



2011 – 2012

Student-Athlete Handbook

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PHILOSOPHY/PURPOSE

The Athletic programs strive to provide the best opportunities beyond the school day for students to excel in knowledge, skills, teamwork, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive, formative in Catholic values, and helpful in developing the virtues of faith, teamwork, responsibility, loyalty, good sportsmanship, fortitude, and enhancement of particular knowledge and skill. This athletic handbook is designed to inform participants, student/athletes and their parents or guardians of the rules, regulations, and information that will help develop a rich tradition of competition at Guerin Catholic High School.

Participating in high school athletics is a privilege that carries with it honor, responsibility, and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct as established by the administration along with additional specific coaches' rules for their respective sport. You are expected to represent Guerin Catholic High School, your family, yourself and your community in a positive manner. The policies in this handbook are in force the year around and apply to all students, participants, athletes and their families that are involved with IHSAA sanctioned events. The primary purpose of athletics is to help young adults grow into respectable citizens. By following the guidelines set forth in this athletic handbook, the ideals you exemplify in athletics will become a part of your personality and character and will be a model to those who watch you perform.

You assume many responsibilities when you participate in sporting events and represent Guerin Catholic High School. Most athletes are responsible people and succeed because of this characteristic. Those who fail to meet their responsibilities, as an individual and team member, may be a detriment to themselves, the team and the school.

Interscholastic athletics, historically a significant part of the total educational program, contributes effectively to the lives of the participants by providing competitive opportunities, fostering initiative to succeed, providing leadership experience, and numerous opportunities for self-discipline. By participating in athletics you have been given an opportunity to contribute to the Guerin Catholic High School athletic tradition. One of your challenges is to contribute to that tradition with your best efforts and enjoy a very satisfying experience.

The success and tradition of the Guerin Catholic High School Athletic Program involves responsibilities for all prospective and participating athletes. Those entering the program should have an idea of these responsibilities and have the willingness to accept and maintain them. The student/athlete's conduct, on and off the field, must at all times comply with the general directives and overall mission statement of Guerin Catholic High School; and, a student/athlete's behavior towards and interaction with other players, participants, students, parents, faculty and third parties must at all times comply with the general directives and overall mission statement of Guerin Catholic High School.

Definitions

STUDENT ATHLETE/PARTICIPANT DEFINED

A student athlete/participant is defined as and includes all young men and women who participate and represent a team that engages in interscholastic competition and further includes participants, cheerleaders, student managers, statisticians and all other students and individuals who may assist a team.

PARENT/GUARDIAN

A parent/guardian shall be the person(s) responsible for the student/athlete and for purposes of this athletic handbook all related family members to the student/athlete and parent/guardian shall be expected to abide by the terms hereof.

GENERAL EXPECTATIONS

1. Each individual shall put the good of the team first and foremost.
2. Good sportsmanship will always be the focal point of the Guerin Catholic High School athletic department. It will be reflected in how we treat our teammates, coaches, officials and opponents.
3. Each individual shall accept responsibility for the care of all equipment and school property. Damage due to negligence shall result in financial accountability to the offending individual.
4. Each individual shall obey the specific guidelines set forth for each team as given by the coach.
5. Each individual shall be a good citizen at all times, displaying honesty, self-discipline, courtesy, responsibility, and respect for self, others, and property.
6. Each individual shall strive to be a positive influence in all he/she tries to do, representing the team, school, and community with pride and dignity.
7. Each individual shall refrain from the use of profanity should refrain from engaging in negatives such as vulgar language, disrespectful and violent behavior, and other behaviors that will bring discredit upon themselves, their teams, their families, and their school. In short, Guerin Catholic athletes are expected to maintain a higher standard of conduct than that of those not involved in athletics.
8. No individual shall participate in any unlawful act as stated in **Public Law 162** regardless of local laws. These unlawful acts shall include, but are not limited to, the involvement of student/athletes with drugs, alcohol, tobacco, weapons, gambling, theft, forgery, vandalism, falsification of grades and/or records, assault and endangering the health, safety and/or welfare of others.
9. Each individual shall comply with the standards set forth in this handbook, core values of Guerin Catholic High School, student handbook, and school policies and regulations or be subject to disciplinary action and/or dismissal from the team as determined by the school administration.
10. Each individual shall comply with the standards as set forth by the IHSAA or be subject to disciplinary action and/or dismissal from the team as determined by the school administration.

