

JSERRA CATHOLIC HIGH SCHOOL



Athletic Department Manual Parent Handbook

INTRODUCTION

The Athletic Department Manual – Parent Handbook is designed to provide a better understanding of the innerworkings of the Athletic Department, information regarding participation in sports at JSerra, the role each parent has in a sport program, and the relationship between his/her student-athlete, coach, and other parents. This handbook represents the guidelines, responsibilities, positions, and overall criteria which allows JSerra to participate in competition under the CIF Southern Section.

MISSION STATEMENT

The Department of Athletics is an integral part of the entire JSerra Catholic High School educational experience. JSerra has embraced a philosophy that a well-rounded athletics program should be offered as a part of its educational mission. The purpose of athletics is to assist students in obtaining a well-rounded education consistent with the school's philosophy and JSerra tradition. JSerra is committed to the principle of firm institutional control of athletics, and to the integrity of its athletic programs. Those individuals responsible for the athletic program are expected to foster and maintain the values and the goals associated with the mission of the school as an institution of secondary education.

As a Catholic high school, JSerra is committed to traditional Catholic values that has been a part of the school history since its founding. These include the development of the human spirit as well as the body, the pursuit of excellence in all endeavors, the fostering of Christian character, the call to personal integrity and the acceptance of personal responsibility. In keeping with this belief, the Department of Athletics supports fair play and cultivates the qualities of leadership, teamwork and a sense of community. The purpose of athletics is to provide competitive opportunities to students which foster physical, spiritual, social and emotional growth.

PURPOSE STATEMENT

The purpose of JSerra Athletics is to form relationships built upon integrity and love, with intentional focus on personal and competitive development of student-athletes and service to others.

VALUE STATEMENTS

1. We recognize that no responsibility exceeds the mission of educating and graduating the student-athletes.
2. We mirror the academic challenge given to our student-athletes by offering an equally challenging athletic experience within the Trinity League.
3. We respect and understand the personal worth of each student-athlete.
4. We aid in creating a faith-centered environment that both educates and mentors the concept of continued personal conversion.
5. We promote the values of honesty, commitment, hard work, dedication and self-sacrifice.

MESSAGE FROM THE ATHLETIC DIRECTOR

Mindset and mental toughness have been the winning combination throughout sports history. Every seasoned athlete can recall some mind-altering event in his or her athletic career that solidified the power of mindset over circumstance.

One of those times for me was the finals of a 1985 wrestling tournament in Pennsylvania. My opponent was from Yale University, and I wanted to win this championship badly. After a nine-minute match, we were tied and began a one-minute sudden death overtime (from the standing position). The first wrestler to get a takedown would win. After three overtime periods, we were still tied.

If you haven't done the math, we had been wrestling for 12 minutes, which is a lifetime on the mat. Translation means, I no longer "wanted to win this championship badly." Truth be told, I was ready to give up. I couldn't control my mind. The pain of continuing was convincing me that the win wasn't that important.

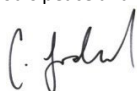
Then something completely unexpected happened. I heard my older brothers' voices in the stands. Both had driven in from different states because they found out I was in the finals. They were the ones who dared me to wrestle in the first place. I couldn't give up with them watching me. I didn't want to let them down.

Instantly, there was a reason to win! Nothing had changed, except my mindset. I took my opponent down in 10 seconds and won that championship.

Today, we know that it is just as important to train our minds as it is our bodies. After coming off the most successful athletic year in JSerra history, each team needs to formulate its own reasons for training the will to win!

That is our plan.

God's peace and Go Lions!



Chris Ledyard
Athletic Director

JSERRA CATHOLIC HIGH SCHOOL ATHLETIC PROGRAMS

JSerra Catholic High School is a CIF member school for all interscholastic activities. To stay compliant with CIF Bylaw 504, the definition of a school and individual student-athlete season of sport is that period of time which elapses between the first interscholastic contest and the final contest for that particular sport.

JSerra Catholic High School competes in the Trinity League and offers the following seasons and sport programs under the guidance of the Athletic Department. The CIF Division in which each sport competes is regulated by the CIF office.

FALL (August-November)

- Boys & Girls Cross Country
- Football
- Girls Flag Football
- Girls Golf
- Girls Tennis
- Girls Volleyball
- Boys Water polo

WINTER (November-February)

- Boys Basketball
- Girls Basketball
- Boys Soccer
- Girls Soccer
- Girls Water polo
- Wrestling
- Rugby (non-CIF)
- Ice Hockey (non-CIF)

SPRING (February-May)

- Baseball
- Boys Lacrosse
- Girls Lacrosse
- Boys Golf
- Softball
- Boys & Girls Swimming & Diving
- Boys Tennis
- Boys & Girls Track and Field
- Boys Volleyball
- Girls Beach Volleyball

Maintaining a safe and comfortable environment for our student-athletes is the primary concern of the athletic department. This is achieved through the yearly education of each coaching staff member including but not limited to first aid, concussion training, heat illness prevention, and sudden cardiac arrest training. Additionally, the athletic department employs fully certified athletic trainers which adhere to the rules and regulation set forth by the state of California.

