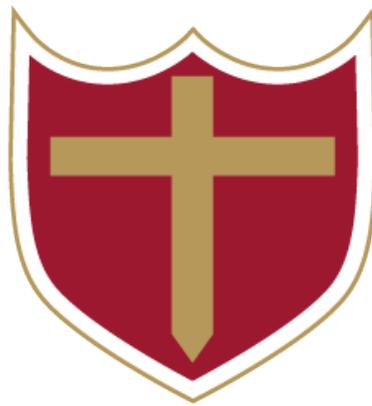


BROTHER MARTIN HIGH SCHOOL

ATHLETIC DEPARTMENT

**OFFICIAL HANDBOOK
STUDENT-ATHLETE & PARENT/GUARDIAN**



**BROTHER MARTIN HIGH SCHOOL
4401 ELYSIAN FIELDS AVENUE
NEW ORLEANS, LA 70122**

FOREWARD

In order for an interscholastic athletic program to function effectively in a secondary school environment, its scope and purpose in the total curricular program should be clearly defined. This handbook provides a ready point of reference for the administrative and instructional staff charged with the task of supervising such a program. The high school competitive sports program should provide a variety of sports which meet the needs and the interests of senior high school pupils. School participation in sports must have certain guiding principles in order to coordinate effectively with the entire educational process. Athletic regulations, in many respects, are like laws. They have grown out of participating experiences of men and boys who have administered and/or played the sports for which the rules are written. To be sound, the rules and teaching practices must be studied and revised so that the program may keep pace with current trends in philosophy and school practice.

The purpose of this manual is to provide understanding of coordination, administration and supervision of the athletic program through the adaptation of certain standardized practices and procedures. Uniformity of regulation and program direction in competitive sports will encourage and stimulate wholesome, worthwhile activities based on accepted practices for the protection, physical development, and welfare of pupils engaged in sports activity.

According to Educational Mission and Ministry, our guiding force, "We believe in a holistic approach to education. We believe that a young person learns from his total experience of the school setting. We attempt to address the religious, academic, social, psychological, physical, and cultural development of the young person through the school's programs, courses, and policies."

Within the limitations outlined, this statement is prepared to give administrative direction and guidance to the educational staff assigned the responsibility of carrying out the objectives of this program.

Respectfully,

Mark Wisniewski '81
Athletic Director

Mark Bonis
Assistant Athletic Director

"The mission of Brother Martin High School is to form young people through a holistic education that fosters academic excellence in a caring, disciplined community which integrates Catholic tradition and the charism of the Brothers of the Sacred Heart to meet the needs of a changing world."

Competitive Sports at Brother Martin High School

PURPOSE: If an athletic program is to realize its full potential, the Principal, the Athletic Director, and the coaches must accept the responsibility for causing the athlete, the school, and the community to understand the objectives which such a program is trying to attain. Outlined below are some of the desirable educational goals to be achieved through the competitive sports program.

A. To develop for the athlete:

1. the ability to think both as an individual and as a member of a group.
2. improved motor skills.
3. better health and physical fitness.
4. the desire to excel and to succeed.
5. high moral and ethical standards.
6. self-discipline and emotional maturity.
7. respect for the rights of others and for authority.
8. high ideals of fairness in all human relationships.
9. a high standard of school loyalty and wholesome school spirit.

B. To develop for the school:

1. a program of interscholastic athletics as an integral part of the school curriculum.
2. a high standard of school loyalty, pupil morale, and wholesome school spirit.
3. pupil understanding of sports so that they will be more intelligent and appreciative as spectators.

C. To develop for the community:

1. an understanding that the competitive sports program for pupils has been promoted under conditions which ensure to the participant and to the public the best traditions in sportsmanship, citizenship, and a wholesome school-community relationship.