11. Each individual shall comply with local, state and federal laws and regulations or be subject to disciplinary action and/or dismissal from the team as determined by the school administration.
12. The student athlete/ participant must acknowledge and understand that participation by student athletes is a privilege, not a right and such participation may be limited, suspended and/or terminated by the school at its sole discretion.

ATTENDANCE POLICY

Students are required to attend all practices, team meetings, service projects, etc. that the coach deems as necessary.

Students must attend school three periods during the day in order to qualify for participation in an athletic activity after school. Approved field trips or school activities constitute attending school, any exceptions must be granted by the Principal or Director of Athletics.

An athlete who is absent five or more consecutive school days due to illness or injury must present written verification to the coach or Director of Athletics from a licensed physician stating that the athlete may resume competition (**IHSAA By-Laws**).

FINANCIAL OBLIGATIONS

Students must pay all fees associated with each activity by the established due dates. Special financial arrangements must be made in writing with the Director of Athletics, Principal or designee.

SCHOOL CONFLICT POLICY

We feel it is important that students at Guerin Catholic High School be encouraged to participate in a wide range of school-sponsored activities. The expanding of athletic and extra-curricular programs at Guerin Catholic has allowed for a large number of our students to be actively involved. However, with this increased involvement, we have increased possibilities for scheduling conflicts to occur. It should be understood that students having direct conflicts with rehearsals, practices, performances, and/or games would need to make a choice at the beginning of the year concerning the athletic teams in which they choose to participate.

By providing clearly defined guidelines, coaches, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency. Prior to the fall, winter, and spring sport seasons and in advance of conflicting situations, the involved athlete will meet with both the Event Coordinator and the Director of Athletics to seek out any possible conflicts. After learning of possible conflicts, the Director of Athletics, Administrator, Parent and Athlete will

meet to determine how these conflicts can be resolved. (The Director of Athletics will call and conduct this meeting.)

The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

- A. Scheduled IHSAA and scheduled Guerin Catholic athletic events, including travel time, shall take precedence.
- B. Major performances shall be the second priority. Out of state competition shall not take precedence over these school schedules, games and events. A scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event.
- C. Regularly scheduled games and performances beyond Items A and B shall be the third priority. A previously scheduled event on the school calendar shall take precedence over a calendar addition or a rescheduled event.
- D. If there is a direct conflict, which cannot be rescheduled through those conditions as outlined in A, B, or C, then the following procedure will prevail:

The importance of a student's participation in the success of the group's performance will be considered. The Event Coordinators and the Director of Athletics will make the decision. If the Event Coordinator and the Director of Athletics cannot reach such a decision, the Principal will render a decision, and there will be no penalty assessed to the student.

CODE OF CONDUCT

RULE 1: Students participating in athletic activities who are found to be in violation of the Guerin Catholic High School Drug, Alcohol, and Tobacco Policy (as found in the Student Handbook) will face the following consequences in addition to those set forth in the handbook:

Penalty period:

1st offense: Athletic suspension for 30% of athletic contests

2nd offense: Athletic suspension for one year

3rd offense: Athletic suspension remainder of student's school career

RULE 2: Students who are removed from the school as part of any disciplinary process shall not participate in any athletic practices, meetings or competitions, during stated removal.

RULE 3: Students participating in athletic activities who are found in violation of school rules other than the drug, alcohol and tobacco policy shall be disciplined in accordance with the school's student handbook.

RULE 4: Students participating in athletic activities who are found in violation of other policies of student-athlete handbook shall be disciplined in accordance with the rules set forth by each athletic team.

RULE 5: Specific rules and guidelines for each team may be set forth by the coach. These rules and any stated penalties will be given to the athletes during the first week of participation. These written regulations will be on file in the Director of Athletics office and/or the Principal's office.

PROCEDURES

Upon reasonable suspicion of a student's violation of Rule 1, the Dean of Students will conduct an investigation. If the student is found in violation, a conference will be held with the student and parents or guardian. Following the conference, the student will be notified in writing by the Dean of Students as to the consequences described in the handbook. One copy of the violation record will be give to the student, one mailed home, another given to the coach and another kept on file at the school.