SECTION 1

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR, COACHES AND ATHLETIC TRAINER

1.0 ATHLETIC ADMINISTRATION

JSerra Catholic High School employs several athletic directors and athletic administrators that maintain the systematic operation of the Athletic Department. The list below is a general overview of the responsibilities assumed by this department.

- Finalize the General Athletic Budget and individual sport program budgets.
- Approving all purchase orders, check requests, camps, calendars, fundraisers, fieldtrips, schedules, athletic field trips, pre/post game activities.
- Preparing athletic awards and list of nominees for end of year activities.
- Attending Trinity League, NFHS and CIF meetings.
- Evaluation of the coaching personnel.
- Interviewing and recommending new candidates for coaching positions to the Leadership Team and/or Board of Directors.
- Together with the Leadership Team, he or she supervises the Athletic Department and enforces the "Athletic Manual".
- Athletic contest reporting to CIF.
- Sports information distribution.

1.1 ATHLETIC DEAN

- Assisting with oversight and direction of all athletic-based classes.
- Supervising all Student-Athletes' behavior on the South Campus.
- Communicating with coaches on current standing and policies regarding and dress code, while serving as the primary point of contact between academics and athletics.
- Attending curriculum and faculty meetings as the Department Chairperson of Physical Education.
- Assisting in the implementation of academic-athletic policies and initiatives.
- Overseeing weekly study hall.

1.2 HEAD COACHES

Head Coaches report to the Athletic Administration and are responsible for:

- Overall building of the sport program in various aspects that include but are not limited to - spirit, attitude, character, discipline, training, academics, eligibility, organization, communication, supervision, leadership, mentorship, safety, conduct and team culture.
- Adhere to all JSerra Catholic High School & Athletic Department policies and procedures.
- Have full knowledge of League, NFHS, and CIF legislation surrounding his or her sport.
- Confirming players are Athletically Eligible according to JSerra and CIF standards.
- Communicate with parents, student-athletes, boosters and the Athletic Department all aspects of the program that include but are not limited to – schedules, practices, games, banquet, dinners, community service, team functions, uniforms and practice gear.
- Encouraging a dual-sport student-athlete.
- Maintaining supervision of the locker room(s), team room(s), weight room, buses/vans, areas of home or away practices/contests, field trips, or any organized team events before, during and after.
- Keep an accurate season record of contests, scores, statistics and inform the JSerra SID and media of specific accolades.
- Pursue a level of certification that enhances his or her knowledge of his or her sport; Professional Growth.
- Head Coaches are the last to leave any game venue.

1.3 ASSISTANT COACHES

Assistant Coaches report directly to the Head Coach and are responsible for:

- Maintaining clear and open communication with the Head Coach surrounding all aspects of his or her job responsibilities. Assisting the Head Coach as described in these responsibilities or as delegated by the Head Coach.
- Adhere to all JSerra Catholic High School & Athletic Department policies and procedures.
- Maintaining supervision of the locker room(s), team room(s), weight room, buses/vans, areas of home or away practices/contests, field trips, or any organized team events before, during, and after.
- Support and give input towards the Head Coach's policies and decisions regarding the student-athletes in the program.
- Pursue a level of certification that enhances his or her knowledge of his or her sport; Professional Growth.

1.4 ATHLETIC TRAINER

The Certified Athletic Trainer (AT), with the consultation and direction of physicians, is an integral part of the health care system associated with physical activity and sports. The Athletic Trainers of JSerra Catholic High School have full responsibility for the operational procedures of the athletic training clinic. These responsibilities include but are not limited to:

- Injury/Illness Prevention and Wellness Protection
- Clinical Evaluation and Diagnosis
- Immediate and Emergency Care
- Treatment and Rehabilitation
- Organizational and Professional Health and Well-Being

SECTION 2

ATHLETIC TRAINING POLICIES AND PROCEDURES

The Athletic Trainer will follow the policies and procedures detailed in the Athletic Training Policies and Procedures Manual.

2.0 INJURY/ILLNESS PREVENTION AND WELLNESS PROTECTION

- A. Collaborate with the coaching staff to design and implement appropriate sport specific individual and/or team stretching programs.
- B. Counsel coaches and athletes on nutritional concerns (pertaining to climactic conditions, individual sports, potential deficiencies, etc.).
- C. Assess predisposing anatomical problems and advise a student-athletes on corrective exercises to prevent further injury.
- D. Apply preventative taping, wrapping and protective devices.
- E. Coordinate with the coaches to confirm that all student-athletes have submitted a current Athletic Clearance Profile before they are allowed to practice or play in any game.

2.0.1 CLINIC EVALUATION AND DIAGNOSIS

Assess acute or chronic injuries; recognize injury disposition to plan appropriate treatment regimens or medical referrals.

