

**Seton Hall Preparatory  
School**

**Department of Athletics**



**Handbook for  
Student-Athletes and  
Parents**

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# General Information

## Welcome to the Seton Hall Prep Athletic Department

Dear Parent / Guardian and Prospective Athlete:

As Director of Athletics, I would like to welcome you to the Seton Hall Preparatory School Department of Athletics. I look forward to getting to know you as you progress through our athletics programs.

This handbook is to provide information about the Prep's athletic programs available to you. It also serves as a guide for all athletes, and their parents / Guardians. All policies should be adhered to in addition to guidelines set by the head coach.

As a certified athletic trainer for over twenty years in the scholastic setting I have seen the benefits of sports in our boys here at the Prep and have watched the positive influences and life teaching that sports can deliver with my own daughters. In order to have a successful program so many people must come together in a common effort. We are blessed with dedicated coaches and an administration that supports our philosophy and mission statement. In order to thrive and excel in our programs I am a firm believer that we need active support from the student body, and as mentioned true leadership from our headmaster. Our most influential support comes from the Prep community with a sense of pride and support from all of them. Past alumni, many of whom played in our athletic arenas return to support and watch their sons and grandson's play and have the opportunity that they had while at the Prep. One can-not forget our faithful parents, many of whom return year after year long after their sons embark on their journey of life. It will be my goal to connect and reconnect all of the Preps facets to create the best athletics program that is possible, and for your support and understanding, I am especially grateful.

Many athletic programs begin their seasons with very specific goals. It is my hope that with their team goals, every student athlete will have a positive experience and a sense of friendship and unity with their teams. I also expect and know that we create a healthy environment that ensures the highest ethical standards and high expectations for our teams. Sportsmanship and citizenship are our every day purposes.

A true athlete is the student athlete. Student first, athlete second. He is expected to contribute to his team with a work ethic second to none that will carry over into all facets of his life including his academics, his personal choices and in athletics. The true student-athlete constantly strives for improvement, contributes to his team in many different ways and executes the skills necessary in practice and in competition that his coach has prepared him .... He is made of moral fiber that he wears on his sleeve. So play hard, play fair and commit yourself to becoming the best that you can be. I assure you that the rewards will follow you for the rest of your lives.

Your time with us is so short and precious, so I challenge our families, and student athlete to make the most of it. Enjoy it, respect our policies and be a supporter of the Prep student athlete.

Hazard Zet Forward,

Larry Baggitt ; Director of Athletics

## **Seton Hall Preparatory Department of Athletics Philosophy and Mission statement**

### ***Philosophy***

The interscholastic athletic program at Seton Hall Preparatory School is committed to the total physical, emotional, social and mental development of its student athletes. The program is an extension of the values and ideals developed in the Seton Hall Preparatory school's athletic mission statement. We, as a program will constantly strive towards the development of well rounded individuals.

Building self-esteem and self-confidence is an ongoing process, used in both games and practices. Through this process our coaches challenge and develop players, both technically and emotionally, in a positive manner, using both praise and constructive criticism. Our coaches believe in this philosophy and see themselves as instrumental in its implementation. The fields and courts are used as classrooms where these "lessons for life" can be taught in an environment where student motivation is great.

As members of the Seton Hall Preparatory athletic program, students and coaches are expected to demonstrate proper respect for each other, other teams and coaches, teammates, officials, spectators and equipment. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing field, as they are, at all times, representatives of their team, our school and community. Being a member of the athletic program is a privilege to be earned and maintained throughout the season. Each time participants step into a school or onto the practice field and anytime in a game they are expected to represent themselves in a responsible, sportsmanlike manner

It has been the tradition and philosophy of the Seton Hall Preparatory School Athletic Department that participation in athletics is an integral part of the educational process. The many lessons that athletics can teach: sportsmanship, self-discipline, teamwork, commitment, and developing self confidence, as well as dealing with success and overcoming adversity, are lessons that will last a lifetime. The true value of high school athletics rests in the learning of these lessons.

