

MESSAGE FROM THE ATHLETIC DIRECTOR

To All Parents and Athletes:

I would like to personally welcome you to St. Joseph Catholic Academy Athletics! I am excited to have you become a part of the program. Participation in athletics is an important part of the education process, as athletic participation and competition provide a great opportunity for student-athletes to develop knowledge, skill, teamwork and positive attitudes, so that they may become productive, contributing citizens of our community and society.

The main goal of St. Joseph Catholic Academy Athletics is to provide an experience that is fun and promotes individual growth within a safe and healthy environment. SJCA provides a variety of competitive sports for all grade levels at the Academy. I hope all students will take advantage of the opportunities our program has to offer.

When a SJCA student chooses to participate in one or more of our sports programs, he/she has committed to certain responsibilities and obligations. At the beginning of each season, there will be a mandatory parent/athlete/coaches meeting (Meet and Greet). This enables parents and students to discuss rules and expectations with the coach.

This handbook contains the overall rules and regulations of the St. Joseph Catholic Academy Athletic Department. These rules and regulations are necessary in order to provide balance between a successful academic career and athletic commitment. Therefore, not only must students comply with the rules and regulations contained in this handbook, our student-athletes must also follow all rules and regulations set forth by their coaches.

Please review this handbook with your student-athlete. Before becoming eligible to participate with a team, all required athletic forms must be signed by both the parent and student-athlete through our online registration process. Additionally, state law requires a current physical form must be on file with the school before taking part in any athletic activity, including conditioning and practice.

Thank you and I look forward to a great year.

Sincerely,

Jenny Kenesie

Athletic Director

ATHLETIC MISSION STATEMENT

“Consistent with St. Joseph Catholic Academy as a whole, the Athletic Department is committed to the quest for excellence; to the personal formation of our students in their development as whole persons - spiritually, intellectually, physically and socially, through a commitment to teamwork and the development of a strong sense of community. All of this is done within a firm foundation in our Catholic values as recognized in the Lancer Value System.”

The purpose of athletics at St. Joseph Catholic Academy is to provide every student the opportunity to become a spiritually, intellectually and physically stronger person. St. Joseph Catholic Academy focuses on each student as a complete person and encourages them to develop their own potential and to explore all aspects of the human experience. The Athletic Department’s goal is to help develop the student-athletes’ personal and athletic skills and to promote competition, sportsmanship and teamwork in an environment that is educational, enjoyable and fair.

St. Joseph Catholic Academy fosters an atmosphere that enables the student-athletes to be coached in the intricacies of their individual sport and to learn the values and lessons of life that are closely associated with the Catholic experience.

Interscholastic athletics can, and should be, a fun, rewarding and memorable part of the school experience. While academics offer the primary source for formal education, athletics contributes to the total value of that education in many different ways. Building upon the concepts of teamwork, fair play, sportsmanship and self-esteem, the athletic experience helps to provide for a well-rounded educational experience. Athletic participation is a privilege and not a right. To those who strive to succeed in the classroom comes the privilege to compete outside of it.

Being an athlete, the parent of an athlete, or the coach of an athlete, is often a very challenging experience. Sometimes this relationship can become complicated due to the nature and structure of athletics in general. It is the intent of this handbook to provide some insights as to the role and responsibilities that the student-athletes, parents, coaches, Athletic Director, President/Principal and spectators share, separately and together, in the realm of Catholic school athletic participation.

St. Joseph Catholic Academy Athletic Department “Athletic Chain of Command”

Player → Head Coach/Head JV Coach → Athletic Director → Principal/President

Should any questions or concerns regarding any aspect of the Player-Coach relationship, the athlete should first contact the appropriate coach (head coach). If there is no resolution at this level, he/she could then move onward to the next level in the “Chain of Command” hierarchy until resolution is achieved.

If an issue reaches the Athletic Director, then he will be responsible for mediation of the question throughout the remaining process. This must be done in strict confidence that secures the rights and interests of St. Joseph Catholic Academy, the student-athletes and coaches. The issue in question will be addressed along with resolution in writing with the President and Principal at regular staff meetings or at special meetings in warranted.

Parents are asked to respect this “Chain of Command” model with respect to questions or concerns regarding problem resolution. Parents are asked not to get involved with this process until after the student-athlete has first spoken to the appropriate coach. In some cases, if the issue warrants, the parents can address the issue/concerns directly with the Athletic Director.

ATHLETIC DEPARTMENT COMMUNICATION POLICY

While we expect all of our programs to run smoothly, we understand that there are times student-athletes and parents may have concerns with the way things are going. Therefore, we have set up a communication policy to effectively resolve any issues before they become problems.

At any time, a parent may discuss with a coach the following:

- Mental and physical treatment of your child
- Ways in which your child can improve
- General concerns about your child’s behavior

While the above are certainly important topics that should be discussed both openly and professionally, the following list must be left up to the discretion of the coach and are not open for discussion:

- Playing time
- Tryout procedures / selection of team members
- Team strategy / play calling
- Performance of other student-athletes
- Selection of captains
- Selection of those to receive special awards

It is also important that the established chain of communication is followed. General issues that can occur should be handled in the following order:

1. Student-athlete and Coach;
2. Student-athlete and Athletic Director;
3. Parent and Coach;
4. Parent and Athletic Director; and then
5. Parent and President/Principal

NOTES

- Any questions or concerns regarding a student-athlete should be first addressed with the Head Coach prior to involving the Athletic Director.