2.0.2 IMMEDIATE AND EMERGENCY CARE

Administer appropriate immediate and emergency care to control injury progression.

2.0.3 TREATMENT AND REHABILITATION

- a. Administer treatment to injured athletes in an effort to optimize recovery time.
- b. Plan and implement specific, guided injury rehabilitation for the student-athlete's progression to return to activity; this includes setting up programs to improve joint range of motion, developing progressive resistance exercise regimens to improve muscle strength, power and endurance, and structuring the student-athlete's activity level to gradually return him or her to full competition.

2.0.4 ORGANIZATIONAL AND PROFESSIONAL HEALTH AND WELL-BEING

- a. Attend and provide medical coverage at practices and competitions as well as post season play.
- b. Setup medical kits for coaches to take to away competitions and practices to treat possible minor injuries that may occur.
- c. Keep accurate and updated injury records; time/date of injury, extent or nature of injury, treatment of injury, and rehabilitation measures taken.
- d. Communicate student-athlete's injury status to coaches and families.

2.1 ATHLETIC INJURY EMERGENCY PROCEDURES

If a student-athlete should sustain an injury; THEY MUST SEE THE ATHLETIC TRAINER. NO COACH, STUDENT, OR PARENT SHOULD TRY TO DIAGNOSIS OR RENDER ADVICE FOR ANY INJURY.

In the event a Coach needs to call 911 the following steps MUST be followed:

- a. **If on campus, contact the Athletic Trainer immediately.**
- b. **Contact 911;** tell them the exact location where the student-athlete is. Give directions on how to enter campus.
- c. **Upon arrival of emergency personnel, the Athletic Trainer/Coach should be the only one to talk to paramedics.**
- d. Ask the paramedics which hospital they will be transporting the student-athlete to.
- e. **Once you have established which hospital the student-athlete is going to, call parents.**
- f. **Contact the President or Athletic Director** as soon as possible and inform them of the situation.
- g. **Accompany the student-athlete to the hospital.** STUDENTS ARE NOT TO GO IN PLACE OF A COACH.
- h. **The Coach or Athletic Trainer will make note of all the details involved with the incident.**

2.2 INSURANCE

JSerra urges families to obtain full medical insurance for every enrolled member of the family.

2.3 PERFORMANCE ENHANCING SUPPLEMENT POLICY

In accordance with CIF Bylaw 22.B.12, CIF Bylaw 524 and the JSerra Athletic Eligibility Packet student-athletes are discouraged from using to use performance-enhancing supplements. JSerra recognizes that we cannot prohibit our student-athletes from purchasing legal, over-the-counter, performance-enhancing supplements. However, JSerra will prohibit the possession, use and/or sale of performance-enhancing supplements on school property or during any school sanctioned events. The Athletic Department of JSerra supports the goal that student-athletes make positive lifestyle choices formed by a Christian conscience and a loving responsibility toward other student-athletes. At no time will a JSerra coach or members of the Athletic Department suggest that student-athletes use performance-enhancing supplements. If a student-athlete requests advice on this issue, coaches are to share qualified research, opinions, and/or refer student-athletes to someone 'objectively' knowledgeable on the subject, such as the Athletic Trainer or a physician.

SECTION 3

GENERAL ATHLETIC DEPARTMENT POLICIES

3.0 STUDENT-ATHLETE ELIGIBILITY

All JSerra student-athletes participating in any organized activity, directed by a JSerra coaching staff member, must have a completed Athletic Clearance Profile on Home Campus, including a Pre-participation Physical Exam and Confirmation Page, on file with the Athletic Training Office. No student-athlete may participate in practices, games, camps, or otherwise without clearance from the Athletic Training staff. **The Athletic Clearance profile expires at the end of the current academic school year. A NEW Athletic Clearance profile must be completed every school year, prior to any participation in Camps (including Summer) and Season Practices. A pre-participation physical exam is good for one calendar year.**

3.1 TRANSPORTION

When traveling to away competitions or athletic field trips the sport program may utilize parent support, school issued vans, or charter busses.

3.1.1 APPROVED DRIVERS

All Coaches, Faculty, and Parent Volunteer drivers must be approved by the Athletic Department prior to transporting student-athletes. All approved drivers of JSerra Catholic High School must accompany the team at all times while traveling. All approved drivers must have on file with the Athletic Department all necessary vehicle usage agreement forms. They must also be cleared via Human Resources on their TB test, "Live Scan" and any other form the school requires prior to transporting student-athletes.

Parent Volunteer Drivers: once approved, they must drive their own vehicle and are not allowed to drive school issued vans.

3.1.1 STUDENT-ATHLETE DRIVING TO SCHOOL RELATED ACTIVITIES, EVENTS, COMPETITIONS

When the student-athlete is representing JSerra Catholic High School as part of an athletic program the student-athlete is required to use an approved method of transportation. Under special circumstances a Student-Athlete Transportation waiver may be submitted to the Athletic Director. This waiver must be approved prior to any student-athlete driving to a school related activity, event or competition. However, even if a student-athlete transportation waiver is approved, under NO circumstances shall a student-athlete transport other student-athletes.

