

Notre Dame High School
Athletic Handbook
2009-2010

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MISSION STATEMENT OF NOTRE DAME HIGH SCHOOL, BELMONT

Notre Dame High School, Belmont, is an independent Catholic college preparatory school dedicated to the educational mission of St. Julie Billiart and the Sisters of Notre Dame de Namur. We are a caring and compassionate community committed to justice and peace while developing responsible young women of active faith, strong intellect, and Christian leadership. We develop the gifts and talents of each student and foster Gospel values in an environment of academic excellence and mutual respect.

INTRODUCTION

Notre Dame High School recognizes the interest and enthusiasm for athletics demonstrated by our students. Notre Dame High School's philosophy of athletics is to promote positive attitudes, to develop skills and knowledge at the competitive level and to have fun. As a department, we promote sportsmanship, honesty, commitment, support, patience, hard work, integrity, loyalty, and pride.

Notre Dame High School competes in the West Catholic Athletic League (WCAL) which includes seven private schools in San Francisco, the Peninsula, and the South Bay. This conference is a part of the Central Coast Section (CCS) and the California Interscholastic Federation (CIF). Interscholastic sports include: Tennis, Volleyball, Cross Country, Water Polo, Basketball, Soccer, Golf, Softball, Swimming, and Track and Field.

PHILOSOPHY

All qualified students may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. Parents are encouraged to help their children understand that not everyone will be selected. The decision of the coach, in conjunction with the Athletic Director and in consultation with the Principal, is final.

In keeping with our NDB philosophy which seeks to encourage the development of the whole person, an extramural athletic sports program is offered. This program attempts to:

1. build physical ability, endurance, and mental alertness in an atmosphere that is respectful of all persons involved;
2. teach that practice and teamwork are necessary for achievement;
3. develop a capacity to deal with competition, to teach giving 100%, and to accept defeat with patience and victory with humility; and
4. encourage a sense of loyalty to and pride in the Notre Dame High School, Belmont community.

OBJECTIVES

The Notre Dame High School Athletic Department aims to:

1. respond to student needs, interests, and enthusiasm by allowing students to participate in a wide variety of team sports;
2. introduce students to the fundamentals, sportsmanship, and Christian values necessary for them to develop spiritually as well athletically;
3. emphasize teamwork, leadership, dignity, respect of others, and a physical outlet which will enable them to progress in high school athletics;
4. develop Christian values by educating the whole student both spiritually and physically;
5. stress fair play, integrity, respect, initiative, and community based on Christian values;
6. maintain the overall goals of hard work, perseverance, and devotion;
7. enable students to recognize that the process used in striving to win is as important as the goal itself;
8. enable students to enjoy the athletic experience;
9. develop desirable personal health habits for all NDB athletes; and
10. teach important life skills through athletic participation.

ATHLETIC ELIGIBILITY GRADE STANDARDS (SEE PARENT/STUDENT HANDBOOK 2009-2010)

Central Coast Section rules dictate that any student who has a grade point average below 2.0 at the end of any grading period is ineligible to participate in athletics until the next grading period.

Notre Dame High School requires that ATHLETES and CHEERLEADERS have a GPA of 2.0 or above. In addition, athletes and cheerleaders may not have a report card/progress report that has “Incomplete” grades, two or more “D’s,” or one or more “F’s.”

General D/F Policy

If a student does not meet the minimal grade expectations on her report card at the end of any grading period, she is on athletic probation for the period of one week (M-F). If at the end of that week the student has brought her grade(s) up to acceptable stated levels, she will again be eligible to participate. This procedure continues on a week to week basis until the student has improved her grade to the required level. This policy remains effective even if the student drops the class.

In order to remain eligible, athletes may not have:

- “Incomplete” grades
- Two or more “D’s”
- One or more “F’s”
- GPA below minimum 2.0

Interim Grace Period

There is a grace period at the end of the first and fourth grading periods for the student who has earned an “Incomplete” grade, two or more “D’s” or one or more “F’s” on her report card. She will be placed on athletic probation at mid-second and/or mid-fifth grading period (3 weeks after the date grades are submitted) if her grade/grades continue to fall below the following unacceptable stated levels:

- “Incomplete” grades
- Two or more “D’s”
- One or more “F’s”
- GPA below minimum 2.0

If the grade(s) remain at or below these levels, the student is on probation for one week on a week to week basis. This procedure continues until the student has improved her grade to the required level. This policy remains effective even if the student drops the class.

