

**BISHOP EUSTACE PREPARATORY
SCHOOL
PENNSAUKEN, NEW JERSEY**

STUDENT/PARENT ATHLETIC HANDBOOK



Bishop Eustace Preparatory School
5552 Route 70
Pennsauken, NJ 08109
856-662-2160

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MISSION STATEMENT OF BISHOP EUSTACE PREPARATORY SCHOOL

Within the Catholic tradition, Bishop Eustace Preparatory School (“Bishop Eustace”) – a private, four year, co-educational academic environment – promotes the lived philosophy of St. Vincent Pallotti, the founder of the Pallottines. The mission of the school, through the collaboration of clergy, religious and laity, is to prepare all students to realize their unique potential through spiritual growth, Christian service, education, and personal development. By fostering self-discipline, integrity, cooperation and responsibility among our young men and women, Bishop Eustace ensures that students will become productive citizens in a diverse, challenging, and evolving world.

INTRODUCTION

These rules and regulations in this Athletic Handbook are a supplement to the Bishop Eustace Parent/Student Handbook and imply full compliance with the rules set forth in it. All rules apply equally to members of the boys’ and girls’ teams. Policy matters not defined in this Athletic Handbook or the Parent/Student Handbook will be handled at the sole discretion of the administration.

Additions to and/or changes in the athletic policy announced orally or in writing by the administration at any time during the school year constitute a part of this Athletic Handbook to which the student athlete and parents are bound. All policy changes announced orally will be circulated thereafter in writing by the Director of Athletics.

For schedule and weather updates: Please access Bishop Eustace’s web site at www.eustace.org or follow our twitter account @BEP Crusaders.

GENERAL INFORMATION

Bishop Eustace is part of the **Olympic Conference** and is designated as a **B Non-Public South** School for the NJSIAA competition. Bishop Eustace competes in the **National Division** of the Conference. Crusader teams also face schools in the American and Patriot Division of the Conference and selected schools in other Conferences. For instance, the Indoor Track teams participate in meets run by the **South Jersey Track Coaches Association**; the Swim teams compete in the **South Jersey Interscholastic Swim League**; and, the Football team competes in the **West Jersey Football League**.

I. PHILOSOPHY OF ATHLETICS

Bishop Eustace believes that an interscholastic athletic program will provide opportunities for students to develop their talents in a well-organized manner under the guidance of competent coaches. By maintaining more than just a varsity level team in most sports, the

opportunity exists for a large number of students to participate in athletics while developing skills useful in future endeavors.

Because of the high interest of spectators in the outcome of athletic contests, sports provide an opportunity to express our educational philosophy to the entire Bishop Eustace Community and beyond. Mindful of both the positive contribution of athletics as well as the potential for undesirable consequences, Bishop Eustace hereby sets forth the goals of our Athletic Program.

- A. To recognize and support the role of athletics in serving as an example of our Christian lifestyles
- B. To give public witness to our school's belief in the development of the whole person; spirit, mind, and body, by competing with full positive effort, self-control, and exemplary conduct
- C. To supplement the academic program by providing for the development of physical skills and personal character
- D. To provide an opportunity for students to learn the value of hard work, discipline, self-sacrifice, and teamwork
- E. To conduct a sports program in accordance with the letter and the spirit of the rules and regulations of our school, the Olympic Conference, the NJSIAA and other Athletic Associations to which our school belongs.
- F. To achieve these goals, the student athlete, coaches, and administration will work together to abide by the regulations of the sports program. By adhering to high ethical standards, we will maintain the best possible climate for personal growth, spirited competition, and loyal community support

II. **ATHLETIC CODE OF CONDUCT**

The athletic program at Bishop Eustace Prep has as its primary objective the development of self-discipline, a spirit of cooperation, good citizenship and respect for rules and authority. We seek to instill in our students, principles of justice, fair play, and good sportsmanship within a Christian environment.

In order to accomplish these objectives, it is necessary to develop and maintain a team and school spirit that is based on Christian principles, discipline, and uniformity of goals. Certain regulations are necessary to prevent the disruption of team spirit. The benefits to be gained in the formation of personal character, initiative and teamwork will far outweigh any possible impairment of student right.

A. ATHLETIC COURTESY

Athletics should foster sportsmanship at all times. It is the privilege of each one of us associated with athletics to manifest our principles in our own actions. Failure to comply with these rules will result in expulsion from the team as well as further disciplinary action.

1. Visiting teams are guests of Bishop Eustace and are to be treated with respect and courtesy at all times.
2. The rules of the game are to be observed by all. Absolutely no unsportsmanlike conduct will be tolerated. Athletes ejected from a game by a referee are subject to further disciplinary action by the Athletic Director and/or the Principal, including possible expulsion from the team for the remainder of the season.
3. Fighting at an athletic event regardless of the circumstances and the people involved, will never be tolerated. Violators will be subject to extreme disciplinary action.

B. STUDENT ATHLETE RESPONSIBILITIES

It is the primary responsibility of each athlete to do everything in his/her power to promote good sportsmanship and a healthy spirit at Bishop Eustace.

1. The athlete must realize that he/she represents a tradition of fairness and compassion in competition.
2. The athlete is to develop the self-control necessary to perform at one's best in competition and prepare for the future; avoiding poor sportsmanship, loss of temper, fighting, abusive language and/or gestures.
3. The athlete is to learn that performing to the best of one's ability is far more important than winning or losing.