3.1.2 STUDENT-ATHLETE EXPECTATIONS

When traveling to any away competition or team function, the student-athletes should return to JSerra Catholic High School by the same method of transportation used when leaving campus. Only on special occasions and with the explicit permission of the Coach and signed permission from the parents may a student-athlete return by a different method of transportation.

3.2 NON-STUDENT PRACTICE WAIVERS

A non-student is any individual not currently enrolled at JSerra. We encourage and support any alum or professional athlete associated with any member of a coaching staff or team to participate in practices, scrimmages, or training. Any non-student with intentions of utilizing our facilities must complete a waiver which can be acquired through a Head Coach or Athletic Administrator. These waivers must also be approved by the Athletic Director prior to any non-student's use of our facilities.

Additionally, non-students are not permitted to use any facility alone. This supervision may come by way of a current JSerra coaching staff member, athletic administrator, or an approved training partner.

3.3 PURCHASES/DONATIONS BY NON-EMPLOYEES

Under no circumstances should persons not employed by JSerra (Parents, Volunteers, Boosters, etc.) have the authorization to make purchases on behalf of JSerra. Such persons should never "donate" money in the name of JSerra to any vendor or remit payment to a vendor for any JSerra invoice. If a non-employee would like to gift money they must do so directly through JSerra.

3.3.1 PAYMENTS FROM BOOSTER GROUPS

Items being ordered for the school or athletic program that are being paid by an outside entity must not be ordered through using the schools' name or account. This may create duplicate payments and collection issues. Any items purchased in this manner will be deemed a donation from the purchaser.

3.4 COSTS ASSOCIATED WITH A SPORT PROGRAM

The following are monetary commitments associated with the participation in any sport program at JSerra Catholic High School. Within the specific guidelines provided by the Athletic Department, each sport program is provided the opportunity to operate uniquely. Thus, the connecting costs for families may vary from sport to sport.

3.4.1 SPORT FEES

JSerra requires a one-time fee of \$2,000 (per student-athlete) from each family to register for any athletic department governed sports

programs. Club sports are not covered under this fee. The sports fee of \$2,000 allows a student-athlete to register and be placed on a roster in any athletic department governed sport at JSerra over the three "traditional" seasons of Fall/Winter/Spring. When registering for a sport, the student-athlete's family acknowledges there will be sport specific guidelines which may include additional financial obligations associated with registration.

Changing Sports During the Season

It is strongly discouraged for a student-athlete to register with one sport and then change to a different sport during the same season (Fall/Winter/Spring). However, the Athletic Department will allow a grace period for a change in sport to occur. This grace period will take place from the Sport Fee due date to the first official CIF contest. Once the first contest has been played the student-athlete will not be allowed to change sports within the same season. An exception (i.e. injury) can be made only with the approval from the Head Coach and Athletic Administration.

3.4.2 SPIRIT PACK

A Spirit Pack is included for the first sport when paying the \$2,000 Sport Fee for all student-athletes registered and placed on the roster. For every sport played after the first sport, the spirit pack must be purchased at an additional cost to the family.

3.4.3 BANQUET TICKETS

Two (2) banquet tickets are Included within the sports fee of \$2,000 for all sports in which the student-athlete is registered and placed in the roster. The two (2) tickets are intended for guests of the student-athlete and grant admission to the end-of-season banquet. All registered student-athletes can attend the end-of-season banquet for free. Any additional guest tickets over the two (2) provided to each student-athlete may be subject to a fee. For every sport played after the first sport, families may be required to purchase banquet tickets.

3.4.3 MEDIA GUIDE OR PROGRAM ADS

Media Guides or Program Ads are fundraising opportunities. The Head Coach will set the financial commitment for each student-athlete family and clearly communicate this amount during a parent meeting prior to the start of the season of sport. **Media Guide or Program Ads can be used to off-set the Sport Fee.**

***Example A:** The financial commitment for the Basketball Media Guide is \$300 per family. Only 50% of anything raised over \$300 can be used to off-set the Sport Fee.*

***Example B:** The Johnson family raised \$800 in ads for the Media Guide. The financial commitment was \$300 which leaves \$500 in remaining funds. Only 50% of the remaining \$500 can be used to off-set the Sport Fee. The Johnson family has off-set the \$2,000 Sport Fee by \$250, bringing their Sport Fee down to \$1,750.*

3.4.4 FUNDRAISERS

All sport programs will participate in a BLAST fundraiser to raise money for their season of sport. BLAST is a fundraiser driven by a social media platform and the only pre-approved fundraising platform that all sports are to utilize. More information regarding BLAST can be discussed with the coaching staff. All fundraisers are approved by the Athletic Administration.

