

St. Joseph High School

Student Athlete/Parent Handbook



2015-2016

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ATHLETIC PROGRAM

PRINCIPLES AND OBJECTIVES

At St. Joseph School, we see athletics as an extension of the academic curriculum. We strive to develop a caring, consistent, and competent athletic program to give each student the opportunity to compete in sports.

Goals:

- To safeguard educational values derived from interscholastic athletics;
- To develop qualities and virtues for Christian athletic competition;
- To foster the highest level of sportsmanship;
- To provide a safe environment which fosters physical development and healthy competitive spirit with positive attitudes toward winning and losing, success and failure;
- To develop good citizenship traits, such as self-control, self-discipline, cooperation, fairness, respect and honesty in dealing with teammates and opponents;
- To teach the rules, regulations, fundamentals, and strategies of each sport;
- To have all athletes and staff respect the rules of the sport and the officials that enforce them;
- To be successful – athletics are very competitive. We do not always win, but when we continually strive to do so, we are successful;
- To continuously improve by setting goals, working hard, and striving to better oneself.

Athletic League

St. Joseph High School belongs to the Big Island Interscholastic Federation (BIIF) which consists of 25 schools on the Big Island. The BIIF determines the rules and regulations for our athletics department, and the Hawaii High School Athletic Association (HHSAA), oversees the BIIF and all other participating leagues in the state.

Beginning in 2013, St. Joseph School and Christian Liberty Academy collaborated to field girls volleyball and girls soccer teams. Known as the “East Pac” Firebirds, we successfully completed two seasons together. This collaboration afforded our athletes the opportunity to field enough athletes to have these teams. We will have our very own St. Joseph girls volleyball team this year due to this collaboration. Further collaboration

of any sport will be determined by the availability of players, coaches, budgets, and the decision of both the two schools and the BIFF.

SCOPE OF THE ATHLETIC PROGRAM

At St. Joseph the number and kind of sports that the school offers are based on the following considerations:

1. The number of students interested and able to participate in that sport; Therefore, students should not sign up for a sport unless they are able to commit to practice and game schedules.
2. The availability of qualified coaches;
3. The availability of adequate playing facilities;
4. The availability of sufficient funds to provide necessary operating resources such as equipment, supplies, transportation and other expenses.

The following sports are offered at St. Joseph High School:

Fall Sports:

Cross Country	Varsity (B,G)**
Air Rifle	Varsity (B,G)
Girls Volleyball	Varsity (G)

Winter Sports:

Girls Soccer	Varsity *
Boys Basketball	Varsity
Cheerleading	Varsity (B,G)
Swimming	Varsity (B,G)**

Spring Sports:

Tennis	Varsity (B,G)
Boys Volleyball	Varsity *
Track & Field	Varsity (B,G)**
Golf	Varsity (B,G)

*Asterisk = collaboration with Christian Liberty Academy

**Double = coached at Hilo High School

PARTICIPATION POLICIES

All students are required to participate in one sport per school year.

Participation Requirements

These requirements must be met and on file prior to a student's participation.

1. Physical Examination Form :
Physicals are valid for one year, and are required prior to trying out or practicing in a sport. A player must have passed a physical examination not more than twelve months before the first official practice of that sport and must have his/her record on file at the school.
2. Forms submitted:
 1. Student Participation and Parent/Guardian Consent, Release and Assumption of Risk form;
 2. Student Athlete/Parent Handbook sign-off form
 3. *Parent Athletic Pledge*
 4. *Coach-Parent Partnership*
 5. *Parent Authorization for Student Travel*
3. Submit copy of Insurance Card. (Proof of Health Insurance)
4. Payment of \$75.00 per sport (Invoiced at beginning of each sport season).
5. Parent(s)/Guardian(s) must attend (1) Seasonal meeting and team meetings.

Eligibility Requirements

Academic Requirements

The Academic Requirements as established by the DOE, except as modified herein shall prevail.

2.0 Rule: Students must have earned at least a 2.0 grade point average (GPA) with no F's in a core course required for graduation or no more than 2 F's in electives in the previous grading period in order to be eligible for BIIF participation.