PROGRAM: The program of interscholastic athletics at the secondary school level is an extension of the educational program. In providing these educational experiences, qualified persons are employed to serve in a dual capacity as teacher and coach. Under the direction of the Principal, this provision of a teacher-coach brings to the competitive sports program, persons qualified to train and supervise pupils in competitive sports who are also professionally prepared as teachers. Pupils participating in the competitive sports program are thus under the direction of competent persons exercising professional judgment where the best interests of youth are to be served. The competitive sports program for Brother Martin High School is as follows:

Baseball	Football	Tennis
Basketball	Golf	Track & Field
Bowling	Soccer	Wrestling
Cross-Country	Swimming	
Club Hockey	Club Lacrosse	Club Rugby

CRIMSON RULES for COACHES

Brother Martin High School Athletic Department

1. An athlete will be suspended from athletic participation if he is seen smoking, using drugs, or drinking alcoholic beverages during the school year by a coach, faculty member, or staff member of Brother Martin High School.
2. Coaches in charge of sports will see that the sports are conducted on the highest plane possible at all times, and will ensure that all in-town competition is above reproach. This applies to varsity, junior varsity, and junior high games.
3. Every coach is expected to have complete knowledge and understanding of the Louisiana High School Athletic Association Handbook of Rules and Regulations as well as the regulations and policies of Brother Martin High School.
4. No coach will in any way attempt to recruit or influence the residence of any pupil.
5. Each coach will make every possible effort to assure that all athletes exhibit behavior beyond reproach in the classrooms, on campus, and on road trips. The coach should work closely and cooperate with the Principal, Athletic Director and classroom teachers to promote leadership.
6. Every coach should encourage athletes to participate in all sports.
7. In order for a student to participate in athletics, he must pass a minimum of six subjects and maintain a GPA of a "C" average during the preceding quarter or semester. The student's semester grades will always override his quarter grades.

Educational Mission & Ministry

8. Coaches are role models of Christian behavior and of such positive values as service, fairness, and good sportsmanship.
9. Coaches encourage activities and programs that enrich the academic curriculum, develop social skills, and develop leadership and character.
10. Coaches teach good sportsmanship and fair play as essential elements of all competition.
11. Coaches work actively to develop student leadership and initiative.
12. Coaches budget their time and energy to ensure that classroom and extracurricular responsibilities of both faculty and students are fulfilled.

13. Coaches help students realistically assess abilities and interests and help them develop a positive self-image.
14. Coaches readily accept opportunities that extracurricular activities provide to serve students.
15. Coaches vigilantly supervise and actively direct students to ensure that all are treated with respect and that demeaning activities such as hazing are avoided.
16. Coaches will ensure that students are made aware that they represent themselves, school, family, and community at all times.

1. ELIGIBILITY

The eligibility of athletes participating in any sport is ultimately the responsibility of the Principal of the school. These eligibility reports should be completed by the head coach (or coach) of the sport involved from school records and submitted to the Athletic Director for accuracy and approval. Finally, these reports shall be submitted to the Principal for his signature.

2. ATHLETIC INJURIES

Medical Examination Forms: medical examination forms must be issued to each athlete prior to his reporting to the team physician or to his family physician for a physical examination. Such an examination is required each school year before an athlete is allowed to participate in a sport.

P. E. Injuries: The athletic department is not responsible for an injury to an athlete in a P. E. class.

Mouthpieces: Each football player is required to wear a mouthpiece in practice and in any game. Additionally, it is recommended that athletes participating in contact sports should wear a mouthpiece. The Brother Martin High School will not assume responsibility for a dental injury if the athlete is not wearing his mouthpiece at the time of injury.

Athletic Department Insurance: If the injury occurs on campus, the trainer will inform the Athletic Director in order for the Student Accident Plan to be filled out and returned to the family for processing. If the injury occurs off campus at a Brother Martin sponsored event and medical attention is necessary, the parent(s)/guardian are asked to report the injury to the Athletic Director on the next school day in order for the Student Accident Plan to be filled out. Student Assurance Services acts as a secondary insurance provider. If the Student Accident Plan is not filled out within (30)thirty days of the injury, the family will assume 100% of the costs associated with the injury.

3. LHSAA ELIGIBILITY FORMS

Each student, in order to participate in athletics, is required to upload all LHSAA forms to his MAGNUS account prior to the start of school. The only form that can be accessed and printed from our website is the physical form which is located under the ‘athletics link’.

