

Saint Joseph Notre Dame High School

Student & Parent Athletic Handbook



2010-11

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.sjnd.org**



SAINT JOSEPH NOTRE DAME HIGH SCHOOL

Saint Joseph Notre Dame is a dynamic, Catholic parish high school that offers a rigorous college preparatory education. We are a faith-filled, diverse, and welcoming community that embraces the teachings of Jesus Christ. We develop confident, open-minded, generous leaders who are ready to live joyful lives of faith, scholarship and service.

How to Participate in SJND Pilot Athletics

- Complete the “Athletic Participation Packet” and return it to the Athletic Department. Make sure you sign every signature line.
- Make an appointment for a physical examination by a medical doctor. As a student athlete, you are required to have one every school year. The physical examination should be dated after July 1.
- Remain academically eligible. Each grading period, a student athlete must maintain a 2.0 GPA or higher, with no F’s and no more than 2 D’s to remain athletically eligible.
- Student athletes must be eligible under all CIF rules and regulations.
- Follow all school and team policies.

Sports Offered at SJND

	Men’s	Women’s
Fall Sports	Cross Country	Cross Country
	Crew*	Crew*
		Volleyball
		Tennis
		Golf
Winter Sports		Cheerleading
	Basketball	Basketball
	Soccer	Soccer
Spring Sports	Baseball	Softball
	Track	Track
	Swimming	Swimming
	Tennis	
	Golf	

*SJND partners with the Oakland Strokes Crew program www.oaklandstrokes.com

I. Pilot Athletics Program

A. Philosophy

SJND recognizes the importance of interscholastic athletic competition. Athletics' provide students with opportunities to excel physically, to develop socially and to experience the range of emotions that accompany both victory and defeat.

The Athletic Department is committed to developing dynamic, competitive athletic programs for all students. We realize that athletics is one component of a well rounded education at SJND. Athletic competition fosters community, nurtures leadership, promotes healthy living and develops resilience in overcoming obstacles. While the benefits of athletic competition are many, we also believe an SJND athlete is first a student. Academic responsibilities take priority over athletic commitments. The Athletic department will assist our student athletes to ensure their academic success while at SJND.

SJND seeks to provide the broadest range of competitive programs for all who wish to participate. The school will engage qualified, committed coaches. They are role models who live the values of the SJND community and exemplify the behavior and leadership we want our students to develop.

While the school takes great pride in winning, it does not condone a "winning at all costs" attitude. Athletics is just one aspect of the educational program and will be conducted in a way that is complimentary and supportive of the school's educational mission.

B. Long Term Value of Athletics

Research indicates students involved in co-curricular activities, especially sports, have a greater chance of being successful adults. Many positive character traits required of athletes are exactly those that will promote a successful life beyond high school. We believe our athletic program provides students tools for lifelong personal growth and fulfilling their potential. These tools include self-discipline, teamwork, perseverance, desire to play fair and grace in both winning and losing. Furthermore, participation in

athletics fosters the love of physical activity necessary for lifelong physical fitness and healthy lifestyles.

C. Sportsmanship

The underlying value of all high school activities is sportsmanship. Without it, fair play, respect for competitors, respect for authority and respect for the game would be in jeopardy. Sportsmanship encompasses the same traits that constitute a good citizen. It creates the moral framework, ethical content and a balanced perspective for winning and losing. It establishes the standard of conduct for participants, fans and the game. Because it assists in the character development of participants, it also contributes to the strength and civility of sports and, ultimately, society.

Winning and losing are segments of competition. Participants are expected to act gracious in victory and respectful in defeat. True sportsmanship, however, does not preclude celebration that is spontaneous. Winning has provided some of the finest, most memorable emotional moments at Saint Joseph Notre Dame High School. We expect our athletes to celebrate the thrill of victory without diminishing, mocking or disrespecting the efforts of their opponents.

Sportsmanship is everyone's priority. No contest's outcome is worth an ugly incident brought on by uncontrolled emotions. We must create an environment that is conducive to a goal higher than a "win-at-all-cost" attitude. If we are successful in this endeavor, we will have attained a more lasting mark than any championship.

II. Expectations of Athletes

A. Athletics as a Segment of the Educational Program

Athletics are just one part of the educational program that is provided to SJND students. The main reason that students are in school is to learn and, therefore, academics always come first. Maintaining academic eligibility is the student's responsibility, not that of the coaches, teachers or parents. Eligibility can also be lost due to poor attendance or citizenship.

