

# *Notre Dame Regional Secondary*



*Home of the Jugglers*

## **Athletic Department Handbook 2014-2015**

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*Mascot:* Juggler *Colors:* Navy & White

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## Message to Student-Athletes and Their Parents

Dear Student-Athletes and Parents,

You are receiving this handbook because you have indicated a desire to participate in the interscholastic athletic program(s) at Notre Dame Regional Secondary School. We are very pleased that you have an interest in our athletic program(s), and we hope that your experiences will be positive as well as educational. Participation in athletics *is a privilege*. Athletics give students the opportunity to learn leadership skills, foster self-confidence, self-discipline, and encourage setting goals. The Athletic department aims to instill in the student-athlete excellent sportsmanship, a strong work ethic, and a spirit of cooperation, leadership qualities, and such personal character traits as integrity, loyalty, spirituality and maturity.

We believe a comprehensive athletic program is vital for the educational development of our students. Notre Dame Regional Secondary has a deep desire to maximize participation and enjoyment and hopes to instill a pride of school and community both in its student body and alumni.

Once students have been selected to represent Notre Dame, there are often many questions, which both students and their parents may have regarding our Athletic Program. We hope this booklet will be of assistance, and we encourage you to use it as a reference throughout the year. If you have additional questions, feel free to contact the *Varsity Coach* or the *Athletic Director*.

Here are the sports that we presently offer at Notre Dame:

**FALL SPORTS:** Football, Girls Volleyball, Girls Field Hockey, Cross-Country, Sr. Boys Soccer

**WINTER SPORTS:** Basketball and Wrestling

**SPRING SPORTS:** Tennis, Track & Field, Girls Soccer

Yours in sport,

**J. Garcea**

Mr. J. Garcea

*Athletic Director*- [jugglerathletics@gmail.com](mailto:jugglerathletics@gmail.com)

## Responsibilities of a Notre Dame Athlete

The following information will help everyone understand the responsibilities each student-athlete must abide by in order to participate in interscholastic athletics.

The purpose of the interscholastic athletic program at Notre Dame is to provide student-athletes with an enjoyable and challenging athletic environment that emphasizes the attainment of both physical skills and strong character development.

The fundamental basis of our program is the view that coaches are teachers and role models of the standards we expect from the student participants. All students who wish to participate must make a serious commitment to their team.

## Expectation and Standards

1. Athletes are to be dressed in the official team uniform when representing Notre Dame in an athletic contest. These uniforms are to be worn only for athletic competitions and **not** for physical education classes or recreational use. *\*\*The wearing of uniforms by Varsity athletes on a game day is permissible on special occasions as determined by the Athletic Director and the school's administration\*\*.*
2. School personnel make every effort to keep the locker rooms secure; however, it is the student-athletes' responsibility, **not** the responsibility of the school, to look after their own school issued equipment and their own belongings. Athletes are encouraged to leave valuables at home or in their lockers.
3. The locker area **must always** be kept neat and clean.
4. Training supplies are expensive and must be used wisely. Tape and pro-wrap are for the care and prevention of injuries **ONLY**.
5. Players and coaches are to travel as a team to and from contests, unless special arrangements have been made with the parents and the coach.
6. Athletic practice and areas of play will be specifically scheduled for team use. A team is to have exclusive use of the facility during the assigned time, and ALL members are to leave at the end of that time.

## General Athletic Information

### What to do before a tryout?

The responsibility to know when tryouts are held is on the student. All teams hold at least two (2) tryout meetings. Look for posters, NDTV, and or listen to school announcements. At the tryout meetings, varsity coaches will review specific dates, times, locations, and expectations. See the coaches' phone directory and contact the varsity coach if you have any questions or concerns.

### Athletic Clearance

In order for a student to participate in a sport, they must first complete the Athletic Clearance Form which their respective coach will have on hand to distribute. This form includes the following:

- ☛ **Athletic Clearance Form** - contains emergency and proof of insurance information (care card #), along with a contract that must be signed by both the student and their parent/guardian, which states that they have read and understand all rules pertaining to our athletic program.
- ☛ **Physical Form** – highly recommended that an athlete acquires a physical examination for each year he/she participates in a sport. Physicals are good for one year only from their examination date and must be signed and dated by a physician.
- ☛ **Athletic Rules/Agreements** – Notre Dame Athletics is guided by BC School Sports Athletic Rules and Regulations. It is **encouraged** that you and your child read and understand these rules and regulations. You can download information at [www.bcschoolsports.ca](http://www.bcschoolsports.ca)
- ☛ **Athletic Fees:** Every athlete will be charged a set fee for athletic participation. These fees go directly into the athletics budget, and help Notre Dame obtain equipment, uniforms and necessary items to help improve all of our athletes. There **may** be additional fees for some teams during a season based on out of town trips or other necessities. Parents will always be notified of these fees well in advance of the scheduled due dates.

After completing the Athletic Clearance Forms, student-athletes must return signed forms to the teams' Head Coach. Students must complete the Athletic Clearance Form and obtain a clearance slip before competing in a sport. The appropriate copy **must** be turned in to their Head coach. (See Tryout Policy and Procedure in Appendix.)