- At no time should a parent contact the administration directly about an athletic issue. If this is done, the issue will be turned back to the Athletic Director. If a parent and administration meeting becomes necessary, a meeting will be set up by the Athletic Director at a mutually agreed upon time and location.
- Coaches are not to be disturbed before, during or after games. There is a 48 hour rule, you may not contact a coach until those hours are expired.

SCHOOL ATHLETIC POLICIES

Below is a list of school specific athletic policies that must be followed:

- In order to participate in PRACTICE or COMPETITION a student must be in school by 8:30am. Extenuating circumstances exempt with direct communication and approval by the administration.
- Exceptions to the above policy would be a doctor appointment scheduled during the school day, but a note from the doctor MUST be provided to the Main Office administrative assistant upon the student's return that day in order to participate.
- Attendance at all practices and games is mandatory. This includes weekends and vacations.
- Student-athletes who are suspended from school may not participate in practices or games until they return to school.
- Injuries must be reported to the coach immediately. Any student-athlete who received medical treatment must have a doctor's release before returning to a team.
- All athletic lockers MUST BE LOCKED at all times. Do not leave any valuables in lockers. **St. Joseph Catholic Academy is not responsible for lost or stolen items.**
- Student-athletes are expected to be sportsmanlike at all times. This includes in the locker room, on the bus and on the field.
- Initiations and hazing are not permitted in any way. **The penalty for this is disciplinary action and possible removal from the team.**

ATHLETIC BOARD

The Athletic Board is composed of the President and Athletic Director.

Performance Enhancing Substances

Performance enhancing substances are extremely dangerous and potentially deadly for those that use them. In order to protect our student-athletes and to ensure that everyone is on an even playing field, the following is St. Joseph Catholic Academy's policy regarding the possession and/or use of performance enhancing substances:

First Offense

- Any student-athlete found in possession of or found to have used performance enhancing substances will be suspended from interscholastic athletics for 365 calendar days.

Second Offense

- Any student-athlete found in possession of or found to have used performance enhancing substances for a second time will be permanently banned from participating in interscholastic athletics while attending St. Joseph Catholic Academy.

Position on Hazing

Hazing is an issue that the St. Joseph Catholic Academy administration and coaches take very seriously. Hazing is generally defined as, “any humiliating or dangerous activity expected of a person to join a group, regardless of the persons’ willingness to participate in the activity.” Hazing is a negative activity and works against the Athletic Mission Statement and school policy. It is not acceptable behavior for anyone associated with St. Joseph Catholic Academy.

There are several misconceptions in regards to hazing. **One** is that hazing includes harmless pranks that can be dismissed as traditions. The truth is that hazing is physically and emotionally harmful for middle school and high school students. Hazing is a form of abuse. A **second** misconception is if someone agrees to participate in an activity, it cannot be considered hazing. The truth is that consent of the victim cannot be used as a defense for hazing activities. A **third** misconception is that hazing teaches respect and develops discipline. The truth is that respect is earned, not taught. Victims of hazing do not respect the individual responsible for the hazing. Hazing teaches mistrust and creates alienation.

The following steps are taken to eliminate hazing at St. Joseph Catholic Academy:

1. Every head coach is to read the definition of hazing to the team and discuss the destructive nature of hazing and the consequences of hazing (team discipline, school discipline and reported to the local police).
2. If a student-athlete is aware of a hazing incident, the student-athlete is expected to report the incident to a coach or school administrator immediately.
3. If a coach is aware of a hazing incident, the coach must report the incident to a school administrator immediately.
4. All reported incidents of hazing are investigated by school administration.

Injuries to Athletes

St. Joseph Catholic Academy provides a certified athletic trainer. The St. Joseph athletic trainer specializes in the prevention of injuries, first aid and rehabilitation of athletic injuries.

When a St. Joseph Catholic Academy student-athlete is injured during a practice or competition, the student-athlete should seek the care of the St. Joseph athletic trainer immediately. The certified athletic trainer will evaluate the injury and determine if the student-athlete needs to be referred to a physician.

Once the student-athlete has been evaluated by the physician, the student-athlete must submit to the St. Joseph athletic trainer the documentation regarding the diagnosis, prescribed treatment and the date the student-athlete may resume participation. Without this documentation, the athlete may not participate in practices or competitions.

Awards

Student-athletes will be eligible to receive the following participation award based on achieving all and or some of the following requirements under the discretion of the coach:

Varsity Letter

- Participate in at least 50% of varsity competitions
- Complete the season as a member in good standing
- Receive Head Coach's recommendation
- Complete any/all additional requirements set in writing by the Head Coach at the beginning of the season.

Participation Certificate

- Be in uniform for at least 50% of competitions
- Complete the season as a member in good standing
- Receive coaches recommendation

Initial Numerals

- Be in uniform for at least 50% of competitions
- Complete the season as a member in good standing
- Receive coaches recommendation

Notes

- Student-athletes who are injured and do not achieve the 50% rule can receive their award at the recommendation of the coach and approval of the Athletic Director.

TRANSPORTATION TO AND HOME FROM CONTESTS

All student-athletes must take the team bus to and home from away contests. The only exception to this rule is if a parent/guardian fills out an, "*Alternate Transportation Form*" and it is approved by the Athletic Director 48 hours in advance of the competition. The form must be given to the Athletic Director

before student-athletes are permitted to ride home from an away contest with their parent/guardian. This form is available at: www.sjcalancers.com/links and in the athletic office.

ATHLETIC ASSOCIATION

Mission Statement

The St. Joseph Catholic Academy Athletic Association is a volunteer fundraising group which provides financial assistance to all of the girls' and boys' athletic teams. It is the goal of the Association to ensure that all student-athletes have quality uniforms and equipment so as to provide the best athletic experience. The Association neither sets nor implements athletic policy; it supplements funds provided by the school.