Student-athletes will not be allowed to participate in athletic competition (practice or games) at the start of each new semester if they have an “Incomplete” grade. Once the student-athlete has completed all course work (tests, homework, term papers and projects) and a passing grade has been recorded with the Registrar’s Office, then the athlete will become eligible again.

The policy will be included in the Athletic Handbook each student and parent are required to sign and will also be monitored by the Athletic Director.

Academic Dishonesty Athletic Policy

Any academic dishonesty report filed by a student athlete’s teacher will result in the case being reviewed by the Academic Integrity Review Board. Please refer to the Academic Integrity Policy as described in the Parent/Student Handbook for details (pp 26-29).

ATHLETIC REVIEW BOARD

The purpose of the Athletic Review Board is to review complaints from parents and students after all other efforts to resolve a conflict have been exhausted, i.e., the final decision of the coach and Athletic Director. The Board will not hear appeals regarding coaches’ decisions in the areas of playing time and awards. The Athletic Review Board is a standing committee that sits for the year.

The Athletic Review Board is composed of the following members:

- 2 Members of the Faculty/Staff (non coaches) appointed by the Administration
- Two Coaches appointed by the Administration. If the appointed coach(es) is/are the coach(es) of the team under review, another (other) coach(es) will be appointed by the Administration.

- The Assistant Principal for Student Affairs
- The Principal (non-voting member)

The Athletic Director will be responsible for setting up the meeting at the request of the family and/or athlete. After review of the issues at hand, the Athletic Review Board will vote, and its decision will be final. The Athletic Director will inform the family and/or athlete in writing of the Board's decision.

AWARDS

Coaches honor their athletes at the end of the season. An Awards Ceremony will be held at the end of each season. All Varsity team members will be given a Notre Dame High School "block" letter. Any athlete that has already lettered in any sport is awarded a sport pin.

In addition to these individual awards, the Notre Dame High School Athletic Department, in conjunction with each team, honors a number of athletes with team awards. Team members choose their own teammates for three of the four awards. The player's votes are only recommendations to the coaching staff for the selection of the awards. If peers select a player that is not a team leader, role model, or positive teammate, the coach can choose a more deserving athlete. In most cases, players choose peers that are deserving of the awards. However, in cases where a player petitions teammates for an award selection, a coach can make a more deserving selection.

All awards must be approved by the Athletic Director.

The three team awards are:

- Most Valuable Player
- Most Improved
- Most Inspirational

A fourth award, the Coach's Award, is determined by the coach/coaches of each team. The criteria for selection of this award may include:

- Team leader
- Team role model
- Supportive team member
- High skill level
- Positive sportsmanship
- Demonstrated excellent knowledge of sport

CLUB TEAMS

Off-season "club teams" are not sponsored or explicitly endorsed by Notre Dame High School. Participation on a club team does not guarantee a roster spot on a Notre Dame High School team.

Athletes may not play on a non-school team ("club team") while a member of a Notre Dame High School team of the same sport during the same season. For example, an athlete may not play club soccer while a member of a Notre Dame High School soccer team during the high school season. If this CIF/CCS rule is broken, the team will forfeit the game in which the illegal member of the team played. The player will also be removed from the Notre Dame High School team.

COMMITMENT

Players are expected to make all scheduled practices and games. If there is an emergency or a reason a player misses a practice or game, it is up to the player to inform the coach that she will be absent. It should be understood that medical and dental appointments should be made during non-practice and game times. There may be practices and games during holiday breaks and on student holidays. It should also be understood that missing practices and games may have an impact on the amount of playing time that a player receives and could result in removal from the team.

