last Name of the Parent/Guardian:

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#### **IV. JOSEPHINUM'S STUDENT HANDBOOK**

##### **A. ELIGIBILITY POLICY FOR ATHLETIC AND CO-CURRICULAR PROGRAMS**

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 8 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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**The purpose of this policy are as follows:**

- To establish qualifications for participating in athletic and co-curricular activities.
- To provide motivation to keep academic performance high.
- To aid students in balancing the various aspects of their lives.

**Josephinum's basic beliefs regarding eligibility for participation include:**

- Academic / intellectual development is the primary focus of Josephinum Academy.
- Students represent the school and should reflect Josephinum in the best light.
- Students are motivated by eligibility standards to maintain academic performance.
- Standards should be enforced firmly and consistently.
- Students who are heavily involved in and outside of school must learn to budget time and set priorities.
- Participation in co-curricular activities and athletic programs are essential to becoming well-rounded individuals, but they are a privilege that accompanies good behavior and academic performance.

**Student athletes eligibility is important because it allows students to recognize that academics directly impact their ability to participate in athletics. The Eligibility Process includes:**

- Grades will be updated each week on Friday morning. This information will be given to the athletics director, who will communicate to student athletes and guardians.

*SY 24-25 Student - Parent Athletic Handbook*

**Page 9 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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- If a student is receiving a D in any class, you will be notified of probation status; however, you will still be eligible to play and practice.
- If a student is receiving an F in any class, the student athlete will NOT be allowed to participate in any games, or practices, until the grade has been deemed passing at the next weekly grade check. There are no exceptions.
- Multiple weeks of F's may result in dismissal from the team.
- If a student-athlete in season is absent from school, that student-athlete will be unable to participate in any after school activities such as practices or games. This is an IHSA policy.
- If a student is on a behavioral contract, or has faced suspension, it is possible removal from athletics will be part of disciplinary action. This is a case by case basis, but will be communicated to the guardian, student, and Athletic Director.
- Any alcohol or drug abuse is strictly banned from the team and will result in an immediate dismissal from the team. If a student is found vaping, the student will face an immediate suspension from the team pending review.

## **B. INTERSCHOLASTIC JOSEPHINUM ATHLETICS**

The Josephinum athletic program includes sports for the Fall, Winter, and Spring seasons . Josephinum Cougars participate in interscholastic athletic competition in conjunction with the Chicago Prep Conference (CPC) under the support and rules of the Illinois High School Association (IHSA).

Josephinum Academy does not recruit students or attempt to recruit students for athletic purposes in accordance with the Illinois High School Association. Any contact with

### *SY 24-25 Student - Parent Athletic Handbook*

#### **Page 10 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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students, home visits and/or phone calls are prohibited. Gifts, leadership awards, scholarships or financial aid are not offered for athletic ability.

Policies and rules pertaining to participation in Josephinum's athletic program and sports teams, as well as IHSA rules, are contained in this Student-Parent Athletic Handbook, which is available on our athletic website. The purpose of this Student-Parent Athletic Handbook is to present information and guidelines regarding athletics to student athletes enrolled at Josephinum Academy.

### **C. JOSEPHINUM COUGAR'S OBJECTIVES OF PARTICIPATION**

The interscholastic athletic program, like co-curricular clubs and organizations, serves as a complement to the classroom, one which attempts to help Josephinum students meet goals through experiential learning opportunities. The purpose of this program are to provide Josephinum's student athletes with these opportunities:

1. To achieve a sense of self-worth and to develop self-confidence.
2. To develop their physical talents to their maximum potential.
3. To engage in competitive activities.
4. To learn new skills beyond those already acquired and to improve on them.
5. To exemplify good sportsmanship as a means of learning good citizenship.
6. To experience both winning and losing.
7. To learn from experience that consequences follow the violation of a rule.
8. To experience working as a member of a team in order to achieve both personal and shared goals.
9. To develop leadership, listening and communication skills.
10. To engage in problem solving and decision making.

*SY 24-25 Student - Parent Athletic Handbook*

### **Page 11 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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11. To participate in organized activities with other young women whose different backgrounds and experiences enrich their own.
12. To understand and practice the principles of sound health, safety and physical fitness.
13. To manage time effectively.

