



SAINT JAMES SCHOOL

Athletic Handbook

2023-2024

SCHOOL ADMINISTRATION

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Keith Lucky

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2021-2022**

Athletic Department Contacts

For information concerning our various athletic programs,
please contact:

Athletic Director	Katie Barton	kbarton@stjweb.org
Baseball	Keith Lucky	klucky@stjweb.org
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Basketball (Girls)	Katie Barton	kbarton@stjweb.org
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Track	Corey Jackson	cjackson@stjweb.org
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Wrestling	Jeff Corley	jcorley@stjweb.org
Youth Sports	Terel Armstrong	tarmstrong@stjmontgomery.org



Athletic Training and Sports Medicine

Saint James School has a direct partnership with Encore Rehabilitation. We value this relationship and are pleased to offer our athletes with the best care possible. Encore provides us with a certified athletic trainer who is assigned to our school. This ATC will cover all home events and practices on campus along with some away games.

In the unfortunate event of an athletic injury, we encourage our parents to use Encore for all rehab needs.

Our certified athletic trainer is Brennen Heard.

Contact Information:

TBA (Contact Katie Barton for the time being.)

Saint James Trojan Athletics

Saint James High School is a non-sectarian; independent college preparatory school located in Montgomery, Alabama, and is a charter member of the Capital City Conference (CCC). The CCC was established in 1993 and was originally composed of six independent schools - each of which is located in Montgomery. Currently, the CCC members are Saint James School, Alabama Christian Academy, Montgomery Catholic High, Montgomery Academy, and Trinity Presbyterian School.

Saint James is also a member of the Alabama High School Athletic Association (AHSAA) and competes in classification 3A for all sports other than Volleyball which will participate in Class 6A. There are seven classifications in the AHSAA, from 1A - the least populous high schools in the state, to 7A - the most populous. (The student population is not necessarily an accurate representation for independent schools such as Saint James.) Trojan athletic teams compete against quality opponents in all seven classifications in over a dozen different sports. Each of these teams' area, regional, or sectional configurations differs, depending upon the sport.

Not only is Saint James School known for its outstanding academic standards, but also for its competitive athletic programs. Competing in the AHSAA, Saint James provides students in grades 7-12 with 46 different opportunities to participate. These 46 teams are broken up into 12 girl's and 11 boy's sports. Students in 7th and 8th grade participate at the Middle School level with few exceptions occurring at the junior varsity and varsity levels. Students in grades 7th-12th have the opportunity to compete at both the junior varsity and varsity levels.



Philosophy

The athletic program at Saint James School is student-centered and an integral part of the student's total educational experience. The program is designed to provide positive learning opportunities for each student who participates. Students will benefit from the development of physical fitness, leadership, teamwork, social skills, self-discipline, and integrity. Decision-making skills, good citizenship, good sportsmanship, and the promotion of individual maturity should also result from athletic participation. These characteristics assist in the development of individual and team attitudes that are beneficial for a successful season and for future life.

At the middle school and junior varsity levels, emphasis is on skill development and participation, as well as team success. However, the school does not adhere to an "*all players get equal playing time*" policy, even at these levels. At the varsity level, team success and performance become more primary objectives.

Sportsmanship for Parents

Being the parent of a student-athlete can be a great experience. Parental support is very important to the athletes, the school, and the community. To ensure a rewarding experience, we offer the following suggestions on being a supportive athletic parent:

- Attend games when possible. Your presence is very important to your child.
- Be positive! Being on a school team is an accomplishment. Do not let playing time dictate the athlete's happiness. Celebrate the fact that the student was good enough to make the team.
- Be supportive of the coaching staff in the presence of your student-athlete. Nothing can damage teamwork faster than athletes doubting the capabilities of their coaches. If you have concerns, please contact the coach.
- **Never** should a parent approach or direct specific derogatory remarks to an official **before, during or after** any game. "Under state law, it is a crime to assault sporting event officials in the state of Alabama. Legislation passed in December 2001 makes it a specific crime to harass, menace or assault a sports official in the first, second and/or third degree if the crime is committed against a sports official that is performing official duties at a sports event. Under AHSAA rules, each case is judged on its own merits, but the usual penalty is a monetary fine plus probation, restrictive probation and or suspension for the school. The school may be prohibited from playing contests when the individual (or individuals) responsible for the assault is present." It is obvious the state has made a strong stand against this type unsportsmanlike behavior and at Saint James School; we intend to uphold the same.