COMMUNICATION PROCEDURES

The athlete and athletes' parents agree to the following steps if there is a problem with any team related issues:

- The athlete discusses it with the coach.
- The athlete discusses it with the Athletic Director.
- The athlete and parents discuss it with the coach.
- The athlete and parents discuss it with the Athletic Director.
- The athlete and parents and Athletic Director meet with the Principal.

CONFLICTS WITH EXTRACURRICULAR ACTIVITIES

An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of conflicting obligations. The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and, to this end, will attempt to schedule events to minimize conflicts. However students and their parents/guardians have the responsibility to do everything they can to avoid conflicts including the avoidance of committing to too many activities.

ELIGIBILITY RULES

Only students enrolled in public or private CIF member schools grades 9-12 are permitted to participate in athletic competition. Students may not participate or practice on any team if their 19th birthday occurs on or before June 15 of the current school year. A student who enters the 9th grade following his/her completion of the 8th grade is eligible for competition for a maximum period of eight semesters. This eligibility must be used during the first eight semesters of school attendance. Enrollment and/or attendance of (15) days or more at any school or participation in one or more inter-school contest(s) counts as one of the eight semesters. **Note:** Special transfer situations do occur that may or may not involve a loss of eligibility. Foreign exchange students interested in participating in athletics should contact the Athletic Director regarding their possible eligibility.

EMERGENCY MEDICAL AUTHORIZATION

Each athlete's parents or guardians must complete an emergency medical authorization giving permission for treatment by a physician or hospital when the parent(s)/guardian(s) are not available. The form will be kept with the coach for availability at all practices and games.

MOORE ATHLETIC PAVILION

Locker Rooms are available for the athlete's use during their season of sport. Locks must be obtained from the Athletic Office for a fee. No food or drinks are allowed. An athlete's personal equipment must be kept secured in her locker.

Gym: Only athletic shoes are allowed on the gym floor. With the exception of water, no food or drinks are allowed. Athletes are expected to help keep the gym in a clean and orderly manner. This includes removing water bottles, not leaving backpacks, and returning all equipment to its storage location.

PARENTAL SPORTSMANSHIP

Sportsmanship encompasses the practice of playing fair, taking defeat without complaint and victory without gloating, and treating teammates and opponents with respect and dignity. In accordance with the school's philosophy and goals, the promotion of sportsmanship is of utmost importance. Sportsmanship demonstrated by all involved in athletics is perhaps the clearest sign of the Christian mission of Notre Dame High School. As parents are the primary role models for their children, it is critical that parents set the best possible example of sportsmanship, particularly when they are spectators at an athletic contest. Sportsmanship includes, but is not limited to, the following:

- showing respect for teammates, opponents, and officials;
- maintaining self-control;
- showing respect for the facility in which the contest is taking place;
- refraining from heckling, jeering, or using profane language; and
- demonstrating a positive attitude in words and actions.

Any violation to the above rules will result in the following consequence:

First offense: Warning notice from the Athletic Director

Second offense: Player removal from the team

PARTICIPATION ELIGIBILITY

An athlete may only participate in one sport per season. All students must meet the Notre Dame High School academic requirements to participate in athletics. All students must maintain a 2.0 GPA in order to meet CCS and League eligibility requirements for participation in athletics.

Any athlete placed on disciplinary probation will be ineligible to participate in athletics for the duration of the probation.

PARTICIPATION OPPORTUNITIES

Individual players are not guaranteed playing time. During practices, all players will have the opportunity to improve their skills and demonstrate their athletic ability. Each coach determines playing time for each player based on what is best for the team and the individual athlete.

PERFORMANCE ENHANCING POLICY

The Athletic Department prohibits the use of performance-enhancing supplements such as Creatine, Androstenedione, and Androgenic/Anabolic Steroids. Such products may have a damaging effect on the health of those who use them. It is expected that Notre Dame High School athletes will train and compete hard, reaching their full potential based on their natural, God-given abilities, without the introduction of foreign substances into their bodies. Students using these supplements will be immediately removed from the team. Any athlete who has used or is in possession of drugs, alcohol, or related paraphernalia at school or at school related activities will be removed from the roster immediately. She will have to appeal to the Athletic Director before trying out for another team at Notre Dame High School. Beginning with the 2005-2006 school year, all athletes and parent(s)/guardian(s) will be required to sign a CIF mandated Androgenic/Anabolic Steroid Contract.