C. STUDENT/PARENT SPECTATOR RESPONSIBILITIES

Purchasing a ticket to an athletic event and/or attending an athletic event means that the spectator has assumed a responsibility for proper representation of Bishop Eustace, just as the athlete does. These rules apply to all spectators; students and parents alike.

1. Spectators are to appreciate and give proper recognition to the good in others.
2. Spectators are to cheer positively and are to totally avoid "booing" and abusive language and vulgarity.
3. Spectators are not permitted to engage in any kind of intentional display of rude behavior (such as turning their backs on members of the opposing team, cheerleaders, and band).
4. Spectators are to respect and obey property regulations established by each school.
5. Spectators are always to regard the officials' decision as final.

These rules are in effect at both home and away games for Bishop Eustace athletes, student spectators and parents, even when not observed by opposing teams and fans. Failure to meet these standards will result in disciplinary action. Situations will be reported to the Principal via the Athletic Director. Any students involved will meet with the Principal.

Because of our tradition, more is expected of us in terms of how we live our Christian faith and values, even on the athletic field. A difference must be seen in our behavior, decorum, and sportsmanship. If all the athletes of Bishop Eustace live in the spirit, as

well as in the letter of the stated regulations, fun, victories and championships will surely follow.

D. SPECIFIC SPECTATOR BEHAVIOR

The following policy has been adopted by the Olympic Conference. As a member school, we have adopted this policy for ALL athletic contests.

1. No possession or consumption of alcoholic beverages.
2. No possession or use of drugs.
3. No smoking or vaping on school campus, on school transportation, and/or at other schools or events
4. No beverages or food in the gym.
5. No radios.
6. No posters, banners, or noisemakers of any kind.
7. Cheers should be positive in nature.
8. Whenever possible all spectators should remain in the stands.
9. Anyone who leaves the building will not be allowed to return.

Failure to comply with any portion of the above policy may mean removal from the contest and forfeiture of attendance at future contests.

III. NJSIAA RULES AND REGULATIONS

(Corresponding articles and rules are referenced)

A. REQUIRED DOCUMENTS (Rule 2, Section 3)

Before you can begin tryouts, practice, scrimmage, or play you must have the following official school documents completed, signed, and turned in to your coach/Athletic Director or School Nurse as designated.

1. **Pre-Participation Physical Exam**
2. **Athletic Permission and Release Forms**
3. **ImPACT Baseline Test**
4. **Health History for each season**

A complete explanation of the State Rules regarding the medical/ physician form was mailed to each student from the Nurse's Office. The medical forms must be completed within the legal time frame as explained in the letter. **Once a valid Medical form is on file, it is good for all subsequent sport seasons within the 365 day period.** Parents must also complete the medical update section on the Permission and Release Forms.

Please Note: The "Permission and Release Forms" along with the Health History are required for each and every different sport in which a student participates.

Do not delay in returning these forms; *without exception, you cannot participate in any sports activity unless they are complete and signed.* Permission and Release Forms

may be turned in to the coach not earlier than three (3) weeks before the opening day of the season.

B. BASIC ELIGIBILITY RULES (Bylaws, Article V)

It is the student's responsibility to know these rules. Do not jeopardize your own eligibility or cause the team to forfeit games by ignoring these rules. Contact the Athletic Director if you have any questions about these rules.

1. A student may **not** reach the age of **19** before **September 1**.
2. A student **transferring** into Bishop Eustace must complete a *Transfer Waiver Form* if applicable.
3. A student may **not** accept **money** or any **merchandise** as prizes for contests or displays of athletic ability. This is of special concern to **bowlers** in adult leagues and **golfers** who participate in tournaments.
4. A student may not receive money as compensation for instruction and may not endorse or imply endorsement of any commercial product.
5. In the event that a student is **disqualified** by an official from an athletic contest, the student will be suspended from play for two games (one game for football). A disqualified student is not even permitted on the premises (home or away) if on suspension. The determination to disqualify by an official cannot be appealed. It is fruitless to call the coach or Athletic Director to complain. All disqualifications are filed at the NJSIAA office in Robbinsville and will not be reviewed. The penalty for subsequent disqualification in the same sport in the same season becomes more severe. Three suspensions in a season by team member(s) or coach will automatically eliminate the team from post-season participation.

Bishop Eustace reserves the right to set more stringent requirements for our own athletic program

C. ACADEMIC ELIGIBILITY

Pursuant to a directive of the Board of Trustees, all students participating in any co-curricular activity must meet the academic qualifications by the Board of Education of the State of New Jersey, the New Jersey State Inter-scholastic Athletic Association, and the Board of Trustees of Bishop Eustace. Please refer to the Student Handbook for further clarification

D. SPORTS SEASONS (Rule 2, Section 5)

The NJSIAA governs the official **beginning** and **end** of each sport season. The dates for each season are

1. **FALL:** Varying start dates beginning in August – December 1
(*Cheerleading, Cross Country, *Crew, Field Hockey, Football, Soccer, Girls Tennis, & Girls Volleyball)

2. **WINTER:** Varying start dates beginning in November – March
(Basketball, Bowling, *Cheerleading, Ice Hockey, Indoor Track & Swimming)
3. **SPRING:** Varying start dates beginning in March – June
(Baseball, *Crew, Golf, Lacrosse, Softball, Boys Tennis & Outdoor Track)

Each season ends with the last officially scheduled competition or NJSIAA Tournament.