## Insurance Coverage/Risk of Participation

All student athletes **must** have medical insurance coverage to participate in a sport. Participation in interscholastic athletics can lead to possible injury. Although most injuries are minor in nature, it is possible that a severe injury could occur. *Notre Dame High School and its staff take every precaution to prevent such injuries, but such risk does exist.*

## In- Season Team & Parent Meetings

At the beginning of the school year, an Athletic Parents Meeting is held so all parents understand valuable information concerning the Athletic Program and vital team information. Parents of those players selected are required to attend this important informational evening. It is our hope that this meeting will be a vehicle for effective, open, and appropriate communication among the coaches, players, and parents.

## Team Rules

Notre Dame Regional Secondary requires the athlete's compliance with the established team rules, procedures, and instructions of the coach. Coaches have the authority to suspend an athlete temporarily for failure to comply with rules and procedures or when the athlete's safety or the safety of others requires such action. Permanent removal from the team may occur only after consultation with the Athletic Director. **(See Rules and Guidelines in the Appendix.)**

## Academic Eligibility\*

Each student **shall** maintain a 2.0 grade point average [73%] to maintain eligibility. Students are to be enrolled in seven (7) classes. Students receiving a failing or incomplete grade **will not** be allowed to participate in games or practices until they achieve passing status. If a student does not achieve a 2.0 based on extenuating personal circumstances he/she **may apply** for a one-time Athletic Hardship Waiver. An Athletic Hardship Waiver request must be submitted within five (5) days from the date that the student is notified of his ineligibility.

## Attendance

In order to participate in an athletic event, a student **must** have attended all of their classes for that day. If a student has a medical appointment or a family emergency on the day of an event, a note of verification must be presented to the coach. The Team Coach may give prior approval for the student athlete to attend such functions. A student suspended on a given day is **ineligible** to participate in any extra-curricular activity on that day.

## Family Vacations

When parents and athletes choose to take a vacation away from school during a sport season, it must be understood that the time missed by the student athlete can affect team chemistry and personal conditioning. Student athletes who miss practices or team events, may alter their playing time or position. Coaches shall make every effort to inform parents and student athletes of the season's schedule as far in advance as possible.

## Transferring Schools

Transferring from one school to another may affect a student's athletic eligibility under the rules of BC School Sports. Students must check with the Athletic Director and their coach if they have transferred from another school and or district.

## Practices

The coaches and availability of an appropriate facility (due to on-going construction) will determine practice times. Depending on the sport, practice are held in the morning, after school (2:45 p.m.), or in the evening. All practices are to be completed by 9:30 p.m. and **no** practice should exceed a 2½ hour time period. ***No practices are to be held on Sundays before 12:00pm;*** however, many of our teams will have Saturday practices, tournaments, etc.

## Quitting or being removed from a Team

Each athlete will have a two-week period, after a previous season ends, to decide if he/she wants to stay on a team. If an athlete quits after 2 weeks, he/she **will not** be allowed to participate on another team until approved by the Athletic Director. If an athlete is removed for disciplinary reasons, the athlete may not participate in another sport until the team he or she was removed from completes its season.

## Drugs and Alcohol Consumption

There is a **ZERO TOLERANCE** policy on any athlete consuming drugs and/or alcohol. If a student is identified as using, selling, or possessing drugs or alcohol they will be **immediately removed** from a team. Our policy gives the student specific boundaries that are enforced; there is no place for drugs and alcohol in athletics. Athletes with substance abuse problems are encouraged to talk to their coach, Athletic Director, or Grade Level Coordinator [GLC]. Athletes who come forward for help will be given assistance and will not be subject to this rule; however, this must occur before the student athlete is caught possessing, selling, or using alcohol or other drugs. See (**Rules and Guidelines sheet for more information.**)

## Making the Team

Not everyone makes a team; although, some teams have a no-cut policy. High school athletics are competitive. Our philosophy is to keep as many students as possible on the freshman and junior varsity levels without compromising the skills necessary to represent these programs. Selecting teams is the sole responsibility of the coaches.

The Notre Dame Athletic Department and its staff are willing to discuss concerns or problems that may arise, and we are willing to hear concerns by using the aforementioned procedure. *Playing-time, selecting positions, technical and team strategies, and preparation and team selection is the **sole responsibility of the coach.***

## Transportation

Notre Dame will provide athletic transportation when available at most events for players and coaches except on some weekend days and/or holidays. On those occasions and various other contests, coaches must arrange carpools. Parents and athletes must have all appropriate forms and documents on file with the school administration prior to driving to and from athletic events. All carpooling will begin and end on school property. Students **may not** transport themselves to any athletic contest when transportation is provided by bus or carpool. Out of town trips or tournaments (outside Metro Vancouver) by a team **will** result in an ***added*** travel cost to be covered by the players on that team.

