

# NOTRE DAME ACADEMY



## EXTRACURRICULAR SPORTS HANDBOOK

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## Philosophy

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Notre Dame Academy recognizes that extracurricular athletics promotes sportsmanship, team building, good citizenship, high academic standards, and community responsibility. Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. These activities demand a high level of commitment, excellence, and self-motivation, which will help prepare students for the challenges they will meet outside the school community.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement, therefore extra time and effort is required of those who participate. Since the reputation of the school is often judged by its extracurricular programs, high standards must be maintained. Those who earn the privilege of representing Notre Dame Academy School in extracurricular athletics are expected to accept greater responsibilities as school citizens.

Participation in extracurricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to the activity of their choice.

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## Athletic Department

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- Athletic Director (representative for the MHJAA – Medicine Hat Junior High Athletic Association)
- Coaches
- School Administrators

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## Programs & Seasons of Play

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Students can participate in the following sports:

- Volleyball – September to October
- Cross country running – September to October
- Basketball – mid November to early March
- Badminton – late February to early May
- Track & Field – April to early June
- Soccer – May to June
- Golf – May to June

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## Participation Fees

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It is necessary for the athletic program to charge a participation fee for each activity that an athlete participates in. These fees are necessary to pay for league fees, equipment, and uniforms. Coaches are responsible for providing budgets to parents and school administration.

Fees are paid through SchoolCash Online and must be paid in full or arrangements made with school administration before they will be permitted to participate in any league games or tournaments. Receipts can be printed through SchoolCash Online.

## Methods of Payment:

Credit Card and e-Cheque payments can be made through SchoolCash online.

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## Uniforms and Equipment

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All uniforms will be provided by and are property of Notre Dame Academy School. Exceptions to this include Badminton, Track & Field, and other additional sport programs where t-shirts become the property of the student athlete as seasons end.

Players are responsible for the care and maintenance of any uniforms while they are in their possession. Please wash in cold water and hang to dry.

Players will be responsible for the cost of replacement of any uniform damaged or lost while in their possession. No part of the uniform is to be used for any reason except for games. For example, jerseys/shorts should not be worn for PE or Academy class. The only exception to this is student athletes will be allowed to wear their uniform tops to school on game day.

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## Transportation

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Student athletes are responsible for securing transportation to away games or tournaments. Coaches are not allowed to transport students.

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## Practice and Game Times

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All gymnasium usage shall be booked through the athletic director or administration.

League games and home tournaments have booking priority over practices.

The athletic director shall create a practice schedule for the season – meaning a practice schedule for volleyball shall be created for the volleyball season. The schedule will be provided to coaches. Coaches will provide players/parents with a copy of the schedule.

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## Awards, Trophy Case and Banners

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The trophy case will be reserved for any trophies, plaques, ribbons, medals, certificates, etc. that are won in league play, tournaments or meet events.

The team will purchase banners in the gym for any team that wins a Medicine Hat Junior High Athletic Association championship or aggregate. The school will also purchase any banners for individual championships in cross-country running, badminton, or track & field that are won at the South Zone Junior High Athletic Association events. Team banners are provided for by the SZJHAA. Banners won at tournaments will also be permitted for display in the gymnasium.

Banners for second place, third place or participation will not be bought nor displayed by the team/school.

### Eligibility

Any student at Notre Dame Academy is eligible for extracurricular athletics.

Students must be in attendance for all classes the day of a practice or game in order to participate in that practice or game. Legitimate reasons for an absence, which would allow a student to participate on the same day of the absence are:

- School sanctioned activities
- Appointments with health professionals
- Emergency situations that are approved by administration
- Planned absence for personal or educational purposes that have been approved by administration.

Students who are absent from classes for a portion of the day due to illness are not eligible to participate by simply making it to the remaining portion of their classes. It may be considered unethical for a coach to practice or play an athlete who was ill earlier that day. The effects of the illness may linger and present a potential health risk to the athlete, their teammates, and their opponents if the athlete practices or plays that same day. "If you are too sick to come to school, you are too sick to practice or play."

An athlete under suspension from school is also suspended from participation in extracurricular activities, until such time as the student has been reinstated. For example, if a student is suspended on a Friday, the student will also be suspended from extracurricular activities on Saturday and Sunday, too.

### Conduct

Student athletes are representatives and ambassadors of Notre Dame Academy School, the community of Medicine Hat, and the Medicine Hat Catholic Board of Education.

Student athletes are expected to provide strong examples of leadership, Catholicity, and citizenship both on and off the court of play, and both in and out of the classroom.

For team sports it is paramount that each member of the Dawgs possesses an unselfish attitude where team objectives are primary.

Regardless of when or where an athletic event occurs, it is a school sponsored activity. The use of tobacco, drugs, or alcohol is prohibited and shall be strictly enforced by school admin.

If a student athlete does not conduct him or herself in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by a coach, the athletic director, or by administration.

