



**SAINT JOSEPH ACADEMY**

**2018-19**

**ATHLETIC HANDBOOK**

## PREFACE

The policies for the Interscholastic Sports Program at Saint Joseph Academy are presented in this handbook and complement the SJA Parent & Student Handbook. Student-athletes are expected to abide by the policies in both handbooks.

Saint Joseph Academy's philosophy, mission statement, academic administration, faculty and staff all strongly believe that a comprehensive athletic program will strengthen the overall quality of the educational experience of the students. The academic administration fully supports the Athletic Director and the policies as described in the Athletic Handbook.

## INTERSCHOLASTIC ATHLETICS PHILOSOPHY

The Interscholastic Athletic Program at Saint Joseph Academy exists to provide a quality athletic experience for students who demonstrate an elevated level of skill. The opportunity to compete against another school's program is secondary to the opportunity to learn valuable life skills in a Christian environment.

**It is our belief at Saint Joseph Academy that a comprehensive athletic program will enhance the quality of the educational experience of the students by:**

1. Providing a vehicle by which students of demonstrated ability can be exposed to situations in sport, which allows them to learn and experiment with varied life skills.
2. Supporting the efforts of the Academy to provide experiences which help participating students
3. maintain or increase their levels of self-confidence and self-esteem.
4. Contributing to the overall excellence of education by offering a wider variety of experiences to meet a wider variety of student ability.
5. Setting a standard of Christian behavior modeled by all adult personnel involved.

## PARTICIPATING SPORTS

### **Fall**

Volleyball  
Tennis  
Golf  
Soccer  
Crew - Club Team  
Cross Country  
Sailing

### **Winter**

Swimming  
Basketball  
Indoor Track  
Bowling  
Gymnastics

### **Spring**

Lacrosse  
Rugby  
Softball  
Track & Field  
Crew  
Sailing - Club Team

## **PARTICIPATION AND PHYSICAL EXAMINATION FORMS**

Saint Joseph Academy requires several items to be completed prior to any official practice or tryout. The following **MUST** be completed (no exceptions) prior to any official participation:

1. **Final Forms** - Final Forms is the online system Saint Joseph Academy uses to keep track of waivers, participation forms, and physical form information. Parents need to login to [sja.finalforms.com](http://sja.finalforms.com) in order to begin this process. If you are the parent of a returning athlete, you can login using your same information from the previous year but you will have to update your information and sign off on all of the forms again for the upcoming season. If you are a new athlete to SJA, you will be asked to create a new account. After a parent registers, students will need to login to electronically sign forms as well. Please remember that both parents and students must complete all forms in order to be approved.

**Please note:** The athletic department will communicate with you via email using the email addresses you provide on Final Forms. For new students (transfers or freshman), you can create an account using your own personal email address. However, as soon as you receive your school-issued email account, please edit your Final Forms to reflect your new school email so you make sure to receive all communication.

2. **OHSAA Physicals** - Physicals are good for a one-year period with one exception. Any physical completed after May 1, 2018 will be sufficient for the entire 2018-19 school year.

If you are a returning athlete and your physical carries over from the previous school year AND you have already registered on Final Forms, then you do not need to turn another one in until your current physical expires. If you are a new athlete or have not turned in a physical to the athletic department in the last year, you must turn in the OHSAA physical form which can be found on the OHSAA and/or SJA athletics website.

All incoming freshmen or students with expired physicals must complete a current OHSAA physical form to be eligible to participate. **Of the nine pages of the OHSAA physical form, pages 1-2 and 5-9 will be completed on Final Forms. Only pages 3-4 need to be signed by a physician and turned into to the athletic director's office.** Please do not wait until the last day to do this.

3. **IMPACT Concussion Testing** - Saint Joseph Academy requires students in contact sports to complete the online IMPACT Concussion Testing. The following students need to complete the test:

Incoming freshman, all juniors, any student new to playing one of these sports at SJA, or any student with a previous concussion in the sports of soccer, volleyball, basketball, lacrosse, softball and rugby. If a student or parent from a non-contact sport wants to take the impact test, they may do so.