## Recognition of Student Athletes

Student Athletes are recognized by placing a key focus on their academic achievements.  
*Students will receive recognition at our annual Athletic banquet by receiving certificates.*

- ♣ **Principals' List** – Students with a **89.5%** or higher
- ♣ **First Honors** – Students with a **85.5% to 89.5%**
- ♣ **Second Honors** – Teams with a **79.5% to 85.5%**
- ♣ **Honorable Mention** – **75% to 79.4%**
- ♣ **Female Scholar of the Year** – Senior Award
- ♣ **Male Scholar of the Year** – Senior Award
- ♣ **Juggler of the Year** – Senior Award
- ♣ **Participation Certificates** - All Levels
- ♣ **Varsity Letter** - for Varsity Athletes

## Lettering Guidelines

The criteria for earning a letter may vary from sport to sport. The Athletic Director along with the Principal will determine the criteria necessary for earning team awards. The Administration along with the various coaches will make athletes aware of the criteria at the beginning of the season.

## **Student Athlete/Parent Concerns**

To keep open the lines of communication, students are encouraged to follow this procedure:

**Step 1:** Athletes to discuss their concerns directly with the coach.

**Step 2:** Athletes and parents(s) should discuss concerns with the coach.

**Step 3:** Contact the Athletic Director with concerns.

**Step 4:** Contact the Vice Principals

**Step 5:** Contact the Principal.

## **Fan Conduct**

**Unsportsmanlike behavior will not be tolerated during athletic events.** Student and or athletes along with parents will be subject to immediate removal from team and/or event if evidence is shown to support unsportsmanlike behavior.

## Job Description: *Athletic Director*

<b>Reports to:</b>	School Administration
<b>Supervises:</b>	Overall Athletic Program and all Coaches
<b>Function:</b>	Carries out the aims of the Athletic Program

### Checklist

(For the Athletic Director's use – print this so that you have an ongoing record throughout the year.)

### Annual Tasks to be completed

- October 1<sup>st</sup>**
  - a. Submit on-line the **SPORT DECLARATION FORM** for ALL seasons
  - b. Complete the **MEMBERSHIP APPLICATION FORMS** by inserting your enrolment numbers
  - c. Pay the BCSS Fees before (*Invoice in your package*)
- November 22<sup>nd</sup>**
  - a. November Winter Sport Additions
- March 3<sup>rd</sup>**
  - a. Spring Sport Additions

### Fall Sport Checklist

- Complete on-line **PLAYER REGISTRATION FORMS** for grade 8, 9, junior, senior and open teams
- FOOTBALL PRF's.** (*print a copy for your records*)
- Fall Sport **DEADLINES** {Read C2.3.1(a) in the Eligibility Policies}
- October 1<sup>st</sup>**
  - a. All Football, Field Hockey, Volleyball, Boys Soccer and Cross Country
  - b. Association-specific Fall team sports (ie: LM boy's rugby)
- October 5<sup>th</sup>**
  - a. Aquatics
- October 18<sup>th</sup>**
  - a. Additional names can be added to a Player Registration Form **seven** days before the zone qualifying event (whichever is earlier).

## Winter Sport Checklist

### ☑ December 11<sup>th</sup>

- a. Winter Sport DEADLINES {Read C2.3.1(a) in the Eligibility Policies
- b. Association-specific winter team sports: Basketball & Wrestling

### ☑ February 1<sup>st</sup>

- a. All Skiing/Snowboarding, FV Sr. Badminton (to qualify for provincials)
- b. Additional names can be added to a Player Registration Form until February 1<sup>st</sup> or **seven** days before the zone qualifying event (whichever is earlier).
- c. The "Adding Students to a Player Registration" Form must be completed on-line by February 1<sup>st</sup>.

## Spring Sport Checklist

### ☑ April 7<sup>th</sup>

- a. Spring Sport DEADLINES {Read C2.3.1(a) in the Eligibility Policies
- b. Girls Soccer and Tennis
- c. Association-specific spring team sports

### ☑ April 21<sup>st</sup>

- a. Track & Field

### ☑ May 2<sup>nd</sup>

- a. Additional names can be added to a Player Registration Form until May 2<sup>nd</sup> or **seven** days before the zone qualifying event (whichever is earlier).
- b. The adding Students to a Player Registration" form must be completed on-line by May 2<sup>nd</sup>.

*\*\*The Athletic Director must be aware that the above dates will change from year to year.*

## Other School Duties

- 1) Submit a yearly budget for all sports within the school to the Principal.
- 2) Keep abreast and pay all **approved** invoices and fees incurred by each team.
- 3) Register **ALL** eligible student athletes with BC School Sports.
- 4) Make sure all Athletic Fees are submitted to the office by coaches when collected.
- 5) Purchasing of team equipment and jerseys when needed.
- 6) Identify coaching needs and check qualifications, in collaboration with the Head Coach.
- 7) Forwarding and communicating of all information from various sporting organizations
- 8) Approving gym schedules use for various teams.
- 9) Communicate with coaches on athlete eligibility, transferring and appeal processes.
- 10) Assist communication needs between teams, players, parents and other stakeholders.
- 11) Enforcing all policies as written out in the Athletic Department Handbook & Policies
- 12) Year banquet organization.
- 13) Budget for, equip and maintain weight room as well as schedule supervision and usage.