If a student fails to meet academic eligibility requirements they will be placed on **academic review status** (academic probation). Academic review status (ARS) is a system used to assist, track and record student athletes that fall below academic requirements.

ARS triggers grade checks enforced by the Athletic Director and Principal. ARS includes the following steps:

- 1) First 2 weeks of ARS: Students on ARS should still attend try-outs and practices but cannot participate in games, scrimmages, or school-related, off-campus athletic activities.
- 2) Weeks 3 & 4 of ARS: If the student fails to meet the academic requirements for another two weeks, he/she will not be able to attend practices in addition to the penalties listed in provision #1. (Students can still attend try-outs)
- 3) If academic requirements are not met at the end of another another two weeks, he/she will be dismissed from the team.

If a student becomes ineligible, the Athletic Director will notify:

- The student – In conference;
- Parents or guardians – verbally, in writing or (e-mail).
- Teachers, advisors, deans, coaches - ineligibility list;

A student will be deemed eligible is by the athletic director.

Age

A student is eligible if he/she has not reached the age of 19 years on or before September 1st.

Length of Participation

A student shall have only four consecutive years of eligibility after entry into the ninth grade. Entry into the ninth grade during that school year shall constitute the beginning of four consecutive years of eligibility. Upon official registration as a ninth grader, regardless of the student's non-attendance for part of a year or the full year, that year shall be counted in determining the years of eligibility.

Enrollment and Transfers

A student is eligible to participate in a given sport provided that for fall sports the student is enrolled at the school fifteen days after the first day of the school or for winter/spring sports the student is enrolled prior to the HHSAA start date; and one of the following: (1) The student is enrolled at his/her home public school; (2) the student is re-enrolled at the first private school where he/she participated in any sport; or (3) the student did not participate in that same sport at another school during the previous and or current school year. The enrollment deadline does not apply to students enrolling from out-of-state or inter-island who have a valid change of address.

Concurrent Participation & Outside Athletics

Students are permitted to concurrently participate in more than one sport with written approval of the principal. Concurrent practices in more than one sport may be permitted on the same day with written approval of the principal. The principal's decision is final and cannot be appealed by the league (adopted by DOE (6/15/07).

- Playing on an outside athletic team during the school athletic season is prohibited.
- Playing a different sport while playing a SJS sport is not in the best interest of the student athlete due to the possibility of injury, fatigue, and conflicts of commitment.

Injuries

Injuries & Illness: Must be reported to the Head Coach or Athletic Director immediately. Medical Referrals by a medical doctor must be completed prior to returning to athletic participation. Please be sure all release notes signed by your medical doctor states: "cleared to participate in _____" (list the sport). Once cleared the Athletic Director will advise coaches on the limitations, participation status of the injured / ill athlete.

Epi Pen & Asthma Inhalers are the only means of treatment our Athletic Director/Coach has to treat a Severe Allergic Reaction or Asthma Attack, please be sure your child brings the necessary emergency medications to practices, games and scrimmage. Be sure to update SJS regarding emergency information (illness, phone numbers, insurance information).

**Since SJS has no athletic trainer, the Athletic Director will give the necessary clearance, limitation of participation status to coaches. The injured athlete must inform the Athletic Director with any medical updates immediately.

COACHES, PLAYERS AND PARENT POLICIES

Our high school coaches are all **volunteers** and trusted with rewarding and demanding jobs. Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to our athletes.

General

- The coaching staff determines the roles and positions to which each player is assigned.
- Regulation uniforms and equipment are mandatory. If players forget their uniform/equipment, they will not be eligible to play in a contest. Lost or damaged uniforms will be paid by the athlete.
- Players are required to have a written note prior to departure for an off-campus sporting event. The *Parent Authorization for Student Travel* form is acceptable.
- Players will not be released to ride home with an adult (minimum 21 years of age) unless designated by parents in a written consent.
- All injuries must be reported to the respective Head Coach or Athletic Director immediately.