B. Participation

Athletics are voluntary. Participation is not required for graduation. Thus, being a member of an SJND sports team is not a right but a privilege that is earned. With that privilege come responsibilities to maintain the established standards of conduct as defined in the SJND Student Handbook and the CIF Code of Ethics, both on and off the field.

C. Team Selection

Many teams must limit the size of their squad to provide time for proper instruction, safety, and supervision. Turning away prospective student athletes is always a very difficult task. Coaches have the duty to ensure all players have the best conditions for developing skills, learning proper techniques and competing in a physically ready state. As a result, teams must limit number of players selected for a team.

Criteria for team selection is listed in handouts distributed at pre-season meetings and are reviewed numerous times. If a student athlete is not selected one season, this does not mean that he/she will not be selected for future seasons. If a student athlete tries out for a team and is not selected, he/she will be encouraged to participate in another sport during the same season that does not limit the number of participants (for example, cross country, track or swimming).

D. Being a Part of the Team

Teamwork is one of the most important skills student athletes learn. To be successful, every member of a team must work together to make the whole greater than the sum of its parts. Sacrifice, loyalty, common goals, working with others and sharing responsibility are all important components of teamwork. While all of those traits are worthwhile to participants in activities, they are even more important for future personal happiness and career satisfaction.

E. Preparation-Come Ready to Play

Student athletes should arrive on time for practice and be focused and ready to learn. In addition, they should be prepared both physically and mentally for the season by training in the preseason.

F. *Dedication*

Student athletes must be willing to dedicate themselves to sports. The athlete should be aware that nothing worthwhile is accomplished without hard work and a sincere desire to succeed. The athlete must also realize the importance of work in the off-season. This commitment may be challenging and difficult at times. Remember, attitude, effort and persistence will assist students in reaching their dreams and becoming successful in life.

G. *Respect*

At the very core of citizenship is respect – respect for self and others. The student athlete is to demonstrate respect for coaches, teachers, officials, spectators, school facilities, equipment and opponents at all times.

H. *Perspective*

Perspective is a difficult concept to embrace, since there seems to be an unbalanced value on the importance of winning. Proper perspective helps prevent people from overreacting to wins and losses, accomplishments or disappointments and recognizing what is really important for success and happiness in life. Balance is the key.

III. *Conduct and Behavior*

Student athletes are special representatives of the SJND community. Team members are held to a higher standard both on and off the field of competition. Athletes should demonstrate Pilot Pride in all they do. Participating in athletics requires courtesy and good behavior on campus, at other schools and throughout the community. The Pilot Code of Conduct, below, is designed to assist student athletes in making correct choices.

Saint Joseph Notre Dame High School enjoys athletic success because of team spirit and school pride. “Team First” should always be in the minds of our players. Therefore, before acting, athletes should think how their actions will affect the team. In addition, we ask athletes to always consider the consequences, or the worst case scenario, from a poor decision. Following the athletic code will aid in building team morale, discipline and spirit. Student athletes should take it upon themselves to become the very best team member possible.

Pilot Code of Conduct

Because the conduct of an athlete is always under scrutiny, an SJND student athlete's behavior should be beyond reproach. The student athlete agrees to follow all school rules as outlined in the SJND Parent Student Handbook. In addition, a student athlete will held to the following standards for athletic conduct:

During Competition, an SJND student athlete will:

- ✓ Use legal tactics
- ✓ Refrain from using profanity
- ✓ Be courteous and hospitable to visiting teams
- ✓ Respect the integrity and judgment of officials and accept their decision
- ✓ Be humble in victory while gracious in defeat

In the Classroom, an SJND student athlete will:

- ✓ Maintain grades in accordance with CIF and school eligibility policies
- ✓ Strive to become a good student and citizen
- ✓ Be respectful to faculty members and other students
- ✓ Attend class on time, be prepared to learn and ready with necessary school materials
- ✓ Respect school property

On Athletic Trips, an SJND student athlete will:

- ✓ Demonstrate a high standard of conduct as a representative of the school, community, family and coach
- ✓ Respect the property of others
- ✓ Travel to and from athletic contests on school-provided transportation. A coach may release a student athlete only to parent or guardian at the completion of the competition

Outside of school, an SJND student athlete will:

- ✓ Demonstrate a high standard of conduct
- ✓ Maintains exemplary citizenship.

Special Guidelines for Athletic Participation

1. Dressing and Grooming

Dress and grooming standards shall conform to Saint Joseph Notre Dame High School rules. Coaches may require that hair be restrained in an appropriate head covering. Other grooming and dress standards may be implemented in order to insure compliance with the necessary safety precautions.