History

The Association was first formed in 1958 by a small group of parents and loyal supporters who recognized that the school's budget could not realistically support the ever-expanding needs of the athletic program. Since 1958, the Association has raised in excess of one million dollars to support the athletic programs at St. Joseph Catholic Academy. Here is a short list of some areas where this money has been directed: remodeled locker room; build equipment storage building; helped purchase cafeteria chairs; black topped west parking lot; motorized lifts for baskets; gym banners; ticket managers and gatekeepers; provide rescue squads for games and meets; purchased office equipment; gifts to school play; gifts to the general fund; built coaches offices; bought banquet tables; glass backboards; state tournament expenses for all teams; MVP trophies for all sports; and care and maintenance of practice field.

Budget

Currently, the Association is committed to providing a minimum of \$25,000 each year to pay direct costs of the interscholastic athletic program.

Board of Directors

The Board consists of a group of parents and long-time supporters of St. Joseph Catholic Academy. Coaches of athletic teams are not eligible to serve on the Board. Further, the Board plays no role in making athletic policy or coaching decisions. The Board is constantly seeking volunteers who are willing to serve and sell tickets to the Association's fundraising events.

SCHOOL AFFILIATIONS

St. Joseph Catholic Academy is a member of the Wisconsin Interscholastic Athletic Association (WIAA), which governs all rules and regulations for interscholastic events in Wisconsin. SJCA is a member of the Metro Classic Conference, which is one of the most competitive in the state. For Football only, SJCA is a member of the Midwest Classic Conference.

The WIAA sets many rules and regulations in order to be eligible for participation in a sport. The WIAA website, www.wiaawi.org, also provides the complete list for student-athlete eligibility.

NCAA RULES AND REGULATIONS

All high school students who wish to compete at any Division I or II college must register with the NCAA Initial Eligibility Clearinghouse. Information can be found at: www.ncaa.clearinghouse.net. Please complete this in a timely manner.

DIRECTIONS AND UPDATED SCHEDULE INFORMATION

The easiest way to view the St. Joseph Catholic Academy athletic schedule and get directions to away events is by using the Metro Classic Conference website: www.metroclassicwi.org. This website provides updates regarding cancellations, location changes, etc.

ROLES AND RESPONSIBILITIES OF STUDENT-ATHLETES, COACHES, ATHLETIC DIRECTOR, PRINCIPAL/PRESIDENT, PARENTS AND SPECTATORS

Responsibilities of the Student-Athlete

The student-athlete understands that participation in athletics at St. Joseph Catholic Academy is a privilege, not a right. Furthermore, the student-athlete understands that the coaches and administrators at SJCA are acting in the best interest of the individual, team and athletic program when they make their decisions.

The student-athlete will:

- Act in a way consistent with the Lancer Value System including fair play, teamwork, leadership, scholarship and respect.
- Place the team's goals, welfare and success before individual interests.
- Attend all practices and games, including weekends and holidays.
- Understand that excused absences include funerals, college visits, religious holidays, school retreats and meeting with teachers for extra help with classes.
- Notify coaches in advance of the absence to let them know if they are not going to be at practice.
- Be receptive to coaching.
- Take proper care of all team-issued equipment. The student-athletes will clean up the field, gym and surrounding area after practices and games.
- Follow all team rules. They will remember that they represent themselves, St. Joseph Catholic Academy, the coaching staff and their parents.

- Report all injuries to the coach.
- Not participate in and will strongly discourage in others the following behaviors: hazing, fighting, foul language, angry outbursts or gestures, taunting, physical abuse, overzealous celebratory displays, and other conduct that berates or threatens competitors, officials, coaches, spectators or teammates.
- Accept decisions of school and league officials without protest and without questioning their judgment, honesty or integrity.
- Extend professional courtesy to officials, opposing players and coaches, teammates and spectators.
- Remain academically eligible to compete in the athletic program. They will cooperate with all teachers, administrators, staff and classmates at all times.
- Adhere to the disciplinary guidelines of the school.
- Adhere to the St. Joseph Catholic Academy Drug and Alcohol Policy.
- Behave in an appropriate manner when riding on buses to and from athletic events.
- Maintain appropriate standards of grooming and wear official school or athletic uniforms, or appropriate attire, at all practices and games.

Responsibilities of the Coaches

The primary mission of a St. Joseph Catholic Academy coach is to be a role model for the student-athletes by showing them what a good Catholic adult should be. Additionally, a coach's mission is to help the athletes maximize their individual potential while focusing on the team's goals. All coaches operate under a coaching philosophy. St. Joseph Catholic Academy allows each coach to develop his or her own coaching philosophy as long as it follows the mission statement of the school, athletic department and the coach's fundamental responsibilities.

The Coaches will adhere to the following guidelines. The coaches will:

- Act in a way that is consistent with the values as defined in the Lancer Value System.
- Be positive role models for the student-athletes and parents and understand that they exert a tremendous influence, either good or bad, in the education and personal development of the players.
- Strive to instill in every student-athlete a sense of self-esteem, responsibility, confidence, dignity and self-discipline through an emphasis on Catholic values, fair play, teamwork, leadership, scholarship and respect.
- Present themselves as appropriate role models.
- Have fair tryouts that use a systematic method of choosing players.
- Establish written team rules that are consistent with the athletic code.
- Determine a style of play, including offensive and defensive philosophies.
- Teach, instruct and oversee all practice sessions.
- Adhere to in-season practice and out-of-season workout regulations.
- Determine starting lineups and decide how much playing time to give team members.
- Establish team rosters with uniform number, name, year and position to be turned into the athletic office the day after handing out uniforms.
- Update the athletic office with any roster changes.