## **V. COMMITMENT EXPECTATIONS**

When you decide to participate in athletics at Josephinum Academy you make a commitment to the school, the coaches, and most importantly your teammates. You are expected to be at all scheduled practices and games. It is not acceptable to miss practice unless you have a valid excuse.

### **EXAMPLES OF VALID EXCUSES:**

1. Death of an immediate family member or friend
2. Personal illness, with a doctor's note
3. Hospitalization of an immediate family member or friend

### **EXAMPLES OF UNACCEPTABLE EXCUSES:**

1. Too much homework - you need to learn to manage your time.
2. Sniffles, stomachache.
3. Injury (unless you are at the doctor/under doctor care)
4. Vacation
5. Birthday party
6. Field Trip

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 12 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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7. Other commitments (clubs, groups, or organizations)
8. Group projects - time management.
9. Relatives or friends in town
10. Club practice for another sport that has nothing to do with our athletic department.

**Athletic Department policy in regards to excused or unexcused absences from practices:**

Should an athlete miss practice due to an excused absence, that athlete may not be allowed to start in the next contest. Should an athlete miss practice as a result of an unexcused absence, that athlete may not be allowed to participate in the next contest. In addition, the coach may suspend or terminate the athlete's participation from the team.

***If an athlete cannot attend a practice or a game due to a doctor's appointment, dentist appointment, school related activity, (leadership activity), please notify or communicate with the coach or athletic director prior to the date of the scheduled activity.***

**There are teams at the Jo that experience low turnouts in terms of the number of athletes coming out for the team.** If an athlete is pulled from the team so that the athlete can go on vacation or other reasons, the school could possibly forfeit a contest. This is not fair to our athletes, parents, and coaches, as well as our opponents and their parents and coaches. We have made a commitment to our league that we will field a team and on a date that we have a contest with an opposing school. We must have all our players to compete.

**VERY IMPORTANT:**

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 13 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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- **A school holiday does not mean you do not have practice.** There are many dates throughout the school year when you have the day off for various reasons. You are expected to be at practice on these days if one is scheduled by the coach.
- **If you are injured, you are expected to be at practice** listening, learning, and supporting your teammates. An injury does not make you a non-member of the team.
- **If your participation in athletics conflicts with another one of your interests** then you are free to choose which one you want to give 100% to. If that is athletics, great, but if it is the other, that is okay too. We just expect you to pursue your endeavors with 100% effort and commitment.

**PLEASE SIGN THE YELLOW SHEET AFTER YOU HAVE READ THE FOLLOWING  
COMMITMENT EXPECTATIONS.**

**VI: SCHOOL EQUIPMENT/UNIFORMS/PRACTICE REQUIREMENTS**

1. The school issued uniforms and equipment are to be used only when representing the school.
2. Athletes and the athlete's parent(s) or guardian(s) are financially responsible for all issued uniforms, other attire (e.g., warm ups), and equipment. **Items that are lost, damaged, or simply not returned after the end of the season will result in a minimum charge of \$50 per item.**
3. Athletes who fail to turn in all issued uniforms, attire, and equipment or turn in damaged uniforms, attire, and equipment **will be:**
  - a. Financially responsible for the applicable items (see #1 above),
  - b. Disqualified from receiving recognition and awards,

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 14 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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- c. Not allowed to participate in another sport, and
  - d. Ineligible, if the student-athlete is a senior, to receive their high school diploma until uniform/equipment recovery is settled.
4. Each athlete should come to practice in appropriate clothing and athletic shoes.
  5. All **jewelry** must be **removed** for practice.

## VII: ATHLETIC DISCIPLINARY ACTION

- **Hazing** - Any activity created with the intention of causing another student mental, emotional, or physical discomfort, embarrassment, or ridicule is considered hazing. Hazing is unacceptable conduct, as well as illegal and will never be tolerated. Incidents of hazing should be reported immediately to the Athletic Director or Dean of Students.
- **Social Media** - If the student-athlete maintains a Facebook, Twitter, SnapChat, Instagram, TikTok and/or any other social network profile on the internet, she is responsible for all the content exhibited on her page and will be held accountable for said content.
- **Alcohol or Other Drug Use/Possession/Distribution** - Use/possession/distribution of alcohol, tobacco, other controlled substances, or misuse of nonprescription drugs is harmful and illegal.
- **Absence from a practice or game** without a pre-authorized excuse from the Head Coach.
- **Suspension** from school for any reason.
- **Obscene** language or gestures of any kind.
- **Improper conduct on campus**, in the classroom, or during transportation.
- **Insubordination** to coaches or to other school personnel.