- A. Athletic Participation/Parental Permission Form – This form gives us the information that is needed to assure that this student is eligible and gives parental permission for the student to participate.
- B. Substance Abuse/Misuse Contract and Consent Form – This is a contract between the athlete, the LHSAA and Brother Martin High School.
- C. Medical History Evaluation – This is the medical history of the student for the LHSAA. It *is different than the physical form* that they are to complete each year.
- D. School Physical – Each student should have this updated on a yearly basis, preferably during the Summer. Sport-specific physicals will be arranged through the school trainer and the team doctor. Each student must have a new physical every 365 days.
- E. Concussion Form – Each student and parent will have to read and sign the concussion protocol form
- F. Birth Certificate – Students have one on file through their MAGNUS account.
- G. Current Transcript – Will be provided and updated by the guidance office upon request.

4. AWARDS PROGRAM

Each interscholastic athletic sport will hold an awards convocation event at the end of each season. During this event, each head coach will recognize each team member in the program. Certificates, leadership, and performance awards will be presented. Lettermen will also be announced.

5. AWARDS AND LETTERS

The Brother Martin award letter is a symbol of a high level of achievement and recognition earned by the student for himself and his school.

Criteria for lettering are determined by each head coach and the Director of Athletics. Copies of these criteria are kept on file by the Director of Athletics. The head coach should provide each athlete and his parents with written criteria for lettering prior to the start of the season. Each head coach should keep accurate records.

The athletic award letter is a crimson chenille “M” outlined in gold on a crimson background. Letters for jackets will be 6”. Athletic organizations use a gold Eisenhower jacket. Louisiana shaped patches (6” size) may be ordered for a team that has reached at least the finals level of competition. Exceptions

can be made with approval from the Athletic Director. District and regional team championship patches and first team all-district, all-metro/parish patches may be ordered and are sport specific (example: baseballs, footballs, basketballs, soccer balls). Sport emblems for jackets as well as all state level patches are paid for through the specific sports budget. Individual accolades received are the responsibility of the parents.

A maximum price for school jackets is set each year by the Director of Student Services and the Director of Athletics.

Letters and awards are purchased by the individual organization. This expense is to be included in the yearly budget request.

Jackets are purchased by the individual student through the Student Activities Office.

Trophies for outstanding achievement are subject to the approval of the Athletic Director. Should any coach wish to give any type of award not mentioned above, it must be approved for each presentation by the Athletic Director.

Senior Athlete of the Year – David Marks Award

Awarded to a senior student-athlete who has excelled in athletics as a high school student and who demonstrates personal integrity on and off the playing field. Coaches and teammates should hold this person in high regard as a representative of Brother Martin High School Athletics.

6. AWARDS TO ATHLETES

A. Limits on Awards Imposed by the LHSAA

1. All awards shall be approved by the Principal of Brother Martin High School.
2. No athletic awards, other than those made by the school, may be accepted by a team or an individual athlete before the end of the sport season in which the award is made. (This applies to trophies, gift certificates, clothes, or other awards.)
3. A student lettering in one sport, or more than one sport, shall receive only one jacket from the school. The Principal, in consultation with the Director of Student Services and the Athletic Director, shall determine the amount to be paid for a jacket earned by athletes. Organizations shall not award more expensive sweaters or jackets to students over the amount approved by the Principal.
4. Miniature awards may be awarded in other years for students who letter, with the cost determined by the Principal.
5. With the Principal's approval, state championship schools may present team members state championship awards limited to \$150 each.

B. Limits on Awards Imposed by Brother Martin Athletic Department

1. An athlete shall not receive a jacket prior to his freshman year in high school.
2. The design of state rings is at the sole discretion of the Athletic Director. The Athletic Director will consult with senior team members for suggestions, but the Athletic Director will make the final decision.

C. Policy for Determining School Awards in Athletics

The following qualities of performance have been approved by the Athletic Director in selecting letter winners in high school athletic competition.

1. Extent of game participation in current season.
2. Growth in team spirit.
3. Dependability both on and off the field.
4. Attitude toward practice and training rules.
5. Sportsmanship
6. Attitude and behavior in the classroom or on campus.
7. If equipment is lost or not returned following the season, all awards will be withheld until such equipment is returned or paid for.

