



SENTINELS

2016 – 2017 STUDENT ATHLETE & PARENT HANDBOOK

ACADEMICS

ACTIVITIES

ATHLETICS...

THE FOUNDATION FOR SUCCESS!

MISSION STATEMENT

The Mission of the SCP Athletic Department is to offer all our students the opportunity to participate on competitive teams, coached by caring and knowledgeable coaches, in a safe environment.

FOREWARD

The Student Athlete Handbook contains the rules and regulations that govern the interscholastic program at Seton Catholic Preparatory High School. The two major purposes for this handbook:

- Describe the philosophy and policies of Seton Catholic Athletic Department.
- Provide a means for promoting communication among parents, athletes, coaches, and the Athletic Department.

Every student at Seton Catholic has the opportunity to participate in an interscholastic athletic program consisting of the following listed sports:

<u>SEASON</u>	<u>BOYS</u>	<u>GIRLS</u>
Fall	Football Swim & Dive Cross Country Golf	Volleyball Swim & Dive Cross Country Golf Spiritline
Winter	Basketball Wrestling Soccer	Basketball Soccer Spiritline
Spring	Baseball Track & Field Tennis Volleyball	Softball Track & Field Tennis

PHILOSOPHY

The Seton Catholic Athletic Department promotes individual dignity, personal development, and social interaction through its athletic programs. To achieve this philosophy, the Athletic Department will hire outstanding coaches and leaders who will provide quality instruction in a Christian atmosphere.

The Seton Catholic Athletic Program does not measure success simply by the number of wins and losses or the number of trophies or championships won in a given season or year. Success may also be measured by the degree to which we live up to the principles and ideals we instill in all participants. Included in these ideals are the "*Pursuing Victory with Honor*" program as outlined by the AIA.

The Seton Catholic Athletic Program believes that education comes first. Athletes must remember that the primary reason for attending Seton Catholic Preparatory High School is to be a part of a first class Catholic educational program. Athletics should NEVER take precedence over education.

OPEN COMMUNICATION

The Athletic Department at Seton Catholic Preparatory High School believes that open communication among athletes, parents, coaches, and the Athletic Department is vital to the success of our program. It

is important to understand that there may also be times when things do not go the way you or your student-athlete wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

1. The treatment of your student-athlete, mentally and physically.
2. Ways to help your student-athlete improve athletically and academically.
3. Concerns about your student-athlete's behavior.

It is very difficult to accept your child's not playing as much as you would like. Coaches are professionals. They make judgement decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your student-athlete's coach. Other things, such as those in the next paragraph, must be left to the discretion of the coach.

Issues **NOT** appropriate to discuss with coaches:

1. Playing time, team strategy, play calling or other student-athletes.

PRE-SEASON REQUIREMENTS

Before an athlete can begin participating and competing in a sport, the following criteria must be met. **ALL** items (fully completed paperwork *AND* the Participation Fee) must be turned into the Athletic Administrative Assistant by the posted deadline. Once everything is turned in and accurate, the athlete will receive a Clearance Card. All required forms are available at www.setoncatholic.org/athletics/ under Required Athletic Forms.

1. Athletes must have received a physical and turned in the two completed AIA physical forms. ***Please be aware the Physical Examination and Physical Evaluation Forms have been updated; your physician MUST complete the correct form, and sign in TWO locations. They are dated at the top 2014-2015.***
 - a. AIA Physical Evaluation
 - b. AIA Physician Examination (must be performed and dated after March 1, of the current year)
2. Athletes must have taken and passed the AIA Academy Concussion Education Class (Brainbook), and must turn in the Certificate of Completion. This is an online class, which should take less than 1 hour. Class must be taken on the AIA website, www.aiaonline.org
3. Athletes and their parents/guardians must have read the Concussion Fact Sheets and signed the Concussion Acknowledgement Form (available on the Athletics page of Seton's website)
4. Athletes must have turned in a completed Medical Emergency Card.
5. Athletes and their parents/guardians must have read this Student/Athlete Handbook and Code of Conduct. Student-athletes and their parents must sign and turn in the Athletics Acknowledgement form.
6. **NEW FEE POLICY FOR 2014-15:** The Participation Fee is \$200.00 for each sport *until the due date*. In an effort to help expedite paperwork, and help creating on time Seton and AIA

Emergency Contacts and rosters, and **additional \$25** fee will be charged for paperwork *and/or* Participation Fees that are submitted after the due date. Please help the Athletic Department by getting your Student Athlete registered by the due date.

