

# THE ACADEMY OF NOTRE DAME

## HIGH SCHOOL - ATHLETICS HANDBOOK



*Representing Notre Dame as a student-athlete is an honor and a privilege. Responsible freedom carries the expectation of appropriate behavior. The Athletic Department of the Academy of Notre Dame requires all athletes to follow the Honor Code as well as all policies outlined in the Student Handbook. Additionally, athletes must adhere to the ND Athletic Handbook Policies & Guidelines outlined below. Any student abusing this privilege is subject to suspension and/or expulsion from the team. The length of suspension will be determined by the Principal and Athletic Director in conjunction with the coaching staff.*

### ABSENCES

Players are expected to attend all team practices and games. Outside functions should be planned accordingly. A player who needs to be excused from practice or games for reasons other than illness must discuss this in advance with the coaching staff. Players will receive a one game suspension for each unexcused absence. Generally, athletes who miss practice the day before a game/competition will not start in that game.

### ACADEMICS

Academic progress will be monitored throughout the season. A player who receives a “D”, “D+” or an “F” in a major subject at the quarter will be suspended from the team for a minimum of one week. This will include practices, games, playoffs, etc. The exact length of the suspension will be determined by the principal and athletic director in part by use of reports from the academic teacher regarding progress in class. This policy is not punitive in nature; rather, it is designed to assist the athlete by providing the extra time necessary to improve academic performance

### ATHLETIC AWARDS

A varsity athlete will be awarded a varsity letter for the first time she earns a varsity letter in any sport. Junior Varsity athletes will receive certificates for their sports participation on each team. The head coach and athletic department will work in conjunction with each other to establish the policy for earning letters for the particular sports. An athlete must complete the season in good standing with the school and coach to receive a letter. Athletes who are injured or otherwise unable to participate must attend practices to finish the season in good standing and receive their appropriate letter. An athlete will only receive one varsity letter during their four-year career. Pins will be awarded to designate letters won in various sports. The head coach will communicate to their team at the start of the season, their V/JV designation policy.

### ATHLETIC FEE

The athletic fee is \$110 per sport. Payment to the Athletic Office must be submitted prior to tryouts. If anyone has difficulty paying the fee, please contact the Athletic Director.

### ATHLETIC TRAINING

The Academy of Notre Dame has a certified and licensed athletic trainer on duty from 3-6 pm daily and at all home games. Communication between the coach and athletic trainer is key in evaluation, activity limitation, and rehabilitation of our injured athletes. Coaches must report injuries to the athletic trainer and communicate with the athletic trainer about athletes' possible practice and game limitations.

If a doctor has indicated that an athlete should suspend activity, the player may not play again until the doctor has written a note clearing the player for activity. In all situations when a doctor is not involved, the athletic trainer will have the final say on whether a player is ready to return to action. A player should not decide on her own to go to a practice/game.

The athletic trainer cannot dispense drugs such as Tylenol or Advil.

The athletic trainer may only treat a non Notre Dame player if that student athlete has a doctor's prescription or if that player is injured while participating in a Notre Dame-sponsored athletic event.

The athletic trainer supplies a medical kit for each Notre Dame team prior to each season. The athletic trainer checks the kits and keeps them well stocked throughout the season.

An injured athlete is still considered part of the team and is expected to be present at practices/games. All athletes must sign-in to the training room BEFORE receiving treatment, evaluation, or consultation. Injury care will be "first come, first serve" with priority given to players with games and those able to practice.

### ATTENDANCE

Athletes must be present in school by 9:00 AM in order to participate in athletic competition or practice. If a player is absent from school, she may not practice or attend a game on that day. If a student athlete comes to school after 9:00 AM due to a doctor's appointment or funeral, a note must be presented at check in.

### COACHES' GIFTS

Team captains are responsible for purchasing gifts for the coaching staff (gift cards work well). Captains should start planning by mid-season. After purchasing the gifts, turn the receipts in to the Athletic Office and a request for reimbursement will be made. It is fine if parents want to help, but it is the captain's job to coordinate coach's gifts. \$50 will be set aside for each coach.