- Establish a fair system of choosing team captains.
- Coordinate and communicate with players regarding practice sessions.
- Provide appropriate supervision at all times (before, during and after practice and competitions).
- Clean up the field, gym and surrounding areas after practices and competitions.
- Be aware of, understand and follow all rules governing practice and competition.
- Inform the Athletic Director in writing the next school day after a contest if a coach or player is ejected from that contest for any reason.
- Send post-competitions results and write-up to the appropriate people and places. Varsity coaches must email the Kenosha News after every competition.
- Report the score to the Athletic Director after every competition.
- Not remove a team from a contest as a form of protest.
- Adhere to policies that do not force athletes to specialize or restrict them from participating in other sports or activities outside of the season.
- Emphasize good academic and disciplinary standing of all participants, both in and out of season.
- Utilize the best and most current teaching, coaching and training methods by attending coaching clinics and through affiliation with professional associations and publications.
- Take an active role in the prevention of drug, alcohol and tobacco use.
- Under no circumstances, partake or allow the use of drugs, alcohol and tobacco during practices and games or when student-athletes are present.
- Take an active role in the prevention of performance enhancing substance use.
- Establish a Christian tone by exchanging friendly greetings before and after the game.
- Maintain positive, effective, clear, constructive communication with student-athletes, at all times, whether it is in person, in a game, practice, in conversation or by electronic means.
- Maintain positive, effective, clear, constructive communication with all parents, providing them with team information and information regarding their individual student-athlete.
- Teach and model to the student-athletes that both teammates and opponents are entitled to be treated with respect and dignity. If their team should lose, then their focus will be on improving their team's performance and not on what the other team, coach or official did.
- Not partake in conduct that will incite student-athletes or spectators against the officials, other spectators or opposing players.
- Not all public criticism of their athletes, the officials, spectators or opposing players.

Responsibilities of the Athletic Director

The Athletic Director is responsible for planning, managing, coordinating, operating and evaluating athletic and activity programs for St. Joseph Catholic Academy. The four basic responsibilities of the Athletic Director are rules compliance, academic success of student-athletes, fiscal responsibility and competitive success.

The central part of the Athletic Director's responsibility is the assurance that all St. Joseph Catholic Academy athletic programs are run fairly and professionally within the school's vision of student athletics and with the spiritual growth and development of the student as their top priority. Consequently, he is to provide independent advice to student-athletes and coaches and assist in mediating disputes. This must be done in strict confidence that secures the rights and interests of student-athletes.

The Athletic Director is responsible for hiring coaches that will motivate student-athletes and bring continued success, discipline and Christian values to our athletic program. The Athletic Director understands that sports can and should enhance the character of our student-athletes and uplift the Christian values of our school. The Athletic Director establishes a framework of principles and a common language of values that can be adopted and practiced by the coaches, student-athletes and spectators.

The Athletic Director will:

- Act in a way that is consistent with the values as defined by the Lancer Value System.
- Present themselves as an appropriate role model.
- Ensure that tryouts are fair and that the coaches use a systematic method of choosing players.
- Approve of the Head Coach's coaching philosophy and style of play.
- Ensure that all coaches adhere to in-season practice and out-of-season workout regulations.
- Ensure that all coaches establish written team rules that are consistent with the athletic code and sign off on those rules.
- Approve the method that the coach chooses for the selection of team captains.
- Ensure that all coaches coordinate and communicate with players regarding practice sessions, both optional and mandatory.
- Ensure that all coaches provide appropriate supervision at all times (before, during and after practices and games).
- Ensure that all coaches are aware of, understand and follow all rules governing practice and competition.
- Investigate and inform the President and Principal in writing if a coach or player is ejected from a contest or practice for any reason, what action was taken and a recommendation of any further action that should be taken by the school.
- Exhibit professional respect to players, coaches, parents, spectators and officials of all teams.
- Ensure that all coaches adhere to policies that do not force athletes to specialize or restrict them from participating in other sports.
- Allow students to participate in one school sport without requiring, as a prerequisite, participation in another school sport.
- Emphasize good academic and disciplinary standing of all participants by working closely with the school administration.
- Ensure that all coaches utilize the best and most current teaching, coaching and training methods by supporting their attendance at coaching clinics and through affiliation with professional associations and publications.
- Take an active role in the prevention of drug, alcohol and tobacco use and under no circumstance will partake or allow these activities to occur during practices, games or when student-athletes are present.
- Take an active role in the prevention of performance enhancing substance use.
- Understand that the athletes are students first and athletes second and will not allow any coach, or person representing St. Joseph Catholic Academy, to recruit.
- Clean up the field, gym and surrounding area after practices and games (AD or Game Manager).
- Verify all of the coaches' documentation and maintain accurate and updated personnel files on each coach.

- Evaluate each coach in writing using an appropriate rubric at the end of each sporting season.
- Create and implement an evaluation tool that requires all student-athletes to evaluate their coaches' performance at the end of each sporting season.
- Recognizes the importance of positive, effective, clear, constructive communication with student-athletes, and will ensure that all coaches communicate appropriately with their student-athletes at all times, whether it be in person, in a game, practice or conversation or by phone or other electronic means.