Upon reasonable suspicion of a student's violation of Rule 3, an investigation will be conducted by the Dean of Students. If the student is found in violation, a conference will be held with the student. Following the conference, the student will be notified by the Dean of Students as to the consequences.

If a conference is held, as indicated above, such is NOT to be an evidentiary hearing. The school will make every effort to acquire as much factual information as possible. The school may limit attendance at the conference at its discretion.

APPEALS

Appeals of Rule 1 & 2 may be made to the school's Discipline Council. An athlete and parent/guardian may appeal a ruling by notifying in writing the Dean of Students in charge of student activities within five business days after notification of the decision. If written notification is not received by the school within five business days, the right of appeal is forfeited. Within five days after receipt of an appeal the athlete/parent guardian will be notified of the Discipline Council's decision.

All assigned consequences will remain in place until the appeal process has been completed and a decision has been reached.

ENFORCEMENT

All coaches, teachers, administrators, staff, athletes, and parents should work together to uphold and enforce the Student-Athlete Handbook. A possible code violation shall be reported promptly to the athletic administrator, who will include the athlete, parent, coach, and Principal when needed in an investigation of the matter.

If the athletic administrator decides that an Athletic Code of Conduct violation might have occurred, the administrator will contact the athlete and his or her parent/guardian immediately.

Upon further investigation, if it is decided that an athlete has violated the Athletic Code of Conduct and will be temporarily or permanently excluded from interscholastic athletic participation, the athletic administrator will inform the athlete and his or her parent/guardian of the administrator's decision and the consequences of the athlete's action(s).

SEASONAL TRANSITION POLICY

Guerin Catholic High School actively promotes the development of multi-sport athletes. As athletes transition from one season to another, the head coaches of the involved sports will adhere to the following guidelines.

- Does the involved student require a brief period of time off for rest and regeneration?
- The decision is made in the best interest of the student athlete.
- Parent input is solicited.
- The "incoming season" coach takes the preference over the "outgoing season" coach.

TRIP GUIDELINES

In order to participate in any school-sponsored trip, the following conditions must be met. Before departure, the student must:

1. Be a member of the team, club, or organization taking the trip.
2. Pay the full amount due for this trip and any other prior commitments (candy, fundraising quota, outfit deposit, etc.).
3. Return the signed parent permission and have medical forms on file with the school nurse.
4. Have a parent or guardian attend the pre-trip meeting if required.

While on the trips, students will be governed by all the applicable rules and guidelines listed in the school Student Handbook, including the Student-Athlete handbook and the following:

1. Stay with the group and use only the transportation provided. Never be in a group smaller than four persons. Chaperones are always to be notified of student's whereabouts.
2. Take one suitcase and possibly one small carry-on item per person unless other guidelines have been provided.
3. Abide by all guidelines set by the group chaperones regarding meals, arrivals, departures, room checks, etc.
4. Do not bring "boom boxes, loud radios, etc." You may bring personal radios, etc. with headsets. Security for these items will be your personal responsibility.
5. Be accountable and responsible for your own actions and belongings at all times.
6. Be courteous and obey the leaders.

7. Do not make noise in the hotels.
8. Bring only appropriate reading material.
9. **DO NOT GAMBLE!**
10. Do not cause damage or perform any unlawful acts.
11. Do not remove any items from the hotel rooms. Violators will be reported to school officials. Theft is a suspension/expulsion offense as well as a crime.
12. Members of the opposite sex shall not be permitted in rooms at any time.
13. Bring enough money for meals and any spending money you wish.
14. Be in rooms with lights out at designated time.
15. **DO NOT SMOKE!**
16. Do not use or be in the possession of drugs, alcohol, or tobacco regardless of local laws.
17. School officials will not be responsible for any student arrested during the trip. We will make every attempt to contact the student's parent.
18. Remember that the purpose of this trip is educational in nature. You are representing yourself and your school – you must be courteous and cooperate at all times.
19. Violations of these rules will result in a phone call to the student's parent or guardian, after which the student will be sent home immediately at the parent or guardian's expense. Further disciplinary consequences may also be imposed.