## *Mission Statement*

The Seton Hall Preparatory School Athletics Department vigorously supports the academic mission of the school. The athletic program is an extension of the academic classroom, not a diversion from it. Our philosophical direction is consistent with the school's mission. We feel that we add, support, and live our schools overall mission of: To the development of the whole man—spiritual, intellectual, social and physical.

- At Seton Hall Prep we encourage participation in a wide selection of offerings. All students will be challenged to take a chance on success. If one door closes, we provide another opportunity to be successful.
- At Seton Hall Prep we require students to meet reasonable standards as prerequisites to and during, participation. These standards are defined by the NJSIAA, our conference and by our school requirements and guidelines. They are enriched by innovative training and coaching. They are sustained by challenging and competitive athletic opportunities. We believe a genuine commitment and effort in any venture improves the quality of the participation.
- At Seton Hall Prep we emphasize that respect for human differences and for the diversity of all people must be at the center of the athletic experience. As members of the athletic program, students and coaches are expected to demonstrate proper respect for teammates, opponents, officials, spectators and property. Student-athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing field, as they are, at all times, representatives of their team, school and community.
- At Seton Hall Prep we evaluate our athletic, professional, and personal progress regularly. Success is measured by more than wins and losses as winning and losing become by-products of the quality of our efforts. Our athletic program is vital to the positive social, physical, and educational development of all our student athletes. It is our responsibility that the program functions at all times as an integral part of the total curriculum.
- At Seton Hall Prep we take responsibility to seek out and provide challenging opportunities for our student-athletes to compete successfully at the league, conference, and state levels.
- At Seton Hall Prep we promote moral awareness and civic participation by the example of our daily behavior. We offer opportunities to serve the school and develop fellowship and generosity. We promote self-awareness with physical, mental and emotional growth. We encourage the qualities of good citizenship and the ideals of good sportsmanship, ethical behavior and integrity throughout our school.

## **Purpose of This Handbook**

The purpose of this handbook is to provide relevant information for all parents and our student athletes.

## **Objectives for the Handbook**

- To promote desirable, ethical practices, sportsmanship and productive relationships among schools, coaches, participants, officials and spectators.
- To provide information on the various regulations and policies of our school and the NJSIAA .
- To provide information on all the major procedures, regulations, and policies approved by the Headmaster and Board of Trustees.

## **Objectives of the Athletic Program**

- To promote an understanding of the value of athletics in our society through recognition of outstanding athletic performance by; emphasizing the educational importance of athletic participation.
- To develop good citizenship and respect for rules and authority. Through our sports programs we instill principles of integrity, fair play, and sportsmanship in our students.
- To promote and contribute to the goals of the total education program at Seton Hall Preparatory School.

## Guidelines for Spectator Conduct

Spectators at athletic events are always welcome and are considered an important, supportive component of the athletic program. Student-athletes from both teams should expect and receive respect and support from spectators, regardless of their affiliation with the student-athlete or the school. Appropriate behavior on the part of spectators is always appreciated and provides a good behavior model for all in attendance.

To assure that student-athletes are not distracted, discouraged, or “urged” to promote questionable play by spectator conduct at home and / or away games, any spectator using or shouting inappropriate or abusive language will be removed from the sports venue *and may be* charged with disorderly conduct based on the local police policies. Furthermore, if groups of student or adult spectators shout profanities or use abusive language, the Director of Athletics or his designee will announce to the spectators, or direct the Site Director to announce that continued inappropriate behavior or verbal and / or gesture’s abuse will cause the game to be halted and possibly ended.

Any spectator committing a physical or verbal action that in any way could affect the safety of Seton Hall Prep players, contest officials, opponent players and coaches or other spectators will be removed from the sports facility / venue and will be charged with disorderly conduct. This restriction applies to rental facilities such as our ice rink that host’s our home ice hockey games and the West Orange facilities if being utilized by our teams. Future attendance may also be restricted.