General Behavior

(Includes Coaches/Staff)

1. **Language:** The use of profane or improper language is not acceptable. Extreme verbal outbursts show a lack of self-control and immaturity; these reflect on the school as well as the individual.
2. **Attitude:** There is an expectation that all athletes be courteous, mature, cooperative and respectful at all times. Individuals should conduct themselves with the knowledge that they, alone, are responsible for their own actions.
3. **Sportsmanship and Fair Play:** In all practice and game situations, athletes are expected to perform to the best of their ability, within the context of specific rules of their sport. Sportsmanship and fair play to teammates, opponents, and officials, should be in the forefront of a team's basic philosophy and attitude. Shaking hands with opponents after competition should be a routine procedure.
4. **Team Initiation – Intimidation (Bullying):** Team initiation often intimidates new team members by forcing them to perform acts that are deemed offensive, unsafe, humiliating or in poor taste. For these reasons, there shall be no initiation of new team members.
5. **Miscellaneous Rules:** The following rules are detrimental to you and your teammates and could be reason for suspension or immediate dismissal from the team whenever violated.
 - Violation of school rules (Refer to SJS Handbook)
 - Suspension or dismissal from school
 - Unexcused tardiness
 - Unwillingness to conform to rules as determined by the coaching staff, athletic department and school officials.
 - Insubordination
 - Actions and attitudes detrimental to the team.

Practice Conduct

- Be on time and ready to practice at start time.
- Positive and Team focused Attitude
- Work on weakness or situations that are applicable to your position at home or before practice starts.
- Work at game tempo. All-out effort during practice is demanded and will make game habits automatic.
- Limited practice time necessitates utilizing each minute. No horseplay or unnecessary talking will be tolerated. We expect concentration.
- Approach techniques and situations with a positive attitude.
- Cell phones are prohibited during practice and game times. Emergency use only!
- No visitors during practice.
- Safety equipment for each sport is mandatory. Appropriate sport shoes are mandatory.

Student Pick-up

All students must be picked up promptly after practice and games. There will be a 15-minute grace period for coaches and parents. Parents will be charged \$5.00 for every five minutes they are late (i.e. practice is completed at 8:00 p.m. and students are still waiting at 8:16 p.m. late fee is \$5.00; 8:21 p.m. late fee is \$10.00; 8:26 p.m. is \$15.00, etc.). Please call the coach if you are running late.

Attendance

Attendance is mandatory for both practices and games. Coaches and the Athletic Director will determine excused absences.

Absences/Tardiness from Class / School: Any athlete absent from school on the day of a game or practice will not participate in any activity for that day. Tardiness prior to 11:00 am with a legitimate reason will allow an athlete to participate. Extenuating circumstances may alter this rule at the discretion of the Athletic Director.

- If a player misses or leaves school early **due to an unexcused absence or illness**, he/she will not be allowed to practice or participate in a game that is held on that day.

Absences/Tardiness to Practices or Games due to School Related

Activities: We expect our student athletes to manage their time with regards to school work and athletics. Absences and/or tardiness due to Saint Joseph High School academic related activities may be excused. However, it is the responsibility of the parent and athlete to inform the coaching staff prior to the activity.

- If a player has two unexcused absences from practices in a week, he/she will not be allowed to play in the next game.
- Game time will be affected by absences and tardiness.

Parents Right to Withhold Child from Athletic Participation

Parents have the right to withhold their child from athletic participation in practices and games. However, it is the parent's responsibility to inform the coach about such action. As a reminder, rules of participation/contract will be in force if a player does not practice....they will not play. However, if a parent withdraws their child after travel arrangements have been made, the parent is responsible to pay their child's share of the travel cost. Also note, quitting a team results in a 90 day athletic participation ban (page 9).

Suspension:

An athlete suspended from school will not participate (practice/game) for the duration of the suspension. This also disallows an athlete from traveling with the team to/from an activity and/or sitting on the team bench. Suspended athletes will also face consequences as it pertains to team rules. Further disciplinary action may be implemented depending upon the nature of the suspension. This will be determined by the Athletic Director and the Principal.

Quitting or Dismissal from the Team

Should an athlete quit a team for reasons that are NOT in the best interest of the team after the eligibility list has been submitted to the league office, the athlete will NOT be allowed to tryout or participate in any interscholastic activity for (90) school days. An athlete who is dismissed from the team will be ineligible for the same (90) school day period.