## Job Description: *Head Coach*

<b>Reports to:</b>	Athletic Director
<b>Supervises:</b>	Assistant coaches
<b>Function:</b>	Carries out the aims of the athletic Program of Notre Dame

### Responsibilities

1. Select equipment and make recommendations for purchases of such.
2. Responsible for at end of season inventory on lost, damaged or stolen equipment.
3. Responsible to see that **only** student-athletes who have been cleared (*transfer & students in poor academic standing*) through the Athletic Director receive permission to play.
4. Organize, direct and supervise practice sessions.
5. Arrange for treatment of all injuries. [***Must be certified in Standard First Aid***]
6. Shall accompany and direct team in all interscholastic activities.
7. Shall be responsible for the conduct of his/her team and assistant coach's at such activities.
8. Responsible for facility before, during and after practice sessions
9. Recommend student athletes who have fulfilled requirements for athletic letters, certificates or special awards.
10. Apply discipline in a fair and positive manner.
11. Report all discipline action to the Athletic Director **immediately**.
12. Provide information for parents on programs.
13. Select and instruct team managers on proper care of equipment, facilities and clean-up.
14. Provide athletes with a copy of the Athlete's Handbook.
15. Keep abreast of new ideas and techniques relating to your sport.
16. Know the rules and regulations pertaining to your sport.
17. Emphasize safety and injury precautions.
18. Make arrangements for out of town trips with the Athletic Director if registration and/or tournament fees are needed.
19. Shall exercise sound and discretionary judgment relative to your direction of your players as a representative of Notre Dame.
20. Shall communicate and individual or team 'problems' to the Athletic Director.
21. Shall verify that his/her athletes are in attendance at school the day of an athletic contest.  
*An athlete is not to participate in a practice or game if he/she does not attend ALL afternoon classes.*
22. Comply with All BC School Sports "Coach's Code Conduct" as written on their website at [http://www.bcschoolsports.ca/pages/policy/pdfs/Part B.pdf](http://www.bcschoolsports.ca/pages/policy/pdfs/Part_B.pdf)
23. Collect athletic Fees.

## Job description: *Athletic Service Club Director*

<b>Reports to:</b>	Athletic Director
<b>Supervises:</b>	Participants in the Program
<b>Function:</b>	Provide officials for all Athletic functions by Notre Dame.

### Participants

- ☞ The participants in this program are primarily those students interested in Notre Dame Athletics, but are not participating in that season's extra-curricular sport.
- ☞ Secondly, any athlete in an off season sport should be encouraged to be a member of this important club.
- ☞ Participants will be a vital part of the Athletic Program and as such will be duly rewarded.

### Responsibilities of the Director

1. The director of this club is interested in athletics at Notre Dame, but is **not** a coach.
2. Organize all officials for athletic events held at Notre Dame
3. Keep in close communication with the Athletic Director to ensure that officials are available at all contests in the upcoming season.
4. Instill a sense of dedication and commitment in the Service Club participants.
5. Assist in being a channel between coaches and the ND Website.
6. Organize concession (*in-school events only*) and ticket gate for all Varsity home games.

# APPENDIX

## Notre Dame Regional Secondary

### ATHLETIC CLEARANCE INSTRUCTIONS

1. Fill out the Athletic Participation form completely and legibly. Make sure the parent dates and signs in all places requested. Both the parent and athlete **must** sign the rules section before returning this form (located on the bottom half of the page).
2. If you have medical insurance, provide that information with your Care Card number and sign.
3. It is highly recommended that all athletes to have a physical each year they participate in a sport. Take the school's physical form and have the doctor fill it out completely. It should be signed and dated by the physician.
4. Detach and read with your child all the attached documents. Important information concerning Notre Dame High School policies, BCSS Section rules are included in the packet.
5. Return **both** the completed Athletic Participation form and the Physical form **together** to the Head Coach. Once both the Physical and Athletic Clearance forms are inspected and approved, the athlete is cleared to participate. A copy of the approved Athletic Clearance form will be given to the student athlete for their records, and one will be given to the coach.

### Deadlines

☞ **Sept 20<sup>th</sup>** for Fall Sports

☞ **January 6<sup>th</sup>** for Winter Sports

☞ **April 11<sup>th</sup>** for Spring Sports

***\*Clearance forms turned in after this deadline may not get processed in time for team tryouts & participation.***



## Participation Form

List sports in which you will participate.

FALL	WINTER	SPRING

YEAR IN SCHOOL: (Circle) 8/9/10/11/12      BIRTH [mm-dd-yyyy]: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: (Home) \_\_\_\_\_

FAMILY DOCTOR and CONTACT NUMBER: \_\_\_\_\_

MOTHER'S NAME (or Guardian): \_\_\_\_\_ EMAIL: \_\_\_\_\_

ALTERNATE NUMBER: \_\_\_\_\_

FATHER'S NAME (or Guardian): \_\_\_\_\_ EMAIL: \_\_\_\_\_

ALTERNATE NUMBER: \_\_\_\_\_

### PARENTAL ATHLETIC CONSENT

I hereby give my consent for my son/daughter to participate in extra curricular competitive athletics and to go with a representative of the school on any trips related to such participation. I give my permission for the named doctor to take full charge of the disposition of my son/daughter in case of injury and in the event school authorities are unable to contact parent.