## Injury

All Student athletes should carry some form of family medical insurance. Emergency contact information will be requested at the parent meeting in case an athlete is injured while participating at Notre Dame Academy or other community schools. Please consult with school secretaries and school administration if there is an interest in purchasing more medical insurance.

Any student injured on or off the field of play, and requiring medical attention must present a note from a physician before being eligible to practice or play again.

## Commitment

Being a member of any school team is a privilege, which each athlete must earn. A key to earning that privilege is commitment to the team. Team success can only be achieved if all participants are committed. This type of commitment includes:

- Attendance at all practices, games, and team events
- Providing the coach with advance notice of absences from practices or games, and an explanation of that absence
- Missed practices will likely result in missed playing time unless coach has approved

While it is acceptable for a student athlete to have a job and/or other activities, it is not reasonable to expect the coach to accept working as a legitimate reason for missing practice or a game.

## Hazing & School Discipline

Hazing or negative initiation activities are prohibited by Notre Dame Academy School. The planning, initiation of, or participation in such activities shall be dealt with under School Expectations and Policies.

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### Guidelines for Coaches

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The following criteria will be taken into consideration when selecting coaches at Notre Dame Academy School:

- Coaching experience
- Playing experience
- Knowledge of appropriate coaching methods
- Knowledge of the prevention and care of injuries
- Knowledge of the legal aspects of coaching
- Management and organizational skills
- Coaching accreditation or certification
- Commitment & Understanding of the Notre Dame Academy School Expectations
- Completed both Criminal and Youth Intervention checks (AP 490) and approved by the school principal  
[Administrative Procedure 100 \(mhcb.e.ab.ca\)](#)

The following guidelines are to be considered a code of conduct for Notre Dame Academy School coaching staff:

- The coach is foremost a teacher or respected community volunteer. The primary objective of school athletics is to build leaders and to develop athletic skills. Winning games is second to these objectives. Coaches who do not make a positive contribution to the total educational process are not meeting their obligations.

- ✚ The coach should always be regular and prompt in meeting assignments – practices, games, and meetings.
- ✚ The coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.
- ✚ The coach should use acceptable language at all times. Vulgarity and profanity have no place on the athletic field or court, in the gym, or in the classroom.
- ✚ The coach shall not use alcohol or non-prescription drugs in any form while with the team.
- ✚ The coach should, when faced with unpredicted disciplinary situations, let common sense prevail. Situations are to be assessed on a rational basis and school administration must be informed. Further disciplinary action may follow with school administration discretion.
- ✚ The coach should work to instill with their players respect for officials, and establish that they alone shall discuss aspects of the game with the officials.
- ✚ The coach will respect the rights and feelings of other coaches and will never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and never argue with an opposing coach in front of the team or spectators.
- ✚ The coach should teach the team to be respectful of and friendly towards opponents.
- ✚ The coach must secure the gym at the end of practice. The coach should not leave the school until all players have left.
- ✚ The coach must ensure that equipment is put away at the completion of practice.

## Prayer

One way that coaches can carry on the lessons of the school day and of the Catholic Church into the extracurricular is by adding prayer into practice and game rituals. Coaches may begin practices and games with a short prayer asking God for protection of the athletes (both teams), guidance from the officials, and respect of the spectators. Prayer should **never** focus on defeating the opponent.

## Injuries

The coach or assistant coach will assess the extent of the injury immediately. If there is someone that is in the medical field nearby, have them assist the coach with this assessment.

If the coach is not certain whether or not the student needs medical attention, call 911 immediately. The coach will stay with the player until they arrive. The coach will not drive the student to get medical attention.

In the incident of a head injury where there is uncertainty about if there is a concussion or not, the coach will contact the parents to let them know the symptoms and what happened. The coach will advise the parents that the extent of the injury is unknown, and that they need to see a physician. The coach will get the parents' input on how they would like to proceed.

If the coach cannot contact the parents, 911 should be called.

If the players' injury does not need medical attention but just needs to rest, the coach will ensure that someone is monitoring the student by staying by his/her side. If there is only one coach and the game is still going on, the coach will find an adult to come and sit on the bench to monitor the student until he/she is fully recovered. When the game is over the coach will contact the parent and let them know about the injury.

The coach will fill out an accident report when the accident is fresh and transfer the report to the school as soon as the team returns. All emergency information will be collected at the parent meeting and carried during all games, practices, and tournaments. Coaches must meet with school admin to fill out an IVOS (student accident report form) within 24 hours.

## Team Selection

All activities are open to all students of Notre Dame Academy School who meet all the requirements of grade, gender, and general eligibility.

Coaches must conduct an open tryout, and may not make final assessments until after the second try out.

Final selections should be based on attitude, coachability, and skill.

It is strongly suggested that the coach meet with all students that did not make the team, or provide a parent letter, to explain the reasons they were not selected for the team.

Once the team is created, the coach must promptly submit a roster to the athletic director, to the school secretary, and to administration.

Communication to students selected or not selected will be with a "Thank You" or "Congratulations" letter that will be sealed for students to share with parents at home. These letters will contain information for alternative sports programs to further develop the students' interest and ability, and communicate to parents the information to bring to the team meeting.