D. Miscellaneous Regulations Concerning Awards

1. If a player is injured, it shall be left up to the discretion of the head coach whether the player letters.
2. To be eligible for a letter, a player must be a member of the team at the end of the year.
3. Each player must attend the awards convocation at which his team is being honored. Failure to do so may result in the player's letter being revoked. Ultimately, it is at the discretion of the Athletic Director.

7. REGULATIONS

These regulations have been agreed upon by the Athletic Director and the Principal. Within the framework of this plan, provisions are made for the resolution of such problems as may grow out of the participation of school youth in the activities program.

General Guidelines:

If a student quits a sport after the first regular season game/contest/competition, he is not eligible to participate in another sport unless there is an agreement between the two coaches involved.

If a student is absent for 50% of his academic classes, he is not eligible to practice or play in a game that same day.

Students arriving to school tardy, the day after a competition, will not be allowed to participate in a practice or a game on that day.

Students absent from school on the Friday before a weekend contest or practice must provide a doctor's note to the Athletic Director on the day of the contest. It is the sole discretion of the Athletic Director or Assistant Athletic Director whether the athlete participates.

The Assistant Principal for Attendance and Discipline, in consultation with the Athletic Director and Assistant Athletic Director, will make decisions regarding playing time pertaining to tardies and absences during the school week

8. NFHS 30-30 RULE - LIGHTNING POLICY

- A. If thunder or lightning can be heard or seen, the coach should STOP activity immediately and seek shelter. These policies will only fail in the rarest of circumstances when thunderstorms form overhead and the first strike occurs at that time.
- B. If thunder is heard within **30 SECONDS** after a lightning flash, allow **30 MINUTES** to pass after the last sound of thunder or lightning strike prior to resuming play.

9. TRAVEL CODE AND STUDENT CONDUCT ON OVERNIGHT OR EXTENDED TRIPS

The coach is responsible for his organization's members. The coach may add special regulations to the school regulations but may not excuse a member from any school regulation.

The coaches are responsible for the full time supervision of all team members from the time the group leaves the school grounds until the last student has left the school premises after the group's return.

Prior to scheduling the trip, the coach must read and follow the sheet labeled "Guidelines for School Sponsored Athletic Trips."

- 1. School regulations, including grooming, apply at all school-sponsored activities.
- 2. Gentlemanly conduct is expected at all times. Any conduct which violates good manners is unacceptable.
- 3. Gambling of any type is strictly prohibited.
- 4. Visitors are not allowed in any room without the coach's permission.
- 5. Visiting with people not directly associated with the team is prohibited.
- 6. Curfew and bed check are the responsibility of the coach.
- 7. Proper attire as designated by the coach is expected at all times.

10. ACTIVITY FEE

As a part of each student's tuition, the school allocates extracurricular and athletic monies in support of the various programs. Allocations are determined by the school's administration in consultation with the Director of Athletics and Director of Student Services. All monies used and/or earned by organizations for their activities are deposited in the respective fund for that sport. Each team has a budgeted amount in this fund.

11. ATHLETIC FACILITIES

The following regulations will govern the use of the athletic facilities at Brother Martin High School.

A. General Rules

1. A sport “in season” has preference over all other sports in regard to the use of the school’s athletic facilities.
2. No athlete or student is allowed use of the school’s athletic facilities unless properly supervised by an adult faculty member.
3. Food and drink are not permitted beyond the mall.

B. Keys

1. No student or athlete is to have a key to the athletic facilities unless properly supervised by a faculty member, preferably a coach.
2. No coach/moderator is to give his/her facilities keys to an athlete or manager so this student
3. may lock up the gym or training room without inspection by a coach. The Head Coach of each sport is left with the personal responsibility of seeing that all athletic and school facilities utilized are secure after each game or practice.

C. Mall

1. No athletic team manager is to enter the mall or kitchen area after 3:30 pm on a regular school day.
 - a. All ice necessary for practice or games is to be taken from the kitchen prior to 3:30 pm.
 - b. On weekends, a manager must enter the mall-kitchen area with his coach.

D. Gym

1. All doors to the gym are to be locked when not in use.
2. Only tennis shoes will be allowed on the gym floor. No exceptions! Players going to or returning from practice or a game must remove their shoes (rubber cleats included) before crossing the gym floor.