**Liability Waiver:** Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student, or the Catholic Independent Schools of the Vancouver Archdiocese (CISVA) or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that the sports you have indicated above, and all related activities, are suitable for your child. The school and the CISVA **do not** provide any accidental death, disability, dismemberment, or medical expenses insurance on behalf of students.

Signature of Parent/Guardian: \_\_\_\_\_

Health Plan Insurer Policy No.: \_\_\_\_\_

### ATHLETIC DEPARTMENT POLICIES

The following policies must be read and understood before your child may participate in Notre Dame High School's Athletic Program. They are accessible online at [www.ndrs.org](http://www.ndrs.org). By initialing each line, you are declaring that you have read and understand all policies listed and agree to abide by them.

- \_\_\_\_\_ Notre Dame Code of Conduct
- \_\_\_\_\_ Team Ejection Policy
- \_\_\_\_\_ ND Sportsmanship Policy
- \_\_\_\_\_ ND Rules and Guidelines for Athletics
- \_\_\_\_\_ The Six Pillars of Character

## Athletic Field Trip / Out of City Permission Form

Throughout the school year, athletes have the opportunity to participate in Athletic Field Trips.

DESTINATION AND PURPOSE OF TRIP: \_\_\_\_\_

DATE/TIME OF DEPARTURE: \_\_\_\_\_ DATE/TIME OF RETURN: \_\_\_\_\_

*\*Check only ONE that applies*

\_\_\_\_ PARENT OF MINOR: I hereby give my permission for \_\_\_\_\_  
to participate in the above field trip/excursion.

\_\_\_\_ STUDENT (18 years or older): I, \_\_\_\_\_, wish to participate in  
the above athletic field trip.

I fully understand that participants are to abide by all rules and regulations governing conduct during the trips. ***Any violation of school and athletic rules and regulations may result in that individual being sent home at student's/parent's expense.***

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADULT STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_  
STUDENT'S MEDICAL INSURANCE CARE CARD NUMBER



## Declaration of Parent/Volunteer Driver of Notre Dame Student Athlete

The undersigned acknowledges that the purpose of this Declaration is to establish the primary liability and responsibility of the undersigned driver for any and all claims arising out of undersigned driver's transportation of Notre Dame Regional Secondary students to and from school-sponsored and supervised activities. *\*In no event may a currently enrolled student drive him/herself or other students on field trips.*

NAME: \_\_\_\_\_ BIRTHDATE (mm/dd/yyyy.): \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

AUTO YEAR, MAKE & MODEL: \_\_\_\_\_

VEHICLE LICENSE #: \_\_\_\_\_ INSURANCE DATE: \_\_\_\_\_

DRIVING RESTRICTIONS: \_\_\_\_\_

**NOTE:** If you drive your personal automobile while on Notre Dame business and you are involved in an accident, by law, your liability insurance policy is used first. The school liability policy would be used only after your policy limits have been exceeded. The school does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

The undersigned agrees that each passenger will be provided with a seat belt and that seat belts will be worn at all times. Cars with air bags on the passenger side shall not have a child under the age of 12 riding in the front seat. Further, the passenger capacity of the vehicle, determined by the number of seat belts, will not be exceeded.

*In no event shall more than 6 passengers plus the driver ride in the vehicle at any time.*

I certify that the above information is correct. I hold a current valid drivers license and the insurance coverage is valid and up to date. I understand I must have liability insurance coverage in force and agree to advise Notre Dame, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

VEHICLE OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DRIVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

## Notre Dame Athletic Stakeholders Role Clarification

### Student Athlete

- # Takes **responsibility** for clearance and eligibility.
- # **Treats** coaches, officials, teammates, and opponents with respect.
- # Puts forth his/her best effort in practice and contests.
- # **Attends** all practices and contests unless the coach has granted permission.
- # **Conducts** himself/herself in a manner that brings credit to Notre Dame.
- # **Remembers** that participation in athletics is a privilege, not a right.
- # **Understands** unacceptable conduct may result in forfeiting privilege to participate.
- # **Accepts** training rules, team behavioral standard, and responsibilities for equipment.

### Coach

- # Treats other coaches, players, officials, and parents with **respect**.
- # Follows Notre Dame and BCSS policies and school philosophy.
- # **Communicates** with parents on a regular basis.
- # **Prepares** his/her team to the best of their ability (technical, conditioning, emotional).
- # Emphasizes skill development.
- # Is fair and impartial in dealing with students in his/her program.
- # Makes himself/herself available to answer questions by any stakeholder.
- # **Promotes** academics.
- # The first priority of students should be a serious commitment to Faith and education
- # Promotes character education – Pursuit of Victory with the Six Core Principles
- # **Models** respectful behavior and demand that athletes refrain from disrespectful conduct.
- # Attends clinics and other professional development opportunities.

### Parents

- # Treat other parents, athletes, Coaches, and officials with **respect**.
- # Model **appropriate** adult behavior – no instruction to players.
- # **Respects** the decisions of coaches regarding discipline, strategy, playing time.
- # **Communicate** and express concerns directly to the Coach at an **appropriate** time.
- # **Notify** Coach of any schedule conflicts well in advance.
- # Set an appointment to speak with Coach by following the conflict resolution steps.
- # **Encourage** student to accept responsibility, not complaining or making excuses.
- # Attend contests with a **positive attitude** to enjoy the event as a spectator.
- # **Remain positive** in their comments about the student, coach and program.
- # **Support** team by volunteering, fundraising, helping with concessions.