If quitting the team causes the team to have to forfeit any league games a \$75.00 cancellation fee will be charged to that individual. The league charges the school for each game that is forfeited during the season.

Theft from School or Team

Any athlete caught stealing will be immediately dismissed from the team.

Uniforms, Equipment and Other Obligations:

Uniforms purchase decisions are made per sport for fitting/ownership reasons. At the end of the season, athletes must return all issued uniforms and equipment to the coach. Aside from normal wear and tear, the athlete is responsible for paying for any damages or losses. The payment will be at the current market price for replacement. These obligations also include travel and fundraising monies due to the coaching staff. Failure to clear such obligations will result in the athlete being declared ineligible to tryout or participate in other interscholastic activities until the obligation is cleared.

Parties, picnics and other gatherings:

Gatherings of athletic teams are permitted. All gatherings will be considered as part of a school function and all rules and regulations will apply.

Tryouts

Tryouts, if held, are normally held six weeks prior to the first league match. There are start dates available for each sport in the athletic department. Tryouts are not held for all sports unless warranted by the number of athletes. If a student athlete is going to miss tryouts due to a family trip during summer months, a note is required. All new students attending St. Joseph School that were not aware of the start date policy will be given a tryout once school begins.

Special Complaints/Problems:

Special problems that affect the athletic program should first be resolved with the coaching staff. Please follow contract guidelines with regard to a problem. If a resolution cannot be reached the Athletic Director will be contacted. If it remains unresolved, a meeting with all parties will be arranged with the Principal and a final determination will be completed at an administrative level.

Team Parents/Chaperones:

All team parents or chaperones must follow all school rules and regulations set in the St. Joseph High School handbook and athletic handbook. Chaperones must have Shield the Vulnerable Certification. All fundraising requests must follow school and athletic policies. Any handouts or written notices provided to parents or athletes must be cleared through the Athletic Director. In the absence of the Athletic Director, all handouts/notices should be cleared by the Principal.

Fund Raising Activities

Fund raising plays an integral role in supporting our athletes and students are required to participate. Parents should participate, and fund raising does count toward Time and Talent hours.

All fund-raisers shall follow SJS guidelines and procedures. All fund-raiser forms must be submitted in advance and approved by the Athletic Director, Business Office Manager, and Principal.

Violation of Rules and Regulations:

Violating rules or regulations may result in disciplinary action depending upon the severity of the violation. Disciplinary actions may include: dismissal from the team, loss of awards, payment of the trip or damages, school suspension, or expulsion from school.

All school rules apply to trips. In the event an athlete violates a rule or violation is considered severe and a detriment to the team, school, and or the athletic program, he/she shall be sent home at the parent's expense and further disciplinary action may be taken by the Administration and or the Athletic Department.

Team Travel Rules and Regulations

While traveling, the students and coaches are ambassadors of St. Joseph High School, therefore, behavior, attitude and appearance must be exemplary. All ground transportation and travel requests must be cleared through the athletic department. Please note: During team travel, any student leaving the group early or traveling separately from the team must complete and submit either of the two attached forms as appropriate (*Permission To Leave Group or Permission For Alternative Transportation*).

Pre-season and post-season travel is the sole responsibility of the parents/guardians. Regular, on-island transportation for BIIF sports is paid for by the athletic department.

All air travel, hotel and other arrangements will be organized by the Athletic Director.

Transportation and Accommodations:

The Athletic Director shall arrange airfare and land transportation in consultation with head coach and assistant coaches.

The head coach and assistant coaches shall make arrangements for meals. The choice of meals shall be done in an affordable manner for the entire group.

Dress Code

Team uniform, travel shirts, or school uniforms are required when travelling. SJS School Dress Policy applies. The athletes' appearances should be clean and neat at all times.