Student-Athletes and Academic Priorities

Student-athletes attend Saint James School primarily for a quality education. Nothing should interfere with this objective. Athletics is a part of education, requiring student-athletes to use discipline and demonstrate good work habits in organizing a study schedule which will help lead to academic success. A student's grades should not suffer because of athletics. However, academic difficulties can occur because of a student's inability to organize their workload adequately. Participation in athletics requires a great deal of personal commitment from the student-athlete. Each student-athlete is expected to organize and discipline him/herself so that academic and athletic endeavors do not conflict.

Coaches, sponsors, and administrators can determine student participation in all activities based on academic, behavior, and attendance records. Students first have an obligation to perform in the classroom on a daily basis with acceptable academics, exemplary behavior, and consistent attendance.

Participation (not eligibility) decisions for all extra-curricular activities will be made by evaluating each student, making the final decision with the student's academic, behavior, and attendance record in mind.

Student-Athlete Code of Conduct

- Team members are expected to be present at all practices, meetings and games. Doctor appointments or other similar outside activities should be arranged to avoid conflicts with practices or games.
- Coaches may determine student participation in athletic events based on practice attendance, skills, effort, team strategy, performance, and understanding of rules.
- Any serious breach of school policies, both on and/or off campus, could result in suspension of athletic participation and/or removal from the team.
- Students suspended from school will not be allowed to participate in athletic events while they are on suspension. If a student has to attend an after school detention hall, the student will be required to attend the detention over any athletic activity.
- Team uniforms are the property of the school and should only be worn during athletic contests. Uniforms should be returned to the coach immediately after the season has been completed. Lost uniforms are the responsibility of the athlete. If an athlete loses or damages a uniform (other than the normal wear and tear), he or she is responsible for reimbursing the school full replacement cost for the uniform. If the athlete does not return the uniform in a timely manner, his/her report card will be held until the uniform is turned in.
- Travel attire to away games for students is up to the head coach. Regardless of the specifications, Saint James student-athletes should always project a favorable image of the team and the school.
- Students are expected to complete coursework in the allotted time frame. Any student in poor academic standing can jeopardize his/her athletic status.
- Student-athletes are expected to maintain high standards of behavior and sportsmanship. Use of profanity and displays of anger toward teammates, coaches, officials, opponents, and fans will not be tolerated. Any infringement could result in disciplinary action.
- Hazing is intolerable in any form and will result in disciplinary action.
- Each coach will also establish additional rules pertaining to that team sport.
- Coaches are not allowed to give private lessons or extra help and receive compensation in any form to student athletes trying out for teams they will be choosing.

Conduct Eligibility

Rule 1

Student - Athletes shall not possess, use, transmit or be under the influence of tobacco, alcohol and/or other drugs such as marijuana, controlled drug substances (hallucinogens, stimulants, depressants, or any other narcotic or controlled drug) or possess, use or transmit paraphernalia for use of such substances. The use of e-cigarettes or any vapor (Juul) is prohibited. In Alabama, it is against the law to purchase like products or be in possession under the age of 19. (Use of an authorized drug as prescribed by a registered physician will not constitute a violation.)

Student Athletes are expected to leave situations immediately where drugs and/or alcohol are present. Failure to do so may imply guilt and violators will be dealt with accordingly.