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 15 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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- **Failure to** maintain required academic standards.
- **Violation of** IHSA rules and regulations.
- **Violation of** school rules.

***Any student-athletes who violate any of these behaviors during pre-season, in-season, and off-season training are subject to disciplinary action and/or removal from the team.***

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 16 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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### **VIII: ATHLETIC INJURIES & CONCUSSION**

A student-athlete who is suspended or sustaining an injury while participating in an extracurricular activity shall be removed from participating in competitions immediately. An Incident Report will be completed by the coach or athletic director, and the athletic director, and the athlete must seek medical attention following an incident. **If a student-athlete requires outside medical attention at any time, a note from a licensed physician must be received before the student-athlete can return to any practice or contest.**

If not cleared to return to that contest, a student-athlete cannot return to play or practice until the student-athlete has provided the school with written clearance from a licensed physician or certified athletic trainer. While removed from all extracurricular activities, it is the state and school policy that all student-athletes begin action steps for recovery through *Return to Learn* and *Return to Play* concussion management programs until the student-athlete has been entirely cleared.

### **IX: ATTENDANCE POLICY**

A student must be in school at least one-half of the day in order to participate in or attend co-curricular or athletic events after school. This applies to students who arrive late to school even if they are ill. Personal free days and college visits will prevent participation in school events.

### **X: REQUIREMENTS FOR PARTICIPATION**

1. Signed Parent/Student-Athlete Agreement Form
2. White, Yellow, and Purple Sheets

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 17 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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3. Concussion Information Sheet
4. Proper non-refundable athletic fee per sport (will be due if a student-athlete is selected to participate on a sports team).
5. IHSA Physical (expires every 395 days)

## **XI: TRANSPORTATION**

Josephinum Academy provides bus and/or van transportation to and from all away athletic contests (not practices or any home games). In rare instances, permission may be given to an individual to drive to contests. Athletes must return to the school by the same means of transportation used going to the athletic contest. Only with explicit permission of the coach and signed permission of the parent/guardian, may an athlete leave an away contest by a different means of transportation.

## **XII: FUNDRAISING**

Athletic teams are expected to fundraise for themselves. All athletic fundraising activities for Josephinum Academy must be submitted to and approved by the Athletic Director at least two weeks in advance. **Coaches are not allowed to request, accept, and/or hold fundraising proceeds.** All money must be turned into the Athletic Director to be recorded and deposited into the applicable account.

## **XIII: COMMUNICATION BETWEEN COACH, ATHLETE, AND PARENT**

*“LET THE COACHES’ COACH, THE PLAYERS’ PLAY, AND THE REFEREES’ REF”*

### *SY 24-25 Student - Parent Athletic Handbook* **Page 18 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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### **A. Parent/Coach Relationship**

We are very pleased that your student-athlete has chosen to participate in Josephinum athletics and we will do all we can to provide a positive experience. Possibly the most important ingredient to achieve this outcome is to ensure that lines of communication are developed to allow for free and easy resolution of questions before they become issues. As a parent, you have the right to know what expectations are placed on your student-athlete.

### **B. Communication The Coaches Are Required To Give To Parents**

- Philosophy of the coach.
- Team Goals
- Expectations the coach has for your student-athlete
- Locations and times of all practices and contests
- Team requirements (i.e. physical, fees, forms, special equipment, off-season conditions, and summer programs)
- Procedure should your child be injured during participation.
- Discipline that could result in the denial of your student-athlete's participation.

### **C. Communication Coaches Should Expect From Parents**

- Concerns expressed directly to the coach first.
- Notification of any schedule conflicts well in advance.
- Specific concern in regard to a coach's philosophy and/or expectations.
- Injuries or illness.

## *SY 24-25 Student - Parent Athletic Handbook*

### **Page 19 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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As your student-athlete becomes involved in the various programs at Josephinum Academy, they will experience some of the most rewarding moments in their life. It is important to understand that there also may be times when things do not go the way your athlete wishes. At these times, discussion with the coach and athletic direction may be desirable to clear up the issue and avoid any misunderstanding.