2. *Physical Conditioning and Training Rules*

SJND student athletes will refrain from the use of tobacco (in any form), alcohol and other illegal drugs. This includes the illegal use of non-prescribed steroids and/or other performance enhancing substances. Proper diet and adequate sleep are equally important to the physical conditioning of an athlete. Athletes should protect themselves and their team by abstaining from anything that would harm their health.

3. *Enforcement Due to Violation of Rules*

Non-adherence to the foregoing regulations will result in disciplinary action by the coaches, athletic director and administrators of the school.

Violations of the letter or spirit of the Code of Conduct and the rules in this handbook may result in one or more of the following penalties recommended by the coach and athletic director with the approval of the principal:

- Placement on Probation.
- Removal from one or more of the next scheduled contests.
- Referral for assessment and treatment of any alcohol, drug violation, criminal activity.
- Removal from the team.
- Forfeiture of letter, letterman's jacket privileges or like award.

4. *Quitting a Sport*

In certain situations, a coach may allow a student athlete to be released from a commitment to that sport, with parent permission. Quitting a sport is not an acceptable option by any participant at Saint Joseph Notre Dame High School. Difficult challenges are a part of adult life and learning how to deal with them is a core value of athletic participation. If a student athlete quits a sport, he or she may not participate in another sport until that sport completes the regular season.

The head coach may or may not allow a player to return to the team after they have quit the sport. Athletes who quit the team may lose all rights of a team member including, but not limited to, awards or post-season honors.

5. ***Communication with Parents***

Coaches will remind student athletes to advise their parents of game times, approximate return times and any other pertinent information. Parents and guardians should be advised to either wait at the school or expect a phone call from the coaching staff, upon the team's return to the school. For supervision purposes, teams will stay together in a well-lighted area near the gymnasium.

6. ***Initiations or Hazing***

Student athletes are expected to be leaders and mentors for younger students. Initiation rituals and hazing are not acceptable and will not be tolerated. Student athletes are expected to lead by example. Athletes are reminded to leave a positive legacy during their time at Saint Joseph Notre Dame High School.

7. ***Language***

Profanity will not be tolerated at any time.

8. ***Proper Behavior on the Bus or Van***

An athlete's behavior is a reflection on their team, the school, their parents and themselves. Always take safety into consideration and:

- ✓ Do what is right
- ✓ Treat others the way in which you wish to be treated
- ✓ Follow the directions of the driver
- ✓ Keep the noise level down
- ✓ Be respectful at all times

If a student athlete does not follow the rules, they will be suspended from the next away contest. If there is not another away contest, the next home contest will apply. Stiffer penalties will result if a violation of rules is repeated.

9. ***Locker Room Conduct***

Student athletes are assigned team lockers whenever possible when the team is in season. Multi-sport athletes may be assigned a team locker for the entire school year. Single sport athletes may be moved out of their team locker to create space for the next season of sport.

10. It is a privilege to be assigned a team locker. A student athlete who does not follow the rules listed below may forfeit this privilege. Student security and safety in the locker room facility are priorities

of the coaching staff. Each student is responsible to assist in keeping the locker room area clean, safe and secure.

- ✓ Absolutely no horseplay. Injuries or bad feelings may result
- ✓ Lock and re-check your locker before leaving the locker room
- ✓ Do not share lockers or share combinations with any other person
- ✓ If you suspect that an individual knows your locker combination, see the athletic director for a new combination
- ✓ Report any missing items to the athletic department immediately
- ✓ Clean your area as you leave each day
- ✓ Treat the facility with respect.

IV. Parent Handbook

A. Expectations of Parents

Parents and family members are the child's first fans. They are integral to the student's success and the success of any athletic program. SJND asks the parents to provide the positive environment for our student athletes to achieve their sports goals. Being part of an athletic team will provide the student with many important moments of their high school career. The Pilot Athletic Program relies on the support and cooperation of the SJND parent community. You are part of our Pilot Family. Each sport has its particular needs from the parents and families. These will be identified in parent meetings with the coaches. All parents and families can contribute to the Athletic program by:

- Encourage participation. Allow the student to select the sport based on his/her perceived ability and interest. Provide a pressure free environment regarding scholarship expectations.
- Monitor the physical needs of your athlete. See that his/her medical needs are met. See that he/she has the right equipment. Insist on proper diet and nutrition, and adequate sleep. Limit electronic devices if necessary.
- Attend as many of your child's contests as possible.
- Volunteer to help with team needs. These may include hosting team dinners, driving carpools, providing snacks or working at an event.
- Stress the importance of the *complete* athlete, both mental and physical preparation.