IHSAA AND GUERIN CATHOLIC H.S. INTERSCHOLASTIC ATHLETIC ELGIBILITY

Before the first official practice in a sport, including out-of-season conditioning and open gymnasium sessions, an athlete needs to:

1. Be enrolled at Guerin Catholic High School.
2. Pass a physical examination. Completed IHSAA physical exam forms are to be turned in to the athletic office. The examination must be administered after May 1 of the preceding school year and the start of the official practice in the current school year (**IHSAA By-Laws**).
3. Complete a Medical Emergency Form with supporting parent/guardian signature and turn it in to the athletic office.
4. Have passing grades in four (4) out of five (5) credit subjects with a 2.5 trimester G.P.A. at the end of the last grading period. The trimester G.P.A. at the end of the previous trimester determines whether or not you are eligible for the current trimester. Academic eligibility is restored should, academic requirements be met by the time grades are submitted for progress reports. Please note, that two (2) no credits, within a trimester grading period renders the athlete ineligible for the upcoming trimester grading period.

Taking the overall wellness of the student athlete into consideration, any athlete that has a significant drop in grades during a season will be required to meet with the Director of Athletics and/or the guidance counselor to help find the source of the regression. Any athlete that quits a team during the season will not be permitted to go out for any other team during that sport season or any team preparing for an upcoming season (pre-season). A student athlete that chooses not to continue to try out for one team may choose to try out with another team before the season begins.

AGE

To be eligible for athletic participation in a given sport, an athlete may not be twenty years of age prior to or on the scheduled date of the IHSAA state finals in that sport (**IHSAA By-Laws**).

TRANSFER STUDENTS

A student who transfers his or her enrollment to Guerin Catholic High School from a different high school, or from a junior high school if that school includes the freshman year, is required to complete an IHSAA Athletic Transfer Report. The parent or guardian of the transfer student must contact the athletic administrator as soon as possible upon enrollment at Guerin Catholic High School to begin the reporting process. The report is then sent to the student's former (sending) school and the IHSAA. The IHSAA makes the eligibility determination for the athlete (**IHSAA By-Laws**).

Three eligibility rulings are possible:

1. No eligibility.
2. Limited eligibility: Participation is allowed at the freshman or junior varsity level for 365 days from the date the athlete last completed at his/her previous school.
3. Full eligibility: Participation is allowed at the freshman through varsity levels immediately upon notification from the IHSAA.

Full eligibility is frequently granted when the student's custodial parent or guardian experienced a legitimate change of residence and Guerin Catholic High School has not exerted undue influence in recruitment of the student for athletic purposes.

Guerin Catholic High School does not grant eligibility for interscholastic competition before receiving the IHSAA ruling.

ATHLETIC PARTICIPATION OUTSIDE THE GUERIN CATHOLIC HIGH SCHOOL ATHLETIC PROGRAM

An athlete who participates as a member of a non-school team in the same sport (example: CYO high school basketball during IHSAA basketball season) is ineligible for the Guerin Catholic High School team. An athlete who wishes to participate on a non-school team in a sport different from the sport he or she plays at the time of non-school participation should check as soon as possible with his or her coach or the athletic administrator to determine eligibility based on IHSAA standards.

An athlete who wishes to participate as an individual in a non-school athletic event (example: a Guerin Catholic High School golfer who wishes to participate in a non-school sponsored golf outing), should check as soon as possible with his or her coach or the athletic administrator to determine eligibility based on IHSAA standards.

AMATEURISM/ COLLEGE-BOUND ATHLETES AND RECRUITING

1. To retain amateurism athletic status, a criterion for interscholastic athletic participation, an athlete may not play under assumed names, accept payment directly or indirectly for athletic participation, or participate in athletic activities, tryouts, auditions, practices, ad games held or sponsored by professional sport organizations, clubs, or their representatives. An athlete may not accept awards, medals, recognition, gifts, and other honors from colleges/universities or their alumni (**IHSAA By-Laws**). College recruiters visit Guerin Catholic High School regularly to talk about their school with our student athletes. These visits should be arranged between the school, the family and the coach. Student athletes will not be dismissed from class(s) to meet with a college recruiter. These appointments should be made during non-classroom time such as: lunchtime, or after dismissal from school.