Responsibilities of the President and Principal

The building of a fundamentally sound athletic program is the responsibility of the entire school administration. Supervision of the athletic program starts at the very top. The President is the foremost person responsible for supervising the athletic department. While the day-to-day operation of the athletic department is the responsibility of the Athletic Director, having that athletic department supervised by people responsible for the total welfare of the school is important to the development of the student-athlete as a whole person. The presence and influence of the President and Principal is important in order to demonstrate to students, coaches and parents that they have the program's interests at heart, and are concerned about young people, and are sincere in wishing them success and achievements.

The President and Principal will:

- Run fairly and professionally within the school's vision of student athletics and with the spiritual growth and development of the student as their top priority.
- Help instill in every student-athlete a sense of self-esteem, responsibility, confidence, dignity and self-discipline, through an emphasis on Catholic values, fair play, teamwork, leadership, scholarship and respect.
- Never place the value of winning above the value of instilling the highest desirable ideals of character and Christianity that are consistent with a Catholic School education at St. Joseph Catholic Academy.
- Ensure the Athletic Director and coaches set a professional tone for both practices and competitions.
- Take an active role in the prevention of drug, alcohol and tobacco use and under no circumstances will partake or allow these activities to occur during practices, competitions or when student-athletes are present.
- Take an active role in the prevention of performance enhancing substance use.
- Ensure that student-athletes are achieving academic success.
- Approve a fiscally responsible athletic budget.
- Have final approval of the coaching staff.
- After review with the Athletic Director, recommend further action that should be taken by the school if a coach or student-athlete is ejected from a contest or practice for any reason.
- Ensure that the Athletic Department adheres to school and league policies.
- Emphasize good academic and disciplinary standing of all participants by a regular check of their academic and discipline standing, with the Athletic Director, both in and out of season.

Responsibilities of the Parent(s)/Guardian(s)

The main responsibility of the parents/guardians is to support the student-athletes, the team and the athletic program as a whole.

- The parents/guardians should understand and appreciate the difficult job that a coach has in balancing the good of the individual athlete with the good of the team.
- The parents will follow the chain of command when they have disagreements with the way a team or program is run.
- Most importantly, parents should understand and support the mission that St. Joseph Catholic Academy athletics can and should enhance the character of our student-athletes and uplift the Catholic values of our school.

The athletic administration at St. Joseph Catholic Academy supports the following positive expectations of parents/guardians. Parents/guardians will:

- Act in a way that is consistent with the values as defined in the Lancer Value System.
- Serve as beacons of good sportsmanship and Catholic values.
- Serve as good role models for the students, athletes and other fans.
- Support their child and attend as many contests as possible.
- Avoid putting pressure on their child to start, score or be the star of the team.
- Support the coach in public around other parents and fans.
- Avoid speaking negatively about the coach in front of their child. It may create a major barrier in the child's hope for improvement in the sport.
- Encourage their child to communicate with coaches as the first, most important step in problem solving.
- Understand the ultimate purpose of the athletic program at St. Joseph Catholic Academy. It exists as an integral part of the total education mission of the school.
- Understand and appreciate the fact that participation in athletics is a privilege and not a right.
- Appreciate the educational opportunity that their child is receiving in our athletic program. This includes the enormous time and effort provided by the coaching staff.
- Attend the pre-season parents' meeting and read the Athletic Handbook.
- Show respect to everyone involved in athletics — the coaches, athletes, fans, officials and administrators.
- Express concerns and questions in a courteous and civil manner and do it at the right time and in the proper setting.
- Abide by all policies, regulations and procedures for the SJCA athletic program.
- Avoid constant and chronic complaining.
- Be active in the college recruiting process of their child.
- Follow the guidelines outlined in this book.
- Take an active role in the prevention of drug, alcohol and tobacco use and under no circumstances will partake or allow these activities to occur during practices, games and on-site tail gaiters.
- Take an active role in the prevention of performance enhancing substance use.

Responsibilities of the Spectator

The athletic administration at St. Joseph Catholic Academy supports the following positive expectations of spectators at home and away competitions. Spectators will:

- Act in a way that is consistent with the values defined in the Lancer Value System.
- Allow the players to play.
- Allow the coaches to coach.
- Allow the officials to officiate.
- Allow the other spectators to observe.
- Not direct comments at players or coaches from another team.
- Not taunt or boo.
- Create a positive atmosphere in which athletes can perform.
- Re-enforce the policies set forth in the team rules, team handbook and this handbook.

Failure to follow these rules will result in dismissal from a contest and repeated offenses will result in an indefinite suspension.

Post Game - Practice Responsibilities

Athletes should not be found loitering on school or facility property after games. In an effort to avoid potential risk of injury, property damage or theft, the following responsibilities have been established:

Coaches:

- Send game results.
- Supervise locker rooms until all athletes have vacated.
- Secure all equipment, locker rooms and appropriate facilities.
- Supervise lobbies, hallways and/or pick-up areas until all athletes have left or been picked up.
- Clean up the field, gym and surrounding area.
- Check that all doors to the gym and surrounding area are secured before leaving the facility.

Student-Athletes:

- Complete any post-game team responsibilities.
- Arrange for transportation.
- Clean up team areas of the athletic facility, both home and away.
- Clean up the field, gym and surrounding area.
- Leave school/facility property within one half hour after the conclusion of practice or games.
- Waiting or “hanging out” is not permitted.

PHYSICAL EXAMINATION CARD

A physical examination card must be filled out by a physician and the parent/guardian and returned to the Athletic Department prior to participation in a sport.

A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its athletic office attesting to

- a. parental permission each school year and
- b. current physical fitness to participate in sports as determined by a licensed physician or advanced practice nurse prescriber no less than every other school year with April 1 the earliest date of examination.

