

# THE ACADEMY OF NOTRE DAME

## UPPER 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 Associate Head of School and Athletic Director in conjunction with the coaching staff.*

### **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 Associate Head of School 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 V/JV designation policy at the start of the season.

### **ATHLETIC FEE**

The athletic fee is \$135 per sport – with the exception of Crew (see the Crew payment scheme on the “Athletic Fee” page on the website). 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 11am-6pm 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. The Athletic Training Room training available to all Notre Dame students and will be under the direct supervision of our Athletic Trainer.

All injuries must be reported to the Athletic Trainer who is responsible for maintaining written records of each player's injury and subsequent treatment for possible referral to our team physician, or a specialist. Player's should give all physicians notes and prescriptions to the Athletic Trainer. The Athletic Trainer is responsible for supervising and/or administering the rehabilitative activities prescribed by a team physician or specialist. Players who are physically unable to participate as documented by a physician, may not resume practicing or competing without written clearance from the same physician. The Athletic Trainer may continue to hold out an athlete that has been cleared by a doctor when such action will result in a faster/safer return to full competition. If an athlete misses 5 total days of practices or games due to an injury, they must see a physician for clearance.

The Athletic Trainer cannot dispense drugs such as Tylenol or Advil, unless given verbal or written permission by a parent or guardian.

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 EXPECTATIONS**

**Attendance at all practices, scrimmages, and games is required for all student-athletes during the season, this includes pre-season and tryouts. For a student to be considered eligible for practice or competition she MUST be in school by 9:00 am.** Outside functions should be planned accordingly. A player who needs to be excused from practice or games for reasons regarding health, academics, and funerals will be considered excused. This must be discussed 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.

If a student athlete commits to participate in an in season Notre Dame sport, then that sport is the priority and not an out of season Notre Dame sport.

## **CONFLICTS WITH PARTICIPATION ON AN OUT OF SCHOOL TEAM**

Participation on any outside of school team should not conflict with the game or practice schedule of the school-sponsored team.

### **CHANGING FOR PRACTICES AND COMPETITIONS**

Students who participate in athletics must use designated locker rooms in Launfal and restrooms to change from school uniforms into athletic apparel. Students who are found changing clothes in parking lots, cars or other unapproved areas, will be disciplined.

### **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 into 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 the coach's gifts. \$50 will be set aside for each coach.

### **COACHING EVALUATIONS**

Players will have the opportunity to provide feedback on their coaches at the end of each season via a Google form.

### **COMMUNICATION POLICY**

To provide consistency and clarity, the following protocol must be followed when there is any discrepancy in regards to communication or issues regarding player/coach, parent/coach, or player-parent/coach relationships. It is the goal of the Athletic Department to assist our student-athletes in taking responsibility to address issues in an appropriate manner. The following communication policy and guidelines have been established to effectively resolve most issues.

1. The following chain of communication must be followed whenever a question or issue arises involving Athletics at The Academy of Notre Dame.
  - **24 Hour Rule** - Parents and players are to wait 24 hours after a game or incident in practice to address concerns or a coach's decision.
  - **First Conversation: Athlete to Coach**
  - **Second Conversation: Parent to Coach**
  - **Third Conversation: Athlete and Parent to Director of Athletics**
2. Coaches are not to be disturbed before, during, or immediately after a practice or game.
3. All Parent-Coach meetings shall be arranged at a mutually agreed upon time and location. Either the parent or coach may request the Director of Athletics to be present.

4. The Director of Athletics and the coaching staff are available to discuss the student-athlete's progress, logistical questions about team practices, games, and events, and general questions about the team.

It is not appropriate to publicly discuss or question the following: playing time, try-out procedures and team selection (other than the process), team strategy or training methods, performance of other athletes and selection of captains.

### **CONCUSSIONS**

Please see our concussion protocol that is outlined on the Parent Information page of the Athletics section of the Notre Dame website, and in the Parent/Student Handbook.

### **EARLY DISMISSALS AND CANCELLATIONS**

Team members are often dismissed early from classes for away contests. The departure time varies depending on the distance of the away contest. During this time, student-athletes should change into team uniforms, gather equipment and personal belongings for the game, and if necessary, see the athletic trainer for treatment/taping. Students must follow the class departure time that is announced and posted. If the departure time is after the start of a new period, the student must attend the class and leave at the departure time.

### **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 dropped off and stored in Launfal before school. Items should not be left in the hallway, lounge area, or inside any building other than Launfal.

