

## ATHLETIC POLICY HANDBOOK

### PHILOSOPHY OF ATHLETICS

Interscholastic athletics is a very important part of the total educational program at Catholic High School. The purpose of athletic activities is to promote an opportunity for the student-athlete to learn and grow in ways not available in a traditional classroom setting.

One of the most important elements in a successful athletic program is morale. The effect of a player's actions and attitude upon team morale is the greatest means of his worth to the squad. It is our belief that discipline, well-earned pride, and a high degree of commitment contribute to gaining morale.

The following guidelines are established based on our philosophy of athletics at Catholic High School:

1. Education comes first. Athletics should enhance one's academic progress.
2. The student-athlete should always conduct himself/herself in a true Christian manner.
3. Emphasize involvement. The more people we can involve in athletics, the greater contribution we can make in the development of better citizens.

### INTRODUCTION

Athletics play an important part in the lives of many high school students. The purpose of sponsoring athletic teams is to train youth in the ideals of wholesome competition and true sportsmanship. Catholic High School sponsors football, cross country, volleyball, basketball, powerlifting, soccer, indoor track, track and field, baseball, softball, tennis, golf, swimming, gymnastics, cheerleading and dance team. CHS is a member of the Louisiana High School Athletic Association for all high school sports programs.

This handbook is designed to address athletic policies such as:

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|----------------------------------|--------------------------------|
| I. Student Policies              | V. Athletic Lettering          |
| II. Training Rules & Regulations | VI. Athletic Awards            |
| III. Eligibility                 | VII. Middle School Athletics   |
| IV. Try - Outs                   | VIII. Coaches Responsibilities |
|                                  | IX. Agreement Contract         |

## I. **ATHLETIC DEPARTMENT STUDENT POLICIES**

1. Students and/or parents who have a concern regarding decisions made by a coach should adhere to the following chain of command: (1) Coach of Team (2) Head Varsity Coach of Team (3) Athletic Director (4) Principal.
2. Education is first. This **MUST** be stressed at all times. All athletes must meet scholastic requirements as outlined by LHSAA and the CHS Student Handbook.
3. Discipline is a prime factor in any athlete's success – off the field, on the field, in the locker rooms, on trips, and in school.
4. Athletes must realize that while they have the privilege to be an athlete with that privilege comes responsibility. CHS athletes are expected to set an example for the rest of the student body regarding behavior and cooperation.
5. An out of school suspension from school will result in the student-athlete not being allowed to participate in practice and the next scheduled athletic competition.
6. Athletes are required to attend all practices and games unless authorized by the coach or administration. Unauthorized absences from practice or game will result in coaches' disciplinary action based on their team rules.
7. Injuries of any kind must be reported to the coaching staff. This should be done before visiting a doctor except in an emergency. Athletes who have the school's supplemental insurance policy are responsible for filling out an accident report within 24 hours from time of accident. The athlete must turn in report to Catholic High before an insurance claim will be submitted to insurance company. An injured player will not be able to participate in any practices or games until the Head Coach or Athletic Director receives written proof from doctor stating that player has been cleared.
8. A player removed from the squad for disciplinary reasons or who quits will not be able to go out for any other sport until the sport he/she was removed from or quit is completely finished. Any extenuating circumstances will be ruled on by the Athletic Director.
9. There will be no foul or profane language at any time – sportsmanship is a "must" for all athletes. At no time is a player to argue with an official or show disapproval of a call by throwing a bat, jumping up and down, slapping a chair, or so on. A player is **NEVER** allowed to leave the bench and go on to the playing field or court to join a scuffle. Such offenses are serious and will be handled accordingly.
10. Loyalty is a "must" item for all athletes. This includes loyalty to players, teachers, coaches, and our school. Any complaints should be referred to the coach. (see #17)
11. No one should be allowed in any athletic facilities without being supervised by a coach or faculty member.
12. Athletes will not be allowed to ride home from any away events with parents without the permission of the head coach.
13. Lock up all valuables every day.