*Bishop Eustace defines Cheerleading and Crew as athletic teams, but they are not governed by the NJSIAA.

E. OUT OF SEASON (Rule 1, Sections 2-8)

When the specific sport season is over, that sport becomes **OUT OF SEASON** and is governed by strict and specific **OUT OF SEASON RULES**. The NJSIAA Rule 2, Section 11 provisions follow. **OUT OF SEASON** practice is **NOT** permitted under the direction of a coach, instructor, or **STUDENT LEADER**. There shall be absolutely no practice during the out of season period for a particular sport. The NJSIAA Guidelines state that Weight Training and running programs that promote conditioning during the out of season period are permissible when not limited to student athletes and when the program is not designed or administered to prepare participants for a specific athletic activity.

The penalties for violation of out of season rules include probation of at least one year, no championship recognition and no participation in championship event.

If you have any questions about the legality of an out of season activity, please check immediately with the Athletic Director.

Remember: Students are under no obligation to participate in any out of season activities as a condition to maintain or achieve team status. Furthermore, our students may not form teams comprised exclusively of Bishop Eustace students to participate in "outside leagues." **The use of the school's name, nickname or any derivative may not be used for any outside of school team.** These teams are not sanctioned.

Parents: The NJSIAA formulated the Out of Season guidelines to protect young athletes from burnout and the pressure to play one sport exclusively year round. Please report immediately any attempt by any coach to pressure an athlete to participate in out-of-season or pre-season programs. Report any attempt to dissuade an athlete from participating in one sport in order to prepare for another or to specialize in one sport.

F. SUMMER RECESS

THE SUMMER RECESS is from the last date for the NJSIAA Spring Season until September 1st. This time frame is **not** subject to the out of season guidelines. However, there are school guidelines regarding coaches putting pressure on players (see above).

Athletes are not penalized for non-attendance at summer activities. Conditioning and weight training are encouraged; the weight room is open during the summer for the times posted. After September 1st, the in-season dates and out-of-season rules are in effect until the last day of school

G. AWARDS (Rule 2, Section 1)

Only the local school Administration may present awards (even symbolic items) to student athletes. All other awards must be approved by the NJSIAA.

H. INTRAMURALS (Rule 1, Section 3)

Student athletes may **not** participate in intramural activities if they have **achieved team* status** in that sport (*at any level; Frosh, JV or Varsity). NJSIAA regulations forbid any athlete who has made any team in a particular sport to participate in that same sport for intramurals regardless of the season.

I. SUMMER SPORTS CAMP

Students who attend summer sports camps do so at their own choosing. The school does not endorse these camps or provide chaperones. While coaches may suggest attending camps/clinics for skill development, future team participation is not dependent upon attendance. Student behavior at these camps must reflect the conduct expected of a Bishop Eustace student.

IV. TRYOUTS

The dates, times and format for team tryouts will be announced by the respective coaches. Perspective athletes must follow the tryout procedure set by the coaches. **Absences from tryouts for any reason** may hinder a student's chances of making the team. Discuss matters of this type with the coach and Athletic Director. Tryouts are held regardless of holidays or vacations and candidates are expected to be present for all sessions.

1. In order to tryout/practice a prospective candidate **must** have a **completed** and **signed** **Permission Form**. Students must also be ***Medically Cleared to Play*** by the School Nurse. All students must also have a valid **Baseline Concussion ImPACT test on file**.
2. Trying out for a **second, same season sport** after being cut from another one will be at the discretion of the Athletic Director.
3. Once you **leave a team for another sport**, you cannot **switch** back (NJSIAA regulation). If you are considering switching sports, you should meet with the Athletic Director for guidance.
4. There will be some overlapping of sports seasons for students who participate in more than one sport. Students who are participating in a previous season's sport should **not** quit that sport to practice in another. Unless otherwise released by a coach, students

must complete the first sport season before beginning another. There will be no penalty/disadvantage in the second sport because of this rule.

5. Students must have attended **six full days** of practice in order to participate in a scrimmage or game. According to the NJSIAA, students who are involved in an extended season due to NJSIAA playoffs are **not** bound to "**the six (6) days of practice before scrimmaging**" rule in the next season sport.

NOTE: Students progressing from one sport to another are still responsible for turning in **completed** and **signed Permission and Release Forms** for the new sport. Permission and Release Forms must be completed and signed no earlier than three weeks before the start of the season. Although a second physical/ exam is not technically required, parents are bound to notify the School Nurse, the Trainer, the Athletic Director, and the coach of any change in physical condition. The medical information section of the Permission and Release Form must be completed for each sport played.

Students who are injured must follow these procedures.

1. If a candidate is injured **prior** to tryouts, a **written note** from the attending physician detailing the injury, giving specific limitations on activity, and estimated date of return to full activity is mandatory and must be given directly to the Athletic Director in advance of the tryout period. The candidate will be further evaluated **by the school trainer**.
2. If a candidate is injured **during** tryouts, the same requirements are in forced. The candidate will be directed to the trainer for an evaluation.
3. A prospective candidate or their parents cannot withdraw a player from tryouts. The candidate must still report to tryouts to observe until status is officially determined. After review of the individual case by the Trainer, Athletic Director and Coach, the candidate will be advised of their status.
4. If a prospective candidate is given status as officially medically exempt from trying out there is no guarantee that a tryout will be given when "Medically Clear". Among factors that will be considered is the availability of a coach to train/evaluate an individual while having responsibility for an entire team, the amount of time left in the season. Team membership is NOT a given.

