

# **St. Joseph Catholic Academy**

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[www.sjcalancers.com](http://www.sjcalancers.com)



**2018-2019**

**Athletic Handbook**  
for Athletes, Parents, & Coaches

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## 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 athletic program 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 an 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 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 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 play in the teams' first contest, all required athletic forms must be signed by both the parent and the student-athlete and returned to the Athletic Department. Also, state law requires a physical form or alternate year form is on file before taking part in any athletic activity, including conditioning and practice.

Thank you and I look forward to a great year.

Sincerely,



David Witthun  
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 him/her to develop to his/her 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 athlete not only to be coached in the intricacies of his/her individual sport but 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 athletes, the parents, the coaches, the Athletic Director, the President/Principal and the spectators, share, separately and together, in the realm of Catholic school athletic participation.

### **St. Joseph Catholic Academy Athletic Department "Athletic Chain of Command"**

Players / Parents ⇒ Assistant / JV Coaches ⇒ Head 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 (either assistant coach or 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 the 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 if 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 player has first spoken to the appropriate coach. In some cases, if the issue warrants, then 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:

1. Mental and physical treatment of your child;
2. Ways in which your child can improve; and
3. 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:

1. Playing time;
2. Tryout procedures/selection of team members;
3. Team strategy/play calling;
4. Performance of other student athletes;
5. Selection of captains; and
6. 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 question 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.

## **SCHOOL ATHLETIC POLICIES**

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

- Student-Athletes must be in school by the **start of the school day and for the remainder of the day** in order to participate in a GAME on the same day. In order to participate in PRACTICE he/she must be in school by **9:00 AM**. Extenuating circumstances are exempt.
- 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.**

**ALL student-athletes and at least 1 parent/guardian MUST ATTEND the “MEET AND GREET/MEET THE COACHES NIGHT” for the sport that he/she will participate in. Information on dates, times, and locations can be found on the school website at [www.sjcawi.org](http://www.sjcawi.org) or by calling the Athletic Department at (262) 654-8651 ext. 140 or ext. 133.**

### **KNOW THE RISKS (MANDATORY) / RISK MANAGEMENT VIDEO**

An important athletic department policy will be enforced. The rule is as follows – all student athletes (boys/girls) and at least one parent/guardian must view (once in a four year time span) a video entitled “RISK MANAGEMENT” and sign a viewing form/parental consent form. This is mandatory, if a student athlete wishes to participate in the St. Joseph Catholic Academy Athletic Program during the school year as well as succeeding years.

The video will be shown in spring for the fall sports and then at various times in early fall for the winter and spring sports. Please plan ahead so that you will not be prevented from participating in sports during the school year.

## **ATHLETIC BOARD**

The Athletic Board is comprised of the President/Principal and the 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 regarding 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 individuals responsible for the hazing. Hazing teaches mistrust and creates alienation.

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

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 awards based on achieving all of the following requirements:

### **Varsity Letter**

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

### **Junior Varsity Certificate**

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

### **Freshman Numerals**

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

### **Three Sport Athletes**

- Three sport athletes will receive a patch for their letter jackets for the first year and a chevron for each year thereafter.

## **Notes**

- For student-athletes who split time between levels and do not achieve the 50% rule at any level, the time at the higher level will be credited towards their JV certificate or Freshman Numerals.
- 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 AWAY 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.*” The form must be given to the Head Coach before student-athletes are permitted to ride home from an away contest with their parent/guardian. This form is available in the athletic office. Two important items to remember are parents may only take their own child and this only applies to coming home from away contests. All student-athletes must take the team bus to away contests.

## **ATHLETIC ASSOCIATION**

### **Mission Statement**

The St. Joseph Catholic Academy Athletic Association is a volunteer fundraising group which provides financial assistance to all of the young girls’ and young boys’ interscholastic 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 boys locker room; built equipment storage building; helped purchase cafeteria chairs; black topped west parking lot; motorized lifts for baskets; gym banners; provide ticket managers and gate keepers; 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; care and maintenance of practice field; and feeder school athletic banquets

### **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 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. St. Joseph Catholic Academy is a member of the Metro Classic Conference (MCC), which is one of the most competitive in the state.