E. Locker Room and Training Room

1. No student, athlete, or manager is allowed in the locker rooms unless supervised by a coach.
2. No student, athlete, or manager is to enter the training room unless under the supervision of a coach.
2. No athlete or manager is to remove anything (regardless of its nature) from the training room, except under the direction of the trainer or coach.
3. All athletic shoes with cleats are to be removed before entering the locker room. As a general rule, cleats of any nature are never to be worn in any building on campus.
5. All doors to the locker rooms are to be locked securely when these rooms are not in use.

6. All athletes are to enter the locker rooms by using the side doors to the gym.
7. All athletes are required to lock their belongings in their locker prior to, and at the conclusion of practice.
8. Athletes should not exit through the gym proper when leaving the locker rooms to take part in activities on the athletic field.
9. Hats will be removed prior to entering the building.

G. **First Aid**

1. No student athlete or manager is to administer first aid to himself or to someone else unless a coach is present.
2. All safety hazards are to be reported to the Director of Athletics immediately.

H. **Thefts**

1. Report any theft of equipment or personal belongings immediately to the Director of Athletics regardless of whether your belongings were(n't) locked.

I. **Miscellaneous**

1. Under ordinary circumstances, parents of athletes are never allowed in the locker room either before or after a game or practice.
2. No ineligible students will be allowed to participate on junior varsity teams. Only 9th, 10th, and 11th grade students may play on junior varsity teams. Junior varsity teams should be made up mostly of 9th and 10th grade students, in an effort to develop future Varsity players.
3. Ineligible athletes will not be allowed to dress out for games or be part of a traveling squad. They will be allowed to participate in any off season drills.

12. SPORT TO SPORT POLICIES

- A. Our department encourages participation in a variety of sports. Coaches need to work together and
- B. support one another's programs. An athlete must complete one LHSAA sport season before beginning another LHSAA sport season. Seasons are defined as fall, winter, and spring. For example: a student participating in football must complete the fall season, including any postseason play, before he may participate in a winter season game or practice such as basketball.
- C. In some situations, an athlete may be able to participate in two sports that occupy the same season. This must be worked out between the coaches and the Athletic Director. It is recommended that the athlete name one sport as their priority sport prior to the start of the season. If a conflict arises, the decision of where to play has already been made.

13. CLUB SPORTS

We recognize the value of club sports for the development of sport specific skills. Brother Martin's sports program is our first priority and the athlete should not participate in a club sport that will require him to miss required practices and games in a school sport. Any practices or games missed due to club sports will be considered an unexcused absence.

14. BROTHER MARTIN ATHLETIC CODE OF CONDUCT

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential to maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. Parents' positive support of our athletes, coaches, policies and events is imperative to our success.

15. DISCIPLINARY ACTION

Failure to comply with school or organizational regulations could merit the following disciplinary actions:

1. Probation with the organization.
2. Suspension from the organization.
3. Suspension from the organization, and loss of possible awards.
4. Hearing by the Athletic Committee, possible dismissal from the organization, and loss of possible awards.
5. Suspension and referral to the Assistant Principal for Attendance & Discipline.

The Athletic Committee is comprised of (3) Varsity Head Coaches, excluding the coach of the athlete in question, and the Athletic Director, or Assistant Athletic Director in his absence. The Committee can only be called by the Athletic Director in which he feels that removal from the athletics program is warranted. It is at the discretion of the Athletic Director as to who will accompany the athlete during the committee. Procedures for the Athletic Committee can be attained from the Athletic Director or Assistant Athletic Director prior to the hearing.

Crimson Rules for Athletes

1. I understand that athletics are a privilege.
2. I understand that academics always come before athletics.
3. I understand that athletics take commitment.
4. I understand that my coaches will push me to the limit to make me a better athlete and person.
5. I understand that all of my actions represent self, family and school.
6. I understand that there is a proper way to communicate with fellow athletes, coaches and teachers when in disagreement.
7. I understand that my coaches expect me to compete on the field, but act like a gentleman off the field.
8. I understand that I will use proper language at all times.
9. I understand that there is a time and place for everything.
10. I understand that I have made a contract with God, self, family, school and the LHSAA to abstain from Drug, Alcohol and Tobacco use.
11. I understand that it is my responsibility to ensure that all comments, pictures and videos on my social networking sites will be above reproach.
12. I understand that consequences invoked by the Discipline Office take precedence over athletic responsibilities.