REMEMBER: Any use of the injury policy must be authorized by the Athletic Director, Coach and Trainer after receipt of medical documentation and the trainer's evaluation. A student/parent can not presume coverage under the injury policy. The candidate must report to tryouts until status is official. Exemptions are not automatic and are not always granted.

V. **LEAVING/QUITTING A TEAM**

Occasionally a student-athlete considers leaving a team or not finishing the season. Obviously, this is an important decision and one that should not be finalized while under emotional stress. Feelings of this nature should first be discussed privately with your coach. **Athletes are strongly advised to also see the Athletic Director about such a matter**

before making a final decision. Any athlete who quits a team without seeing the Athletic Director about the matter will be called in for a private conference. An athlete cannot quit one team and join another without the permission of the Athletic Director.

VI. TRAINING/PRACTICE GUIDELINES

Your coach will provide you with **pre-season conditioning workouts** to prepare yourself for the coming season. You are on your own to follow the suggested steps to get into shape. It is your responsibility to maintain the best possible physical and mental condition. You owe it to yourself, your coach, and your teammates to reach peak effectiveness.

Practice times will be scheduled and announced. Since practices are important to the success of the team and personal development, you are expected to be in attendance. Practices are limited to three hours. Plan appointments around the scheduled times.

Since the coaches are required to remain on site until all team members have vacated the premises, it is necessary for athletes and their parents to make transportation arrangements in advance. Habitual failure to be picked up on time may result in dismissal from the team. Parents are to be on time for pick up after games and practices.

You may not wear necklaces, rings, earrings, or watches while training, practicing, or participating in games for safety reasons. Valuables must be placed in locked lockers.

Please bring appropriate clothing for workouts in various weather conditions and dry items for after practice. Members of outdoor teams must bring sneakers in case practice is moved indoors.

VII. ACADEMIC RESPONSIBILITY

Your first responsibility is to your studies; therefore, you must give priority to make-up tests, tutoring sessions, reviews, etc. You may not use practice as an excuse to miss a makeup test or avoid an academic responsibility. Your coaches have been advised of this policy. It is your responsibility to advise them if you will be late to practice due to the priority of academics.

Participation in practices or late ending games will not be accepted by the faculty as a reason to postpone taking a test or handing in a project. Use your prep time and after school hours wisely.

NOTE: The library remains open until 6:00 PM for study.

In order that Bishop Eustace maintain its high academic goals, no student will be permitted to participate in any interscholastic sports program unless his academic status is judged satisfactory.

VIII. UNIFORMS AND EQUIPMENT

Team uniforms:

School issued uniforms and equipment are the property of Bishop Eustace and must be treated with care. Uniforms must be kept clean and secure. Uniforms are for **game use only** and are not for street wear. Report any loss, theft, or damage to your coach. Do not use any equipment or protective gear which is no longer safe or functional. Immediately ask for a replacement. Lost, stolen or intentionally damaged uniforms and/or equipment must be replaced at cost.

At the end of each season, all uniform components and equipment must be returned in good condition and on the date specified by the coach. No one will be issued equipment for the next season until items from the previous season are returned. Award recognition, grades and diplomas will be withheld until uniforms and equipment is returned. Students who do not return uniforms and equipment shall be billed for the cost of replacing these items.

Spirit Packs:

Please be advised that no coach, parent, or athlete may purchase apparel or collect money for any items. The procedures for the school spirit packs are as follows:

- The Head Coach must identify the person who is handling details (i.e., captains, asst. coach) to the Bookstore Manager; only one individual per team shall be identified.
- The Bookstore Manager will be the sole contact with all vendors.
- The Head Coach must provide a list of required items, such as uniform tops/warm-ups, as to avoid duplication.
- Students need to pay the Bookstore Manager directly for all uniforms and equipment. No money may be collected by coach, student, or parents.

IX. SCHOOL ATTENDANCE

Students who are absent from school may not participate in practices or games that day.

NOTE: Students must be in school for at least four full periods to be considered "Present."

Students who are absent due to a specific foreseeable reason (i.e., appointment, funeral, college interview), may participate in practices or games provided that prior written notice is given to the Athletic Office and the Office of the Principal).

Students who are suspended from school for disciplinary reasons are not "Present" and therefore cannot participate in team activities.

X. ILLNESS/FATIGUE DURING SCHOOL

Students who spend extended time in the Nurse's room may be deemed too ill to participate in practice or a game at the discretion of the School Nurse, Head Coach, or Athletic Director.

XI. DETENTION

Athletes will **not be excused** from a school or teacher assigned detention in order to attend practice. Do not expect exceptions; they will not be granted. Since your behavior merited

detention, it is your responsibility to notify the coach that you will not be at practice. You will have to suffer the consequences of missing a practice session. Do not expect the coach or your parent to get you out of a detention.

NOTE: Participation in a game is a privilege not a right.

XII. **TEAM CONDUCT**

Student athletes are bound by the Athletic Code of Conduct as found in Section II of this Handbook. Individual coaches may establish additional regulations which you are required to follow.

A player who is ejected from a game must meet with the Athletic Director on the next school day. Further disciplinary measures may be taken including expulsion from the team. Athletes represent the total school community. Therefore, there is a responsibility to reflect your best image in exchange for the privilege of wearing a team uniform. Your personal conduct in and out of school, your appearance, classroom behavior and general attitude in activities (in the athletic arena and at social functions) should always exemplify the best Crusader deportment possible.