### **Acceptable and Expected Behavior at Events Include the Following:**

- Spectators are encouraged to applaud during introduction of players, coaches and officials.
- Spectators are expected to accept all decisions of officials.
- Spectators are expected to treat competition as it is; a game.
- Spectators, along with coaches and players, are expected to honor and applaud opposing participants to recognize them for outstanding performance or coaching.
- Spectators are expected to applaud at the end of contest for performances of all participants.
- Spectators are expected to show concern and respect for an injured player, regardless of team.
- Spectators are expected to encourage fellow members of the audience to display only sportsmanlike conduct.
- Spectators are expected to avoid use of profanity and verbal abuse or disrespect of opponents and officials.
- Spectators are expected to refrain from any use of drugs, alcohol or tobacco products.
- Spectators should remain on the premises during the contest. Gate personnel will determine if it is appropriate allowance to leave and return to contest.

## **Program Goals**

### **Personal Goals in excess of Team goals**

Seton Hall Prep offers all our boys an opportunity to grow and mature into fine young men, and to develop in ways that can help the whole team as well as individuals. It is important to note that in order for real success in sports to take place, everyone needs to be on the same page. Which as mentioned in my welcoming letter to our families and student athletes about goals, we need to asses our needs of for achievement of individual goals vs. our team goals.

Each athlete should have personal goals in his high school sports career. It is our position that an individual's goals must come secondary to the team's overall goals. If an athlete is more worried about his playing time, his statistics and if the ball is being thrown his way enough, then we lose our team, and gain a group of individuals, and thus lose our team unity. No matter how talented the team may be, if played with individuals that philosophy will implode and catch up with you.

It is important to determine whether your personal goals provide a foundation for the team's common goals. If you work hard and come to every practice and conditioning program and become the best you can be, then you will reach your goals and your team will achieve their common goals. Common goals lead to team success.

# Student-Athlete Section



## **Special Memo to our Seton Hall Preparatory School Student-Athletes**

The Seton Hall Preparatory School's Athletic Department is proud to have you as a student athlete participating in our outstanding programs. We will provide you with many opportunities to grow and to mature and to become a better person. As a student athlete, your performance on the field and your behavior and actions off the field reflect on the entire athletic program here at the Prep and the reputation of our school and fellow classmates. The way you handle yourself contributes to the overall perceptions of those who know you as well as to those who don't know you personally but consider you to be a delegate of our school. Monsignor Kelly and his administration, The Board of Trustees, our teachers, staff, parents, and fellow classmates all expect you, as a student athlete, to conduct yourself in a manner consistent with the school's Dean of Men *Code of Conduct* and in keeping with the philosophy of the Department of Athletics. You are encouraged by all who support you to set high goals for your own performance, but you should at all times, remember that you are a citizen of an athletic team who, with your fellow student-athletes, can perform admirably to make your school proud of you and your sports program.

### **Guidelines for Participation:**

In order for a student to participate in an athletic try-out, practice, or contest, the following regulations must be satisfied:

- A completed Seton Hall Preparatory School medical packet (see Sports Medicine at [gopirates.shp.org](http://gopirates.shp.org))
- A student must be in good academic standing. NJSIAA rules and regulations regarding eligibility are found on their website [www.njsiaa.org](http://www.njsiaa.org) and can be found in apex section A. In addition, any student whose cumulative average falls below 2.0 for any interim or trimester report will be placed on academic probation. Students placed on academic probation must attend help class ***daily*** after school before reporting to practice.
- A student must be in good disciplinary standing. Participation in interscholastic athletics is a privilege, not a right. The privilege is achieved by meeting prerequisite standards in academics, attendance, and personal conduct. Disciplinary probation, as described by the Dean of Men, may restrict participation in athletics.
- A student must be in school in order to compete in a contest or a practice on a school day. Students arriving late to school must arrive by 11:00 am in order to partake in after-school practices and games. Exceptions for extraordinary reasons may be made by the Director of Athletics or Dean of Men only. A list of students go out to each teacher to inform them of students being late.