This must be completed online prior to any official participation in athletics. This can be done from any computer and directions for the test can be found on the athletics website.

## **VARSITY LETTER CRITERIA**

**Coaches reserve the right to make exceptions to their lettering standards if necessary.**

### Volleyball

An athlete must play in 20 sets of varsity contests throughout the season.

### Tennis

An athlete must participate in one varsity level match or tournament during the season.

### Golf

An athlete must participate in 5 varsity matches.

### Soccer

An athlete must play in at least 16 halves during the regular season.

### Cross Country

An athlete must achieve a time standard of 22:00 one time or sub 22:30 twice. The two standards are kept to balance against short courses and to prove consistency.

### Swimming & Diving

An athlete must earn 30 points through the season or qualify for districts.

### Basketball

An athlete must make the varsity team. Those players moving between junior varsity and varsity must have the majority of their practices at the varsity level. All other circumstances will be at the discretion of the coaching staff.

### Rugby

An athlete must play a total of 120 minutes during the combined SJA regular season league, State, Midwest or National Competition matches.

### Softball

An athlete must be a consistent member of the varsity team at the discretion of the coaching staff

### Track & Field

An athlete must achieve any combination of 2 performance standards in any of the events listed on the team website ([www.sjatrackandfield.blogspot.com](http://www.sjatrackandfield.blogspot.com)). The 3200 only requires that the standard be achieved one time.

### Crew

Oarswomen who complete their spring novice season and one varsity spring season will be eligible to receive a varsity letter presented at the conclusion of the spring racing season. Varsity athletes are expected to race in varsity line ups (Varsity, Second Varsity, Lightweight or Junior) at a minimum of 66% (i.e., 4 of 6) spring regattas during their varsity season. While athletes still compete during the fall season, varsity letters cannot be awarded for “fall only” rowing since crew is only recognized as a club sport in the fall. Athletes can be placed in “varsity line-ups” without having earned “varsity status.” Only spring seasons will count towards an athlete’s varsity letter. The coaching staff reserves the right to award a novice rower a varsity letter for extensive time spent racing in varsity line ups.

### Lacrosse

An athlete must be a consistent member of the varsity team at the discretion of the coaching staff

### Bowling

An athlete must compete in 15 games (scratch or Baker) at the varsity level.

## **RESPONSIBILITY OF THE ATHLETE TO THE ACADEMY**

### **Switching Sports**

Saint Joseph Academy asks all students who have decided to switch from one sport to another (i.e. softball to lacrosse) to inform the coach of the previous sport she played, prior to switching. This is an expectation we have of our students to keep our coaches informed of what their team will look like as they start their season.

### **Behavior – Athletic Contest**

The administration of Saint Joseph Academy is committed to the practice of sporting conduct and ethical behavior during all interscholastic competition. To be successful, it is critical that everyone consistently behaves in a manner that is respectful and reflective of the values of sporting conduct. Unfortunately, the failure on the part of one individual or any group can undermine the effort of all others.

Sporting conduct is defined as those qualities of behavior which are characterized by generosity and a genuine concern for others, and that would include our own coaches, student-athletes and fellow fans; the opposing team, coaches and fans; the contest officials, and the administrators conducting the contests.

Remember, there's nothing wrong with striving to be the best. But school sports exist to help develop all participants to be their best — their best as individuals, as students, as teammates, as members of the community — not just their best as athletes.

So when our opponents visit our school, treat them as our guests. To you parents, please fill our stands in support of your daughters. We encourage you to bring your friends and neighbors and attend what we believe is always one of the best shows in town as well as an educational experience for our students. And to both our parents and our students, please remember to show your team spirit in a way that reflects positively on our teams, our school and our community.

### **Behavior – School, Community**

Members of the community consider high school athletes to be very visible representatives of their schools. In uniform or in street clothes, the athlete should be presenting herself as a healthy, respectful person of faith. Her actions should serve as an example for younger athletes and reflect the positive environment that we strive to maintain at Saint Joseph Academy.