Housing/Hotel

- All players are required to stay with the team.
- Visitation by outside guests will be at a time designated by coaches, and is limited to family only.
- Curfew is determined by coaches and bed-checks will be done. Any athlete who breaks curfew, i.e. leaving sleeping quarters without permission or "sneaking-out" will be penalized by:
 - a. Immediate dismissal from the team.
 - b. Will be sent home on next available flight at parent's expense, or turned over to parent if present.

Athletic Awards Policies

ATHLETIC AWARDS

Varsity Sports

All participants who have completed a varsity sport will be given a chenille letter. All participants will also receive a pin for the first year of participation in that sport. For each additional year, the participant will receive a gold bar pin.

Methods of Granting Awards

After the team is selected, the head coach will advise the team of the awards policy of the school.

At a specific date after the official conclusion of the season, the coach shall submit a list of those to be considered for awards.

The head coach shall check that all uniforms and equipment are returned and that all financial matters with coaches and the athletic department are cleared before awards are granted.

In order to be considered for year end awards for varsity players, the athlete must be recommended by the coaching staff of that sport. Suspensions and detentions may count against the athlete. In making recommendations for an award, the coach must take into consideration the following:

- Criteria for lettering in the sport;
- Practice attendance;
- Conduct and attitude;
- Skill level and ability to contribute to team;
- Ability to follow team rules and regulations;

- Student must be in good academic standing.

Each coach is invited to present awards at the award assembly at the end of the school year. If the coach is not available, the Athletic Director will present the awards.

Criteria for Athletic Letters

The athlete shall be at 90% of all practices and games to earn a letter or pin.

Disciplinary Action

The Athletic Director and Coach reserve the right to deny an athlete an award when his/her conduct may be considered detrimental to proper school citizenship. Any player, who sustained a serious disciplinary action by the administration, may forfeit all claims to any of the athletic awards.

Injured Athletes

Injured athletes who fail to complete the season may be considered for awards with a recommendation by the head coach. The final decision to grant an award will be determined by the Athletic Director with input from the coaching staff. These guidelines should be followed:

- To what extent did the athlete participate prior to injury?
- Was he/she in good standings prior to being injured?
- Did he/she maintain contact with the team for the remainder of the season?

MAJOR ATHLETIC AWARDS – (SJS Awards Ceremony)

This assembly will be held in May. All academic and athletic awards are presented at this time. Parents, family members, and friends will be invited to attend this assembly.

At the assembly, athletic participation certificates, letters, and pins will be awarded. The following major awards will also be presented:

(Major Athletic Awards will be selected by either the Athletic Award Committee or the Academic Committee.)

Senior Male & Female Athlete of the Year

This award is given to the male and female athlete who achieved excellence in multiple sports. This award is given to a male and female senior athlete.

Criteria

- Male/Female athlete deemed most outstanding in number of sports participated. Scholastically, maintaining 2.0 or higher GPA minimum, practices good attitude, conduct, and sportsmanship. The student should be in good standing throughout the school year-deficiencies, tardiness or detentions will count against the athlete. Honors and league recognitions should also be considered.

Senior Male & Female Scholar Athlete of the Year

This award is given to the male or female athlete who has maintained or achieved excellence in athletics and academics and scholastically earned a 3.5 or higher with more than four academic subjects for three terms.

Criteria

- Male/Female athlete deemed most outstanding in number of sports participated has scholastically, maintained a minimum 3.5 or higher GPA, practices good attitude, conduct and sportsmanship. The student should be in good standing throughout the school year (deficiencies, tardiness or detentions will count against the athlete). Honors and league recognitions should also be considered. The highest GPA will be used in case of a tie for this award.

Senior Male and Female Sportsmanship Award:

This award is presented to the athlete who has been deemed most Inspirational and exemplifies good sportsmanship in the sport(s) participated in.

Criteria:

- Male/Female athlete deemed Most Inspirational and exemplifies good sportsmanship. Scholastically, maintaining 2.0 or higher GPA minimum, practices good attitude, conduct and sportsmanship. The student should be in good standing throughout the school year. (deficiencies, tardiness or detentions will count against the athlete). Honors and league recognitions should also be considered.

Male & Female Underclassmen Athlete of the Year

This award is given to the male and female athlete who achieved excellence in multiple sports. This award is given to a male and female underclassman athlete.