## **Student-Athlete Pledge:**

- As a member of the Seton Hall Preparatory School' Athletic Department, student-athletes are expected to know, understand, and commit to their responsibilities as a student-athletes participating in our athletic programs. Specifically, student-athletes are expected to take responsibility for the following:
- Communicate your sports schedule well in advance to your parents and teachers.
- Schedule your personal life so that it does not conflict with team expectations.
- Give your coach notice well in advance of any commitments you have that do conflict with the team schedule, such as special family events. You are still responsible for your coach's team policy on missed practices and games.
- Abide by all the training rules set forth by your coach and the Athletic Department.
- Make a commitment to your team and coaches and strive to be the best that you can become no matter where you fall on the depth chart.
- You will learn to develop sportsmanship. To accept defeat like a true sportsman, knowing that you left all on the field or athletic arena and win with class.
- To learn how to work with each other. To acquire self discipline, respect for authority and the sprit of hard work and sacrifice.
- You will develop desirable personal health habits through our sports programs. Being physically active, and a contributing citizen, this way of life will bleed into every aspect of your existence.

## General Expectations for Our Student-Athletes:

As mentioned in our athletic mission statement; our athletic program is an extension of the educational experience that Seton Hall Preparatory School chose to offer. Therefore, participation is voluntary and is a privilege. Those who choose or are chosen, as a matter of due process, must be aware of the Dean of Men's Code of Conduct. Each of our student-athletes is expected to function within the framework of these rules and regulations.

In general, the student-athlete is expected to:

- Be considerate to visiting teams and officials at all times.
- Play hard and keep a positive attitude.
- Be humble when successful and be gracious in defeat. A true sportsman does not offer excuses for failure.
- Maintain a high degree of physical fitness. Remember; you are what you eat, so eat to compete.
- Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
- Play for the love of the game.
- Recognize that you represent the school and should follow the guidelines set forth by your coaching staff as well as the Dean of Men's Code of Conduct during and after school.
- Maintain satisfactory academic standards and become the best student as well as athlete that you can be.
- Maintain regular school attendance.

## **Violations of the Seton Hall Preparatory School's Code of Conduct:**

In case of suspected violation of the Dean of Men's Code of Conduct, the student-athlete may be suspended, and subsequently expelled, from practices and games at all levels of competition. All student-athletes should read and understand all disciplinary policies. In these cases, due process procedures will be followed:

- If an alleged infraction / violation occurs, the coach will notify the Director of Athletics and / or assistant headmaster (**in absence of the Director of Athletics**) and conduct a prompt and thorough investigation of the alleged misconduct or violation and determine if a disciplinary action is warranted.
- If after the above investigation, a determination is made by the Dean of Men to suspend the student-athlete, the suspension shall take place immediately. The school administrator will give written notice to the student-athlete, stating the reasons for the suspension to the student-athlete and the student-athlete's parents / guardians and the Director of Athletics. The Director of Athletics will notify the coach head coach of the suspension.
- If the seriousness of your violation warrants the school's Disciplinary Committee, you will have a process to appeal and represent your situation. Please refer to appendix D for full disciplinary codes and processes at Seton Hall Prep.

## **Student-Athlete Conflict, Issue, or Problem Resolution Process**

Conflict resolution is an important element of the communications model for student-athletes involved in athletic programs. From time to time, issues or problems may arise between or among student-athletes and / or the coaching staff. This guide is to offer our student-athletes and opportunity to have a mature approach to this subject. The following steps in this process must be followed by all involved to ensure that the issue can be resolved in a timely manner and by those experiencing the problem. I would like that the issues to be resolved at the lowest possible level in the team organization, so that the parties directly involved address and resolve it before others have to be involved. I'm a firm believer that teams are like families and thus should fix any issues that arise within. By following the steps below in the order they are presented, the process guarantees that each person in the athletic program organizational chart has the opportunity to resolve the issue. I will say that any issues involving unacceptable behaviors outlined in the Dean of Men Code of Conduct must be reported immediately to the coaching staff, which in turn will report to the Director of Athletics. The infraction will then be reported to the Dean of Men who will investigate the incident and determine the consequences for the behavior.