14. Anything not covered in the Athletic Department Policies Handbook will be left to the judgment of the Athletic Director and the Principal.
15. Each athlete is required to pay a \$75.00 athletic fee per sport that he/she participates in and a \$125.00 athletic fee for participation in football. Athletes in Middle school pay \$65 and for football \$115. This fee is nonrefundable.
16. All athletes' grades will be monitored at every grading period by the head coach of each sport. Once an athlete falls below "C" average, the coach will monitor that student weekly. Disciplinary action by the coach may result.
17. Any negative rhetoric from an athlete said publicly or posted on social media will be met with severe disciplinary action not limited to being removed from the sport that the individual is participating.
18. Athletic PE is a requirement for all athletes participating in football, volleyball, basketball, baseball and softball. Only the CHS counselor may mandate otherwise due to a graduation issue.

## **II. TRAINING RULES AND REGULATIONS**

### **Smoking, Alcohol, Drugs**

#### **First Offense:**

A first offense will result in competition suspension and further disciplinary action administered by the respective head coach and will be appropriate for the seriousness of the offense.

#### **Second Offense:**

A second offense will result in being suspended from the team for the remainder of the season.

#### **Third Offense:**

A third offense will result in the athlete being suspended from all sports for 365 days.

### **TRAINING RULES ARE IN EFFECT 365 DAYS A YEAR**

All training regulations go into effect the first day the final roster is made for each sport. At all times, school policy supersedes athletic policy.

**EACH SPORT MAY HAVE TEAM SPECIFIC RULES. THESE RULES WILL BE DISTRIBUTED BY THE HEAD COACH OF THE TEAM.**

## **III. ELIGIBILITY**

To be eligible for high school athletic competition you must:

1. Meet the standards set forth by LHSAA regarding enrollment, age, and scholastic requirements.
2. Have passed 6 LHSAA approved high school subjects with a minimum "C" average. By the end of the first semester, a student must have passed at least 6 subjects that count toward graduation and earned a "C" average in all subjects pursued in order to be eligible for interscholastic athletic participation for the second semester. At the end of the school year and/or prior to the start of the next school year, the grades of the student-athlete will be evaluated again for eligibility purposes. At that time a student must have passed at least 6 subjects that count toward graduation and must have earned at least a "C" average in all subjects taken during the school year.
3. Individuals who earn a "C" average will be put on an academic watch list. Each head coach will monitor his or her athletes' progress weekly. If the athlete does not show improvement, the coach can suspend the athlete until academic improvement is shown (coaches' discretion).
4. Meet the requirements of the LHSAA transfer rule.
5. Have passed (current year) an LHSAA physical examination by a qualified physician.
6. Not take part in any branch of athletics not sponsored by the school while student-athlete is a member of a school team in that same sport.

Student athletes who compete interscholastically must meet eligibility requirements.

Middle School athletes must also follow league rules towards age and CHS eligibility requirements.

#### **IV. ATHLETIC TRY-OUTS**

One of the most important elements in a successful athletic program is student involvement. The more people involved in athletics, the more morale and pride we will have within the student body. All students are encouraged to try-out, and each will be given a fair chance to make the team. We will have junior varsity and freshman programs when enough participation warrants.

In taking on this difficult task, the coaches will follow the guidelines below:

1. Have a meeting to inform students of the following:
  - a. Time and place of try-outs
  - b. Criteria on which the athlete will be evaluated
2. Evaluate athletes for a minimum of 2 days.
3. Meet with athletes or post the list of who made the team.

Middle School students may try-out for a varsity sport with the coach's approval. If they do not make the varsity, they may play a junior high sport, but not be a junior varsity player. Exceptions are made only if there are not enough players to field a team. This must be approved by the Athletic Director and Principal. Sports that have tryouts more than two months before the opening of that sports season will have a "second tryout" for possible new players. Any player who made the team in the previous tryout does not have to try out again.

# Varsity Athletics

## V. Lettering Criteria

### General Requirements

All Catholic High students will be given the opportunity to earn a letter jacket either by participation in a single sport or a combination of sports. The following system will enable students (including managers, trainers, statisticians, and student video camera operators) to be rewarded for their loyalty and hard work during their entire high school career as well as for their athletic ability in various sports.

### Certificate of Participation

Students may earn a **Certificate of Participation** by being a member of a team for an entire season. They must adhere to all team rules and regulations including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach of that particular sport.

- Two Certificates of Participation in any one sport sponsored by CHS will be considered the same value as a varsity letter. Lettermen's jackets will be awarded during the junior or senior year to those students who qualified.

## Varsity Letter Requirements for Team Sports

Catholic High School students may earn a varsity letter in any sport by meeting the following criteria.