## Alternative Sport Programs (Developmental Team)

The NDA coaching team will try their best to provide alternative sport programming for students that are not selected for the NDA sport teams. Depending on the availability of coaches and number of students interested, programs such as Basketball & Volleyball Basic teams will be provided (morning & lunch practices). Great details of communication will be provided during team tryouts and team selection letters that are sent home.

## Practices

All practices will be scheduled by the athletic director.

Coaches should distribute a practice schedule to players and parents.

Coaches should do their utmost to adhere to the practice and game schedule, and any changes should go through the athletic director.

A change, addition, or cancellation to a game or practice should be made with as much advance notice as possible. Such changes may affect player and parent commitments and may have an effect on other teams.



## Playing Time/Expectations

Notre Dame Academy School participates in competitive leagues. As such, there will be few, if any, instances where playing time for each player on the team will be equal. The amount of playing time may vary from game to game, or from week to week. Playing time will not be fair nor equal. Games are dependent upon the leadership and skills of players to help others succeed.

Ultimately decisions regarding playing time shall be at the discretion of the coach.

## Early Dismissals

There may be times during the season where players may have to leave school early in order to make it to a scheduled game. If this needs to occur, coaches should contact the athletic director. The athletic director will then provide staff via email which students will be leaving early and when.

Coaches should ensure that players realize that they too also have to talk to their teachers for the class(es) they will be missing too.

## Out of Town Tournaments

Coaches will be reimbursed for any out of town (50 km+ from Medicine Hat) tournaments they attend. Accommodation, meals, and mileage allowance will be provided.

## Professional Development

It is in the best interest of the student athletes to have coaches who are well trained. In support of this, coaches will be given approval for professional development by the administration. Please approach administration in regards to what, where, when, and cost.

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### Guidelines for Parents

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- Support the team, the players, and the coach(es).
- Help your child to follow and uphold the Notre Dame Academy School athletes' guidelines for participation.
- Support the goals of sportsmanship and help bring pride and respect to your child and Notre Dame Academy School.
- Support your child's role on the team, even if you don't understand his/her position on the depth chart. In the event of concerns, follow the "24 hour rule."
- Call and set up an appointment with the coach 24 hours after the incident has occurred.
- Resolution, not confrontation is the best approach.
- Please do not confront a coach before or after a game or practice. These can be emotional times for both the parent and the coach, and our coaches are instructed to walk away from such situations.

## Location of Schools

- Medicine Hat High School, 200-7 Street SW
- Alexandra Middle School, 477-6 Street SE
- Notre Dame Academy, 646 Spruce Way SE
- Crescent Heights High School, 1201 Division Ave NE
- Dr. Roy Wilson Learning Centre, 751 Strachan Road SE
- Parkside School, 209-2 Street SE, Redcliff
- Medicine Hat Christian School, 68 Rice Dr SE
- Irvine School, 89 Brock St, Irvine
- Seven Persons School, 300-3 Street, Seven Persons
- CAPE School, 201-5St SW

## Communication

The method of communication is different with each coach for players and parents, so please be aware of the vehicle used for this communication.

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### Coach & Athletic Director Responsibilities

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The school administration and athletic director will work together with coaches to help maintain organization and consistency of communication and team information.

## Coach Responsibilities

1. Team Information Sheet which includes:
  - Player names, warm up shirt sizes, jersey number, parent name, parent phone contacts, and requested receipt
2. Tournament Information:
  - Provide tournament information for preparation of school cheques (school name, location, date, and fee are needed)
3. Team Budget which includes:
  - Coach expenses (sub day, travel & accommodation expenses), jersey replacement, team party, tournament fees, possible equipment, and possible minor official costs
4. Tryout Communication:
  - Initial letters provided to all parents to take home for parents
  - Selecting the team: coaches will communicate with the players in person through a letter of “congratulations” for being selected or “thank you” for your participation.
5. Parent Communication:
  - A player/parent letter will be sent home before the 1<sup>st</sup> practice requesting a parent meeting after the 1<sup>st</sup> practice
  - Items of discussion: player expectations, transparency of budget, tournament expectations of parent involvement, and completion of necessary forms

- Parent Volunteers: must follow AP 490 (Volunteer Form and Criminal/Youth Intervention Checks) [Administrative Procedure 100 \(mhcbe.ab.ca\)](http://mhcbe.ab.ca)
6. Tournament Budget (optional):
- Expenses: officials, gym rental, medals and banners
  - Profits: tournament fee, concession, 50/50, door charge and/or other fundraising activities

## Athletic Director & School Administration Responsibilities

- All budgets will be approved by School Administration
- All team tournament cheques will be requested by the Athletic Director or School Admin
- Cheques need to be requested before the end of Wednesday (only written on Friday)
- Athletic Director will create a “master schedule” of practices, games, and tournaments for ALL teams which will be placed in the NDA gym and school website, and provided to all coaches for players.
- Verify the collection of player names, warm up shirt sizes, jersey number, parent name, and parent phone contacts.