



# **Arrupe Jesuit Athletic Department**

## **Introduction to Athletics Handbook**

The Athletic Department is dedicated to the Jesuit mission of forming men & women for others. One of the Department's primary goals is cultivating the notions of commitment, prioritization, and communication in its participants. Prior to the start of the regular season, every potential participant is required to submit a team contract signed by the prospective player and family. While this document is unique to each program, it highlights the common understandings and policies held by every team in the Department. The following documents describe each of these in detail to increase transparency and accountability. The Athletic Department welcomes questions, comments, or concerns in order to facilitate proper understanding and execution of these policies.

### **Communication/Attendance**

1. Arrupe Athletics & Activities Calendar and MaxPreps inform families of upcoming events
2. ArrupeMail is the only acceptable form of communication from student to coach
3. Student-athletes submit an absences notification sheet (Form 2) prior to the beginning of the season
  - a. Unexpected events/absences must be communicated to coaches prior to missed time
  - b. The qualifications of an excuse absence are determined by the PD's discretion and outlined in the team contract (APX 2).
4. Three unexcused absences will result in athlete's dismissal from program
5. Detention/Seventh Period/Make-Up Work
  - a. Student-athletes are the best and most visible example of Arrupe Jesuit. As a result, they are held to higher standards than their classmates. They are expected to be leaders on the field and in the classroom.
  - b. Detentions and Seventh Period are unacceptable for participants in Arrupe Jesuit Athletics.
  - c. If a student has make-up work, he or she must coordinate with teachers to complete it outside of practice time. The flexibility of the faculty at Arrupe Jesuit allows for students to make appointments prior to school; during lunch or activity periods. After school meetings are almost certain to prevent a player from attending practice especially in the fall and spring when daylight is a consideration.

### **Eligibility**

1. Two week eligibility period (Wednesday A to Wednesday B)
2. Wednesday A = Warning Week Sheets (Form 6)
3. Wednesday B determines eligibility.
4. One F = No games; Two F's = No practice (Form 7)
5. Student may not regain eligibility until the next Week B
6. Multiple ineligibility periods will result in permanent loss of eligibility



# **Arrupe Jesuit Athletic Department**

## **Transportation**

1. Coaches are required to submit bi-weekly transportation plans summarizing need, bus rosters (APX 3), drivers, and waivers (Form 3).
  - a. All student-athletes must ride Arrupe Jesuit transportation to athletic events unless a transportation waiver has been filed with the athletic department two weeks prior.
  - b. Parents and pre-approved guardians (Form 4) may pick up their child from events provided they sign the daily bus roster.
  - c. Student-athletes are accountable for the care of school-sponsored transportation.
  - d. Coaches are required to wait with students until a parent or guardian has safely picked up their child.
2. CWSP & Athletics
  - a. Fulfillment of student responsibilities in the Arrupe Jesuit Corporate Work Study Program takes precedence over athletics.
  - b. Athletes are not permitted to leave work early.
  - c. Independent travel on game days may be coordinated in advance of a student work day. (Form 3)
  - d. Students should not personally negotiate special consideration from the CWSP sponsors. Any deviation from CWSP policy must be coordinated by the school's CWSP office.

## **Forms/Notifications/Appendices**

Form 1 – Parent/Student Athletic Contract

Form 2 – Absence Notification Sheet

Form 3 – Transportation Waiver (incl. CWSP signatures if applicable)

Form 4 – Authorization for Alternate Adult Pickup

Form 5 – Uniform Checkout Sheet

Form 6 – Warning Week Academic Planning Sheet

Form 7 – Loss of Academic Eligibility Notice

Form 8 – Loss of Athletic Eligibility Notice

APX 1 – Tryout Registration Form Example

APX 2 – Team Contract Example

APX 3 – Bus Roster Example

APX 4 – Off-season Commitment Sheet Example



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## Communication & Attendance Policy

Success in athletics is based on the commitment to a healthy priority structure surrounding an activity. As a result, these skills are one of the primary concerns of the Athletic Department. Balancing participation in activities along with academics, CWSP responsibilities, and family commitments is an excellent developmental process for success in a student's future.