Students are also expected to positively represent Saint Joseph Academy on athletic trips. On Final Forms, students and parents agree to follow the Overnight Field Trip guideline agreement which details expectations for overnight athletic trips.

### Behavior - Social Media Policy & Guidelines

Playing and competing for Saint Joseph Academy is a privilege. Student-athletes are seen as leaders and role models in our community. As leaders, students have the responsibility to portray their team, Saint Joseph Academy and themselves in a positive manner at all times.

Facebook, Twitter, Instagram, SnapChat and other social media sites have increased in popularity globally, and are used by the majority of students at SJA in one form or another. Student-athletes should be aware that third parties - including staff, faculty, college admissions staff, college coaches, future employers, fellow students, teammates, opponents, etc. - could easily access your profiles and view all personal information. This includes all pictures, videos, comments, etc. Inappropriate material found by the third parties affects the perception of the student-athlete, the athletic department and Saint Joseph Academy.

Examples of inappropriate and offensive behaviors may include depictions or presentations of the following:

- Photos, videos or comments showing the personal use of alcohol, drugs and tobacco
- Photos, videos or comments that are of a sexual nature
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school, taunting comments aimed at other student-athletes, coaches, teams, races or genders)
- Information that is sensitive or personal in nature or is private to the athletic program or team at SJA (injuries, eligibility status, etc.)

If a student-athlete's profile and/or its contents are found to be inappropriate in accordance with the above behaviors, she may be subject to discipline from the academic administration, athletic director or coach.

### Behavior – Harmful Substances, Unhealthy Lifestyle Choices

The Saint Joseph Academy alcohol and drug policy statement can be found in the SJA Parent & Student Handbook. The policy applies at all times and in all places throughout the student's enrollment at Saint Joseph Academy, including the months of June, July and August and from a student's admissions acceptance through graduation. Students that use harmful substances may be issued disciplinary action by both the school administration and/or the athletic department.

### HAZING

According to the OHSAA Handbook, "Hazing is an act, including physical, mental, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him/her, or which may, in any fashion, compromise his/her inherent dignity as a person (may be in-person or through social media). In many hazing incidents, student athletes are asked to violate school policies and state or federal law (i.e., use of tobacco or alcohol)."

The Saint Joseph Academy administration and Athletic Director define hazing in accordance with the OHSAA handbook definition. Additionally, SJA feels that if an individual had previous knowledge of

an act of hazing without reporting it to an administrator or the Athletic Director before or after the hazing occurred, she may be subject to the rules in the Student Handbook.

### **DISCIPLINE**

Infractions which are in violation of the Academy rules as designated in the Student Handbook will be reported to the Dean of Women for appropriate action. The Athletic Department will support the decisions made by the Dean of Women and administration.

#### **Within the Sport**

Disciplinary actions for things such as attendance, lateness, insubordination, rudeness, etc. during practice or contests will be communicated by the coach on the first day of practice. Some actions may include the following: limited participation in practice, dismissal from the remainder of practice, limited participation in the next contest, altered participation in the next contest (not starting), or short-term or long-term suspension from the team. Long-term suspensions will be determined following a discussion with the Athletic Director. Any questions or clarifications will be addressed during the first week of practice. Any difficulties thereafter will be addressed with the coach and the Athletic Director.

#### **Eligibility**

In order to be academically eligible, a student must:

a.) Have a weighted quarter GPA of 1.75 or above

OR

b.) Have a weighted quarter GPA of 1.5 or above AND an overall cumulative weighted GPA of 2.0 or above

Students who do not meet these criteria will be placed on academic probation for the entire following quarter (students who do not meet these criteria in Quarter 4 will be ineligible during Quarter 1 of the following school year). Student-athletes will not be permitted to participate on athletic teams while on probation. Students may try out for athletic teams regardless of eligibility status.

Please note that final exams DO NOT count towards a student's weighted quarter GPA. A weighted GPA takes into account both credit hours and honors/AP added weight/quality points.