**When a conflict, issue or problem arises, the following steps adhered to in addition to those specified by the head coach of the program:**

- In cases involving an issue between or among student-athletes on the team, the team captain(s) should be given the opportunity to intervene and assist with the resolution of the issue. If resolution cannot be reached then the student-athlete should request to meet with the team captain(s) and the appropriate members of the coaching staff to seek resolution.
- In cases involving an issue between a student-athlete and a member of the coaching staff, the student-athlete facing the issue should ask to meet with his coach. The student-athlete should be offered the opportunity for the team captain(s) to attend the meeting with the coaches.
- If the issue cannot be resolved or has not been resolved at the level of the coaches then the student-athlete should request to meet with the Director of Athletics. The Director of Athletics, as an objective participant, will facilitate a meeting with the student-athlete and the head coach for the purpose of resolving the issue.

### **Mandatory School Attendance:**

- A student must be in school in order to compete in a contest or a practice on a school day. Students arriving late to school must arrive by 11:00 am in order to partake in after-school practices and games. Exceptions are for extraordinary reasons may be made by the Director of Athletics or Dean of Men only.
- Student-athletes are expected to attend all classes regularly and on time

### **Vacation Periods:**

Student-athletes are expected to attend all practice sessions and contests, including those scheduled during vacation periods. Parents and student-athletes are advised to review the athletic program descriptions for specific details on the length of season and practice requirements that may be scheduled for upcoming vacations. It is up to the coach to penalize any student-athlete who has missed a practice or contest because of a vacation. Although we feel that family vacations are important, we also need to address this issue for those who work hard and commit 100%. Although all levels at each sport is very competitive, freshman are given the opportunity to ask their coach for a family vacation that may interfere with the season. A minimum loss of two contest participation is mandatory. Each head coach should have in place a policy regarding missed practices and games.

### **College Visitations:**

College visitations should be scheduled during the summer break, times allocated by Seton Hall Prep during the school year or at times when the athletics season, including practice and games, is not underway. One excused absence is permitted for the purpose of a college visitation as long as the coach has been given two weeks advance notice. Please know that an excused absence does not guarantee playing time or previous playing status.

### **School Suspensions:**

Student-athletes serving a school suspension are not permitted in any contest or athletic team practice, nor may the student-athlete appear on school grounds, off-site practices or home and away contests.

### **Protection of Personal Valuables:**

Student-athletes should leave all valuables at home; not in the locker room. Student-athletes are responsible for providing their own locks. All lockers must be locked properly. Pick-proof padlocks are recommended.

### **Cancellation of Events:**

In the event of any regularly scheduled event must be cancelled, it will be posted immediately on [www.highschoolsports.net](http://www.highschoolsports.net) I advise all students and parents to sign up for this site, as you will be notified via email or text messaging as soon as a cancellation or addition is made.

## **Leadership Qualities of a Team Captain:**

Although it is up to the head coach on his policy for selecting, and choosing team captains, I am committed to their roles and work closely with them. They are an extension of the team and will be called upon during the season for many different needs.