## Athletic Tryout Procedures and Policies

**PRIOR** to tryouts, each athlete must turn in the following to your coach:

- ☑ **Health Form** (recommended). The Health Form is good for one year. NDRS policy states that only a medical physician can administer a physical examination to our athletes. Please have the physician's office stamp and date the form.
- ☑ **Emergency Information.** The Athletic Participation Form provides important medical emergency information as well as contractual agreements that must be signed by both student-athlete and parents attesting to their willingness to follow all Athletic Department, Section, and BCSS Policies. A new form must be turned in every time a student tries out for a sport. Return all forms together to your coach.
- ☑ **Collection Periods:** Forms and Fees may be turned in on the following dates.  
*\*Do not turn in forms prior to these dates, please.*

<b>Fall Sports</b>	<b>Sept 1st</b>	Football, Boys Varsity Soccer, Volleyball, Girls Field Hockey
<b>Winter Sports</b>	<b>December 1<sup>st</sup></b>	Basketball, Wrestling
<b>Spring Sorts</b>	<b>March 1st</b>	Girls Soccer, Varsity Tennis, Track

*Athletic Clearance will be issued to a student when they have submitted all required information (#'s 1 & 2 above). Athletes will give a copy of the Athletic Clearance Form to the coach on or before the date of tryouts.*



## Athletic Fact Sheet

### Athletic Administration

Mr. Dennis Pavan, Vice Principal  
Mr. Joe Garcea, Athletic Director

### Philosophy – “Excellence in all that WE do.”

The fundamental purpose and goal of the Notre Dame Athletic Department mirrors the purpose and goals of the school in general. Specifically, Notre Dame High School recognizes that its interscholastic athletic program is an integral part of the total education program. It is our philosophy to provide a positive atmosphere of sportsmanship and learning, both at practice sessions and at interscholastic events, and at the same time provide a healthy, competitive experience for our students.

### Programs

The Athletic Department offers competition in the following areas under the direction of the Varsity Head Coach.

Fall Sports	Winter Sports	Spring Sports
Cross-Country	Boy's Basketball	Girl's Soccer
Football	Girl's Basketball	Varsity Tennis
Girl's Volleyball	Varsity Wrestling	Track & Field
Girls Field hockey		
Varsity Boy's Soccer		

### League

Notre Dame High School is a member of BC School Sports and the CISVA Independent Leagues, and follows both in practice and spirit, the rules, regulations, and procedures of these groups.

<b>Sport</b>	<b>Head Coach</b>	<b>Email</b>
<b>Basketball (Boys' Varsity)</b>	Mr. Jamie Boreham	<a href="mailto:JBoreham@ndrs.org">JBoreham@ndrs.org</a>
<b>Basketball (Boys' JV)</b>	Mr. Leigh McLean	<a href="mailto:LMclean@ndrs.org">LMclean@ndrs.org</a>
<b>Basketball (Freshman)</b>	Mr. Dennis Pavan	<a href="mailto:DPavan@ndrs.org">DPavan@ndrs.org</a>
<b>Basketball (Girls' Varsity)</b>	Mrs. Tracey Clarke Mrs. Eileen Brassington	<a href="mailto:TClarke@ndrs.org">TClarke@ndrs.org</a> <a href="mailto:EBrassington@ndrs.org">EBrassington@ndrs.org</a>
<b>Basketball (Girls ' JV)</b>	TBA	<a href="mailto:TClarke@ndrs.org">TClarke@ndrs.org</a>
<b>Basketball (Girls Freshman)</b>	TBA	<a href="mailto:TClarke@ndrs.org">TClarke@ndrs.org</a>
<b>Cross Country</b>	Ms. Katy Maziarski	<a href="mailto:KMaziarski@ndrs.org">KMaziarski@ndrs.org</a>
<b>Field Hockey (Girls' Varsity)</b>	Mr. Andrew Mornin	<a href="mailto:AMornin@ndrs.org">AMornin@ndrs.org</a>
<b>Football ( Varsity)</b>	Mr. Richard Scott	<a href="mailto:RScott@ndrs.org">RScott@ndrs.org</a>
<b>Football (JV)</b>	Mr. Biagio Pepe	<a href="mailto:BPepe@ndrs.org">BPepe@ndrs.org</a>
<b>Football (Freshman)</b>	Mr. Joe Garcea	<a href="mailto:Mr.J.Garcea@gmail.com">Mr.J.Garcea@gmail.com</a>
<b>Soccer (Boys' Varsity)</b>	Mr. Vince Martin	<a href="mailto:VMartin@ndrs.org">VMartin@ndrs.org</a>
<b>Soccer (Girls' Varsity)</b>	Mr. Stipe Tomas	<a href="mailto:STomas@ndrs.org">STomas@ndrs.org</a>
<b>Tennis</b>	Mr. Bayu Dharmsetia	<a href="mailto:BDharmsetia@ndrs.org">BDharmsetia@ndrs.org</a>
<b>Track and Field</b>	Ms. Katy Maziarski	<a href="mailto:KMaziarski@ndrs.org">KMaziarski@ndrs.org</a>
<b>Volleyball (Girls' Varsity)</b>	Mr. Maurizio DiDonato	<a href="mailto:MDidonato@ndrs.org">MDidonato@ndrs.org</a>
<b>Volleyball (Girls' JV)</b>	Mr. Kelly Bukowski	<a href="mailto:KBukowski@ndrs.org">KBukowski@ndrs.org</a>
<b>Volleyball (Girls' Freshman)</b>	Ms. Dawn Oswald	<a href="mailto:DOswald@ndrs.org">DOswald@ndrs.org</a>
<b>Wrestling</b>	Mr. Benjie Hutchison	<a href="mailto:BHutchison@ndrs.org">BHutchison@ndrs.org</a>