We believe that you have reached the stage of development where lengthy list of "do's and don't" are necessary to insure proper conduct. However, experience has shown that there are a few problem areas that need specific attention

A. LOCKER ROOM

Register your team locker as directed. Please consolidate all your gear into a gym bag and be sure to place all bags in your locker. Do not leave items loose in the locker, **USE A LOCK!** Coaches have been asked to lock the locker rooms while they are at the practice areas. Please do not expect to get a key to go back and retrieve forgotten items.

Report any missing items to the your coach and the Athletic Office. Athletes may not leave items anywhere in the locker room, Field House, or field areas.

NO FOOD OR DRINKS ARE PERMITTED IN THE LOCKER ROOMS.

Please be considerate when the "away" teams, our guests, are using "your" locker room. Do not enter the area if you will be invading privacy or disrupting instruction between periods. The same consideration applies to our own teams when it is necessary to share facilities. On certain days the locker rooms will be off limits due to home games/matches. Please be sure to remove your items on time.

B. TEAM BUSES

Be on time and ready for the bus. Be appropriately dressed. No metal spikes are permitted on buses. Please obey the instructions of the bus driver. Restrict food and beverages to reasonable amounts. Do not litter. If there are no trash cans, take your debris with you.

C. AWAY GAMES

You are a guest of the host school while participating in an away game. All of our own school rules go with you. Be sure to bring a lock and to store all of your gear inside your gym bag. Follow the directions of the home team about storage of items and where to meet the bus. Do not bring jewelry or other expensive items with you as you are solely responsible for all items in your possession.

XIII. TRANSPORTATION

The school will provide bus or van transportation for away games and scrimmages. Bishop Eustace may require players to contribute to the cost of this transportation. Team members, managers and statisticians must ride the bus to the game and return to Bishop Eustace on the team bus.

The Athletic Department does not condone students' personal transportation to and from competition, but it is understood that sometimes a conflict may occur which is unavoidable. If there are circumstances that may require an exception to this rule, students must submit the Driver/Permission form to the Athletic Office at least 24-hours prior for approval.

XIV. BLOOD DRIVES

For safety reasons, athletes who are in season are not permitted to give blood. We encourage you to give blood in your off season either here at school or in your community.

XV. PRE-SEASON/POST SEASON ACTIVITIES

Athletes and their families are expected to participate in a Sunday Communion Breakfast at the beginning of each sport season. Dates and times are specified on the School Calendar. Besides Mass, breakfast is held in the school dining hall with brief introductions.

Students are to be in their school uniform for this event. The cost will be nominal; family members and guests are urged to attend. This event is sponsored by the Bishop Eustace Parents' Association (BEPA) and checks must be made payable to them.

We celebrate the end of each Sport Season with an Awards Ceremony, where Special Awards are presented. The ceremony will be held during the school day. Family members and guests are invited to join us for this special event. There is no charge for the Awards Ceremony. See the school calendar for the dates.

XVI. SENIOR DAY/PARENTS' DAY

Each team, when possible, will have a home contest designated as a Senior Day or Parents' Day. There may be voluntary activities, such as dinner, associated with a particular Team's Senior/Parents' Day, if organized by a Team Parent.

XVII. **GAME TICKETS**

There is a five dollar (\$5.00) admission charge for adults to attend certain sports where a high financial overhead (varsity football, boys & girls' basketball) is present.

XVIII. **ACCIDENTS/INJURY**

The coaching staff will endeavor to reduce the risk of injury by maintaining professional standards. However, as a condition of participating in sports, the athlete and his/her parent(s) must sign the Warning Statement section of the Permission and Release Forms. Participation in athletics may result in injury, paralysis or even death and choosing to participate acknowledges these risks. The emergency and medical update section of the Permission and Release Forms must also be completed, and a current Medical History/Physicians Exam form must be on file before participating in athletics. The Nurse will generate a medically cleared to play list.

We have a fully certified trainer to provide first aid and injury assessment. Appropriate measures will be taken in event of an incident, and you will be called if necessary. The selection of a physician or a facility for follow-up treatment or rehabilitation is a personal choice and does not affect school insurance coverage. The Trainer will not be present when our Teams travel to away games, the availability of a Trainer depends on the policy of the host school.

A physician will also be present for home varsity football games.

If an athlete receives an injury that prevents full/customary participation in practice or games, they will be placed on the school's "Restricted List" and may not resume full team activity until "Cleared" by a physician, our Trainer and/or our School Nurse, as designated by the Athletic Director in each circumstance.

XIX. **INSURANCE COVERAGE**

All students must submit proof of health insurance coverage through their parents' health insurance policy, CHIP, or Medicaid to participate in sports. Bishop Eustace is a secondary insurer of students under the school's Full Excess insurance policy. However, the policy under which the student is directly covered is the primary coverage and must be exhausted prior to Bishop Eustace seeking secondary insurance coverage.

In order to expedite payment of claims, parents of students who have sustained an injury as a result of athletics must obtain a claim form from the **Main Office** as soon as possible. Remember, filing claims is the parent's responsibility. The Athletic Department cannot handle insurance matters; forms come from the Main Office.

XX. **USE OF FIELD HOUSE/ATHLETIC FACILITIES**

No one may use the Field House, locker room, weight room, Trainer's room, fields, batting cage or any other athletic facility during their prep periods. The Coach's Office is also off limits during the school day.