PHYSICAL EDUCATION COURSE CREDIT

Students can satisfy one semester of the PE requirement (5 credits) for playing sports at Notre Dame High School. Students must adhere to all team rules, regulations, and attendance policies and earn a "pass" at the end of the season in order to receive credit for the sport.

PHYSICAL EXAMINATION

A yearly physical examination is required. The physical form must be completed by a licensed physician and submitted to the Athletic Department prior to participation in any tryouts, practices, or games. The physical covers all sports for one 12-month period from the date of the exam. The form will be kept on file in the athletic office.

PLAYER DISMISSAL

If a player is removed from a team, it is the coach's responsibility to have an accurate and valid case for player dismissal. The coach will document player indiscretions including foul language, acts of poor sportsmanship, inappropriate behavior towards teammates, and any others acts that could be seen as detrimental to the team. While documenting inappropriate behavior, the coach should start the process of meeting with the athlete and then the athlete and parent(s). These meetings will allow the coach to express his/her concerns and learn the cause(s) of the player's frustration. The first two meetings with the player and her parent(s) should help both player and parent gain an understanding of what behavior has to change as well as why change is important. As stated in the Athletic Handbook, if a player has a problem with the coach, the player must first meet with the coach and then the Athletic Director. After this process, the athlete and parent(s) must meet with the coach and Athletic Director. If the problem is not resolved through this process, the athlete, parents, Athletic Director, and Principal will meet. The coach and Athletic Director reserve the right, in their discretion, to dismiss a player from a team without warning for actions of such a severe nature as to warrant immediate action.

RESIGNATION OR REMOVAL FROM A TEAM

In order to ensure the stability of the rosters, an athlete who is removed from a team or who resigns from a team without prior approval of the coach, Athletic Director, and Principal will lose the privilege of participating in athletics for a full calendar year.

REPORTING OF INJURIES

All injuries that occur while participating in athletics should be immediately reported to the coach and the athletic trainer. If the injuries require treatment, it will be necessary to complete an *Accident Report*. Once an athlete has been injured and has received medical attention, a written release from a licensed physician (depending on the injury) and approval by the athletic trainer is required before she can return to athletic competition.

REQUIRED ATHLETIC PACKET INFORMATION

No student will be allowed to participate in Athletics (tryouts, practices, or competitions) without a signed and completed Athletic Packet (consent and waiver form, transportation consent form, emergency information, and physical examination form).

STUDENT BEHAVIORAL EXPECTATIONS

Student athletes are expected to conform to all of the school's rules and regulations. Violations of the school's rules and regulations will result in detention which may result in an athlete missing a game or practice. There will be no exceptions to the school's detention policy for athletes which reads as follows:

- Detention will meet 4 times per week (Tuesday-Friday)
Tuesday-Thursday = 1 hour sessions
Friday = 2 hour sessions
- Student receives detention one day and serves it the next day, i.e., receives on Monday, serves on Tuesday
- No show = additional hour to be completed in 2 consecutive days. If the next day is Friday, 2 hours will be served.

TRAVEL

Athletes are permitted to drive themselves and teammates to and from away games. This permission is given by the parents in written form to the Athletic Department. Each coach will have this information on the blue emergency forms indicating if the athlete may drive herself, other teammates, etc. Players should only drive themselves and teammates when there is not enough room in the school vans to transport the athletes. If a coach is driving a van that has open seats, the coach should fill the seats (to the legal limit), reducing the number of athlete drivers and athlete passengers.

TRYOUT POLICIES and PROCEDURES

Athletes are required to be at the first day of tryouts; otherwise, they may not be guaranteed three days of tryouts. Choosing the members of an athletic team is the sole responsibility of the coach. Prior to trying out, the coach will provide the following information to all potential athletes:

1. extent of the tryout period (minimum of three days);
2. anticipated number of students to be selected; and
3. practice and game time commitments.