## Extracurricular and Co-curricular Activities

### CODE OF CONDUCT

Notre Dame Regional Secondary offers an extensive program of extracurricular and co-curricular activities. Notre Dame has established eligibility requirements to participate in these programs, as outlined in the student agenda and athletic policies. The following Code of Conduct outlines these expectations:

**Student Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Activity (Sport/Other Extracurricular/Co curricular):** \_\_\_\_\_

*I recognize that participating in the extracurricular and/or co-curricular activities offered at Notre Dame High school is a privilege and not a right; thus, this privilege can be revoked for failing to meet Notre Dame's eligibility requirements and behavior guidelines, including enrollment and grades (minimum GPA of 2.0), attendance, and use of prohibited substances (alcohol, controlled substances, steroids). Upon verification by administration, students will be removed from the team/activity they are participating in for possession or use of prohibited substances, for the remainder of the season or activity.*

**I understand that by participating in these activities, I not only represent myself, but my team or activity, my school, and the CISVA. As such, I agree to the following:**

- ND Be enrolled and passing a **minimum** of seven classes with a **minimum** GPA of 2.0.
- ND Attend **all** classes on the day of an event, practice, or contest;
- ND Have no more than 2 (two) unexcused lates or absences with a week
- ND For athletics, all paperwork must be on file with the school;
- ND **Refrain** from any possession or use of tobacco, alcohol, or illegal drugs including steroids;
- ND Behave in a manner consistent with Provincial guidelines for student conduct outlined by BCSS.

I have read and clearly understand the expectations outlined in the Code of Conduct and The Six Pillars of Character and agree to abide by them.

**Name:** \_\_\_\_\_



## Consequences

The following rules and minimum penalties are applicable to players in accordance with Notre Dame Athletic Policies and Regulations. These policies will be in effect beginning with the 2013-2014 school year and will include non-league, league, and post season competition.

- Ejection of a player from a contest for **unsportsmanlike** or **dangerous** conduct

***Penalty: The player may be ineligible for the next contest***

- Illegal participation in the next contest by a player ejected in a previous contest

***Penalty: The player shall be ineligible for the next week of participation in any contest.***

- ***Second*** ejection from a contest for **unsportsmanlike** or **dangerous** conduct

***Penalty: The player shall be ineligible for 2 games.***

***Third offence, the remainder of the season!***

- When one or more players **leave the bench** area to begin or participate in an altercation.

***Penalty: The player(s) shall be ejected from the contest and become ineligible.***



## Sportsmanship Policy

### Spectators/Fans/Team Followers

- ☞ Understand that high school athletics takes place in a “classroom.” The gym/pitch/field/diamond/court is just another high school classroom.
- ☞ Focus on positive team support and rooter spirit and refrain from obscene unsportsmanlike and unacceptable cheers and yells.
- ☞ Work closely with the rooting section and take a positive roll in controlling unacceptable behavior by that rooting section; must model appropriate behavior.
- ☞ Understand the role of educational athletics as one part of a comprehensive high school experience.
- ☞ Refrain from obscenities, race-baiting, personal insults and other unacceptable comments directed at opposing cheerleaders and fans before, during, and after athletic contests.
- ☞ Refrain from disrupting the athletic contest in any way.
- ☞ Stay off the field/court/pitch at all times; must stay in the designated seating/standing area.
- ☞ Refrain from confronting officials, coaches, players, and others before, during, or after an athletic contest

### Student Athletes

- ☞ Refrain from name calling/baiting opponents/disrespectfully addressing officials
- ☞ Refrain from all unsportsmanlike conduct, including those unacceptable behaviors
- ☞ Know his/her school’s consequences for unacceptable behavior
- ☞ Know and understand the Notre Dame Ejection Policy

## Coaches Conduct

- ☞ Model appropriate behavior/maintain decorum.
- ☞ Communicate with other coaches about professional development.
- ☞ Attend preseason and postseason meetings.
- ☞ Review sportsmanship, conduct and the Notre Dame Ejection Policy with players on a regular basis.
- ☞ Insist that their players model appropriate behavior.
- ☞ Monitor team at all times and be cognizant of developing problems.
- ☞ Communicate unacceptable fan behavior **immediately** to the site Administration
- ☞ Accept officiating decisions appropriately.
- ☞ Treats other coaches, players, officials, and parents with **respect**.
- ☞ Follows Notre Dame and BCSS policies and school philosophy.
- ☞ Communicates with parents on a regular basis.
- ☞ Prepares his/her team to the best of their ability (technical, conditioning, emotional).
- ☞ Emphasizes skill development.
- ☞ Is fair and impartial in dealing with students in his/her program.
- ☞ Makes himself/herself available to answer questions by any stakeholder.
- ☞ Promotes academics.
- ☞ The first priority of students should be a serious commitment to Faith and education
- ☞ Promotes character education – Pursuit of Victory with the Six Core Principles
- ☞ Models respectful behavior and demand that athletes refrain from disrespectful conduct.
- ☞ Attends clinics and other professional development opportunities.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Parent – Coach Communication