7. This fee is refundable only if a Refund Request Form is filled out and submitted to the Athletic Department ***before the end of the season that sport takes place***. Refunds are not available if the student athlete quits the team AFTER the first scheduled event. The Refund Request Form is available from the Athletic Administrative Assistant.
8. Athletes who are transferring to Seton Catholic as a sophomore, junior, or senior must complete a Transfer Student Form (part of your registration packet). The AIA also requires the 520 form to be filled in by any transferring student (10th, 11th, and 12th) who seeks athletic eligibility. Please see the Athletic Director if this pertains to you.

When ALL the above criteria have been satisfied, the Athletic Office will issue a Clearance Card to the athlete. This card will be handed, by the athlete, to the coach on the first day of practice/tryouts. This will notify the coach that the athlete is clear to practice/try-out. Athletes may not participate in practice/try-outs unless he/she has turned in a Clearance Card to their coach. This Clearance Card will be issued at the start of each new season.

****Please Note****

ALL above requirements must be met before practice and/or tryouts begin.

ACADEMIC POLICY

Athletes must adhere to the Academic Eligibility Policy as described in the 2014-2015 Student Handbook and included below:

Eligibility for extracurricular activities is determined by grade checks and report cards. Extra-curricular activities include, but are not limited to, athletics, clubs, drama, or anything deemed extra-curricular by administration. The policy is as follows:

- **ELIGIBILITY CHECK:** If a student has any grade below 65% or has missed a Christian Service deadline, at the first (8 week) grade check (*October 6, 2014; March 2, 2015*), he/she will be ineligible to participate in extra-curricular activities until the next grade check. The student is allowed to practice or rehearse, but may not participate in games or events.
- **GRADE MAINTENANCE:** Grade checks will be done for **all** students every two weeks following the initial eligibility check. **Any student with a grade below 65% or has missed a Christian Service deadline, will be declared ineligible.** The student will be allowed to practice or rehearse, but may not participate in games or events.
- **FAILURE AT SEMESTER:** Students who fail a course in the first semester are ineligible to participate during the second semester, but may become eligible at the 4-week status check (*February 2, 2015*).
- **REGAINING ELIGIBILITY:** Students may regain eligibility at a two week grade check if they have no grades below 65%. If a student is ineligible due to missing a Christian Service deadline, they will be declared eligible upon completion of any missing hours. If a student is ineligible due to academics AND Christian Service, they will only regain eligibility at the following two week grade check. All grade checks are done the first school day of the week.

Students who fail a class (other than theology), have not completed their Christian Service, or have an incomplete at the second semester must make up the course during the summer in order to become eligible at the beginning of the next school year.

Ineligible students will not be allowed to travel with a team that is playing an away contest if the team has an early dismissal.

Athletes who withdraw from any class in which they have received a failing grade, or currently are failing, remain ineligible until the next eligibility period.

Athletic-managers, student aides and statisticians must abide by the same eligibility rules as athletes. Athletic-managers, student aides, and statisticians who become ineligible may not serve as a manager, student aides, or statistician during games, matches, or meets during their period of ineligibility.

TRANSPORTATION POLICY

The Catholic Diocese of Phoenix "Policy on Sexual Misconduct" provides, in part, that *"field trips or other outings involving a Diocesan student in places and situations where no other responsible adults are present..."* are to be avoided. The directive of this provision requires that two adults (one of whom has successfully completed the Diocesan Called To Protect - CTP program) should always accompany and transport Seton Catholic students to and from all school-sponsored activities.