- Do not emphasize quitting as the best way to solve problems, but rather perseverance.
- Review the school rules, especially those relating to attendance, tardies, conduct and grades.

B. *Keeping Athletics in Perspective*

Emphasize academics must always come first. Assist the student to structure time wisely so that athletics does not compromise academics. Use the school resources to monitor academic performance before it sidelines the athlete. Help your student athlete learn to balance academics, athletics, family, church and friends. All are important developmental tools.

Use athletics as a way to teach our children how to interact and react with other people during emotional situations. Help your child understand that athletic ability varies with body maturity and that effort is just as important, if not more important, as natural ability.

C. *Being Involved with Pilot Athletics*

Be supportive of the coaching staff. Go to all the meetings requested by coaches. Being on a successful team is important to your athlete. Support the coaches' preparation plan. Talk to your athlete frequently about how things are going with his/her sport.

Make arrangements to talk to the coaches privately and early about perceived problems.

During the season, take into consideration practice and games when planning family events.

Understand the need of a particular sport. Some take more equipment, some take more time while others may require some form of year-round preparation.

Support the school's policy of no profanity, alcohol, illegal drugs or tobacco products. Model positive behavior towards everyone involved in the events as described in the Code of Ethics.

D. *Conduct At Athletic Events*

In order to provide a pleasant and safe environment for all spectators and participants, the participating schools' staff and students ask that all fans do the following:

1. Remember that this is a high school athletic event. Players, coaches, officials and fans are all involved in this phase of

- the student-athlete's educational experience. We endorse the principles of "Pursuing Victory with Honor", display proper sportsmanship and play by the rules of the game.
2. Do not coach from the bleachers. It embarrasses you, your child and those seated near you.
 3. Cheer for a good play.
 4. Refrain from intimidating or harassing players, coaches, officials or other fans.
 5. Use appropriate language at all times.
 6. Remain in assigned seating areas. Spectators are not allowed in the playing areas.
 7. Admission to an event is a privilege and not a license to display insensitive or offensive behavior.
 8. Coaches, program administrators, sports officials and athletes have a right to demand that spectators conform to acceptable standards of behavior.
 9. Please enjoy the event by being a fan...not a fanatic.
 - 10.

V. *Communications and the Parent- Coach relationship*

Both parenting and coaching are extremely challenging. By establishing an understanding of each position, we are better able to accept the actions of the other for the benefit of the student athlete. As parents, when your child becomes involved in our program you have the right to understand the expectations that are placed upon your child. This begins with clear communication from your student athlete's coach.

Benefits and Challenges of Athletic Participation

As your student athletes become involved on an athletic team, they will experience some of the most rewarding moments of their lives. Likewise, it is important to realize that there will be times when things do not go the way your student wishes.

This is the time when your child should set up an appointment to talk to his/her coach. This type of communication will provide the coach and the student athlete a better understanding of each other's ideas and goals. This is also an important segment of a young person's maturity process into adulthood.

Communication to Expect From Your Coach

- Philosophy of the coach.
- Expectations the coach has for your student as well as the team.
- Locations and times of practices and contests.
- Team requirements (fees, special equipment, off-season expectations).

- Procedure to follow should your child be injured during participation.
- Discipline that result in denial of your child's participation.
- The availability of the coach to speak with you about your child if you should have a concern.

Communication Coaches Can Expect From Parents

- Concerns expressed at the appropriate times.
- Notification of any schedule conflict which may involve an absence from practices or a contest well in advance.
- Your support for the program and positive encouragement for all involved.

1. *Appropriate Concerns to Discuss with Coaches*

It is very difficult to accept that your child may not play as much as you may have hoped. Our coaches are experienced, professional educators. They use their experience and expertise to coach young men and women and are required to make judgment decisions based upon evaluation of practice performance and what they believe to be in the best interest of all those in their program. Certain topics *can and should be* discussed with your student athlete's coach:

- Suggested ways to help your student athlete improve.
- Concerns about your student athlete's behavior and /or academic progress.

2. *Issues that are not appropriate to discuss with coaches*

For reasons of privacy and confidentiality, a coach is unable to discuss certain issues with parents. Other issues are left to the discretion of the coach. These include the playing time, play calling and game strategy or other student athletes.