No one may use any school athletic facility or field at any time unless under direct supervision of their coaching staff. Do not enter any building/field unless a coach is present.

Student athletes who are unscheduled eighth period may not enter the Field House or any athletic facility until school is officially over for the day.

XXI. VARSIY ATHLETES-RESPONSIBILITIES

Reaching varsity status brings certain responsibilities

- Please consult with your coach and the Athletic Director before signing up for school class trips or club activities which will cause you to miss games and practices.
- Varsity level athletes may not play on any outside, non-school teams while in season to lessen the possibility of injury, fatigue, and academic problems.
- Please be advised that **club/student activity members** may attend club meetings on practice days until the time of 3:10 PM. If a meeting falls on a game day, student-athletes are excused from the meeting

XXII. COLLEGE PLANNING

College admission is no different for the student athlete than for any other student. However, less free time makes it especially important for an athlete to work closely with his guidance counselor in planning SAT testing, processing applications and setting up interviews. **College visits during your sport season affect your team; they must be discussed with your coach first and scheduled for the off season if possible.**

You must be familiar with the NCAA regulations concerning recruitment if your athletic reputation has brought you to the attention of college scouts. It is important to know the rules to protect both your high school and college eligibility. NCAA information booklets on this subject are available from the Office of College Placement and Guidance.

According to new NCAA regulations, any athlete who wants to play for a Division I or Division II school must complete a special NCAA Release Form which permits SPS to forward academic school records to the NCAA Clearinghouse for an academic evaluation for college athletic eligibility. These forms and explanatory booklets are available in the College Placement and Guidance office. Your SAT scores must also be sent directly to this NCAA Clearinghouse by indicating this on your SAT registration form.

If a college coach wishes to meet with a student for recruiting purposes on the Eustace Campus an adult must be present. The first choice would be a parent. If this is not possible, then the Athletic Director or designee may be present if possible. If no adult can be present, we will not allow conversation with the recruiter for the student's own protection.

NOTE: The SAT is offered several times a year and the dates/registration deadlines are published several months (even a year) in advance. Therefore, there should not be a conflict

between SAT testing and athletic events if the student plans ahead. If a date conflict should arise, the senior athlete must try to select a test site at or near the game site.

XXIII. COLLEGE ATHLETIC SCHOLARSHIP

Athletic scholarships from various colleges and universities are offered to student athletes whose talents and future athletic potential to the college program are judged solely by the coaching staff of the college that is offering such assistance.

The Bishop Eustace coaching staff can assist by providing requested information and recommendations based upon their personal knowledge of the athlete. **High school coaches do not "GET" scholarships for their athletes.** The athlete must satisfy criteria established for such grants by the college coach. It must be clearly understood that the philosophical intent of the high school athletic program is NOT to guarantee college athletic scholarships to its participants. There are too many variables that cannot be controlled by the high school coach. Of course, we are very happy for any student who receives financial assistance to attend college and as in all cases we will make every effort to assist students in receiving such financial aid.

You are reminded that a strong college preparatory academic background is the determining factor for acceptance to an institute of higher learning. In most instances, gifted athletic talent and outstanding athletic accomplishment is insufficient for acceptance to reputable colleges if the academic background is poor and/or does not indicate predictability of successful academic matriculation.

Many students are placed under great pressure to succeed as athletes for the sole purpose of receiving a very rare college athletic scholarship. They often fail to realize this goal and, at the same time, miss out on fully achieving the many positive outcomes cited in our philosophy and goals of the interscholastic athletic program.

XXIV. SIGNING FOR A COLLEGE SCHOLARSHIP

Student-athletes who sign or have signed a National Letter of Intent* (NLI) for Division I or II institutions may register to have the signing photographed here at Bishop Eustace. The Athletic Department will set aside dates, roughly corresponding to the official NCAA "signing windows" for the various sports.

Students and their families must report to the main office by 8:30 a.m. on the appropriate date. Students must be dressed school uniform but may bring in a shirt/sweatshirt of the college/university to wear in the picture.

Please note that this does not include the *Celebratory Signings* for Division III or *Commitment Letters* for Division II athletes. In the month of May, a celebratory group picture will be taken of all seniors (regardless of division) planning to play their chosen sport in college.

*As referenced on the www.nationalletter.org website: By signing an NLI, you agree to attend the institution for one year in exchange for the institution's promise, in writing, to provide you athletics financial aid for the entire academic year. Simply, by signing an NLI

you are given an award including athletics aid for the upcoming academic year provided you are admitted to the institution, and you are eligible for athletics aid under NCAA rules.

An institution is strictly prohibited from allowing you to sign an NLI if you are a non-scholarship walk-on. In order for an NLI to be considered valid, it must be accompanied by an athletics financial aid award letter, which lists the terms and conditions of the award, including the amount of the financial aid. The athletics financial aid offer must be signed by both the prospective student-athlete and his or her parent or legal guardian. Simply put, there must be an athletics scholarship for an NLI to be valid.

XXV. MEDIA RELATIONS

The school/coach cannot control the content of news articles and sport photos. Accuracy in quoting or equal coverage is not guaranteed by the press.

Students should respect the power of the press. If interviewed, protect your credibility by giving facts in a straightforward, honest, sincere manner. Do not feel compelled to reveal your innermost thoughts. Protect yourself from slanted, inaccurate stories by not merely answering "yes" or "no" to a reporter's leading questions.