### Baseball

Any member of the Varsity Baseball Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in at least 50% of the scheduled contests for the entire season to be eligible for a varsity letter.
- Participation in this sport will include activities such as pinch runner, pinch hitter, bull pen catcher, and other contributions as defined by the head coach.
- Relief pitchers are an exception. Any pitcher with 4 or more decisions shall letter.
- Managers may letter after one season if they perform their duties.
- Statisticians must participate 1 year before they can letter.

## **Basketball**

Any member of the Varsity Basketball Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in at least 50% of the scheduled contests for the entire season to be eligible for a varsity letter. Coach's discretion can be used in determining who letters.
- Managers/Statisticians may letter after one season if they perform their duties.

## **Cheerleading**

Any high school member of the Varsity Cheerleading Squad may earn a varsity letter by being a member of the squad for an entire season. Squad members must adhere to all team rules and regulations, academic requirements, training rules, practice requirements, and any other requirements established by the cheerleader moderator.

- In addition to meeting the normal requirements as established by the moderator, members must attend summer camp to earn a varsity letter.
- Candidates for a letter in cheerleading must be on the varsity squad and at least a sophomore. In order to earn a letter, the cheerleader must be on the varsity squad for one year and have been member of the varsity, middle school, and/or junior varsity squads for two consecutive years.

## **Cross Country**

Any member of the Cross Country Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate at the varsity level in at least 50% of the scheduled contests for the entire season with more weight given to scoring in the district, regional, or state meet to earn a varsity letter.
- Managers may letter after 2 seasons if they perform their duties.
- Statisticians must participate 2 years before they can letter.

## **Dance Team**

Any member of the Dance Team may earn a varsity letter by being a member of the team for the entire season. They must adhere to all team rules and regulations, including academic requirements, training rules, practice requirements, and any other special requirements established by the dance team moderator.

- Dance team activities for lettering consideration shall run from June to April.
- In addition to meeting the normal requirements as established by the moderator, members must attend summer camp and participate in national competition to earn a Varsity Dance Team letter.

### **Football**

Any member of the Varsity Football Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in at least 50% of the scheduled contests for the entire season to be eligible for a varsity letter.
- Managers and Statisticians may letter after one season if they perform their duties.

### **Golf**

Any member of the Varsity Golf Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in at least 50% of the matches or the district, regional, state championships to be eligible for a varsity letter.
- All members who have met the general criteria will receive a varsity letter if the team wins the state championship.
- Coach's discretion can be used in determining lettering requirements.

### **Gymnastics**

Any member of the Gymnastics Team may earn a letter by being a member of the team for an entire season. They must adhere to all rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in the State Gymnastics Meet to be eligible for a varsity letter.
- All members who have met the general criteria will receive a varsity letter if the team wins the state championship.
- Coach's discretion can be used in lettering athletes.

### **Indoor Track**

Any member of the Indoor Track Team may earn a letter by being a member of the team for an entire season. They must adhere to all rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in the State Indoor Track Meet to be eligible for a varsity letter.
- All members who have met the general criteria will receive a varsity letter if the team wins the state championship.
- Coach's discretion can be used in lettering athletes.

### **Soccer**

Any member of the Varsity Soccer Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements established by the head coach.

- In addition, a member must participate in at least 50% of the scheduled contests for the entire season to be eligible for a varsity letter.
- Managers may letter after one season if they perform their duties.
- Statisticians must participate 2 years before they can letter.
- Coach's discretion can be used in determining lettering requirements.

### **Softball**

Any member of the Varsity Softball Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in at least 50% of the scheduled contests for the entire season to be eligible for a varsity letter.
- Participation in this sport will include activities such as pinch runner, pinch hitter, bullpen catcher, and other contributions as defined by the head coach.
- Relief pitchers are an exception. Any pitcher with 4 or more decisions shall letter.
- Varsity managers and statisticians may letter after one season if they perform their duties.
- Coach's discretion can be used in lettering athletes.

## **Swimming**

Any member of the Swim Team may earn a letter by being a member of the team for an entire season. They must adhere to all rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in at least 50% of the scheduled swim meets and participate in the State Swim Meet to be eligible for a varsity letter.
- All members who have met the general criteria will receive a varsity letter if the team wins the state championship.
- Coach's discretion can be used in lettering athletes.