### COACHING EVALUATIONS

Players will have the opportunity to evaluate their coaches at the end of each season via a google doc.

### CONCUSSIONS

Please see our concussion protocol that is outlined on the Parent Information page of the Athletics section of the Notre Dame website.

### EMAIL ALERTS

To receive email alerts for games, please go to the Athletics tab on the website. Go to "Team Pages" and scroll down to find your specific team. About midway down the team page, before the game schedule, you will see an orange bell and the word "Alert". You can sign up here with your email address and when any changes are made to the game schedule, you will receive an automatic update.

### END OF SEASON PARTY

The parents of captains are responsible for organizing end of season parties. Parties may be held in the school cafeteria or at a player's house. Off-campus party plans must be approved by the coaches. Dates for parties held in the cafeteria must be cleared through the Athletic Office. The captains are responsible for collecting money from each player for the party. The dollar amount should be determined by the hosts of the party. In addition to monies collected, a suggestion would be for each grade to contribute something towards the party.

### EQUIPMENT

Student-athlete equipment for the fall and spring seasons must be stored in Launfal. Items should not be left in the hallway, lounge area, or inside any building other than Launfal.

### GAME DAY ATTIRE

Team members are permitted to wear the approved team spirit wear on game day. All team members must have on the same apparel. Infractions will be reported to the Athletic Department and may result in the student and/or team losing this "dress" privilege, as well as other sanctions.

### IMPACT TESTING

The Athletic Department is currently implementing ImPACT (Immediate Post Concussion Assessment & Cognitive Testing) for our athletes. ImPACT is a computerized exam utilized to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed. Every athlete will be given a baseline test; baseline tests are valid for two years. Athletes must have a consent form on file to take the test.

### INHALERS

Any student-athlete who uses an inhaler for asthma must have two inhalers in her possession;

one must be kept with the student-athlete at all times and the other one must be in the team's medical kit.

### KAIROS

Student-athletes are encouraged to plan Kairos when they are not in season, as it interferes with Fall and Spring playoffs. There is a summer Kairos option for those student-athletes that compete in both the Fall and Spring seasons.

### MISSED WORK

Absence for any reason including athletics does not excuse a student from tests, quizzes or assignments. Athletes are responsible for making up school work missed because of off-campus contests. Student should be proactive and work out quiz/test/homework conflicts with teachers in advance of their absence.

### OFF-CAMPUS PRACTICES

Some of our athletic teams practice at Notre Dame, as well as at various venues. The head coach will communicate the location of the team's practice site. The transportation form that is filled out in the beginning of the season indicates options for transporting your daughter to these off-campus practices. If the athletic office does not have that form on file, then your daughter will not be allowed to go off-campus for practice. Please make sure that you indicate your intentions on the transportation form.

### PAPERWORK

A signed athletic handbook review form, transportation form, emergency card and athletic fee must be turned in to the Athletic Office prior to tryouts. All paperwork can be found online under *Athletics – Parent Information*.

### PARENTS

Parents are asked to refrain from contacting the coaches regarding playing time. Our athletes are young adults and are expected to discuss their concerns directly with coaches. Coaching decisions are made based on what is best for the team. Coaches should not be approached on the field/court. Parents who wish to speak with a coach privately are asked to contact the Athletic Director to arrange a mutually convenient meeting time.

### PARENTS MEETING

Mandatory parent meetings will be held at the start of each sports season. A general overview will be given, and then the evening will be broken down into sport specific meetings conducted by the individual team coaches. The coaches will give an overview of their season, goals and expectations. The handbook and transportation forms along with the athletic fee are expected to be turned in at this meeting.

### PHYSICAL EDUCATION

Students who are unable to participate in physical education class on any given day may not

participate in a practice or game on that day without prior approval of the Athletic Director.

### PHYSICALS

In order to tryout or participate in the Notre Dame Athletics Program, students must have evidence of a completed and up-to-date physical (within one year) on file with the School Nurse. The physical form can be found online under *Athletics – Parent Information*.