Physical examination taken April 1 and thereafter is valid for the following two school years; physical examination taken before April 1 is valid only for the remainder of that school year and following school year.

TRAINING REGULATIONS / CODE OF CONDUCT

Rules / Code of Conduct is Enforced Year Round for All Student-Athletes

STATEMENT OF PHILOSOPHY: The interscholastic athletic program is regarded as an integral part of the total educational program at St. Joseph Catholic Academy. The interscholastic athletic program is provided for high school students at SJCA in accordance with the Wisconsin Interscholastic Athletic Association (WIAA) recommendations, control and jurisdiction of interscholastic athletics should come from the school administrator, who is expected to provide leadership, consistent rules, understandable procedures and implementations of enforcement. One of our objectives in interscholastic athletics is to protect the individuals and the program. To do this we have set up the following rules and regulations.

A. TRAINING RULES

1. A student-athlete is governed by all school rules and regulations (including both school and athletic rules).
2. The use of drugs and alcohol at any time has a detrimental effect on a student's ability to perform and may lead to serious problems. Therefore, the possession or use of drugs/alcohol at any time or any place is strictly forbidden.

Honesty Clause for 1st Offense (One time per high school career)

A student-athlete who self-reports him/herself (comes forth on his/her own volition to any school official or coach being notified of a violation) for a 1st violation of the policy has 24 hours from the time of the incident to report it either to a St. Joseph Administrator, Athletic Director, School Counselor or his/her current Head Coach. The Head Coach must report the incident and student-athlete to the Athletic Director, within 24 hours of being notified by the student-athlete, so appropriate disciplinary action may take place. The 24-hour deadline applies even if the local police issue the student-athlete a citation.

A student-athlete caught in the act of a violation by school personnel (including police liaison officers), by admission, or by corroborated responsible adult testimony, will not be granted an honesty option.

Under the Honesty Clause, the student is suspended immediately from participation until a meeting is arranged with the student, the Athletic Director and parent(s) or guardian(s). The Athletic Director or Administrator will limit the suspension to a minimum of a one game, event or contest, if the student consents and follows probationary conditions set forth at the meeting.

- A. A first violation of this rule will result in suspension for 25% of the first competitive season in which a student participates rounded to the nearest contest (when calculating the 25%, we will not include state regional, state sub-regional or state tournament play). If a player is captain or co-captain, a first violation shall result in the loss of the captaincy for one year from the date in which the violation occurs.
- B. Should the full 25% from No. 1 not be satisfied at the close of a season the student is participating in, the percentage remaining is to be computed and applied to the next season in which the student participates. Carryover from one school year to the next will be done when applicable.
- C. Any seniors in a spring season violating this rule where less than 25% of the season remains will forfeit the right to participate in any remaining games and will suffer the loss of any major letter award, conference championship patch and/or state championship patch. In addition, a violating senior will be subject to administrative disciplinary action.
- D. Any athlete who violates the drug and alcohol policy before, during or after (see note below) a state tournament in which the player is competing, will be subject to the penalties in A. and B. above, and will suffer the loss of any major letter award, conference championship patch and/or state championship patch. In addition, any violating athlete will be subject to administrative disciplinary action.

NOTE: Before and after is defined as that time associated with travel, to staying overnight for, and/or returning from a state tournament event.

- E. A second violation of the rule in any 12-month period of time will result in loss of eligibility for one calendar year from the date of the second violation.

3. Smoking

- A. Any player caught smoking or using any tobacco materials (snuff, chewing tobacco, etc.) by a responsible person will be suspended for the number of contests equal to 10% of the season rounded off to the nearest unit.
- B. Any player caught carrying cigarettes, cigars, pipe or any tobacco materials (snuff, chewing tobacco, etc.) will be suspended for the number of contests equal to 10% of the season rounded off to the nearest unit.
- C. Any player caught in violation of numbers (A) and (B) a second time will be dismissed from the team.

4. Miscellaneous - Any violation not covered by Section A will be dealt with by the individual coach and Athletic Board. However, a situation not covered by Section A may be acted upon by the Athletic Director if he/she deems it out of the jurisdiction of the coach involved.

5. Suspension Policy/Rules

- A. A student who has been suspended from a team has lost his/her privilege to compete for a designated number of contests.
- B. A suspended athlete will not suit up for competition, but will be in attendance, dressed in appropriate street clothes and sitting on the team bench (if applicable), unless discussed and agreed upon differently with the administration and coaches. Refusal to comply with this provision will result in being dismissed from the team.
- C. Competitive events missed for any reason during a suspension period will not count toward satisfaction of the suspended time.
- D. Attendance at and participation in all practices is required. Repeated absence from practices will result in being dismissed from the team. Excused absences by the coaches and administration are okay.

6. Extraordinary Situations

Extracurricular activities e.g., athletics, play, clubs, etc., at St. Joseph Catholic Academy are encouraged and supported by the administration to help students achieve a well-rounded, Catholic education. These various activities are considered a privilege earned by academic achievement and behavior that reflects the value system taught at St. Joseph Catholic Academy. For the most part, rules governing eligibility and participation in these extracurricular activities are well defined and easily available to the student and their parent or guardian in the literature distributed at the beginning of each academic year. Occasionally, however, an extraordinary situation occurs which is not completely covered in the aforementioned literature. Keeping in mind that participation in these activities is a privilege earned by academic achievement and adherence to the value system accepted by students and their parents/guardians when they enroll at St. Joseph Catholic Academy, the following is a policy meant to deal with these, “out of the ordinary”, situations.