3.5 PARENT INFORMATION/MEETINGS

Any and all information pertaining to the sport program will be discussed at a Parent Information Night or Parent Meeting. These meetings are designed to inform the parents of costs, policies, rules, guidelines, and culture of the program. In some cases, student-athletes may be allowed to attend but only by the consent of the Head Coach.

The content listed below are examples of what may be covered in the Parent Meeting and presented by the Head Coach, Assistant Coach, # 1, or Athletic Administrator:

- | | |
|--|-----------------------------------|
| • Opening letter of Purpose vs. Goals | • Concession Policies |
| • Concession policies | • Financial overview |
| • Sport-specific schedules | • Corporate Sponsorship package |
| • Spirit pack process | • Sport-specific policies |
| • Fundraising | • Banquet policies |
| • Community Service and Outreach | • Booster policies and procedures |
| • Team Communication platform | • Athletic Training information |
| • Parent volunteer opportunities | • Advancement information |
| • Locker Room and/or Team Room procedure | |

3.6 BANQUETS AND AWARDS

Every JSerra sport program is required to organize an end-of-season banquet to celebrate the season and offer recognition to the student-athletes. All banquets must be onsite in the Busch Hall Center Room or at the San Juan Hills golf course.

- a. **Banquet Information** - the Head Coach is to coordinate with a Booster Club Representative on a date, time, registration page to be posted on the website, proper attire, catering, Senior gifts, and any other logistics. This information should be distributed to the all the student-athlete families as early as possible followed up by reminders as the date approaches.
- b. **Banquet Fees** – there will be a ticket price of no more than \$50 per head for any guests that exceed the allotment granted with the Sport Fee payment (1st sport), or all tickets for a 2nd, 3rd, 4th sport.
- c. **Purchasing Items** - the purchase order process must be utilized for all banquet needs such as trophies, flowers, food, gifts, etc..
- d. **Coaches Gifts** - it is acceptable for the coaching staff to receive a coach's gift at the banquet. This may be coordinated by the Booster Club Representative.

3.6.1 AWARD GUIDELINES

Each sport is given the freedom to create unique awards associated with the current season of sport and may present trophies, plaques, medals, pictures, ribbons (etc.) to recognize the student-athlete's achievements.

All banquets are required to include several acknowledgements at the discretion of the coaching staff:

1. **Participation Certificate** – Distributed for a student-athlete's participation in lower level teams (i.e. Frosh/Soph and Junior Varsity). A participation certificate may also be awarded to student-athletes at the Varsity level that do not earn a Varsity Letter.
2. **Letter Awards** - The head coach will have a criterion for earning a Varsity Letter and provide this criterion to the student-athlete and family.
3. **Scholar-Athlete Award** – Student-athlete's (regardless of level) that have earned at least a 4.0 GPA based on the quarter or semester Honor Roll report during the season of sport.
4. **Team Managers** - Team managers are eligible to receive the same athletic awards as a student-athlete (Participation Certificate, Letter Award or Scholar-Athlete Award).

3.7 JSERRA STUDENT-ATHLETE AWARDS

The Athletic Department will coordinate with the Principal to honor any student-athlete that demonstrates exemplary standards during his/her season of sport. Award recipients are typically recognized at the end of the year mass.

3.8 JESPYS

JESPYS (JSerra Excellence in Sport Performance Yearly Award) is an accolade presented by the JSerra Athletics Department to recognize individual and team athletic achievements as well as other sports-related performances during the calendar year preceding the annual ceremony. Nominations, along with a description for each award are to be submitted to the Athletic Department for review. All nominations will be vetted to determine a recipient. Awards will only be given to either one male or one female student-athlete.

Awards and Award Description

- Breakthrough Athlete of the Year – to have made the best or most significant breakthrough.
- Play of the Year – single play or performance that is the most remarkable, significant, or impressive.
- Father Damien Impact Award – a member of the athletics community who had the greatest impact on their team, sport, or program.
- Game of the Year – most outstanding single game.
- Record Breaking Performance – single play, game, or season performance to have broken a record.
- Perseverance Award – overcoming great obstacles through perseverance and determination.
- Team of the Year – most outstanding team.
- Courage Award – most compelling humanitarian contribution in transcendence of sport.
- Male Athlete of the Year – must have competed in a Varsity sport, bringing a level of excellence.
- Female Athlete of the Year – must have competed in a Varsity sport, bringing a level of excellence

3.9 ATHLETIC HALL OF FAME

The Athletic Hall of Fame will be recognized at the JESPYS. To be eligible for the nominating process, an individual student-athlete must have been graduated for at least five (5) years, a team must have been graduated for at least ten (10) years, and a coach must have been removed from JSerra athletics for at least five (5) years.

Eligibility for Nomination

- Leader in CIF statistics (steals, assists, points, tackles, sacks, touchdowns, hits, home runs, wins, etc.)
- CIF Champion
- Trinity League Champion
- Professional Athlete (if applicable, but not necessary)

The Athletic Hall of Fame will also recognize select donors, boosters, contributors, and founders associated with JSerra Athletics that have made a significant and positive impact in any specific sport program or within the athletic department.