Crimson Guidelines for Parents/Guardians

1. Athletics are a privilege.
2. Academics always come before athletics.
3. Athletics take commitment.
4. The Athletic Director has an “open door” policy provided that the chain of command is abided. In addition, parents/guardians wanting to ask questions after a competition must wait 24 hours before expressing concerns of their son’s respective coach.
5. The Athletic Administration values input from parents. The “spirit” in which concerns are expressed will highly be taken into consideration. Therefore, ensure that information is gathered prior to engaging into a conversation and be prepared to hear statements/answers that may contradict your opinion and beliefs.
6. Allegations of abuse, either emotional or physical, are taken seriously since the emotional, physical and spiritual well-being of my son is placed ahead of athletic accomplishments. I further understand that it is my responsibility to investigate the allegation to my fullest extent prior to bringing it to the attention of an administrator at Brother Martin High School.
7. Coaches will push my son to the limit to make him a better athlete and person.
8. My actions and comments should be consistent with self, family and school beliefs.
9. Alcohol is not allowed at LHSAA events, off-campus events involving a Brother Martin team, or on the campus of Brother Martin High School. Parents will not be allowed back and forth during athletic contests. Adults not adhering to this policy will not be allowed entry. In the event that this scenario becomes habitual, adults may be banned from future Brother Martin sporting events.
10. Tailgating and after-event gatherings are strongly encouraged as such get-togethers encourage team, parent and community bonding. In the event that student-athletes are present in the “spirit” of a team gathering, regardless if the function takes place on or off campus, alcohol should not be present.
11. Referees will make bad calls, but my response should be appropriate and coincide with Christian Values.

Student-Athlete & Parent/Guardian Acceptance Form 2019-2020

I understand and accept all provisions and policies stated in the Student-Athlete & Parent/Guardian Handbook. Furthermore, I understand and accept all consequences associated with violations of said handbook.

Additionally, I understand that I will receive one (1) copy of the handbook. The Student-Athlete & Parent/Guardian Acceptance Form must be filled out annually and prior to participation in the first sport of that school year. If the form is not signed and turned into the Athletic Director or Assistant Athletic Director, the student will not be allowed to participate until the process is complete.

This form will be kept on file in the Athletic Department.

Student-Athlete

Date

Parent/Guardian

Date

Parent/Guardian

Date

Athletic Director

Date



"The mission of Brother Martin High School is to form young people through a holistic education that fosters academic excellence in a caring, disciplined community which integrates Catholic tradition and the charism of the Brothers of the Sacred Heart to meet the needs of a changing world."



Dear Crusader Parent:

Welcome to the exciting world of Crusader athletics! The administration and coaches of the Brother Martin High School athletic department are honored to have your son as part of their program and hope that he can help carry on the proud tradition of past Crusader teams. The school has spared no expense in time, effort, and money to provide your son with the finest in equipment and competition. We hope he both enjoys and appreciates the opportunities for growth thus provided.

As your son's athletic season begins, I would like to take this opportunity to acquaint you with several important points. The LHSAA requires each athlete to complete the following:

1. Athletic Participation / Parental Permission
2. Substance Abuse / Misuse Contract and Consent
3. Medical History Evaluation
4. School Physical
5. Concussion Form

Our athletes are covered by Student Assurance Services. If your son is injured, please see our Athletic Trainers, Shinji Tsumura and James Edelman, as soon as possible. The school's insurance is secondary insurance coverage. Benefits are paid on a pro-rata basis. Thus, if you carry personal insurance which will cover an athletic injury, you should immediately file a claim with your own insurance company.

Please keep this information sheet handy; it may one day prove important. All students will be given a fair opportunity to be a part of our athletic program and compete for his school. If I can be of service to you, feel free to call me or to stop by my office for a visit. And again, welcome to the Crusader family!

Respectfully,

Mark Wisniewski '81
Athletic Director