A written description of the facts of the unusual situation should be presented to the principal by the involved parties. The principal will review these written statements and if appropriate, may refer the party to the appropriate student literature for resolution. If such a policy does not exist he/she may call for a review of the situation by an appropriate group of people made up of teachers, board members or other community members with expertise in the area of discussion. The number of persons on this committee shall consist of the principal and two or four other members who each have one vote. The number of members on the committee (3 or 5), is the sole discretion of the principal. The principal shall approve the make-up of the committee. After review of the written statements and within ten (10) working days of receipt of the written statements or less, the committee should meet with the parties involved. Oral presentations should be made, and both the involved parties and the committee should answer questions. A decision by the committee resolving the “unusual situation”, should be forthcoming within five (5) working days after oral presentations are complete. The committee’s decision will be based on the principle that participation in extracurricular activities is based on appropriate academic achievement and behavior consistent with the values expected of students at St. Joseph Catholic Academy. From the time of the infraction (extraordinary situation) and during the complete investigation and decision by the principal or committee, the student-athlete may not participate in any practice sessions or game contests.

B. ATHLETIC TRAINING REGULATIONS

Any conduct in or out of school that reflects adversely on the athletic program will mean suspension or removal from the squad at the discretion of the Athletic Board.

Examples of such misconduct are:

- a. Disrespect
- b. Vandalism
- c. Misdemeanor or Felony crimes

Boys Only: Athletes and managers are to be well groomed. This means having a neat haircut, being clean-shaven and properly dressed. Grooming must be according to Athletic Department rules (hair and sideburns). This rule may be altered at the discretion of the head coach of each individual sport for **safety purposes**. Hair must be neatly cut and the length should not exceed past the top of the collar. No other hair designs or radical styles are allowed. Any violators are allowed three days for grooming of hair, but shaves must be by the next team meeting. Athletes must be properly dressed when coming to and from contests. Any individual who refuses to comply with these rules shall be suspended until he meets the set standards. Any individual repeatedly refusing to comply with the said rules will be dropped from the team.

Girls Only: Athletes and managers are to be well groomed. This means having neat hair, tying hair off the face for practices and contests and being properly dressed when coming to and from contests. Any violation will result in immediate suspension until the violator has complied with the rules. Any individual repeatedly refusing to comply with the said rules will be dropped from the team.

C. ELIGIBILITY (WIAA DICTATED)

1. A student-athlete must be under nineteen (19) years of age on August 1, which precedes the start of the school year.
2. WIAA does allow schools to develop stronger eligibility rules. The following rule on academic eligibility will be used to determine participation.
 1. A student must meet school and DPI requirements defining a full-time student and have received no failing (F) grade or incomplete (I) grade in the recent grade reporting period. A student receiving one failing (F) grade or incomplete (I) grade will be ineligible until the next grading period.
 2. Incomplete (I) grades can be made up to a passing grade within two weeks of the grading period. During this two-week period of time, the student-athlete may practice, but will not be able to participate in games.
 3. The 1st and 3rd Quarters and the 1st and 2nd Semester grades shall be used to determine eligibility.

4. Students who are academically ineligible are not allowed to practice or play in games during the time of ineligibility. The Administration or Athletic Director may remove student-athletes from athletic participation for academic and/or disciplinary reasons.
3. A student is ineligible if he/she has not been enrolled in some school by the 17th day of the semester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, etc.
4. A student-athlete is eligible only in the school district in which his/her parents are legal (physical) residents, living in their primary residence.
5. A student-athlete who has been declared ineligible at a school for disciplinary reasons retains that ineligibility status if he/she transfers to another school.
6. A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.
7. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport will be disciplined by the school, the nature of such discipline to be determined by the school.
8. A student-athlete in a given sport may not participate in the same sport outside of school as a team member or an individual or independent entry during the same time he/she is participating with the school team.
9. A student must follow all other WIAA and conference requirements. Copies of these may be obtained from the Athletic Director.
10. A prospective cheerleader must be properly registered for school at St. Joseph Catholic Academy for the following school year at the time of tryouts. Exception: Freshman in the Fall.

D. TRAVEL

Any member of a squad who are players, managers, statisticians, are to travel in coach approved transportation. Each member of the team has a right to transportation.

E. DUAL PARTICIPATION

Dual participation is **only allowed with approval by the Athletic Director.**

G. LETTER REQUIREMENTS

- Baseball and Softball - Playing in 50% of the VARSITY games, except for pitchers who must participate in one fourth of the total innings played by the team or playing in the state tournament finals (excluding regional games).
- Basketball - Playing in at least 50% of VARSITY games including regional games or playing in the state tournament finals (excluding regional games).
- Cross Country - Must score in 50% of the VARSITY meets or place in the top 1- in state meet (Minimum of 10 points is required to earn a letter).
- Football - A player must average at least one quarter per VARSITY game (5 scrimmage players constitutes a quarter) or must play the state playoff games. A player who is in 5 specialty plays shall constitute one quarter.
- Golf - Playing in at least 50% of the VARSITY matches or playing in the state meet.

- Managers and Statisticians - One year as VARSITY manager/stats to earn a varsity letter.
- Tennis - Playing in at least 50% of the VARSITY dual meets or playing in the state meet.
- Track & Field - Must average at least one point per varsity meet he/she competes in or score in over 50% of varsity meets.
- Volleyball - Must average 2 games per VARSITY match or play in the state tournament.
- Wrestling - Participation in at least 50% of the VARSITY matches or playing in the state match.
- Pom & Dance - Must cheer at 90% of all games in VARSITY football and/or basketball and/or wrestling season. Must attend all scheduled practices unless illness occurs or excused by coach. Must participate in all athletic department fundraising and sponsored events.
- Exceptional Cases - Discretion of the Head Coach and Athletic Director. A letter may be awarded for participation in the junior and senior year. Athletes must complete their season in good standing to be considered for any athletic award.
- Championship team members (state or conference) shall receive an appropriate award.