The Athletic Department will determine any and all Hall of Fame inductees by way of a Hall of Fame Committee (HOFC). The HOFC will decide how many nominations will be reviewed and how many inductees will be accepted on an annual basis. JSerra and the HOFC retains sole discretion in determining eligibility for Hall of Fame consideration.

3.10 NATIONAL SIGNING DAY

JSerra Catholic High School will host a National Signing Day event for student-athletes who are signing National Letters of Intent to continue their academic and athletic careers at the collegiate level.

NLI Event Dates

November – Early Signing Period (includes early D1 Basketball)

December – Early Signing Period D1 Football

February – Winter Signing Period (includes D1 & D2 Football regular signing period)

April – Spring Signing Period (includes regular period D1 Basketball)

**Ivy League schools will be recognized in April*

Eligibility for Participation

JSerra student-athletes who wish to participate in JSerra's National Signing Day event must meet the following requirements:

- The student-athlete must be a senior;
- The student-athlete must have received a letter of intent financial agreement from an officially recognized Letter of Intent member institution;
- The student-athlete must express the desire to sign the letter of intent financial agreement whereby he/she will continue his/her athletic career at the college or university which tendered it;
- The student-athlete must have participated on the JSerra sport program for which he/she is being offered the NLI;
- Special permission must be requested from the Athletic Administration for a student-athlete to participate if JSerra does not offer the sport program or is a club athlete for JSerra (gymnastics, equestrian, surf, etc.);
- A JSerra student-athlete who signs a similar, non-financial agreement with an Ivy League institution or military academy;
- A JSerra student-athlete who signs a preferred walk-on agreement must obtain a college acceptance letter from their college coach indicating their involvement with that college or university's athletic program.

JSerra retains sole discretion in determining a student-athlete's eligibility for participation in JSerra's National Signing Day event. All eligibility determinations are final. JSerra also reserves discretion in contacting any and all colleges, universities or military academies to verify the student-athlete's eligibility for participation in JSerra's National Signing Day event.

3.11 LOST AND FOUND

Any items left on South Campus that are given to the Athletic Secretary will be placed in a Lost and Found. Please see the Athletic Secretary in a timely manner to claim items left on South Campus. Items left on North Campus must be claimed via the North Campus' Lost and Found.

3.12 ALCOHOL AND SCHOOL EVENTS

There is never an occasion where alcohol shall be served in conjunction with a school related event. This includes but is not limited to competitions, parent meetings, banquets, social gatherings on behalf of JSerra Catholic High School, booster meetings, and any pre/post-competition tailgating. All patrons that exhibit intoxicating behavior will be removed from campus.

3.13 CLASS DISMISSAL FOR CONTESTS

Due to the nature of travel for away contests or contests being hosted at 3:00 PM it is necessary for coaches to request that a student-athlete be dismissed from class, namely 6th and/or 7th period. Special permission from the Athletic Director may be given for dismissals associated with community service projects. If there are concerns associated with dismissal the student-athlete is encouraged to speak with a member of the coaching staff.

3.12 ATHLETIC CLASSES – Academic PERIODS

Athletic classes are a privilege provided by JSerra Catholic High School. Athletic classes are requested by the Head Coach and approved by the Athletic Director and Principal. As such, not every sport program will hold an athletic class. Once a class is available any student can register. The following rules apply to all students registered for an athletic class:

1. Every athletic class is a 2-semester course accompanied by a letter grade. PE credit will be given for passing the athletic class.
2. Student-athletes are required to follow all policies listed in the JSerra Parent-Student Handbook associated with but not limited to class attendance, behavior and course work.
3. As with any class, student-athletes are to inform the coach prior to missing class for any JSerra related activity.

4. To participate in athletic classes, student-athletes must be enrolled in that class. The student-athlete must also have a current Athletic Eligibility Packet on file with the Athletic Training staff.
5. The purpose of athletic class is for enhancement of player's skills and for the coach to have more evaluation time.
6. A player does not have to participate in an athletic class in order to play on any given team during its "regular" season.
7. It is each coach's decision who is in the class, much like an AP or Honors Class.
8. Student-athletes may be cut from the class prior to the end of the semester. In this case, they receive a quarters worth of PE credit.
9. Student-athletes may enroll in 2 different athletic classes that meet at the same time and must inform the coach of each class.
10. When a coach is absent a substitute will teach the class. The location regarding where to meet for class will be communicated by the coach.

3.13 RETREATS AND RELIGIOUS ENCOUNTERS

The spiritual programs of JSerra Catholic High School are of extreme importance to the school's mission. Coaches are not to prohibit attendance at encounters and retreats or participation in OCIA programs, nor should they in any way criticize retreats or encounters. Coaches cannot tell his or her players that they cannot go on a JSerra sponsored retreat or religious encounter. However, it is perfectly acceptable for a coach to ask his or her student-athletes at the beginning of the school year if or when they plan to attend a retreat. It is also perfectly acceptable for the coach to ask his or her student-athletes to plan ahead and to not attend a retreat during the season.