*A team captain should have the following leadership qualities:*

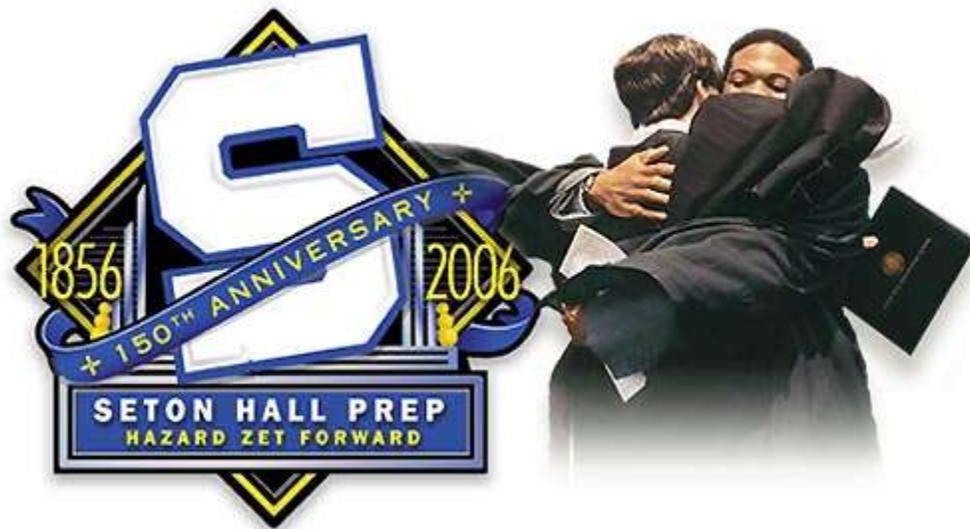
- Be a role model for the other student-athletes on the team.
- Be a hardworking, committed, dedicated team player.
- Demonstrate a positive attitude and show respect for coaches, teachers, adults and peers.
- Exhibit good citizenship and be dependable, loyal, trustworthy, and unselfish.
- Show a great deal of pride in the team, the school, and the community.
- Be committed to be alcohol and drug free and show social confidence as a drug free student athlete.
- Have a strong self-image, be mature, be motivated, and have good communication skills.
- Demonstrate good school behavior and maintain acceptable academic progress.
- Act as a liaison between teammates, coaches and Director of Athletics, as appropriate, and assist in the process of resolving conflicts, issues and problems.

## **End of Season:**

All athletic equipment issued to athletes is the property of Seton Hall Preparatory School. Upon completion of a season or termination of participation, all issued equipment must be returned to the school. If athletes fail to comply with this responsibility, they will be billed for the cost of the equipment issued and their diploma held until bills are paid.

If an athlete leaves a team prior to the end of the season for any reason, they are also responsible to turn in all equipment in person or family member. Theft of equipment left in a locker or that did not have security mechanism in place will be treated as lost equipment and require too pay.

# Parent / Guardian Section



## **Special Message to Parents / Guardians of our student-athletes:**

The Seton Hall Preparatory School's Department of Athletics values highly the role of the parent in our athletic program. Our student-athletes are from families whom, we know, love and support them, and who wish for their sons to have a wonderful experience at the Prep. As educators and teacher-coaches, we share that goal with parents. We depend on parental support in our efforts to develop the young men who participate in the Prep sports program. We cannot, nor do we desire, to be at philosophical odds with parents regarding the rules and regulations of athletic programs. Therefore, we ask that you make every effort to understand our educational goals and that you follow appropriate steps to resolve issues and problems. We have faith in you as our allies in the process of developing your son as a successful student-athlete. From time to time, issues may arise or you may need assistance from us in resolving an issue or dispute involving your son. I request that you make note of the conflict resolution process included in this handbook and that you respect the steps in the process.