#### **D. Appropriate Concerns To Discuss With Coaches or Athletic Director**

- The treatment of your student-athlete - mentally and physically
- Ways to help your student-athlete improve
- Any other concerns about your student-athlete

It is very difficult to accept your child's lack of playing time. Coaches are professionals. They make judgment decisions based on what they believe to be the best for the team. As you have seen from the list above, certain things can and should be discussed with your athlete's coach.

#### ***XIV: SPIRITUALITY***

Team masses, prayer services, prayers before or after games, etc. are acceptable means by which a coach may strive to develop components to his/her team. Josephinum Academy of the Sacred Heart is rooted in our spiritual foundation in God, as a part of Goal I, Schools of the Sacred Heart commit themselves to educate to a personal and active faith in God.

All coaches will receive Sports prayers to pray before every contest as written by our Theology Department faculty.

#### ***SY 24-25 Student - Parent Athletic Handbook*** ***Page 20*** **PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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## **AN ATHLETIC PRAYER**

God our Father,  
You have created us to strive for the best.  
Grant to all athletes, coaches, and fans,  
strength to pursue excellence during this event,  
and in all that we do.  
We pray for the safety of these athletes;  
Protect them from harm.  
And finally, we pray for your grace,  
that you would provide us with the endurance  
to pursue our heavenly prize:  
eternal life in your Son. Amen

## **XV: FINANCIAL OBLIGATIONS**

### **SPORTS REGISTRATION FEE**

Sports Registration fees are collected annually to help offset the cost of the athletic programs. The fees are \$50 for each sport. These fees will be billed to your account once teams are determined.

Student-Athletes will be given a tryout period for each sport before they are billed. Once the official season begins with the first contest, and final rosters are submitted to the Athletic Director, your student account will be billed.

### *SY 24-25 Student - Parent Athletic Handbook*

#### **Page 21 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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Each sport will have specific uniforms given. The fees above will help cover official fees, awards, equipment (if necessary), and any other needs.

We understand times are hard and in order to offset challenges payment plans will be offered to all families. If a payment is missed or late the athlete will be subject to missing a contest. If a payment plan is required please contact the Athletic Director by email to set one up.

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 22 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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### **ATHLETIC DEPARTMENT - “YELLOW” SHEET**

In order to become eligible to participate on an athletic team at Josephinum, you must turn the **PURPLE, WHITE, AND YELLOW** sheets into the Athletic Director. Upon receipt and review of the sheets, the student athlete will be issued a **CLEARANCE TAG** to give to the Head Coach.

\*\*\*\*\*

#### *SY 24-25 Student - Parent Athletic Handbook* **Page 23 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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I HAVE READ AND UNDERSTAND THE COMMITMENT REQUIREMENTS FOUND IN THE ATHLETIC HANDBOOK ON PAGE 9 AND 10.

I HAVE READ AND UNDERSTAND THE FINANCIAL OBLIGATIONS FOUND IN THE ATHLETIC HANDBOOK ON PAGE 15.

STUDENT-ATHLETE:

---

Signature of Student

Date

Print First and Last Name of the Student-Athlete:

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**AND**

ATHLETE'S PARENT/GUARDIAN:

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 24 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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---

Signature of Parent/Guardian

Date

Print First and Last Name of the Parent/Guardian:

---

**ATHLETIC DEPARTMENT “WHITE” SHEET**

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\*\*\*\*\*

A copy of the Student-Parent Athletic Handbook is always available at the Josephinum Athletics Website.

I hereby consent to my daughter participating in the interscholastic athletic program at Josephinum Academy of the Sacred Heart. I acknowledge the receipt of the Student-Parent Athletic Handbook. I understand the conditions set forth in the Handbook and agree to abide by those conditions.

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 25 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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\_\_\_\_\_  
Signature of Parent/Guardian Date

Print First and Last Name of the Parent/Guardian:  
\_\_\_\_\_

\*\*\*\*\*

I understand that my participation in interscholastic athletics at Josephinum Academy is entirely voluntary on my part. I have received a copy of the Student-Parent Athletic Handbook. I understand the conditions set forth in the Handbook and agree to abide by those conditions.

\_\_\_\_\_  
Signature of Student Date

Print First and Last Name of the Student-Athlete:  
\_\_\_\_\_

*SY 24-25 Student - Parent Athletic Handbook*  
**Page 26 PHILOSOPHY OF JOSEPHINUM ATHLETICS**

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