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position we are better able to accept the actions of the others and provide greater benefit to the student. As parents, when your son(s) and daughter(s) become involved in our athletic programs, you have the right to understand the coach's expectations.

### Communication You Should Expect From the Coach

- ⌘ Philosophy of the Coach for all levels of play
- ⌘ Expectations the Coach has for your son/daughter and the team
- ⌘ Locations and times of all practices and contests
- ⌘ Transportation procedures and fees (if applicable)
- ⌘ Team requirements (i.e. fees, special equipment)
- ⌘ Procedures should your son/daughter become injured during practice, game
- ⌘ Discipline measure (i.e. missing practice, being late, etc.)

### Communication Our Coaches Expect From Parents

- ⌘ Concerns expressed directly to the Coach
- ⌘ Notification of any scheduled conflicts well in advance
- ⌘ Specific concerns in regard to coach's philosophy and/or expectations

### Appropriate Concerns to Discuss With Coaches

- ⌘ Treatment of your son/daughter
- ⌘ Ways to help your student improve and handle team membership roles

### Issues Not Appropriate to Discuss With Coaches

- ⌘ Playing time, line-ups, player rotation
- ⌘ Team strategy
- ⌘ Play calling
- ⌘ Other student-athletes

**In order to keep communication open among students, parents, coaches, and administration, we ask that the following procedure be followed. We encourage conferences to take place if they are needed:**

1. The student is encouraged to discuss concerns with the Coach.
2. Parent must contact the Coach with concerns.
3. Parent, Coach, and student are required to meet.
4. **If the concern is not handled at the Coach/parent level, then the parent must put the concerns in writing and contact the Athletic Director.**
5. The Athletic Director will meet with the Coach and present parent concerns and discuss possible solutions.
6. The Athletic Director will set up a meeting with all parties concerned.
7. If the concerns cannot be resolved at this meeting, the Athletic Director will take the matter to the Vice Principal.
8. If the matter cannot be resolved at this level, it **may** be taken to the Principal.

***We are hopeful that this step-by-step procedure will help foster positive communication and promote a resolution to the issue of concern.***



## Squad Makeup and Squad Level Philosophy

The following guidelines serve as a model in determining our teams:

**Freshman / Grade 8 Sports** – The purpose of the freshman level is to do the following:

- ND Develop and refine basic fundamental skills
- ND Develop the physical abilities of the athlete
- ND Develop and refine team concepts
- ND Implement the “program’s system”
- ND Determine the students’ continued involvement in the sport
- ND Provide playing time to all participants at coaches’ discretion
- ND Foster the ideals of sportsmanship, work ethic, and “teamism”

**Junior Varsity Sports** – The purpose of the junior varsity level is to do the following:

- ND Further develop skills of the athlete
- ND Further develop physical abilities of the athlete
- ND Increase intensity of competition
- ND Continued refinement of the “system”
- ND Prepare the athlete for the varsity level
- ND Provide opportunities for playing time as game conditions merit
- ND Continued emphasis on sportsmanship, work ethic, teamism

**Varsity** – The purpose of the varsity level is to do the following:

- ND Develop skills and physical condition of the athlete to his or her full potential
- ND Allow the talented athlete the chance to excel and prepare for the collegiate level of competition
- ND Provide athletes with the opportunities to set goals, strive to achieve them, and serve as role models for younger athletes
- ND Strong Focus on the Development of Team Concepts and Sportsmanship

*\*The focus of the program is to be communicated to team members in the preseason. The varsity team will consist of primarily seniors, **but** Junior Varsity athletes who have demonstrated the ability to be starter or key contributors also may be members of the team. Juniors must show the potential to be varsity players over the next two years to be members of the team.*



## The Six Pillars of Character

These **six** core ethical values form the foundation of **CHARACTER**.

### I. **Trustworthiness**

Be honest • Be reliable • Have courage • Be loyal

### II. **Respect**

Be respectful to others • Be tolerant of differences • Use good manners • Be considerate • Don't threaten • Be peaceful

### III. **Responsibility**

Do what you are supposed to do • Persevere • Do your best • Use self-control • Be self-disciplined • Think before you act • Be accountable for your choice.

### IV. **Fairness**

Play by the rules • Take turns and share • Be open-minded • Be empathetic

### V. **Caring**

Be kind • Be compassionate • Express gratitude • Forgive others • Help others in need

### VI. **Citizenship**

Do your share to make your school and community better • Cooperate • Get involved in our community • Stay informed • Be a good neighbor • Respect authority •



*Go Jugglers!*