The WIAA sets many rules and regulations in order to be eligible for participation in a sport. The WIAA website, [www.wiaawi.org](http://www.wiaawi.org), also provides the complete list for student-athlete eligibility. This list is also available in the Athletic Office.

## **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.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Forms are also available in the Guidance Office. This should be done in either their junior or senior year. Please complete this in a timely manner.

## **MEDICAL AND PARENT PERMISSION CARDS**

Medical and parent permission cards must be presented to the coach before you are allowed to practice. You may obtain these forms in the Athletic Office at St. Joseph Catholic Academy.

## **DIRECTIONS AND UPDATED SCHEDULE INFORMATION**

The easiest way to get directions to away events is by using the MCC website: [www.metroclassicwi.org](http://www.metroclassicwi.org)

Links to all St. Joseph Catholic Academy athletic schedules can be found at: [www.sjcalancers.com](http://www.sjcalancers.com). This website will provide updates regarding results, 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. Further, the student athlete understands that the coaches and administrators at St. Joseph Catholic Academy are acting in the best interest of the individual, the team, and the 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, religious 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 turf, 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 St. Joseph Catholic Academy Drug and Alcohol Policy.
- behave in an appropriate manner when riding on school 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. Uniforms and attire will be worn and personal appearances maintained in a manner that will bring credit to St. Joseph Catholic Academy.

## **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, the 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 philosophy.
- 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 #, year, height, weight, and position to be turned in to the athletic office the day after handing out uniforms.
- 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 practices and games).
- clean up the turf, gym, and surrounding area after practices and games.
- 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.
- call in game results to appropriate people and places. Varsity coaches must call the *Kenosha News* after every game.
- contact the Athletic Director to report conference games.
- call or email the Athletic office to give game results and scores after every game.
- 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.
- 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 a regular check of their academic and disciplinary standings, 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 drug use.
- establish a Christian tone by exchanging friendly greeting 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's progress and development, whether it is in person, or by electronic communication.
- 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 indulge in conduct that will incite student athletes or spectators against the officials, other spectators, or opposing players.
- not allow 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, the 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 programs. 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 himself 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 he will 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 from his team and others.
- 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 circumstances 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 drug 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 based on athletics alone.
- clean up the turf, 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 and report his evaluations to the Principal and President.
- 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, construction 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/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/Principal, is the foremost person responsible for supervising the athletic program. 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/Principal is important in order to demonstrate to students, coaches, and parents that they have the program's interests at heart, and concerned about young people, and are sincere in wishing them success and achievements.

The president/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 and 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 that Athletic Director and coaches set a professional tone for both practices and games.
- 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, or when student athletes are present.
- take an active role in the prevention of performance enhancing drug use.
- work with the Athletic Director and director of admissions to ensure that recruitment is based on identifying student athletes who fit within the academic and disciplinary standards and expectation of St. Joseph Catholic Academy.
- ensure that the Athletic Department is achieving competitive success.
- 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, inform the Board of Trustees in writing if a coach 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.
- 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)**

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

- The parents 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 the athletic 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 Christian values of our school.

The athletic administration at St. Joseph Catholic Academy supports the following positive expectations of parents. Parents 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 Christian 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 children 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.
- contribute to the St. Joseph Athletic Association. This includes volunteering to help with projects and committees.
- 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' meetings and read the Athletic Handbook.
- show respect to everyone involved in athletics - - the coach, 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 drug use.

### **Responsibilities of the Spectator(s)**

The athletic administration at St. Joseph Catholic Academy supports the following positive expectation of spectators. 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:

For the Coach

- Call in 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 turf, gym, and surrounding area.
- Check that all doors to the gym and surrounding area are secured before leaving the facility.

#### For the Athlete

- Complete any post-game team responsibilities
- Arrange for transportation
- Clean up team areas of the athletic facility, both home and away.
- Clean up the turf, 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.

### **SJCA PHYSICAL EXAMINATION CARD**

A physical examination card must be filled out by a physician and the parent/guardian and returned to the P.E. department prior to participation in P.E. classes. Please note that the card for this requirement is the same one used for athletic participation.