### **Role and Responsibilities of Parents / Guardians of Student-Athletes:**

- Parents of student-athletes are encouraged to reinforce their unconditional support for their son (s) by letting them know that, win or lose, scared or heroic, you appreciate their efforts and are not disappointed with them. By doing so, your son can perform at his very best as a student-athlete without fear of failure. Parents, as well as coaches, should be the persons in a student-athlete's life he can look to for constant positive, constructive reinforcement, because athletics should provide opportunities for growing and learning as a person.
- Parents are highly encouraged to communicate to their student-athlete the importance of following the rules established by the coach and the school. Whether they are a first stringer or last athlete off the bench, all student-athletes are required to follow rules pertaining to acceptable and appropriate student behavior at all times.
- Parents should focus on being helpful to their son (s) by helping him prepare for a game or practice and should steer clear of instruction that may be in conflict with directions coming from our coaching staff.
- Parents must be firm that their son (s) respect team rules, school rules, game officials, and sportsmanship. Self-respect begins with self-control.
- Parents are highly encouraged not to "relive" their own athletic experiences through their son (s) in a way that creates pressure on their child to perform.
- Parents are asked to recognize that the coach is involved as a coach because he genuinely loves his sport and mostly his student athletes that you have entrusted us with. Each coach have different ways of dealing with their athletes and situations and your sons life can be enriched by interaction with different types of coaches, in the same way that students benefit from different teacher styles or personalities.

## **Process for Parents of Student-Athletes to Resolve a Conflict, Issue, or Problem:**

As mentioned to your sons in their student section on this topic, I am a firm believer that issues that arise on a team should be dealt with by the lowest level on the organizational chart as possible. Meaning the student-athletes. Not only is it an opportunity for them to learn about conflict resolution, it also is an opportunity for them to bond when issues are dealt with maturely and with each other. I understand that at times issues might be larger than the ability of students to resolve, so I would ask the parents to review the steps I ask of their sons.

Please understand, that I will never ask a coach to address playing time during the season. It is my hope that they will address their policy before the start of the season and that you will respect that. That is not to say that my door isn't open for anyone to come in to express an issue. We do not have a senior must play policy, nor do we have a play time policy. Our sports programs are very competitive, at every level, so we ask for your understanding.

### **When a conflict, issue or problem arises, the following steps should be followed:**

- In cases involving an issue between or among student-athletes on the team, the team captain(s) should be given the opportunity to intervene and assist with the resolution of the issue. If resolution cannot be reached then the student-athlete should request to meet with the team captain(s) and the appropriate members of the coaching staff to seek resolution.
- In cases involving an issue between a student-athlete and a member of the coaching staff, the student-athlete facing the issue should ask to meet with his coach. The student-athlete should be offered the opportunity for the team captain(s) to attend the meeting with the coaches.
- If the issue cannot be resolved or has not been resolved at the level of the coaches then the student-athlete should request to meet with the Director of Athletics. The Director of Athletics, as an objective participant, will facilitate a meeting with the student-athlete and the head coach for the purpose of resolving the issue.

## **Coach, Parent, and Student-Athlete Relationships:**

It is critical to the success of every sport and the entire Department of Athletics that solid lines of communication exist between coaches, student-athletes, and parents. To guarantee that sports programs are successful in any sense of the phrase, there needs to be good communication between coaches, athletes, and parents. To promote quality communication, it is important for parents to understand appropriate topics of discussion between coaches, student-athletes, and parents.

In particular, there are three topics that should be “off limits” in discussions between coaches, student-athletes, and parents because these topics and or decisions are the responsibility of the coaching staff. These topics area as follows:

- (1) Playing time for individual student-athletes should be a decision made by the coaching staff and based on the needs of the entire team.**
- (2) Coaching strategies should be decided by the coaching staff and in keeping with best practices and standards applicable to the specific sport.**
- (3) Other student-athletes on the team or in the program should not be discussed or criticized; however, issues between or among student-athletes should be addressed through the documented process for resolving conflicts, issues, or problems.**

When a parent needs to discuss a specific situation that concerns them about a coach’s behavior, actions, or decisions the parent should make an appointment to discuss the matter with the Director of Athletics. The Director of Athletics will listen to the concern of the parent / guardian and consider a proper course of action.

## **Seton Hall Prep Athletic & Activity Booster Club Guidelines**

Recently the issue of fees and other fundraising activities have come to our attention from the Prep community. This document will serve as a guideline for Parents, clubs and teams in their request for such activity and Seton Hall Preparatory position on them.