DESCRIPTION OF AWARDS

Freshman

Numerals are the first award for any freshman athlete at Guerin Catholic High School. Subsequent freshman awards are certificates. Upper-class athletes who may not have competed at Guerin Catholic High School in their freshman year will also earn numerals for their class year. The numerals represent the athlete's graduation year and should be worn on the upper right sleeve of the varsity letter jacket.

Junior Varsity

A certificate is given upon successful completion of the first junior varsity season in a sport. Subsequent JV awards will also be certificates.

Varsity

The Varsity letter is given upon successful completion of the first varsity season in the athletic program. The letter is a six-inch gold letter that is placed on the left breast of the letter jacket purchased by the athlete. Subsequent awards will be specific sport pins.

MAJOR ATHLETIC DEPARTMENT AWARDS

Golden Eagle Award

The Golden Eagle Award will go to the athlete who best meets the following five criteria areas as determined by each sport:

1. Commitment to excellence
2. Level of work ethic and desire
3. Dedication to the program/team

4. Overall level of contribution towards the success of the team
5. Leadership ability

St. Theodore Guerin Award

The St. Theodore Guerin Athletic Award will go to the athlete who best meets the following criteria areas as determined by each sport:

1. Incorporation of the mission of the school into their participation in the athletic program
2. Positive mental attitude/sportsmanship
3. Academic excellence and overall commitment in the classroom
4. Positive model of the Catholic faith
5. Overall leadership and commitment to the program

MEDICAL SERVICES/INJURIES

Guerin Catholic High School contracts certified athletic training services for all sports and cheerleading with St. Vincent Sports Medicine.

Unless an athlete's injury is extremely severe, he or she is strongly encouraged to seek medical care and guidance first from the Guerin Catholic High School certified athletic trainer or team physician, rather than from a general practitioner. Athletic health care professionals have extensive knowledge and experience in the prevention, rehabilitation, and management of sports injuries. All accidents or injuries incurred in practice or a contest in the IHSAA sanctioned sports and cheerleading are to be reported to the trainer and/or coach immediately. This will allow for the appropriate sports medicine support from our sports medicine staff. Participation in high school athletics carries with it the very real potential for injury. It is reasonable to believe that at least one time during the four-year career of our student athletes that they will face an injury that will result in missing one or more days of practice or contests. We need your help as a student athlete and as a family. Proper rest, nutrition and the adherence to the rules and guidelines established by the Guerin Catholic athletic department and the coaches of your sport will go a long way to assure that injuries do not happen.

GUIDELINES FOR THE RETURN OF INJURED ATHLETES TO PRACTICE AND COMPETITION

When working with an injured athlete and their return to practice /competition the following guidelines should apply.

- In the absence of a St. Vincent's Sports Medicine physician, the decisions of our trainers are final and not subject to review by the parents or coaches.
- If the family of an injured athlete approaches the trainers or coaches in regard to putting their child back into the contest or practice, and in the absence of a St. Vincent's Sports Medicine physician, participation is to be denied until a St. Vincent's Sports Medicine physician has completed an evaluation or the family can provide to the trainer documentation from the

family physician or appropriate health care provider as to the appropriate return to practice or competition.

- If an injured athlete has been denied participation in practice or a contest by an attending St. Vincent's Sports Medicine physician and a family member who is also a physician approaches the trainer or coach, the athlete will continue to be denied participation until the attending St. Vincent's Sports Medicine physician can be consulted.
- If the family doctor of the injured athlete who has been denied participation in practice or a contest by an attending St. Vincent's Sports Medicine physician approaches our trainers or coaches, participation will be denied until the family and attending St. Vincent's Sports Medicine physician are consulted.
- If the athlete is injured during a contest or needs an evaluation after a contest, and the trainers are approached by a family member who is also a physician or the family physician of that injured athlete, and in the absence of a St. Vincent's Sports Medicine physician, the trainer may work with that parent or family physician as to the appropriate return to competition.
- If the family of the injured athlete seeks help from a health care provider such as an emergency room due to an injury during a contest, and the family can provide documentation as to what the athlete may or may not continue to do, the trainers may make their decisions based upon that paper work and consultation with the family. If the athlete has sought professional help on their own and provides the necessary documentation, regardless of the decisions of the health care provider, participation will be denied until the parent is contacted. This also applies to athletes who are eighteen years of age or older.
- If a physician not associated with the family or St. Vincent's Sports Medicine approaches the trainers, the decisions of the trainers will be final.
- If the family doctor or the athlete's parent, who is a doctor, has denied participation while the St. Vincent's Sports Medicine physician has given their approval, the athlete will be denied participation until the family or parent physician and St. Vincent's Sports Medicine have consulted.
- In the event that none of the above criteria apply, the athlete will not participate until reasonable contacts and decisions have been made.