SECTION 4

COMMUNICATION WITH FAMILIES, MEDIA AND THE ATHLETIC DEPARTMENT

4.0 COMMUNICATION BETWEEN COACH, STUDENT-ATHLETE AND PARENT

"Let the coaches coach, the players play, parents cheer and the referees ref"

As an Athletic Department, we strive to provide a positive experience for every student-athlete. Developing open lines of communication between the coach, student-athlete and parents contribute to building better relationships, the understanding of expectations, and overall sportsmanship.

BLAST COMMUNICATION

All sport programs must use BLAST as the only (text messaging) communication tool. Emails and phone calls are still acceptable forms of communication. However, any and all text message correspondence must be generated using the BLAST platform.

4.1 THE PARENT/COACH RELATIONSHIP

The parent/coach relationship in each sport is foundational. It is the starting point of what each parent agrees to when his/her child commits to a sport program at JSerra. This relationship begins with the Head Coach presenting his/her philosophy and purpose statement. Maintaining communication throughout the season is an essential part of fostering this relationship.

Parents are an integral part of each JSerra sport program. They can constructively assist growth through creating an inclusive team culture by setting positive examples for each student-athlete. Adherence to school and team boundaries are critical to this team function.

4.1.1 COMMUNICATION PARENTS SHOULD EXPECT FROM THE COACHING STAFF

1. Philosophy of the program.
2. Expectations the coach has for each student-athlete.
3. Year-Round Calendar including fee due dates, practice times, key dates, etc.
4. Team requirements: equipment, off season training, practice & competition expectations, team functions, team meetings, etc.
5. Student-Athlete and Parent Code of Conduct and discipline that may result from the denial of these guidelines.
6. Requirements to earn a Varsity letter and student-athlete level of participation.
7. Guidelines concerning the student-athlete's role on the team and how he or she fits into the future of the program.

4.2 APPROPRIATE CONCERNS TO DISCUSS WITH THE COACHING STAFF

Should a situation arise that warrants a discussion with the coaching staff it is encouraged for the student-athlete to seek out his/her coach. If the issue falls on the relationship between the student-athlete and his/her coach, then the Head Coach must be informed immediately. It is always acceptable for a parent to be involved in these meetings, especially when the following are being discussed:

1. The treatment of a student-athlete mentally and physically.
2. Ways to help a student-athlete improve.
3. Concerns about the student-athlete's behavior.
4. Concerns arising from the relationships with other student-athletes.
5. Notification of any schedule conflicts well in advance.
6. Specific concern regarding a coach's philosophy and/or expectations.

As our student-athletes become involved in the various programs at JSerra, he or she will experience some of the most rewarding moments of his or her life. It is important to understand that there also may be times when things do not go the way the student-athlete or the parents of the student-athlete wishes. At these times, a discussion with the Head Coach may be desirable to clear up the issue and avoid any misunderstanding.

4.2.1 OTHER CONCERNS

It is important to acknowledge that Head Coaches are professionals. They make judgment decisions based on what they believe to be in the best interest for the team and all involved. As an Athletic Department, we ask that other concerns, such as those listed below, be left to the discretion of the coach:

Coaching Decisions

1. Playing time
2. Team strategy
3. Play calling
4. Matters concerning other students/athletes
5. Selection Process for participation (Varsity, JV, Frosh/Soph, etc.)

In accordance with our athletic department philosophy and our desire to see as many student-athletes as possible participate in the athletic programs, we build our rosters to support all student-athletes without affecting the integrity of the sport and team concept.

4.3 PROCEDURES FOR PARENTS TO ADDRESS CONCERNS WITH A COACH/PROGRAM

There are situations that may require a conference between the Coach and the parent. It is important that both parties involved have a clear understanding of the other's position.

Do not approach a Coach before, after or during a contest or practice. Meetings at these times usually do not work well for the Coach, the parent or the student-athlete. The "24 Hour Rule" must also be utilized following any contest, this maintains healthy boundaries between a Coach and parent. When a conference is necessary, the following procedure should be followed to help promote a resolution for the issue of concern:

1. The student-athlete seeks a meeting with a member of the coaching staff during office hours.
2. If the concern has not been addressed in a satisfactory way, the parent should call to set up an appointment with the Head Coach.
3. If the Head Coach is unavailable, refuses a meeting, or the meeting is not set in a reasonable amount of time the parent may call the Athletic Director. The Athletic Director will arrange the appointment with the Head Coach.

4.3.1 THE NEXT STEP

What can a parent do if the meeting with the Head Coach did not provide a satisfactory resolution?

1. Should there still be no resolution, the parent may seek to schedule a meeting between the Athletic Director, Head Coach, member of the coaching staff, student-athlete and parent.
2. This appointment is to be scheduled with the Athletic Secretary.