## **Tennis**

Any member of the Varsity Tennis Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in at least 50% of the matches during the season and participate in the district, regional, and state meet to be eligible for a varsity letter.
- All members who have met the general criteria will receive a varsity letter if the team wins the state championship.
- Coach's discretion can be used in lettering athletes.

## **Track and Field**

Any member of the Varsity Track Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in at least 50% of the scheduled varsity contests for the entire season with more weight given to scoring in the district, regional, or state meet to earn a varsity letter.
- Managers may letter after 2 seasons if they perform their duties.
- Statisticians must participate 2 years before they can letter.
- Coach's discretion can be used in lettering athletes.

## **Volleyball**

Any member of the Varsity Volleyball Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, LHSAA rules, training rules, practice requirements, and any other requirements established by the head coach.

- In addition, a member must participate in at least 50% of scheduled contests to be eligible for a varsity letter.
- Varsity managers and statisticians may letter after one season if they perform their duties.
- Coach's discretion can be used in lettering athletes.

\*\*Special consideration will be given for injuries that keep a player from obtaining the required number of games.

\*\*\* Any member of a state championship team will automatically letter.

## **VI. Athletic Awards**

### **Baseball**

Team Captain  
Big Red

### **Basketball (Boys and Girls)**

Most Improved  
Outstanding Offensive Player

Outstanding Defensive Player  
Big Red

### **Cheerleading**

Most Improved  
Most Talented  
Big Red

### **Cross Country (Boys and Girls)**

Most Improved  
Outstanding Distance Runner  
Big Red

### **Dance Team**

Most Improved  
Most Talented  
Big Red

Big Red  
**Special Football Awards**

Press Box Award  
Tim Leblanc Award

**Football**

Most Improved  
Captains Award (2)

**Golf**

Most Improved  
Outstanding Golfer  
Big Red

**Soccer**

Girls  
Most Improved  
Outstanding Offensive Player  
Outstanding Defensive Player  
Big Red

Boys  
Most Valuable  
Most Improved  
Sportsmanship  
Big Red

**Softball**

Most Improved  
Outstanding Offensive Player

Outstanding Defensive Player  
Big Red

**Tennis (Boys and Girls)**

Most Improved  
MVP Tennis Player  
Big Red

**Track (Boys and Girls)**

Most Improved  
Outstanding Track Award

Outstanding Field Award  
Big Red

**Indoor Track**

Big Red  
Most Improved

**Volleyball**

Most Improved  
Most Valuable Player  
Big Red

**There will not be any ties for these awards. Ties will be broken by the Head Coach.**

## **Special Athletic Awards**

### **Catholic High School Scholar Athlete Award**

This award is presented to one boy and one girl on awards night. The student/athlete must be an honor graduate with at least a 3.6 GPA and have lettered in two varsity sports as a participant his/her senior year.

### **Jeff Sargent Memorial Scholarship**

Each year, \$2,000 is given in the form of the Jeff Sargent Memorial Scholarship to a junior going into his/her senior year. At the end of March, the Development Director will ask the tennis and track coaches to submit the names of their athletes who exemplify all of the qualities that Jeff demonstrated: high morals, character, dedication, drive, kindness, caring, etc. Along with the list of names will come a brief explanation of why the coach feels each nominee is deserving of the honor.

These submissions will be given to the Sargent family for their final selection. On awards night, Katelyn Sargent will present the plaque (purchased by CHS Development/Endowment) and scholarship to the recipient.

### **Brock Delcambre Memorial Award**

Each year a monetary award in the amount of \$1000.00 is presented to a graduating senior football player at the Football Banquet. Selection should be based on exemplification of the following characteristics that Brock demonstrated: high moral character, "TEAM" mentality, positive attitude and pride in Panther football, consideration for teammates and peers, commitment to family and school, dedication to sport and studies, and a loving spirit and respect for fellowman.

### **Tim LeBlanc Memorial Award (The Right Stuff Award)**

The Tim LeBlanc Memorial Award, better known as the, "Right Stuff Award," is given to a senior football player that is not necessarily the best athlete on the team, but who is that special player that always gives 100%. He is a team player who always does what is expected of him by the coaches. He is that athlete that believes in himself and his teammates and is always there to pump-up and encourage the team when times get tough. He is the "Heart" of the team. He is the "Right Stuff."