WEIGHT ROOM

The weight room is available for use by athletes both before and after school as scheduled by the Strength and Conditioning Coordinator. No student shall use the weight room facilities without adult supervision.

INSURANCE

The Guerin Catholic High School coaching and athletic training staffs prioritize the health and safety of our participants above winning. The staff is trained to instruct athletes in the safe and proper skill and training techniques of their individual sport(s). Due to the nature of athletic activity, however, injury, sometimes serious, may occur.

Student athletes are required to take physicals prior to participation. Part of the IHSAA physical form to be filled out requests Insurance information. Each student athlete must have health insurance to participate. Guerin Catholic High School **DOES NOT** carry insurance on any of their student-athletes. All parents are responsible for all of the insurance needs of their student athlete.

The IHSAA carries insurance to cover catastrophic injuries incurred during participation in IHSAA-sanctioned competitions only. More information about the IHSAA catastrophic injury insurance plan is available upon request from the athletic office.

SCHOOL AND PERSONAL PROPERTY

Facilities and Individual Items

All athletes and team members are expected to care for equipment, uniforms, supplies, and facilities as if they were personally owned. This responsibility includes proper attention to washing and drying instructions, inspections, and security of all items.

Locker rooms should be clean and safe areas. All team members share in the responsibility to fulfill this expectation for the health and safety of the team. Athletes are expected to keep their personal areas organized and their personal items clean.

Unauthorized use of another person's personal or school-issued items will not be tolerated. Participants will be expected to reimburse the school for school-owned items that are not returned at the designated time in specified condition. A bill for such items will be passed on to the Tuition Office and will appear on future tuition billings.

All personal items must be stored and properly locked in the athlete's assigned locker within the athletic locker rooms. All personal items left inside the locker rooms are the sole responsibility of the student athlete.

**St. Theodore Guerin High School Student – Athlete Travel
Authorization**

At times, it may be necessary for the parents/guardians of student-athletes to provide transportation for their child to/from athletic events or off-site practices. The Athletic Department requires parental/guardian consent and emergency information to be placed on file. In the event that the school does not provide transportation the following will apply:

Event/Date: _____ Location: _____

_____ Transportation MUST BE provided by the parent/guardian TO this event

_____ Transportation MUST BE provided by the parent/guardian FROM this event

Transportation MUST BE provided by the parent/guardian TO and FROM this event according to the attached schedule

Name of Student – Athlete _____

Parent or Guardian _____

Address _____

City _____ Zip _____ Phone _____

Place of Employment (Father) _____

Phone _____

Cell Phone _____

Place of Employment (Mother) _____

Phone _____

Cell Phone _____

I have read and understand the above travel arrangements for my child. I, _____ accept full responsibility for the transportation of my child to/from this event accordingly.

Signature _____ **Date** _____

Relationship to student-athlete _____

**STUDENT/PARENT ATHLETIC HANDBOOK
SIGN-OFF SHEET**

The Parent/Guardian and Student certificate must be completed and returned. The signatures of the parent/guardian and the student indicate that each has read, has understood and has agreed to abide by the stated policies. This document must be on file in the Director of Athletics office prior to the start of the official practice date for the selected sport.

As parents or guardian of _____
(Please Print)

I/We have read and will support the policies of the Guerin Catholic High School Student-Athlete Handbook.

Signed _____
(Student) (Date)

Signed _____
(Student) (Date)

Signed _____
(Student) (Date)

Signed _____
(Parent or Guardian) (Date)

**PLEASE SIGN AND RETURN THIS FORM TO THE DIRECTOR OF
ATHLETICS OFFICE**