After an emotional game, it is necessary to handle the intrusion of the press in a patient manner. Do not take out your frustration the reporter. Avoid criticism of others and give teammates credit whenever possible. Be conscious of the fact that what you say reflects not only on yourself, but also on your team and Bishop Eustace in general. Student statements that are inimical to Bishop Eustace shall be subject to discipline.

XXVI. TEAM PHOTO

The yearbook advisor will schedule team pictures for use in the yearbook. Team members must have the proper, designated uniform and appropriate footwear to be in the yearbook photo. There is no charge to be in the yearbook picture

XXVII. GRANTING AWARDS/LETTERS

A. GENERAL ELIGIBILITY REQUIREMENTS

1. The Athletic Director shall have the right to veto any determination of the eligibility of a student for athletic awards.
2. As a member of the New Jersey State Interscholastic Athletic Association, Bishop Eustace will comply with the regulations of that Association as to the eligibility for participation in athletic programs and no award will be made to a student that is not eligible for participation in athletic programs under such regulations.
3. In order that Bishop Eustace maintains its high academic goals, no student will be permitted to participate in any interscholastic sports program unless his/her academic status is judged satisfactory. Therefore, any student who does not complete the sport

season due to academic ineligibility or disciplinary matters will **NOT** receive a varsity letter even if it was otherwise earned. Award certificates on the JV and freshman's level will also be withheld. A student must recognize his or her own responsibility to maintain passing grades and to conform to both school and coach's expectations.

4. Any student who does not complete the scheduled season in a given sport is ineligible for an award without the consent of the Athletic Director and the coach involved.
5. Any student who does not complete the scheduled season due to sickness or injury may be eligible for an award if the Athletic Director and respective coach so judge.
6. The Athletic Director and coaching staff may award a varsity letter to a student who has participated in a sport for four (4) years but who has not played the required number of quarters/times to otherwise be eligible.

B. TYPES OF AWARDS

1. Members of the freshmen and junior varsity team who meet the general eligibility requirements will receive a certificate for each sport and level of participation.
2. Members of the varsity team who meet the general and specific eligibility requirements will receive a varsity certificate for each sport in which this status is achieved. A varsity letter will also be awarded, and subsequent varsity seasons will earn a pin.
3. Team members are also eligible for special awards at the end of the season.
4. Varsity coaches will nominate deserving seniors for the Athlete of the Year Award and Student Athlete recognition. The Administration will select the recipients.
5. Senior Plaques may be granted to seniors who have received valid varsity letters in the same sport for three years or a total of four varsity letters in any combination of sports.
6. According to strict NJSIAA regulations, only the school administration may grant any type of award to a student athlete. This rule also includes gifts that are symbolic in nature such as rings, watches, jackets, etc., as well as trophies, plaques, and the like (NJSIAA Rule 2, Section 1).
7. No other award except those officially sanctioned by the administration may be granted to student-athletes, regardless of the funding of such awards, without the expressed permission of the Athletic Director.

C. SPECIFIC VARSITY ELIGIBILITY REQUIREMENTS

1. The eligibility of a student to receive an athletic award subject to the General Eligibility Requirements hereof, shall be determined by agreement between the Athletic Director and the Head Coach of the athletic program for which an award is considered.
2. VARSITY LETTERS FOR ALL SPORTS MUST BE EARNED DURING THE REGULAR SEASON. NJSIAA playoffs and championship games/matches do not count; regardless of when played, since the actual number of these games cannot be predicted ahead of time. Therefore, from year to year team members will have an equitable chance to achieve a varsity status.

In determining the eligibility of a student to receive a varsity or sub-varsity award, the Athletic Director and coaching staff shall be guided by but not limited to the following standards.

D. FALL SPORTS

1. Cheerleading: To be eligible for a varsity letter, a player must be designated as varsity and cheer the entire season.
2. Cross Country: To be eligible for a varsity letter, a runner must have had a “top seven” time amongst Bishop Eustace runners for 50% or more of the meets.
3. Field Hockey: To be eligible for a varsity letter, a player must be designated in three-quarters (3/4) or participate in one-third (1/3) of the varsity games.
4. Football: To be eligible for a varsity letter, a player must participate in at least one-half (1/2) of the varsity quarters.
5. Soccer: To be eligible for a varsity letter, a player must dress in one-half (1/2) of the varsity regular season games. Goaltenders must dress in 6 games.
6. Tennis: To be eligible for a varsity letter, a player must have participated in at least one match during regular season or are invited to play and participate in all scheduled matches in one of the two weekend tournaments.
7. Girls Volleyball: To be eligible for a varsity letter, a player must participate in at least one-half (1/2) of the varsity quarters

E. WINTER SPORTS

1. Basketball: To be eligible for a varsity letter, a player must be designated as varsity for one-half (1/2) of all varsity games or participate in one-third (1/3) of the varsity quarters.

2. Bowling: To be eligible for a varsity letter, a player must participate in six of the varsity games.
3. Cheerleading: To be eligible for a varsity letter, a player must be designated as varsity and cheer the entire season
4. Winter Track: To be eligible for a varsity letter, a player must participate in two-thirds (2/3) of the meets.
5. Ice Hockey: To be eligible for a varsity letter, a player must have been listed on the varsity game roster for one-half (1/2) of all games played.
6. Swimming: To be eligible for a varsity letter, a player must have competed in one-half (1/2) of varsity dual meet competitions.