3. *How Parents Can Air their Concerns*

The first step in addressing a concern is to have the student athlete meet with the coach to discuss the issue. In most instances, this conference will resolve issues or questions. If there is need for additional clarification, a parent should call the coach at the school to discuss your concern. A coach may need to contact a parent after practice. Parents are asked to leave your name, telephone number, a short message so the coach will return your call as soon as possible.

Please do not attempt to talk to a coach before or after a contest or practice. Our coaches are responsible for the supervision and safety of their athletes. In addition, these can be emotional

moments for both parents and the coach. Meetings in this environment do not promote resolution.

4. ***If A Next Step Is Necessary***

What can a parent do if the coach-athlete meeting (step 1) and the parent-coach meeting (step 2) does not bring resolution to an issue?

Call the Saint Joseph Notre Dame High School athletic department and set up an appointment with the Athletic Director, and the coach to discuss the situation. At this meeting, issues of concern will be discussed and an appropriate plan of action will be developed.

VI. *California Interscholastic Sports Federation*

A. *CIF Eligibility Rules*

1. ***How to Protect Your Athletic Eligibility***

Your high school career will be highlighted by your participation in interscholastic which will prove to be some of the most enjoyable and memorable years of your young life.

2. ***Residential Eligibility***

A student has residential eligibility upon initial enrollment in:

- The ninth grade of any CIF high School, or
- The tenth grade of any CIF high school from ninth grade of a middle school, or
- Any CIF school as a member of an approved foreign exchange program as outlined in By-law 212.
- Any student “recruited” or “encouraged to attend” a school by anyone connected directly or indirectly with that school will lose athletic eligibility at that school. In addition, the school may be sanctioned by the CIF.

3. ***Age Limitations***

No student whose nineteenth birthday is attained prior to June 15 shall participate or practice on any team. A student whose nineteenth birthday is on June 14 or before is ineligible.

4. ***Changing Schools and Transfers***

A student may have transfer eligibility provided the

student is compelled to move from any school to a CIF school due to:

- A bona fide change of residence from one school attendance area to the attendance area of the new school by the parent(s), legal guardian(s) or caregiver with whom the student was living when the student established residential eligibility at the prior school, or
- A ruling by the Board of Education of the school district, which has two or more high schools, provided the change of schools not the result of disciplinary actions.
- Students living with caregivers are not automatically athletically eligible.
- CIF transfer forms must be filed on all transfer students. See your Athletic Director for the proper forms. Avoiding this process may affect your athletic eligibility as well as the school's standing within the CIF.

5. ***Changing Schools and Open Enrollment***

Any student transferring under the provision of an open enrollment board policy, public or private, may have immediate residential eligibility upon transfer from school A to school B, subject to the following limitations:

- The transfer must not be a result of disciplinary action.
- Only one transfer is allowed during the student's high school career after the initial enrollment as a ninth grader in a four year high school or a tenth grader in a three year high school.
- The transfer must be completed during the first 15 days of the new academic year at school B.
- Note: CIF transfer forms must be filed on all transfer students no matter what the circumstances may be. See your Athletic Director for the proper forms. Avoiding this process may affect your athletic eligibility as well as the school's standing within the CIF.

6. ***Changing Schools and Hardship***

If you change schools and your parent(s), legal

guardian(s) or caregiver does not move to the attendance area of your new school, you could have restricted eligibility for one year unless you qualify for a hardship. A hardship is defined as an unforeseeable, unavoidable or uncorrectable act, condition, or event, which causes the imposition of a severe and non-athletic burden upon the transfer student, and/or his/her family. The three considerations for hardship are financial, medical and family circumstances.

Note: CIF transfer forms must be filed on all transfer students no matter what the circumstances may be. See your Athletic Director for the proper forms. Avoiding this process may affect your athletic eligibility as well as the school's standing within the CIF.

7. ***Semester of Attendance***

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 the 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 semesters of enrollment at that school or any other school.

8. ***Competing Under a Name Other Than Your Own or Falsifying Your Address***

Any student whose address or name has been falsified in order to achieve residential eligibility will be ineligible in all interscholastic athletic competition for a period of one year from the date the infraction is verified.

9. ***Undue Influence and Recruitment of Athletes***

The use of undue influence by any person or persons to secure or retain a student or to secure or retain one or both parents, guardians or caregiver of a student as residents may cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of the high school in the California Interscholastic Federation.

10. ***Competition On An Outside Team***

A student on a high school team becomes ineligible if

the student competes in a contest on an “outside” team in the same sport during the student’s high school season of sport.