### **FITZGERALD FIELDHOUSE @ LAUNFAL**

All bags must be put inside the locker rooms and not left outside during school hours. Failure to do so will result in the athlete not being able to play/practice that day. All students are expected to take care of this facility, not using the main room for social gatherings, ensuring all equipment is put away neatly in the equipment room (trainer room) and keeping locker rooms clean and tidy.

### **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. The apparel must be approved by the Director of Athletics and the Upper School Director. Infractions will be reported 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 manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of the 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 / EPI PENS**

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.

Students that require the use of an Epi Pen for an allergy must have one in her possession; and have her physician fill out an individualized Emergency Action Plan for the use of an Epi Pen if able, which can be given to the school nurse.

### **KAIROS**

Student-athletes are encouraged to plan Kairos when they are not in season, as it interferes with Fall and Spring playoffs.

### **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. Students should be proactive and address 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**

All online forms must be filled out on the Athletic Department's online registration site at the beginning of each season. An up-to-date physical along with the athletic fee is also required. Payment is processed online on the Notre Dame website. If any of these forms/fees are not completed by the start of try-outs then the athlete will not be able to participate. They will have to sit out until all forms/fees are received.

### **PLAYING TIME**

Playing time will 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 and time may not be equal. Playing time at the Varsity level is not guaranteed.

### **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.

### **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 try out 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 Assistant Athletic Director and the Athletic Trainer. The physical form can be found online under *Athletics – Parent Information* or on the Athletic Department's registration site.

**NOTE - Please be sure to fill out both Section 5 and Section 6.**

### **PRE-SEASON PARENT MEETING**

Prior to the start of each season, there will be a mandatory Parent/Student Athlete meeting. It is expected that at least one parent attend. The purpose of this meeting is to inform the parents about the department policies and procedures and answer any questions about athletics and the upcoming season. Immediately following the Athletic Department meeting, parents will meet separately with the coaching staff of the sport in which the student hopes to

participate, during which the coach will provide information about the program and sport-specific expectations and guidelines.

### **SCHOOL BREAKS**

Upper 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 GIFTS**

Juniors are responsible for choosing and collecting money for senior gifts. Juniors 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, on the website and through a message 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. This year, each of the Inter-Ac schools will display a banner that delineates our commitment to sportsmanship. It states: "We are the Inter Ac League where sportsmanship is the expectation. So please let: the players play, the coaches coach, the officials officiate, and the spectators be positive at all times." The banners will serve as reminders of our commitment to sportsmanship as a core value of the Inter-Ac League.

### **STUDENT ATHLETE PICKUP AFTER ATHLETIC PRACTICES**

Athletic practice times vary in length and are limited to two hours on days when school is in session. Practices occur during holidays and on weekends when deemed appropriate by the coaches and with the approval of the Director of Athletics. Students should be picked up immediately following the conclusion of a practice. Coaches are to remain at school/outside facility until the last member of his/her team has been picked up following games and practices. **Parents, please remember the long hours put in by the teachers and coaches and make every effort to be on time for pick up following practices and games.**

### **SUSPENSIONS**

Any suspension from an athletic team will be in accordance with disciplinary consequences that

are outlined in the Parent/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 cleanup 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, with the exception of senior members of a team when the bus is only provided one-way to an event. Players may go home with another ND parent from away games provided that permission is indicated. For night or weekend competitions buses may not be provided. It is not the role of the coach to arrange transportation for these such events.

### **TRYOUTS / PRE-SEASON**

All tryouts will be held at the start of their respective seasons. All tryouts and pre-season practices are mandatory and must be attended. The Athletic Director may excuse a student athlete in extreme cases, however the family must notify the Director of Athletics prior to tryouts. **Family vacations are not an extreme case.**

### **UNIFORMS**

Players must be in full uniform to complete. Players ARE NOT to change into their uniforms out on the fields, in the school parking lot, or the school hallways or lobbies. Players are to change in the bathrooms or in the Fitzgerald Fieldhouse for practices/games. Players are required to turn their uniform in at the end of the season. All uniforms should be turned in clean and in good condition. If the uniform is not turned in clean, it will be returned and the player has 24 hours to hand it back in clean. 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.

### **VARSIITY/JV/JVB**

Varsity, JV & JVB placement will be determined by the coaches during tryouts, regardless of a

player's placement in previous years. Players will be placed on Varsity, JV or JVB teams based on skill level and not by their grade. This means that seniors will not automatically be placed on the Varsity roster and will be offered a spot appropriate to their ability. However, all senior players will be acknowledged on Senior Day regardless of their roster status. Although we do not want to cut players from programs, due to number and logistics there may be occasions when player cuts are required. If a player is cut from a roster, the Athletic Department along with the coaches will try and give an alternative option to player(s).

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