Criteria

- Male/Female athlete deemed most outstanding in number of sports participated. Scholastically, maintaining 2.0 or higher GPA minimum, practices good attitude, conduct and sportsmanship. The student should be in good standing throughout the school year, deficiencies, tardiness or detentions will count against the athlete. Honors and league recognitions should also be considered.

Coach of the Year:

This is an award given to the Coach deemed most outstanding in the sport coached.

Criteria:

- Experience, loyalty to the school, responsibility, professional conduct, and knowledge of the game. The selection committee will consist of the Athletic Director, head coaches of all sports and the principal.

League and HHSAA Champions

Medals: Members of the league and state championship teams will be awarded medals and/or ribbons according to the BIF Constitution and HHSAA policy awards. St. Joseph High School student-athletes that become state qualifiers will receive a certificate and/or a medal or trophy.

Outstanding Athletes Awards

Criteria:

- The nomination for sport-specific awards will be done by the player's respective head coach, and assistant coach, and submitted to the Athletic Director.
 1. Most Valuable Player
 2. Most Outstanding Player
 3. Most Improved Player
 4. Coaches Award
 5. Most Inspirational

News Releases and Publicity

Sport Articles

All players and parents should be reminded that coaches DO NOT write the articles in the newspaper. The sports writers will form their own opinion on who contributed in games. Majority of times a comment from a coach will be in quotes. These articles are an uncontrolled circumstance that happens in high school athletics and coaches should not be blamed if articles are not inclusive of entire members of the team.

Support Activities

Student Team Managers and Statisticians can fulfil the requirement of playing a BIIF sport with approval of the Athletic Director. All athletic rules and regulations apply to these positions.

ATHLETIC HEALTH CARE SPECIALIST

St. Joseph High School does not have an Athletic Trainer at this time. We have volunteer medical professionals at most competitions.(See Injuries, page 6)

School Band

Although not under the direction of the St. Joseph Athletic Department, the St. Joseph Band provides a support function for the Athletic Department. The band shall:

- Play at prep rallies and games whenever possible;
- Be granted free admission at all sporting events.

STUDENT TEAM MANAGERS

Student team managers are valuable assets to the athletic program. In addition to the following duties, the head coach or Athletic Director shall assign specific duties to the team managers.

Student team managers will be held to the same academic and disciplinary eligibility as student athletes. Student team managers who are in the 7th & 8th grades are not allowed to travel with teams off island.

Student team managers are required to wear a designated school uniform or team shirt at all school or team functions.

Criteria

- Maintain academic eligibility as well as disciplinary eligibility as team managers;
- Wear appropriate uniform shirt designated by coach;
- Care for all equipment and supplies;
- Must have water jugs and cups available for teams;
- Know the method of keeping score and basic rules of the game;
- Return all equipment, assist with doors and cleaning of locker room area;
- Follow all directives given to them by the head coach, assistant coach, and Athletic Director.

STUDENT STATISTICIANS

Criteria

- Be present at all games;
- Maintain academic eligibility as well as disciplinary eligibility as team managers;
- Wear appropriate uniform shirt designated by coach;
- If required to keep score at games, know the method of scoring and the basic rules of the specific sport;
- Keep all statistics as outlined by the head coach;
- Keep the file records and submit records to the head coach at the conclusion of the season.

CHEERLEADERS

As an integral part of the Athletic Department, the cheerleaders are governed by rules and regulations in this handbook even though they are not a BIF sanctioned sport. In addition, cheerleaders

Criteria

- Abide by the rules and regulations of the cheerleading squad;
- Assist in setting up a prep squad;
- Pay for the cost of their own uniforms;
- Be responsible for any equipment issued by the Athletic Department;
- Meet qualifying standards for travel as set by an advisor/coach;
- Abide by players code of ethics and display good sportsmanship at all home and away contests;
- Participate in prep rallies, assemblies and attend home games whenever possible;
- Create school spirit by drawing posters and informing student body of sporting events;
- Build school morale by making cheering paraphernalia available to students;
- Represent school with pride and dignity;
- Perform half-time routines.