**FUNRAISING** All sports at CHS have specific avenues in order to raise money. Fundraisers for athletics are listed below. There will be no solicitation of funds for any sport outside of these approved fundraisers.

Big Red Golf Tournament: Football

Hit-a-thon/tournament: Baseball

Bayou Blowout: Softball

Lift-a-thon: Powerlifting

Clay Shoot: Basketball, soccer, softball, track, golf, tennis, cheer, and dance.

**Uniforms and Athletic apparel/logos:**

All official CHS uniforms and Coaches apparel must be pre-approved by the Athletic Director and the Development Department. Also, any school logo used must be pre-approved.

## VII. MIDDLE SCHOOL ATHLETICS

### PHILOSOPHY

- To encourage as many students to play as possible.
- To teach fundamentals through drills in a motivating and positive way.
- To build self esteem in all players.
- To teach young athletes a winning attitude through teamwork as well as how to accept losing.
- To give all players a positive experience so that more players will try-out for the high school team.
- **CHS teams will always enter a contest with the intent of doing its best to WIN. Coaches will try to play as many players as possible keeping the goal of winning in mind.**

### CUTTING

We will try to avoid cutting if possible. Some sports must cut, so we will follow the high school try-out rules to determine the teams. There are limits to the number that a coaching staff can teach efficiently, so cutting is inevitable. The coach will determine the number of students on the team, with the assistance from that sport's high school head coach.

### COACHES

Volunteers will coach many of our middle school teams. These coaches will work with the high school head coaches to develop the best possible program they can build. Remember, a good middle school program does not mean winning every game. Participation is more important at this level. Any volunteer who coaches must understand this philosophy and be willing to work towards Catholic High's goals. If a volunteer does not want to follow these rules, then he/she should not volunteer to coach. Any volunteer coach must be Safe Environment Certified before he/she can help coach a team. The Head Coach of the sport is responsible to make sure this requirement is met.

## VIII. CHS COACHES RESPONSIBILITIES

- Management of your sports budget and agency account.
- Participation in the Athletic Department Golf Tournament.
- Distribution and collection of team uniforms and equipment.

- Reservation of transportation and facility usage through the facility coordinator.
- Attendance at monthly Athletic Department meetings.
- Attendance at all District meetings.
- Submission and maintenance of a working roster of the team. A list of players, coaches, and support personnel is to be turned in to the athletic secretary at the start of the season, as well as the conclusion of the season.
- Notification of training rule infractions to Athletic Director. (Head Coaches).
- Management of their high school and middle school coaching staffs. (Head Coaches).
- Coordination of your sport's middle school program. (Head Coaches).
- Coordination of practices and games for athletes participating in two sports at one time. (Head Coaches).
- The following paperwork must be complete before a student is eligible for athletic participation: LHSAA Physical form, LHSAA Athletic Participation form, LHSAA Substance Abuse/Misuse Contract, and a CHS Medical Release. This paper work can be obtained from the athletic secretary or from the Catholic High Web site.
- If a player is injured during an athletic event and is taken to the emergency room, a member of the coaching staff will accompany the athlete to the hospital. NO EXCEPTIONS
- If a coach has a question or a problem, the following chain of command shall be followed: Head Coach, Athletic Director, Principal.

## **VOLUNTEER COACHES**

- Middle school coaches are invited and encouraged to attend the varsity workouts. Feel free to take notes and ask questions. The varsity staff is here to help in any way. Your team is our future.
- It is understood that disagreements and conflicts will occur. Problems should not be addressed in the stands, at work, or in the community. Matters of this type can destroy a program.
- Being a coach is no doubt a difficult job. Being a volunteer coach is probably even tougher. Many people have volunteered their help with all of our sports. So if you feel that you cannot coach within the above guidelines, then please let the high school head coach know and we will find a replacement

**Any situation not covered by this handbook will be dealt with and addressed by the administration as the situation arises.**

Please print, sign, date, and return this page to your head coach.

**IX. AGREEMENT CONTRACT**

**The administration and coaches of Catholic High School agree to the Athletic Handbook and its policies.**

I have read the athletic handbook that is posted on the Catholic High Web site. I understand the policies of the CHS Athletic Department and agree to adhere to the policies.

\_\_\_\_\_  
Athlete's Name (Print)

\_\_\_\_\_  
Sport(s)

\_\_\_\_\_  
Athlete's signature

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date