**If you intend to participate in athletics, the physical is not valid if taken before April 1.**

If you do not intend to participate in athletics, the physical may be taken anytime prior to participation in P.E. classes.

Any student who has not fulfilled this requirement will not be allowed to participate in P.E. classes and will thus receive a failing grade.

The physical examination cards will be available online at the school website at [www.sjcawj.org](http://www.sjcawj.org) under CAMPUS RESOURCES/PARENT/FORMS.

### **WIAA RULES OF ELIGIBILITY PHYSICAL EXAMS**

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

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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 remainder of that school year and following school year.
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Physicians may authorize Nurse Practitioners or Physicians Assistants to stamp this Physical Exam Card with the physician’s signature, or the name of the clinic with which the physician is affiliated.



## 2018-2019 High School Athletic Eligibility Information Bulletin

To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and KENOSHA-ST. JOSEPH CATHOLIC ACADEMY

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

**Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.**

These are WIAA eligibility rules, which are **current for the 2018-2019 school year**:

### AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

### ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances the schools requirements prevail and must be applied as written.

### ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

## **DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.
- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- J. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

## **DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).

- D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
- F. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for no-nvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

### TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Open enrolled and/or tuition paying students entering 11th grade are restricted to non-varsity opportunities for one calendar year.
- D. Open enrolled and/or tuition paying students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non-varsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11<sup>th</sup> grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to no-nvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- H. District policies with respect to intra-district transfer do not supercede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.
- I. Unless transfer, including an accompanying change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- J. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for non-varsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total move.
- L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.

- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

#### **PHYSICAL EXAMINATION and PARENT'S PERMISSION**

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and he/she must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A 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 remainder of that school year and the following school year.

#### **TRAINING and CONDUCT**

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.
- C. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- D. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.
- E. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.
- F. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- G. A school must provide an opportunity for the student to be heard prior to a penalty being enforced. If a student appeals a suspension, according to the schools appeal procedure, the student is ineligible during the appeal process.
- H. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

#### **AMATEUR STATUS**

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

- A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of cash or merchandise such as shoes, shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls, duffel bags, backpacks, watches, rings, billfolds, coupons, gift certificates, regardless of their value for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament.
- B. A student-athlete may receive awards for school achievement which are symbolic (non utilitarian) in nature – badges, certificates, trophies, medals, banners, ribbons, pictures, plaques, event T-shirts, event hats, game balls, unattached emblems, letters, season highlight DVD or video, e.g.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- D. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.

- E. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

### **SPORTS ACTIVITIES OUTSIDE OF SCHOOL**

Athletes may compete in not more than two non-school competitions with school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series).

- A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including "banditing") in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).
  - (1) This restriction applies to normal nonschool games as well as "gimmicks," such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
  - (2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.
  - (3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue nonschool training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, members of a school's team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- C. A student-athlete or his/her parents must pay the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.
- E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.
- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

### **USE OF STUDENT IMAGE**

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

***In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.***

## **CONCUSSION PROCEDURES 2018-2019**

SJCA Athletic Department and our training staff follow the NATA guidelines and the Vienna concussion conference recommendations and of course individualized treatment per each athlete.

Stepwise return to play:

- a. No activity and rest until asymptomatic
- b. Light aerobic exercise
- c. Sport-specific training
- d. Noncontact drills
- e. Full-contact drills
- f. Game play

Key recommendations:

- If an athlete shows concussion-like signs and reports symptoms after a contact to the head, the athlete has, at the very least, sustained a mild concussion and should be treated for a concussion. The writing team discourages the use of the term “ding” to describe even the mildest form of concussion.
- In addition to a thorough clinical evaluation, formal cognitive and postural stability testing is recommended to assist in objectively determining injury severity and readiness to return to play (RTP). The writing team strongly recommends that high schools, colleges and professional teams institute a testing program that incorporates baseline testing of athletes.
- Once symptom-free, the athlete should be reassessed to establish that cognition and postural stability have returned to normal for that player.
- An athlete with a concussion should be referred to a physician on the day of injury if he or she lost consciousness or experienced amnesia lasting longer than 15 minutes.
- A team approach should be used in making RTP decisions after concussion. This approach should involve input from the ATC, physician, athlete and any referral sources.
- Athletes who are symptomatic at rest and after exertion for at least 20 minutes should be disqualified from returning to participation on the day of the injury.
- Athletes who experience loss of consciousness or amnesia should be disqualified from participating on the day of the injury.
- Because damage to the maturing brain of a young athlete can be catastrophic, younger athletes (under age 18) should be managed more conservatively, using stricter RTP guidelines than those used to manage concussion in the more mature athlete.
- Any athlete with a concussion should be instructed to rest, but complete bed rest is not recommended.
- Because of an increased risk for future concussions, as well as for slowed recovery, athletes with a history of three concussions should be advised that terminating participation in contact sports may be in their best interest.



Children and teens with a concussion should NEVER return to sports or recreation activities on the same day the injury occurred.

They should delay returning to their activities until a healthcare professional, who is experienced in evaluating concussions, states they are symptom-free and okay to return to play.

This means, until permitted, not returning to Physical Education (PE) class, sports practices or games, or any other physical activities.

## What should I do if my child or teen has a concussion?

1. **Seek medical attention right away.** A health care professional experienced in evaluating concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).
2. **Help them take time to get better.** If your child or teen has a concussion, his or her brain needs time to heal. Your child or teen may need to limit activities while they are recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities - such as concentration and learning- should be carefully managed and monitored by a health care professional.

FOR MORE INFORMATION ABOUT CONCUSSIONS,  
VISIT [WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION) OR  
[WWW.WIAAWI.ORG](http://WWW.WIAAWI.ORG)

## New Wisconsin Law Regarding Concussion in Youth Sports...

On April 2, 2012, Wisconsin State law was amended to include Wisconsin Act 172 relating to concussions and other head injuries sustained in youth athletic activities. The law was effective immediately on April 2, 2012.

St. Joseph Catholic Academy Athletic Department is requiring all student athletes, parents, coaches, and athletic staff to comply with the new state law.

Wisconsin Act 172 was implemented to address concussion and head injuries in youth sports. It provides requirements on proper management of concussions when they occur, as well as the requirement to educate athletes, parents, and coaches about the signs, symptoms, and dangers of concussion as they relate to youth sports. This information sheet has been provided for the purpose of educating you and your athlete(s) on concussion, signs symptoms, and proper management of concussion when they do occur.

**FOR ALL SPORTS, PARENTS AND STUDENTS MUST SIGN A STATEMENT OF ACKNOWLEDGEMENT!**



Dear Parent/Guardian,

St. Joseph Catholic Academy School is currently implementing an innovative program for our student-athletes. This program will assist our team physicians/athletic trainers in evaluating and treating head injuries (e.g., concussion). In order to better manage concussions sustained by our student-athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed.

The computerized exam is given to athletes before beginning contact sport practice or competition. This non-invasive test is set up in “video-game” type format and takes about 15-20 minutes to complete. It is simple, and actually many athletes enjoy the challenge of taking the test. Essentially, the ImPACT test is a preseason physical of the brain. It tracks information such as memory, reaction time, speed, and concentration. It, however, is not an IQ test.

If a concussion is suspected, the athlete will be required to re-take the test. Both the preseason and post-injury test data is given to a local doctor or, to help evaluate the injury. The information gathered can also be shared with your family doctor. The test data will enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete. If an injury of this nature occurs to your child, you will be promptly contacted with all the details.

I wish to stress that the ImPACT testing procedures are non-invasive, and they pose no risks to your student-athlete. We are excited to implement this program given that it provides us the best available information for managing concussions and preventing potential brain damage that can occur with multiple concussions. The SJCA administration, coaching, and athletic training staffs are striving to keep your child’s health and safety at the forefront of the student athletic experience. Please return the attached page with the appropriate signatures. If you have any further questions regarding this program please feel free to contact David Witthun at 262-654-8651 ext. 140 or [dwitthun@sjcawi.org](mailto:dwitthun@sjcawi.org).