### **Pre-Season Responsibilities**

Prior to the start of the season, participants must submit, along with their team contract, the following forms:

*Parent-Student Athletic Contract (Form 1)* – By signing this document, both parties acknowledge having read the Arrupe Jesuit Athletic Department policies. By submitting this document, they agree that the student's participation is based on successfully abiding by these policies.

*Absence Notification Sheet (Form 2)* – In order to effectively plan transportation, practices, and line-ups, families need to notify the department of planned absences such as CWSP work day, family events, pre-collegiate responsibilities, and other large events. This list should cover any day the student-athlete might miss with the exception of unforeseen emergencies.

Once every participant has submitted these documents, the Athletic Department will make the any necessary adjustments to the calendar. With the exception of weather-related changes, the calendar for student-athletes and their families will remain unchanged for the duration of the season. Student-athletes are therefore expected to attend every team-sponsored event until the conclusion of the season. Three unexcused absences will result in dismissal from the team and a loss of eligibility to participate in Arrupe Athletics programs.

### **Mid-Season Responsibilities**

If there is a need for a mid-season change, the Athletic Department mandates that coaches will communicate with players via ArrupeMail and Google Calendars. Families are welcome to join the group that receives emails. However, all changes will be posted on the Athletics & Activities calendar available under the Athletics tab on the school website: [www.arrupejesuit.com](http://www.arrupejesuit.com). It is the responsibility of student-athletes to make themselves aware of these changes and communicate them to their families.

If an unforeseen event occurs during the season, the student-athlete must contact their coach and head of program immediately via ArrupeMail. The Athletic Department recognizes that some things are outside the control of a student-athlete. However, the category of excused absences is limited and narrowly defined within the team contract. Regardless of acceptability, it is the responsibility of the student-athlete to communicate these events prior to occurrence if at all possible. School-sponsored email is the only acceptable form of communication between a student-athlete and his/her coach. If there is a significant change in the life of a student-athlete or family that affects the ability to fulfill the responsibilities outlined in the Parent-Student Athletic Contract, this change must be communicated immediately.



# **Arrupe Jesuit Athletic Department**

## **Detention/Seventh Period/Make-Up Work**

Student-athletes are the best and most visible example of Arrupe Jesuit. As a result, they are held to higher standards than their classmates. They are expected to be leaders on the field and in the classroom.

Detentions and Seventh Period are unacceptable for participants in Arrupe Jesuit Athletics. If unfortunate circumstances occur, detentions can be served during lunch and activity period.

If a student has make-up work, he or she must coordinate with teachers to complete it outside of practice time. The flexibility of the faculty at Arrupe Jesuit allows for students to make appointments prior to school; during lunch or activity periods. After school meetings are almost certain to prevent a player from attending practice especially in the fall and spring when daylight is a consideration.



# Arrupe Jesuit Athletic Department

## Eligibility Policy

While academics and Arrupe Jesuit's CWSP always come first, student-athletes are expected to make adjustments in order to prioritize practice and game times. Upon joining an Arrupe Jesuit athletic team, the student-athlete agrees to be present for all team activities. As a result, all academic work should take place outside of the time reserved for the team. Group projects, retakes of assessments, clubs, and teacher meetings should be scheduled on the student's own time. If she is not able to properly manage academic responsibilities, the academic eligibility policy may apply.

The Arrupe Jesuit Athletic Department operates on a two week eligibility policy. Week A serves as a warning week to allow athletes time to remedy any academic issues. Week B determines eligibility for the following two weeks. Every Wednesday morning, the Vice Principal takes a snapshot of the grades. Based on this picture, the Athletic Director distributes forms during the next available lunch period.

**Week A:** When grades are pulled on the first Tuesday of the cycle, there are no consequences attached.

However, any student-athletes earning a D or F will receive an academic eligibility warning (Form 6). This form requires an athlete to meet with teachers and develop an academic plan to raise her grades. Once this is complete, the athlete must present the form to her coach.

**Week B:** If a student-athlete is unable or unwilling to raise his academic standing by the following Wednesday, he will receive a loss of academic eligibility notice (Form 7). This form must be signed by the parents or guardians of the student-athlete then returned to the Athletic Director. Once declared ineligible, an athlete will remain so until at least the next Week B snapshot. She may not regain eligibility any sooner, regardless of how soon she brings her grades to passing levels.