11. ***Scholastic Eligibility***

A student is scholastically eligible if:

- The student is currently enrolled in at least 20 semester units of work.
- The student passed at least 20 semester units of work at the completion of the previous regular grading period.
- The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
- The student has maintained a minimum 2.0 grade point average on a 4.0 scale during the previous grading period.
- All incoming ninth grade students are eligible for participation through the first grading period. Those students who were ineligible or on probation with grades in the 8th grade will enter the ninth grade on probation.

12. ***Student Participation and Conduct Penalty***

Student participation in athletic contests is a privilege. As a student athlete, one is expected to conduct oneself in an exemplary manner at all times. During participation in all CIF competition, a student who is ejected or disqualified from participating in the remainder of the said contest will be ineligible for the team’s next contest.

In addition, a student athlete who physically assaults a game or event official shall be banned from interscholastic athletics for the remainder of the student’s interscholastic eligibility.

Note: A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules of competition at an event or contest.
Note: A physical assault is the intentional infliction of, or an attempt to inflict a harmful offensive touching or contact upon the person of an official. Note that the rule is violated even if no contact is made with the person of the official. All that is required is the “attempt”.
However, the act constituting the attempt must be

accompanied by a specific intent which may be inferred from the circumstances and nature of the act, to inflict a harmful or offensive touching contact of the official's person.

B. CIF Code of Ethics

- Place academic achievement as the highest priority.
- Show respect for teammates, opponents, officials and coaches.
- Respect the integrity and judgment of game officials.
- Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
- Maintain a high level of safety awareness.
- Refrain from the use of profanity, vulgarity and other offensive language and gestures.
- Adhere to the established rules and standards of the game to be played.
- Respect all equipment and use it safely and appropriately.
- Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
- Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation.
- Win with character, lose with dignity.

C. Risk Warning

Participating in competitive athletics may result in severe injury, including paralysis or death. Changes in rules, improved conditioning programs, modern equipment and medical coverage have reduced these risks. However, it is impossible to totally eliminate such incidents from occurring.

Players may reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program and inspecting equipment daily.

Even if all of these requirements are met, a serious injury, paralysis or death may occur.

VII. NCAA Eligibility Center

A. Introduction

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization which has established rules on eligibility, recruiting and financial aid. The NCAA has three membership divisions: Division I, Division II and Division III. Institutions are members of a division according to the size and scope of their athletic programs and whether they provide scholarships.

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Eligibility Center. The center ensures consistent interpretation of NCAA initial eligibility requirements for all prospective student-athletes at all member institutions.

B. Your Responsibility as a Prospective NCAA Student Athlete

It is your responsibility to make sure the NCAA Eligibility Center has the documents it needs to certify you. These documents include:

- Your completed and signed Student Release Form and fee.
- Your official transcript mailed directly from every high school that you have attended.
- Your ACT or SAT scores.
- Foreign student application, if applicable.

C. When to Start the NCAA Process

If you want to participate in Division I or Division II athletics, plan to start the certification process early. There is a free publication of pertinent information at the Counseling Center.

VIII. Colleges and Scholarships

Recent studies have shown that the percentage of men and women being offered a NCAA Division I full scholarship is 0.08 %. In other words, it's easier to become a National Merit Scholar Finalist than to receive an athletic "full ride" scholarship. It is important to understand that high school coaches are not responsible for getting student athletes college scholarships. However, the coaches will work very hard to make sure that the student-athlete maximizes one's potential in both the athletic and academic arenas.

Parents can assist in improving the odds of their student participating at the collegiate level by:

- Learning about the different divisions and the available scholarship and grants.

- Determine if your student really wants to play at the collegiate level.
- Have a realistic evaluation of what level your student can participate in at the collegiate level. Remember, there are over 25,000 high schools in the nation.

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Develop Your Recruiting Plan

- Honestly evaluate your talent/skill level.
- Respond to questionnaires.
- Show an interest and actively evaluate perspective schools.
- Introduce yourself to collegiate coaches.
- Develop a list of questions for coaches.
- Create a game/skill tape.
- Arrange unofficial college visits.
- Take the Sat or ACT.
- Register with the NCAA Clearing Center.
- Obtain a copy of the NCAA Guide for the College Bound Student-Athlete. This booklet can be down-loaded from the NCAA website or call 1-800-638-3731 to receive a free copy.
- Take care of the academics.
- Work with your high school coach.
- Attend camps and clinics.
- Build your strength and endurance.
- Conduct yourself well both on and off the field.
- Consider using a recruiting service.