Student athlete's academic eligibility must be reported to the Ohio High School Athletic Association within the first 5 days of the quarter. In addition, all Saint Joseph Academy athletes must meet both OHSAA (must pass the equivalent of 5 courses during the previous quarter i.e. 2.5 semester block classes on SJA's schedule) and Saint Joseph Academy eligibility requirements (listed above), even students participating in sports not sanctioned by OHSAA.

Students who consistently fail to meet academic expectations may be asked to attend a meeting with the academic administration, counselor and parents to create a contract for academic progress.

Students who consistently fail to meet academic expectations may be asked to withdraw from Saint Joseph Academy. This decision is the right and responsibility of the academic administration.

### Appearance

As a Jaguar student-athlete, it is important that you remember that you are representing not only yourself but also Saint Joseph Academy. An athlete should conduct herself in a mature manner on and off school property. Athletes are expected to dress appropriately for all away games, meets, or matches. Team members should dress in team warm-ups or school uniform when traveling to away events.

## **ACTIVITY CONFLICTS/EXPECTATIONS**

### Academic

Academic requirements take precedence over all athletic events or activities. An academic requirement defined as one for which an athlete receives a grade, for which an athlete represents the Academy (panel, forum, etc.) or which is a requirement for college. Coaches will do their best to schedule practices accordingly. Any conflict which cannot be adequately resolved between the coach and the athlete will be discussed with the Athletic Director.

### Club Sports / Other Non-School Conflicts

The athlete's first priority is to her high school team. An athlete may be asked to suspend all other physical activities (club sports, dance or sport instruction, recreational swim team, etc.) while she participates in each season of an interscholastic sport at Saint Joseph Academy. The athlete is strongly encouraged to talk with her coach prior to the season about her decision regarding club sports or other activities she is involved in during the regular season. In most cases participating on a "club" team of the same sport during the season will make you ineligible for your Saint Joseph Academy sport (per OHSAA)

### Weather Conflicts/School Cancellations

When school is closed due to weather or an emergency, all games will be automatically canceled for that day. Practices for that day are subject to the discretion of the coach or athletic director and no decisions on practice would be made until 1 p.m. that day.

### School Day Attendance Requirements

In order for a student to be able to participate in a game, meet, match OR practice on a school day, the student MUST attend at least two of the Academy's block periods on that day. Otherwise, the student will not be able to participate that day. Exceptions must be made directly to the athletic director (funerals, weather, etc.).

## **BEHAVIOR FROM SPECTATORS AND FANS**

Parents, spectators and fans should refrain from “coaching” the athletes during games, meets or matches. A great deal of preparation has gone into these games, and the athletes have been told to focus on what their coach has taught them during the respective season. “Sideline” coaching from spectators only serves to confuse the athletes as they participate in the game, meet or match.

The Saint Joseph Academy Mission and Philosophy serves as a benchmark for behavior and encourages all spectators to show the utmost sportsmanship at all times. Please remember that the young women are high school athletes and they deserve respect at all times. Equal respect should be shown to officials, opposing coaches and athletes, and opposing fans.

## **COMMUNICATION**

### **Communication Expected of Saint Joseph Academy Coaches**

- Philosophy of the athletic program
- Expectations of the student-athletes
- Locations and times of all practices and contests
- Team requirements (fees, special equipment or uniform items that are kept by the athlete, eligibility, attendance, off-season programs, etc.)
- Injury procedure (as explained by the Athletic Trainer)
- Athletic code of behavior policy and any additional rules as stated by coaches
- Requirements to earn a varsity letter
- Disciplinary action resulting in an athlete’s dismissal from a team
- Result following lost or outstanding equipment at the end of the season

### **Communication Expected of Athletes**

- Concerns are to be expressed to the coach FIRST
- Notification of schedule conflicts are also to be expressed to the coach as soon as the athlete knows about the conflict

### **Communication Expected of Parents**

- Personal concerns expressed directly to the coach (following student meeting with Coach)
- Notification of schedule conflicts

### **Appropriate Concerns to Discuss With a Coach**

- Ways for an athlete to improve
- The treatment (mental and physical) of an athlete
- Behavioral/Disciplinary actions taken
- Concerns about an athlete’s behavior

As a student becomes involved in the various athletic programs at Saint Joseph Academy, it is our hope that she will experience some of the most rewarding moments of her life. It is equally important to realize that there will also be times when things do not always go the way she had hoped or anticipated. These are times when communication is most important.