Multi-sport athletes will not be penalized for participating in more than one sport. When athletes are involved with more than one sport, a special tryout will be conducted. Fall athletes trying out for winter sports and winter athletes trying out for spring sports will be given a one-day tryout (minimum) at the conclusion of their previous season of sport. The Athletic Director will determine the day of the one-day tryout.

If a student cannot participate in the regularly scheduled tryouts due to injury or another medical condition, the athlete will have a tryout scheduled for her if she provides a doctor's note. The tryout will be part of the regularly scheduled practice with drills and scrimmages being conducted with the team's improvement in mind. Any exception to this policy must be approved by the Athletic Director.

UNIFORMS/EQUIPMENT

An athlete is responsible for any uniforms the school provides. Athletes will be charged for the full cost of replacement of uniforms not returned or returned in poor condition. In addition, a student may not try out for any future Notre Dame High School team until the cost is paid in full. Uniforms may include jerseys, shorts, warm ups, and team bags. Uniforms are to be returned to the coaches (at the end of the season).

CIF/CCS Rules

Student Participation

Only students regularly enrolled in public and private CIF member schools, grades 9-12, shall be permitted to participate in the California Interscholastic Federation and shall represent only that school of enrollment except as provided in Bylaw 303. Interscholastic sports teams composed of boys and/or boys and girls shall be conducted in accordance with these Bylaws. Girls interscholastic sport teams shall be conducted according to these Bylaws including certain additional rules and modifications pertaining to girls' sports teams and mixed sports teams.

Student Eligibility - Penalty for Provision of False or Fraudulent Information

If it is discovered that any parent, guardian, caregiver or student has provided false information in regards to any aspect of eligibility status on behalf of a student, that student is subject to immediate ineligibility for CIF competition at any level in any sport for a period of up to 12 calendar months from the date the determination was made that false information was provided.

AGE REQUIREMENT

No student, whose nineteenth (19th) birthday is attained prior to June 15, shall participate or practice on any team in the following school year. A student, whose 19th birthday is on June 14, or before, is ineligible. This bylaw may be waived by section action, provided the section adopts criteria for such a waiver which shall include, but not be limited to the following:

- Such a waiver would not grant more than four years (eight semesters) of eligibility; and
- Such a waiver would not grant more than four years' participation in any sport; and
- That a hardship exists which, in the judgment of the section, requires a waiver.

EIGHT SEMESTERS

A student who first enters the ninth grade of any school following the student's completion of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight consecutive semesters following the initial enrollment in the ninth grade of any school, and said eligibility must be used during the student's first eight consecutive semesters of enrollment at that school or any other school. Each California Interscholastic Federation Section may, at its discretion, establish rules and procedures for waiving the limitation on semesters of eligibility, providing:

The student is required by the student's school principal to return to grade eight from grade nine and the student did not take part in an interscholastic contest while in the ninth grade, for the first time
OR

The student, because of mid-year completion of an eighth grade or a mid-year completion of the ninth grade in a junior high school, is required by the student's school principal to repeat a semester of work in order to conform to a school program having annual terms, AND that the student has not taken part in an interscholastic athletic contest while enrolled for the first time in the semester which the student's school principal required the student to repeat.

DEFINITION OF A SEMESTER OF ATTENDANCE

Enrollment and/or attendance for fifteen (15) school days or more shall count as one of the eight (8) semesters as specified in Bylaw 202.

Participation in one or more interscholastic athletic contests shall count as one of the eight (8) semesters as specified in Bylaw 202.

SCHOLASTIC ELIGIBILITY

INITIAL ELIGIBILITY

In order to be eligible, any student entering from the eighth grade into a CIF four-year high school, a junior high, or a junior high under the provisions of Bylaw 303, must have achieved a 2.0 grade point average on a 4.0 scale in enrolled courses at the conclusion of the previous grading period.