SJCA ACADEMIC ELIGIBILITY REQUIREMENTS
FOR CO CURRICULAR ACTIVITIES

St. Joseph Catholic Academy prides itself on the rigor of its curriculum and high academic standards. Participation in sports and other co-curricular activities is vitally important to this development and the overall student experience. However, our first and foremost responsibility is to educate our students and ensure their academic futures. To help support our students in solid academic preparation, the following policy regarding grades and the participation in school sanctioned co-curriculars has been implemented. **This policy is in effect for all students grade 6 - 12.**

Eligibility for and the ability to participate in co-curricular activities will be determined both at the end of the grading period AND every week during the school year.

HIGH SCHOOL

Final grades and GPA's for the second semester (Spring) of the school year will determine the eligibility status for the following school year's Freshman, Sophomores and Juniors during the Fall Semester of the following school year. *If a student does not play a Fall sport, but wants to participate in a Winter sport the same rule applies.*

MIDDLE SCHOOL

Failing both quarters in a semester of the same class would deem the student immediately ineligible for co-curricular activities.

END OF SEMESTER

Requirements for Academic Eligibility:

A student is considered fully eligible and thus, may practice, play and otherwise participate in co-curricular activities during the following semester if:

- The student has attained a minimum grade point average of 1.67 (c-) at the conclusion of any semester (not cumulative GPA), and/or
- The student has NO failing grade at the conclusion of any semester.

A student is considered ineligible and thus, may NOT practice, play and otherwise participate in co-curricular activities during the following semester if:

- The student fails to attain a minimum grade point average of 1.67 (C-) at the conclusion of the preceding semester (not cumulative GPA); or
- The student has ONE or more failing grades at the conclusion of any semester, regardless of GPA.
- The student misses more than two study halls in a six-week period, if he/she was required to attend (see criteria below regarding Student Academic Assistance Study Hall).

NOTE: If ONE or more failing grades are recorded at the conclusion of the Spring Semester, the student is ineligible to practice, play or otherwise participate in co-curricular activities during the Fall Semester (*includes Fall and Winter Sports*) regardless of any remedial coursework performed during the summer months unless as otherwise set forth below.

A student who is determined to be academically ineligible at the end of a semester, MAY work his or her way back to eligibility if:

- The student attends Student Academic Assistance Study Hall daily for a minimum of 6 weeks.
- The student follows ALL rules and requirements of the Student Academic Assistance Study Hall.
- After six weeks, student has NO failures, NO D- grades and not more than two D's (D or D+) on the Weekly Grade Report.
- Once the student's eligibility is restored, his or her grades will be monitored weekly.

DURING SEMESTER ACADEMIC ELIGIBILITY

At St. Joseph Catholic Academy, our focus is on the ongoing academic success of every student. The Athletic Director will monitor the grades of students participating in co-curricular activities every week of the semester. A student will be determined academically ineligible and may not participate in any games, contests, performances or practices if:

- The student has a failing grade in ANY class on the Grade Report.
- The student has one D- in ANY class on the Grade Report.
- The student has two or more D's (D+ or D) on the Grade Report.
- The student is specifically identified as being academically at risk.

A student, who has been determined to be academically ineligible for the week, MAY regain his or her eligibility if:

- The student attends Student Academic Assistance Study Hall for a full week and follows all Study Hall rules.
- The student has NO failures, no D- grades and less than two D's (D+ or D) on his or her Grade Report.
- The Athletic Director clears the student from the Study Hall.
- Academic eligibility will be monitored on a weekly basis.

A student will NOT be released from the Student Academic Assistance Study Hall and will NOT regain eligibility until his or her grades improve. A consistent pattern of low performance and/or continued academic risk MAY result in ineligibility for six weeks or longer.

Student Academic Assistance Study Hall

A study hall will be offered to students to assist them in maintaining or regaining their ability to practice, rehearse, perform or play in co-curricular activities at the allowed time as described below:

- This study hall is available on all days that in-person school is in session at St. Joseph Catholic Academy.
- Study hall will begin promptly at 7:15 AM and conclude at 7:45 AM. Students will not be admitted late to study hall.
- Students required to attend the study hall must do so each day that they attend school. A student who fails to attend this required study hall may not attend a practice or game on that day as a member of a cast, crew, team or other school sanctioned organization or group.
- A student who has been deemed ineligible at the end of a semester may miss no more than two (2) study halls during a six-week period.
- **On the third absence from study hall during a six-week period, as defined above, the student will become ineligible to practice, play or perform in co-curricular activities for the remainder of the semester.**
- If study hall is missed due to a medical condition, proper medical documentation may be presented to the Administrative team and the Administrative team will determine the student's eligibility to practice, play or perform in co-curricular activities.

Administrative Discretion

It is up to the discretion of the SJCA administration to determine if a student will be allowed to maintain or regain academic eligibility.

LANCER VALUE SYSTEM

Spirituality	Humility	Generosity
God and Faith are the center of our lives.	We are not boastful. We recognize the sacrifice of many in all our personal achievements.	We share our God-given gifts with all those around us.
Respect		Acceptance
We behave in a way that honors self and others.		We recognize and treasure our different God-given talents.
Integrity	Accountability	Commitment
We are consistent and honest in words and deeds.	We take responsibility for our actions and are answerable for our performance.	We demonstrate dedication to our work, school, and others.