Because of the limited number of participants in various activities, practices and/or contests at Seton Catholic Preparatory High School and the time of day in which the activities, practices and/or contests will occur, it may not always be possible to have two adults (one of whom has completed the CTP program) occupying each vehicle transporting Sentinels to and from those activities, practices and/or contests.

If transportation is used by a student athlete other than what is provided by Seton Catholic Preparatory, a notarized **Transportation Waiver** must be filed with the Athletic Office. These forms are available in the Athletic Office.

Parents will not be required to file forms with the office regarding their right to bring their own athlete home from any sporting events.

Designated parents will be expected to contact the coach AFTER the sporting event to take the athlete home.

SPORT PROGRAM TRANSFERRING POLICY

An athlete may transfer from one sport to another during the same season before the first scheduled contest. If an athlete wishes to transfer and/or participate in a different sport after the first scheduled contest, that Athlete must have written permission from both coaches and the agreement of the Athletic Office.

TRANSFER STUDENT/ATHLETE POLICY

See AIA rules regarding transfer students at www.aiaonline.org.

ATHLETIC PLAYING TIME POLICY

The following criteria have been established for the playing time of athletes.

Varsity Level Program: The philosophy of the varsity program is to place the best combination of athletes into a game or match situation. This combination of athletes is to be determined by the coaching staff based on their evaluation of the athletes.

Junior Varsity/Freshman Level Programs: The philosophy of the junior varsity and freshman levels is to emphasize the development of skills for each athlete.

ATHLETIC LETTERING AND AWARDS POLICY

Individual head coaches will determine the criteria for receiving an athletic letter and other athletic awards that pertain to their given sport.

ATTENDANCE POLICY

Athletes who are absent from school for more than four periods on Monday – Wednesday and for more than two periods on Thursday and Friday may not participate in games, practices, matches or meets. This policy does not include absences for approved field trips and other situation specifically approved in advance by an administrator. Eligibility on days with a “special schedule” will be handled on an individual basis. **Athletes are always expected to be present for classes on the school day following athletic events.**

HAZING

Seton Catholic Preparatory High School has a Hazing Prevention Policy. Any act of hazing or any act which can be construed as hazing is strictly prohibited at Seton Catholic Preparatory High School. Serious disciplinary actions will result from any involvement in such acts.

Per A.R.S. 15-2301 Hazing is defined as an intentional, knowing or reckless act by a student (alone or with others) committed in connection with initiation into a school-related organization that creates a risk of physical injury, mental harm or personal degradation. It is not a defense to a violation of the hazing policy if the hazing victim consented to or acquiesced in the hazing activity.

Hazing includes, but is not limited to:

- a. Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities;
- b. Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to an unreasonable risk of harm;
- c. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature;
- d. Any activity that subjects a student to extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive or intimidating environment;
- e. Any activity involving any violation of federal, state or local law or any violation of school diocesan policies and regulation.

All students, teachers, staff and volunteers shall take reasonable measures within the scope of their individual authority to prevent violations of Seton Catholic Preparatory High School policy on hazing.

Reporting Procedures:

1. Informal Reporting:

- a. Anyone may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been or may be subjected to hazing are encouraged to talk with the Athletic Director, Principal, Dean of Students, teacher, coach or counselor. Staff members who are approached by students will counsel students on options available to them under this policy. Staff members who have concerns about alleged hazing behavior are encouraged to talk with the Athletic Director, Principal, Dean of Students, teacher, coach or advisor. The aim of the informal reporting procedure is not to determine intent or blame, but to ensure that the alleged hazing behavior is stopped and the matter is resolved promptly at the lowest possible level.
- b. The outcome of the informal reporting procedure could include clarification of the policy, referral to an appropriate coach/advisor to investigate the alleged behavior, or a recommendation that the student or staff member file a formal complaint.
- c. If the student or staff member decides to handle the situation her/himself, there is no need for further investigation. However, the student or staff member is to be informed that the formal reporting procedure is always available.