Under no circumstances should a parent, student-athlete or booster contact the President or Principal of JSerra Catholic High School or Principal and Athletic Director of another school, or the CIF office to register a complaint.

4.4 MEDIA RELATIONS

Each varsity Head Coach works with the Athletic Administration to develop positive media coverage of his or her program. Good media relations are significant to increase school notoriety, awareness of our Athletic Department, alumni pride, and community-wide interest and support of the school. The student-athlete may be asked to provide a statement to the media during the season. It is important to understand several guidelines when speaking to the media:

1. Nothing is "off the record". Anything a student-athlete says can and probably will be printed or recorded and played back.
2. Student-athletes are allowed to request ample time following a contest to gain composure before speaking.
3. Student-athletes are allowed to request a coach to accompany the interview.
4. Always be positive about teammates, coaches, opponents, and the situation.
5. If in doubt or uncomfortable after an interview, the student-athlete should ask the reporter to repeat back the given statement.
6. Student-athletes should listen carefully to the question before answering; only answer the question the reporter has asked-do not ramble.
7. All family and friends are prohibited to accompany a student-athlete in an interview or picture unless authorized by the Head Coach.

Student-athletes should always have his or her Head Coach present during an interview.

4.4.1 SOCIAL MEDIA

Only JSerra staff are authorized to create and manage JSerra related school or sports related social media accounts including but not limited to Twitter, Facebook and Instagram. All parents and student-athletes are prohibited from using the JSerra name or image in any personally created social media accounts. Additionally, parents and student-athletes on Social Media must conduct themselves in a manner that is reflective of the values of JSerra Catholic High School and the Athletic Department. It is not permissible to create fake accounts or misrepresent any sport program or the Athletic Department by posting damaging images, use of inappropriate language, or share opinions that may reflect poorly on JSerra Catholic High School. Such actions will result in the possible removal or suspension of the student-athlete from all JSerra sports.

Boosters or parents affiliated with a sport program, under the direction of the head coach, may communicate and provide content to the athletic department for posting onto the JSerra Athletics website and/or social media accounts.

SECTION 5

CIF ELIGIBILITY AND SPORT PARTICIPATION

It is the responsibility of the Athletic Department and coaches to comply with specific legislations illustrated in the CIF Blue Book. The athletic eligibility of every student-athlete will continue to be of great importance for JSerra Catholic High School. The Athletic Department and its employees have established a respectful working relationship with the CIF office to navigate through the various bylaws pertaining to student-athlete eligibility.

5.0 COMMUNICATION WITH CIF

Only employees of the Athletic Department and the Principal are approved to contact CIF. Under no circumstances are parents, student-athletes, boosters or any other similar representatives of an athletic program permitted to contact CIF. Failure to adhere to the language listed in this paragraph may result in disciplinary action taken by JSerra Catholic High School towards the student-athlete and/or family.

5.1 UNDERSTANDING CIF BYLAWS

As described in the above paragraphs, compliance with CIF legislation is the responsibility of the Athletic Department. However, there are several important aspects parents should become familiar with as it pertains to student-athlete eligibility.

5.1.1 TRANSFERS

Any student-athlete that transfers into or out of JSerra Catholic High School may be subject to limited eligibility during the season of sport. Informing the admissions office of the desire to participate in sports at JSerra Catholic High School does not grant CIF eligibility, nor will it begin the process of obtaining CIF eligibility. Similarly, enrolling in classes at JSerra Catholic High School does not grant CIF eligibility.

There are several options that JSerra will review to process a transfer's CIF eligibility. Upon transferring the family must connect with the Athletic Administrator responsible for processing CIF eligibility. Until the process has been complete, the student-athlete is not eligible to participate in any CIF activity.

5.1.2 AGE LIMITATION

Student-athletes are required to fall within specific dates when determining eligibility. All student-athletes must be 18 years of age prior to June 15th entering their senior year.

5.1.3 ACADEMIC BASICS

All student-athletes must maintain a gpa of 2.0 or better to remain eligible for competition. Student-athletes must also stay on track to complete 8 consecutive semesters once he/she has started the first semester of 9th grade.

5.1.4 RECRUITING

Under no circumstances is it permitted for parents and/or boosters to communicate with Prospective Student-Athletes (students enrolled in 8th grade or younger) or the Parent of Prospective Student-Athletes any information regarding JSerra Catholic High School activity. It is encouraged that parents and/or boosters communicate the interest of Prospective Student-Athlete families with the admissions office. Failure to adhere to the language in this paragraph may result in the loss of CIF eligibility for the Prospective Student-Athlete and the JSerra Student-Athlete.

5.2 NON-CIF SANCTIONED COMPETITIONS

Student-athletes that are currently participating in their high school season of sport are not eligible to represent a club or other team outside of high school in competition. However, there are exceptions for a select category of competitions (i.e. All-Star games, National Team, Select Camps, etc.). Any student-athlete with the opportunity to participate in such contests, must communicate this desire to his/her Head Coach and the Athletic Department prior to participating.