PROBATIONARY PERIOD

The governing board of each school district, private school, or parochial school may adopt, as part of its policy, provisions that would allow a student who does not achieve the above requirement in the previous grading period to remain eligible to participate in interscholastic athletics during a probationary period. The probationary period shall not exceed one semester in length, but may be for a shorter period of time, as determined by the governing board of the school district, private school, or parochial school. A student who does not meet the above requirements during the probationary period shall not be allowed to participate in interscholastic athletics in the subsequent grading period. For the purpose of determining the maximum length of a semester, the measure shall be the maximum number of days comprising a semester as used in that school during the year in question.

SPORTSMANSHIP

PREAMBLE

The member schools of the CIF/Central Coast Section are committed to providing a sportsmanlike environment for students, coaches and spectators. To that end, the CIF/Central Coast Section has adopted the following sportsmanship and crowd control recommendations. Each member school is requested to commit itself to implementing these recommendations and completing the enclosed sportsmanship contract.

SPORTSMANSHIP DEFINITION

Sportsmanship is defined as a person who can take a loss or defeat without complaint or victory without gloating and who treats his/her opponents with fairness, courtesy, and respect.

1. The following are expected to be role models demonstrating sportsmanship at all times:
 - Principal/Administrative Staff
 - Athletic Directors
 - Coaches, Players and Cheerleaders
 - Faculty Members
 - Booster Club Members, AND
 - Band Members and Band Directors
2. Coaches, players and spectators will respect the integrity and judgment of sports officials

3. The conduct of coaches, players, and cheerleaders generally sets the tone for CIF/CCS school contests. They will be expected to maintain the highest level of decorum at all CCS/CIF school contests.
4. The following behavior is unacceptable at all CIF/CCS high school contests:
 - berating your opponent's school or mascot
 - berating opposing players
 - obscene cheers or gestures
 - negative signs
 - artificial noise makers
 - complaining about officials' calls (verbally or with gestures)
5. The following action plans are recommended for implementation at all CIF/CCS school contests.
 - a. A script should be provided to the announcer that includes:
 - Welcome statement
 - Sportsmanship expectations
 - Acknowledgement and introduction of game officials (note: There should be a short statement endorsing the officials as neutral persons who have been certified as officials by the appropriate officials association)
 - Introduction of players
 - Sponsorship recognition (when appropriate)
 - b. Include the CIF Code of Ethics and/or the 16 Principles of the Pursuing Victory with Honor program in the game program (these are found in the front cover of both the CIF and CCS Constitution and Bylaws)
 - c. Each participating school's administration is expected to emphasize sportsmanlike behavior at all CIF/CCS school contests:
 - This shall be directed to coaches, players, cheerleaders and spectators in the day(s) prior to the contest.
 - Rallies, team meetings, faculty meetings, spirit club meetings, school bulletins, and PA announcements are all appropriate venues.
 - Contact the principal or administrator-in-charge of the opponent's school at least one day prior to contests as appropriate to promote practical applications of sportsmanship and to ensure the proper environment for the contests.
 - d. It is the responsibility of the administration of each participating school to designate an administrative representative who will:
 - check in with the site manager 30 minutes prior to the game time and establish where he/she will be throughout the contest.
 - enforce the highest standards of sportsmanship within his/her own student body.
 - contact the administrative representative of the opponent's school to report any violations of sportsmanship by either school's supporters.

Athletic Contract

Before earning a roster spot on the Notre Dame High School _____ team, for the _____ season I agree to abide by all policies and procedures as outlined in this handbook. I understand this form is due to the Athletic Director within five days of making a team.

Student's Name (please print)

Parent's Name (please print)

Signature

Signature

Date

Date

The Athletic Director retains the right to amend this handbook for just cause, and parents and student-athletes will be given prompt notification if changes are made.

Notre Dame High School Androgenic/Anabolic Steroid Contract

Name of Athlete: _____
please print

As a condition of membership in the California Interscholastic Federation (CIF), all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (*CIF Bylaw 524*).

By signing below, both the participating student-athlete and the parents, legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. We also recognize that under *CIF Bylaw 200.D*, there could be penalties for false or fraudulent information. We also understand that the Notre Dame High School policy regarding the use of illegal drugs will be enforced for any violations of these rules.

Signature of Athlete

Date

Signature of Parent/Guardian/Caregiver

Date