### ***Specific Team Booster / Parent Club Guidelines:***

Although separate from our two signature parents clubs; the Fathers and Mothers club, we have had parents of specific teams form Booster clubs. Yes, they are an integral aspect of any school athletics programs. Booster clubs provide a service of financial and team spirit support and enhance athletics in many ways. The Seton Hall Preparatory School is very supportive of the booster clubs that serve our young student-athletes. The Seton Hall Preparatory School Athletics Department must approve all club fundraising activities for athletic teams before the booster club begins the activity regardless of whether students or parents are raising the funds.

### **Proposing Purchasing of Special Items / Equipment:**

From time to time booster clubs members may wish to help with the purchase of large items or pieces of equipment to benefit the sports program. Before purchasing such items, the Director of Athletics must be consulted, and he will in turn discuss the matter with the Assistant Headmaster who will present the proposed fundraising / donation request to the Headmaster for his consideration for approval.

### ***Fathers and Mothers Auxiliary Club:***

The Mothers Auxiliary and Father Club of Seton Hall Prep are an integral part of Prep life. They sponsor fundraisers, socials, luncheons, as well as many activities that serve the student body and the entire Seton Hall Prep community. These two organizations serve as a communications link between parents and the school and enhance support and assistance for school projects and programs. All parents and guardians are encouraged to become active members regardless of their commitment to their son's team.

## **Fundraising Guidelines**

1. All fundraisers must be approved by the Headmaster and the Director of Athletics and Activities. All groups must request each year, regardless of whether it was approved in past years.
2. All requests should be in one month prior to the start of the season.
3. Boosters are not allowed to send out letters to their community without approval and Seton Hall Prep letter head is not to be used.
4. All fundraising must be voluntary for students and parents.
5. All fundraising must be coordinated through the Athletic Department.
6. Groups and organizations may only participate in a maximum of 2 fundraisers per year.
7. Two groups may **NOT** do the same type of fundraiser at the same time.
8. If fundraisers are offered to raise funds for trips students who do not or cannot raise the money must have the same opportunity to go anyway.
9. Fundraising projects **MUST NOT** involve students in door-to-door sales.
10. Parents and Clubs must deposit monies through the Director of Athletics.
11. Money raised under the umbrella of SHP Athletics must go into an SHP Sport Account (1714). Outside accounts are not authorized.
12. Parents must be present during all fundraisers.

# Appendices

## Appendix A – Student Athlete Participation Contract

### Seton Hall Preparatory School

#### Participation Contract for Student-Athletes

As a student-athlete, I understand that participation on an interscholastic athletic team is a *privilege* that requires commitment and carries with it responsibilities. I have read and I understand the expectations for student-athletes in the Seton Hall Preparatory School's Student-Athlete / Parents Handbook and my school's Student Handbook's *Code of Conduct and School Discipline* for all students. I also understand that this contract is in effect for this academic year and must be renewed on an annual basis. As a member of an athletic team, I understand that I personally contribute to the overall success of the team and my school. As such, I will abide by the following terms of this contract:

#### **Sportsmanship**

I will practice good sportsmanship at all times  
I will behave in ways that bring respect to me, my coaches, my team and the Seton Hall Prep  
I will not use foul language or inappropriate gestures at any time  
I will not swear at or insult other persons  
I will not fight with or bully other student-athletes, coaches, volunteers or staff.

#### **Training and Competition**

I will train regularly and practice good health habits  
I will learn and follow the rules of my sport  
I will listen to my coaches and ask questions when I do not understand their expectations  
I will listen to and respect the decisions of officials  
I will always try my best during training, practices, and competitions

#### **Responsibility for My Actions**

I will not possess and / or use tobacco products  
I will not possess and / or use alcohol and / or use controlled substances  
I will immediately leave any social gathering at which drugs and or other controlled substances are being, distributed or sold.  
I will not take any performance-enhancing substances, including steroids, for the purpose of improving my performance or physique  
I will read my school's *Code of Conduct* included in the Student Handbook  
I will adhere to all policies as well as the NJSIAA rules for my sport (s)