2. Formal Reporting:

- a. If an incident of hazing should occur, students, teachers and/or staff who are aware of the incident should file a formal report to the Dean of Students. While the initial formal report may be verbal, this verbal report must be followed with a formal written report describing:
 - i. The date and time and circumstances of the act/event;
 - ii. The act/event, itself, that was witnessed and by whom;
 - iii. Those involved in the act/event;
 - iv. How the act/event violated Seton Catholic Preparatory High School's Hazing Prevention Policy.
- b. The Dean of Students will conduct an initial investigation into the allegation to verify the violation of policy. Violation of Seton Catholic High School's Hazing Prevention Policy shall be considered a "serious offense" and shall be treated as such, using Seton's normal discipline policies/procedures.
- c. Teachers, staff, or volunteers who knowingly permit, authorize or condone the hazing activity will be subject to disciplinary action according to disciplinary policies for the employees of Seton Catholic Preparatory High School and the Roman Catholic Diocese of Phoenix.
- d. If the hazing act/incident:
 - i. Is criminal in nature;
 - ii. Causes physical harm;
 - iii. Causes incapacitating or psychological trauma;
 - iv. Damages property; or
 - v. Breaks any federal, state or local law; it will be reported to the appropriate civil authorities.
- e. The Superintendent of Schools for the Dioceses of Phoenix will be notified by the Dean of Students of all reported incidents of hazing.

RULES AND REGULATIONS FOR SETON CATHOLIC ATHLETES

The athletes of Seton Catholic Preparatory High School occupy a position of leadership and influence in the school and community. Consequently, the Seton Catholic Athletic Department has determined that ALL athletes must abide by the following listed rules and regulations.

1. There shall be no:
 - a. Possession or use of drugs (except approved medications)
 - b. Possession or use of drug paraphernalia
 - c. Possession or consumption of alcoholic beverages
 - d. Stealing
 - e. Vandalism of school, private, or community property
 - f. Lying
 - g. Possession or use of tobacco
 - h. Fighting
 - i. Verbal, sexual, or physical harassment of anyone
2. Language and dress shall be in accordance with Seton Catholic standards. Teams are expected to dress neatly when they travel, and to represent Seton Catholic Prep in a dignified way.
3. A high level of conduct will be demanded during games, on trips, and on campus at all times.
4. **Athletes are responsible for returning all school issued uniforms and equipment in good condition. Athletes will receive a detention for every day they are late turning in their uniforms and equipment. Athletes will not be allowed to take final exams until these articles have been returned or paid for.**
5. Athletes are responsible for completing ALL pre-season requirements before attending any practice/try-out sessions (this includes transfer paperwork for any transfer student).
6. Athletes are responsible for communicating with teachers in regards to early dismissal for athletic events and all missed class work.
7. Any instances not specifically discussed above will follow the Rules and Regulations of the Seton Catholic Student Handbook.
8. If an athlete is ejected from a game or contest, he/she will be suspended for 1 game, as outlined in the AIA bylaws. Additionally, he/she may not participate in another game or contest until an appointment with the Athletic Director is made. If this meeting does not take place prior to the next game or contest he/she will not participate.

Any violation of the Athletic Handbook or Athletic Code of Conduct may result in the following consequences:

- Suspension from practice or practices
- Suspension from a contest or contests
- Dismissal from the team

Decisions on consequences may be made by and are limited to the school administration, the Athletic Department, and the coaching staff.

ATHLETIC CODE OF CONDUCT

STUDENT-ATHLETE

Our student athletes are expected at all times to represent themselves and the school in an exemplary manner. Athletic participation is considered a privilege not a right. Our student athletes are expected to be a positive influence on their fellow students at all times during school and at athletic or school sponsored events, both home and away.

All participants in Seton Catholic Preparatory High School athletics will agree to abide by the following Code of Conduct:

1. I will be a worthy representative of God, SCP, my coaches and my team:
 - a. Treat opponents with respect; shake hands after each contest.
 - b. Respect the judgment of officials and abide by the rules of the contest.
 - c. Accept seriously the responsibility of representing Seton Catholic Preparatory High School by displaying positive behavior at all times.
 - d. Play in a positive manner, reflecting Christian values. Do not bait or taunt opponents.
 - e. Refrain from using foul, obscene or threatening language or gestures.