F. SPRING SPORTS

1. Baseball: To be eligible for a varsity letter, a player must be designated as varsity for one-half (1/2) of all varsity games; or participate in 1/3 of all varsity games.
2. Crew: To be eligible for a varsity letter, a rower must have rowed in a “varsity” boat for 3 of the 5 medal races or have rowed varsity in 1/2 (50%) of all varsity races during the season.
3. Golf: To be eligible for a varsity letter, a player must have participated in six varsity matches.
4. Lacrosse: To be eligible for a varsity letter, a player must dress in one-half (1/2) of the varsity regular season games. Goaltenders must dress in 6 games.
5. Softball: To be eligible for a varsity letter, a player must be designated as varsity for one-half (1/2) of all varsity games; or participate in 1/3 of all varsity games.
6. Tennis: To be eligible for a varsity letter, a player must have participated in 50% of the varsity matches.

Track: To be eligible for a varsity letter, a player must be designated as varsity in one-half (1/2) of dual meets.

G. REQUIREMENTS FOR MANAGERS AND STATISTICIAN FOR ALL SPORTS

Managers: To be eligible for a varsity letter as a particular sport's full time manager, a student must have served that sport in this capacity for at least two years, one of which was at the varsity level. A student who has served as a manager for the sport at other levels (JV/Frosh) for three consecutive years is also eligible for a varsity letter. A manager is a full time team support person who attends practices as well as the games and has daily responsibilities.

Statisticians: To be eligible for a varsity letter as a sport's statistician, a student must have served in this capacity for at least three years. A statistician is a team support person who assists with record keeping at games.

XXVIII. JACKET POLICY

Teams/individuals who achieve a state championship will be awarded a standard Championship jacket. This award will be subject to the following limitations:

1. The Team/Individual must win a State Championship in the tournaments of the New Jersey State Interscholastic Athletic Association or comparable for those sports that do not fall under the NJSIAA.
2. A recipient will be awarded only one such jacket during a four year period regardless of earning championships in multiple sports.
3. Recipients must have participated in enough games to earn a varsity letter and complete the season as a team member. All full time managers, all official coaches of the team, and additional personnel receiving a varsity letter (i.e., injured varsity athlete) may receive a jacket.
4. In the first year that a state championship has been achieved embroidery or a patch identifying the championship sport will be provided. Further championships involving a former recipient of a jacket will be recognized with additional embroidery or a patch.

XXIX. TEAM PARENT GUIDELINES

What is a Team Parent?

A team parent is an individual who acts as an informal communication liaison between a sport program and parents of team members. Volunteers may indicate their interest to the Athletic Director or Head Coach. Only one official team parent will be designated with assistants on the JV and Freshman level.

What does a Team Parent actually do?

Since the primary purpose of a team parent is to be a communication link between home and school, most activity consists of reminding parents of special events concerning the team (i.e., Parent's Day, Yearbook pictures, and championship game arrangements).

The team parent may help the Head Coach and Athletic Director to coordinate Parents' Day. Team parents are **not** expected to recruit manpower to staff home games, nor do they ever collect money. Most importantly, *team parents are not to solicit or relay any information which falls under the aegis of a coach's decision or administrative directive.* Anyone with parental concerns must be directed to the Athletic Director.

The team parent coordinates the use of school facilities with the Athletic Director (see facility usage policy).

Team Parent Guidelines

1. Preliminary Organization

- Obtain a team roster from the Head Coach.
- Establish a phone chain.
- Be aware of the dates/deadlines for the Communion Breakfast and the End of Season Ceremony.
- Contact the Athletic Director to obtain dates for Parents' Day
- While the school and team appreciate the donation of post-game oranges or snacks, this is entirely voluntary. No money can be solicited for this purpose, and this is not an official duty of a team parent.

2. Fiscal Policy

Keeping in mind the cost of private education and the state of today's economy please:

- Do not solicit/charge any money for any reason (including food).
- Report immediately any attempt to organize the solicitation of money for any purpose including the organized purchasing of team jackets, sweatshirts, team gym bags. This is forbidden.
- Do not organize any 50/50's, raffles, or sale of items.

3. Facility Usage Policy

- Each sport program will be allotted full usage of school facilities for one authorized function. This one authorized function can either be for the Parents' Day or an End of Season Party (Only one usage per sport). This decision is made in conjunction with the Head Coach.
- If it is absolutely necessary to feed the team before a game then the school facilities may be used, at no charge, for these "game condition meals." The necessity of a "game condition meal" will be determined by the Athletic Director and Coach.
- A request to use any school facility must be submitted on the official form, available in the Main Office or online. Completed forms must be returned to the School secretary. You will receive a copy of the Activities Form indicating if your request is approved or denied.
- The Field House picnic grove may be used any number of times at no charge, but these sites must be reserved in advance for specific dates to avoid conflict with other groups' usage. Call the Main Office and submit the form with needed dates.
- Facilities must be supervised during use and left clean. If the facilities require additional cleaning by school staff an hourly rate will be charged by the Facilities Director.

4. Other Important Reminders

- Please note that it is against both NJSIAA and school policy for anyone other than the school to give any type of award, plaque, trophy, clothing, and jewelry to student athletes.
- The Team Parent is not expected or required to host team parties. There are no "unofficial" duties or other social obligations.
- Since we believe that the presentation of a gift should be a free will decision on the part of the team, TEAM PARENTS OR ANY OTHER

PARENTS ARE FORBIDDEN TO COLLECT MONEY FOR GIFTS.
This applies to both the coaching staff and "senior good-bye gifts."