Concerns NOT Appropriate To Discuss With Coaches

- Playing time
- Team strategy/play calling
- Matters concerning other students/athletes

Proper Communication Procedures (In This Order)

- Athlete and Coach
- Athlete, Parent and Coach
- Athlete, Coach and Athletic Director
- Athlete, Parent, Coach and Athletic Director
- Athlete, Parent, Coach, Athletic Director and Principal

Approaching Coaches or the Athletic Director with comments, concerns or questions immediately before, during or after competition is not permitted. Please call or email the Coach or Athletic Director 24 hours after competition to schedule a meeting.

**INTERSCHOLASTIC ATHLETIC FEE**

The Interscholastic Athletic Fee was instituted beginning with the 2005-2006 school year. This fee helps fund the following:

- Transportation
- Tournament Play
- Security
- Officials and Coaching Staff
- Equipment
- Facility Rentals
- Game Uniforms

The Interscholastic Athletic Fee will be added directly into the athlete’s tuition bill once the student makes the team. Fees for the **2018-19** school year are as follows:

<b>\$175</b>	<b>\$175</b>	<b>\$400</b>
Cross Country	Rugby - Each student is	Spring Crew - Each
Golf	also required to pay a	student is also required to
Soccer	\$100 membership fee	pay a \$50 carbo fee
Tennis	directly	
Volleyball	to Rugby Ohio	<b>\$400-\$500 each season</b>
Bowling		<b>(TBD by 8/1/18)</b>
Basketball	<b>\$100</b>	Fall Sailing
Swimming	Indoor Track	
Softball		
Track & Field	<b>\$50</b>	
Lacrosse	Gymnastics	

Once the first game, meet, match, preview or scrimmage has been played, no refunds on the Athletic Fee will be issued.

Individual sports may charge additional fees for apparel, special events (travel to games/matches), equipment, etc.

If a student has ordered athletic apparel through a team and then subsequently quits that team, she will still be required to purchase said apparel.

### **END OF SEASON AWARDS**

Recognition banquets will be held following the end of each season. Attendance by the athlete is strongly encouraged and her meal is paid for by the Academy (if applicable). Attendance by parents and friends is encouraged.

Academic awards for SJA athletes will be awarded twice per school year (first semester/second semester). In order to receive an athletic department academic award, students are required to earn a 3.8 weighted GPA during the following time period:

Any fall athlete - weighted 3.8 GPA for semester 1 (certificate is mailed home at the end of the first semester)

Any winter and/or spring athlete - weighted 3.8 GPA for semester 2 (certificate is mailed home at the end of the second semester)

### **STUDENT-ATHLETE TRANSPORTATION**

Saint Joseph Academy generally provides transportation for students to and from most events, matches and games. However, SJA is unable to provide transportation in all circumstances and to all events or activities. When school transportation is not available, or when a student decides not to take the offered transportation, it is the student's, parent's or guardian's responsibility to provide or arrange for their student's transportation to and from the event in accordance with state driving laws.

#### **Expectations of Student-Athletes on Trips**

1. Noise level should be kept at a moderate level. The radio is available to be played and is controlled by the bus driver.
2. State law also requires complete silence in the bus at railroad crossings and when the bus is backing up.
3. If you are transporting equipment, it must be securely stored. If additional equipment needs to be stored inside the bus, please be careful of the seat upholstery when loading and unloading. The first seat behind the driver on each SJA bus flips up for storing additional equipment. The center aisle must remain clear.