Consequences: Failure to abide by these principles may result in a minimum of a one game suspension to a maximum of being excluded from athletic participation for one calendar year.

2. I will be a responsible, team player:
 - a. I will attend every practice and game unless excused by the coach.
 - b. I will support my teammates and interact with them in a positive manner, always showing mutual respect, not participating in gossip, hazing, or making derogatory remarks.
 - c. Being a highly recognizable representative of the school, athletes are in a position of great influence; therefore, high standards of conduct are essential. Positive personal behavior and squad cohesiveness demonstrate these standards. Appropriate behavior will help earn the respect of the student body, which is the core of developing effective school spirit and student involvement.
 - d. I will place the good of the team over my own personal achievement.
 - e. Proper care and maintenance of all equipment and uniforms provided is required. These items are to be promptly returned in good condition at the end of the season.

Consequences: Failure to abide by these principles may result in a minimum of a one game suspension to a maximum of being excluded from athletic participation for one calendar year. Furthermore, if a team does not exhibit the characteristics/values of Seton Catholic Preparatory High School, the team may be disbanded for the remainder of the school year or for one calendar year, depending on when the violation occurs.

3. **I will maintain the academic requirements to remain eligible to participate in athletic program.**
 - a. I will maintain a passing grade of at least a 65% in every class.
 - b. I will fulfill the Christian Service guidelines, and meet all deadlines

Consequences: If a student has any grade below 65% or has missed a Christian service deadline, at the first (8 week) grade check he/she will be ineligible to participate in extra-curricular activities until the next grade check. The student is allowed to practice or rehearse, but may not participate in games or events.

RESPONSIBILITIES OF SETON CATHOLIC ATHLETES

- Respect your parents, teachers, coaches, opposing team and administrators.
- Respect and follow all school rules.
- Follow all A.I.A. rules regarding eligibility. **YOU** are responsible for maintaining your own eligibility.
- Dress appropriately and neatly on all trips, remain with the group, and ride the team bus to and from the site of the game unless prior arrangements have been made and have been approved by the coach. NO tank tops or midriff tops are allowed during practice sessions.
- Abide by and respect official's decisions at all times.
- Know that you are responsible for turning in all athletic equipment issued to you immediately after completion of any sport. You must pay for all items not turned in.
- Report all injuries without delay to the coach and the Athletic Trainer. Failure to do so may result in no insurance coverage. Athletes that have injuries that require medical attention by a qualified medical professional may not return to practice or participate in contests until they have received written clearance from a physician. Written clearance from a physician must be provided to the Athletic Trainer prior to participation.

PARENTS/SPECTATORS

Acceptable standards of parent and/or spectator behavior include:

- Remember that the players are young adults and are playing for their enjoyment, not yours.
- Respect decisions made by contest officials.
- Be a role model by positively supporting teams. Do not coach from the stands. Do not approach coaches or officials before or during the contest.
- Make no derogatory comments or gestures to players, coaches and parents of the opposing teams, officials or league administrators.
- Parents will follow the chain of command to resolve an issue. This means that before bringing an issue to the Athletic Director, parents must speak to the coach first. If a resolution cannot be reached, at that time an appointment may be made with the Athletic Director to discuss the issue.

Consequences: Failure to abide by these principles may result in removal from the contest. If a spectator is removed from a contest for any reason, he/she will also be banned from attending the next home event of the sport for which the removal was made. If a spectator is removed for a second time, he/she may be barred from attending any athletic event at Seton Catholic Preparatory High School for one calendar year.

TATTOO AND BODY PIERCING POLICY

No tattoos may be visible and no jewelry may be worn during any Seton Catholic Preparatory High School athletic event. This includes all games and practices. Failure to abide by this policy may result in suspension from practices, games or team.