### SCHOOL BREAKS

High School student-athletes are expected to attend practices and games over school breaks, including both Winter and Spring Break.

### SENIOR DAY

The specific day will be chosen by the coach. The juniors are responsible for getting flowers from the team for senior day, and organizing with the coach on how the seniors will be honored by the team on the field. Senior parents are encouraged to be present on this day.

### SENIOR GIFTS

Juniors are responsible for choosing and collecting money for senior gifts. You should start planning for senior gifts early. It is fine if parents want to help, but it is the junior's job to coordinate senior gifts.

### SPORTS HOTLINE

Any sports changes that occur during the day will be announced in school, the website will be updated and a message will be put on the sports hotline. The hotline number is 610-971-4905.

### SPORTSMANSHIP

Each team member is a representative of the Academy of Notre Dame. Sportsmanlike conduct towards fellow players, coaches, referees and fans is expected at all times.

### SUSPENSIONS

Any suspension from an athletic team will be in accordance with disciplinary suspensions that are outlined in the Student Handbook.

### TAILGATES

Tailgates are optional and are organized by parents. There is one outdoor grill on the field designated for tailgates. There are two tables, coolers, and extra trash bags located in Launfal for tailgates. Parents are responsible for the set up and break down of all tailgate parties. Teams who wish to have tailgates must get tailgate dates approved by the Athletic Office.

### TEAM DINNERS

Team dinners are hosted by the parents of team captains and are optional. If a team chooses to host one, it is important to contact the coach first. Team dinners may be hosted in the school cafeteria. If you need the cafeteria, please notify the Athletic Department in advance to

reserve the date. Set up and clean up is the responsibility of the parents hosting.

### TRANSPORTATION

All team members are to ride the team bus to and from events for which transportation is provided. Players may not drive themselves to games. Players may go home with another ND parent from away games provided permission is indicated on the transportation form on page 7 of the handbook. For night or weekend competitions, buses may not be provided. For these games, players are responsible for arranging their own transportation to and from games with their coaches or parents.

### UNIFORMS

Players must be in full uniform to compete. Players are not to change into their uniform out on the fields or in the school hallway or lobbies. Players are to change in the bathrooms or in Launfal for practices/games. Players are required to turn their uniform in at the end of the season. If a player's uniform is not returned within two weeks following the last game, or if the uniform is lost or damaged, the player will be charged for the full amount of the uniform.

### VARSITY/JV/JVB

Varsity, JV & JVB placement will be determined by the coaches during tryouts, regardless of a player's placement in previous years. Playing time will also be determined by the coaches. Occasionally, team members may be designated a "swing-player," meaning that they play both Varsity and JV. All JV players will receive playing time; however they will not necessarily play in every competition. Playing time at the varsity level is not guaranteed.

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## Student-Athlete Handbook Review Form

I have reviewed the policies and regulations in the Academy of Notre Dame Student-Athlete Handbook and understand the rules set by the school and Athletic Department for the student-athlete. I agree to abide by these rules.

\_\_\_\_\_  
Print Player's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Player's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Academy of Notre Dame**  
**High School Athletics**  
Transportation Form

Most often, the team will be transported to and from away games by bus. Students are not permitted to drive to away games.

You may take your daughter home from away games. Your daughter may go home from an away game with another ND parent provided it is indicated below.

In the event of an unforeseen bus problem, the team will be transported by ND coaches, ND parents, or other ND staff.

In the event the team practices at an off-campus site, the girls are permitted to drive themselves & other players to practice provided permission is given.

Please read and sign the permission form below.

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I give permission for \_\_\_\_\_: \_\_\_\_\_:  
Student's Name Grade

\_\_\_\_\_ to ride with an ND coach, ND parent, or ND staff member to a game in the event of a bus problem.

\_\_\_\_\_ to ride home from away games with another ND parent.

\_\_\_\_\_ to ride to an off-campus practice site or game with a ND student.

\_\_\_\_\_ to drive herself only to an off-campus practice site or game.

\_\_\_\_\_ to drive herself & other players to an off-campus practice site or game.

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date