Sincerely,

**David Witthun**  
Director of Athletics

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[www.impacttest.com](http://www.impacttest.com)

# **TRAINING REGULATIONS/CODE OF CONDUCT**

## **Rules/Code of Conduct is Enforced Year Round for All 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, together with the physical education program, is provided for high school students at St. Joseph's in accordance with the Wisconsin Interscholastic Athletic Association 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 1<sup>st</sup> 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 1<sup>st</sup> 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. 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, a 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 the Athletic Board. However, a situation not covered by Section A may be acted upon by the Athletic Director or Coordinator 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). 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 (2 or more) from practices will result in being dismissed from the team. Excused absences 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, Christian 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 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 at 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:**

1. 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
  
2. Boys Only: Athletes and managers are to be well groomed. This means having a neat haircut being clean-shaven, and being properly dressed. Grooming must be according to *Athletic Department* rules (hair and side burns). 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.
  
3. 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 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 the 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.

**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.**

(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 Athlete may practice, but will not be able to participate in games).

**The 1<sup>st</sup> AND 3<sup>rd</sup> QUARTERS AND THE 1<sup>st</sup> AND 2<sup>nd</sup> SEMESTER GRADES SHALL BE USED TO DETERMINE ELIGIBILITY.**

**STUDENTS WHO ARE ACADEMICALLY INELIGIBLE ARE NOT ALLOWED TO PRACTICE OR PLAY IN GAMES DURING THE TIME OF INELIGIBILITY. THE ADMINISTRATION, ATHLETIC DIRECTOR MAY REMOVE STUDENTS/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 17<sup>th</sup> day of a 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 Metro Classic 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: Freshmen in the fall

**D. TRAVEL:**

Any members 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:**

1. 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).
2. Basketball – Playing in at least 50% of VARSITY games including regional games or playing in the state tournament finals (excluding regional games).

3. Cross-Country – Must score in 50% of the VARSITY meets or place in top 10 in state meet. (Minimum of 10 points is required to earn a letter.)
4. Football – A player must average at least one quarter per VARSITY game (5 scrimmage plays constitutes a quarter) or must play in the state playoff games. A player who is in 5 specialty plays shall constitute one quarter.
5. Golf – Playing in at least 50% of the VARSITY matches or playing in the state meet.
6. Managers and Statisticians – One year as VARSITY mgr./stats to earn a varsity letter.
7. Tennis – Playing in at least 50% of the VARSITY dual meets or playing in the state meet.
8. Track – Must average at least one point per varsity meet he/she competes in or score in over 50% of varsity meets.
9. Volleyball – Must average 2 games per VARSITY match or play in the state tournament.
10. Wrestling – Participation in at least 50% of the VARSITY events or score at least 1 point in the state tournament (excluding regional).
11. Soccer – Playing in a least 50% of the VARSITY matches or playing in the state match.
12. Cheerleaders – 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 moderator. Must participate in all athletic department fundraising and sponsored events.
13. Exceptional Cases – Discretion of Head Coach and Athletic Director. A letter may be awarded for the participation in the junior or senior year. Athletes must complete their season in good standing to be considered for any athletic award.
14. 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 in grades 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 second semester (Spring) of the school year will determine the eligibility status for the following school year's Freshmen, 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 grades 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 no 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 Dean of Students and/or 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 for that calendar week, (Monday to Monday) 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 Ds (including 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 (including D or D+) on his or her Grade Report.
- The Dean of Students/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 grade improves. 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 school is in session at St. Joseph Catholic Academy.
- Study hall will begin promptly at 7:15 a.m. and conclude at 7:45 a.m. 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 organizations or groups.

- 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**

<b>Spirituality</b>	<b>Humility</b>	<b>Generosity</b>
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.
<b>Respect</b>		<b>Acceptance</b>
We behave in a way that honors self and others.		We recognize and treasure our different God-given talents.
<b>Integrity</b>	<b>Accountability</b>	<b>Commitment</b>
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.