If the student-athlete is failing one class, he is not eligible to participate in games only until the next Week B Wednesday. He is still expected to attend all team functions including study hall, practice, and games.

If a student-athlete is failing two or more classes, he is not eligible to participate in all athletic activity until the next Week B Wednesday. While still a member of the team, he will not be permitted to practice, play in games, or spend time in the gym. The expectation is that the student-athlete is spending all discretionary time working hard to bring his grades up in order to rejoin the team as soon as he is able.

A student-athlete found to be ineligible for any two terms during the season will be removed from the program. This violation of the Parent/Student Athletic Contract (Form 1) will cause a revocation of the student's athletic eligibility. The Athletic Director will send a notice (Form 8) to the student's home notifying the family.



# **Arrupe Jesuit Athletic Department**

## **Transportation Policy**

The Arrupe Jesuit Athletic Department requires participants to use school-sponsored transportation to all practices and games. In order to accommodate all student-athletes in their programs, coaches develop transportation plans and bus rosters (APX 3) up to a month prior to mandatory events. If a student-athlete must utilize alternate transportation, he/she must submit a signed transportation waiver (Form 3) no later than two weeks prior to the event. This form requires the approval of the Arrupe Jesuit Corporate Work Study Program when applicable. See below for further details.

As the main beneficiaries of school-sponsored transportation, student-athletes are responsible for the care of these vehicles. If a team leaves a vehicle in worse shape prior to their usage, it will be unable to utilize school-sponsored transportation until the team remedies the issue.

Parents and pre-approved guardians may pick up their child from off-site events if they sign the daily bus roster, releasing the school of responsibility. Primary caregivers may authorize other adults to transport their student-athlete by submitting Form 6. Unless this form is on file, student-athletes must ride school transportation. Once school-sponsored transportation returns to the school, coaches are required to wait with students in the main foyer of the school until he/she is picked up. Timeliness in both arrival and departure times is an expectation.

### **Driver Responsibilities**

- 1) Utilizing the bust roster forms (APX 3), program directors or coaches should reserve transportation two weeks in advance for all off-site practices, games and activities.
- 2) When checking out the reserved vehicles, the designated chaperone should acquire the keys and log book directly from the athletic director. In the appropriate log, he or she needs to sign out the vehicle for that date and do the pre-trip inspection.
- 3) The chaperone must have a spreadsheet detailing which students will be riding both to and from the event.
  - i) Only students who have previously submitted an approved transportation waiver (Form 3) are excused from riding school transportation to or from a school-sponsored event.
  - ii) If the parents/guardians of a student attend the event and wish to take their student home directly, they must sign the bus roster (APX 3). Students cannot just tell the chaperone that he/she will be riding with someone else.
  - iii) Only adults from the pre-approved list (Form 4) are eligible to transport the student. It is not acceptable for a student to tell the chaperone that it is okay.
- 4) Upon return to the school, the passengers on the bus are required to put the vehicle back in the state in which it was checked out. The chaperone should go through the post-trip checklist to ensure the vehicle is up to code.
- 5) If a vehicle is found to be lacking in preparedness for its next trip, the team/group that most recently checked it out will be responsible for thoroughly cleaning all of Arrupe Jesuit's vehicles. This team/group will not be permitted to check out vehicles until this process is complete.
- 6) Only after all students have been safely returned to their families, chaperones should return the keys and log book to the athletic director's office.



# **Arrupe Jesuit Athletic Department**

## **Arrupe Jesuit Athletics and CWSP**

The Arrupe Jesuit Athletic Department strives to teach student-athletes a healthy priority structure regarding work commitments and choice activities. To reinforce this message, student-athletes must fulfill all of their Arrupe Jesuit CWSP responsibilities prior to participation in athletics. Student-athletes are not permitted to leave work early to attend practices or games. If a parent/guardian would like to directly transport their child to a game, arrangements must be made through the Arrupe Jesuit Corporate Work Study Department. Student-athletes must start this process by submitting a transportation waiver (Form 3) no less than two weeks in advance of their work day.

As noted in CWSP policies, student workers are not permitted to negotiate their work schedule directly with Arrupe Jesuit's corporate partners. All communication must originate in the Corporate Work Study Department.