Consequences:

A student violating the substance abuse rule, on the first offense, will be required to meet with the head coach and athletic director to evaluate the situation. Parents will be notified immediately and given the opportunity to attend the meeting with their child. The school principal can be included in the process if the event warrants any suspension from activities.

Upon determination by the principal and athletic director that a student has violated the terms of the Conduct Eligibility Policy, the following actions will be taken:

First Offense of the substance abuse policy:

Student Athlete will be suspended from all practices, workouts and games for a minimum of one week (7 days) which includes 5 school days. Student athletes, during suspension will not be able to participate or attend any extracurricular events during the 7 day period.

- This athletic suspension will be enforced in addition to any school suspensions given.
- Student athlete will be suspended for a minimum of 10% of regularly scheduled games.
- If the infraction occurs outside of their sports season, the 10% game suspension and other penalties will be administered at the beginning of their next sport season.

Second Offense of the substance abuse policy:

- Student athlete will be suspended from all practices, workouts and games for a minimum of two weeks (14 days) which includes 10 school days.
- This athletic suspension will be enforced in addition to any school suspensions given.
- Student athlete will be suspended for a minimum of 50% of regularly scheduled games.
- If the infraction occurs outside of their sports season, the 50% game suspension and other penalties will be administered at the beginning of their next sport season.

Circumstances for any major offense may warrant a longer suspension or removal from a team. Any succeeding offense may result in permanent dismissal from athletics.

Rule 2

Violation of school rules, disruptive behavior, showing disrespect toward school staff, unsportsmanlike conduct, sexting and/or committing any act that reflects negatively on Saint James School will not be tolerated and such action(s) may lead to eligibility restrictions, probations, suspension or permanent dismissal from athletics.

Rule 3

A student who is uncooperative, i.e. sleeps in class, disrupts, refuses to complete work, etc., will be considered a

discipline problem which could result in suspension from athletic competition.

Conduct Notes

Conduct rules apply to all student athletes grades 7-12

Consequences for off campus violations of the Code of Conduct will not be based on hearsay or rumor. When there is reasonable suspicion (a belief or opinion based on the facts or circumstances) or when there is an admission of guilt by the athlete to a violation of the Athletic Code of Conduct in the Athletic Handbook rules will be enforced. Penalties for violations take effect immediately upon determination of any violation and will include games in succession; season schedule, tournaments and state series, in order of competition. If the violation occurs in the last part of a sport and the violator cannot fulfill the terms of his/her consequences in that sport, the suspension does carry over until the suspension is fulfilled.

If school rules are broken, the student athlete will be subject to the normal punishment for misbehavior as well as subject to penalties under the Athletic Handbook. In no case will athletic rules circumvent or take the place of school rules.

Athletic Code of Conduct

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. Saint James School and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound athletic program.

Any conduct that results in dishonor to the athlete, the team, or the school is considered to be unacceptable. Acts of unacceptable conduct tarnish the reputation of everyone associated with the athletic program and with Saint James School. Such acts will NOT be tolerated.

Alabama High School Athletic Association

The Alabama High School Athletic Association, AHSAA, is a self-supporting organization made up of both public and private school throughout the state of Alabama. The purpose of the AHSAA is to promote pure amateur athletic competition in the high schools of Alabama.

For a complete list of all AHSAA athletic eligibility rules, please visit www.ahsaa.com

Here are a few rules that often pose a problem:

Outside Participation Rule - A student who is a member of any school athletic team (grades 7-12) may not participate (includes practice) on a non-school team in the same sport during the school season of that sport. Also, a member of any school athletic team may not participate in an outside sport activity in the same sport during the school season of that sport.

Private individual instruction is not considered an outside sports activity. A team's season begins the day of that team's first contest and ends when that team's season has been completed.

A student who violates this rule may become ineligible to compete on that school team or in that school sports activity for the remainder of that school season. Any student who participates on an outside team (example: softball travel ball) after the school sport season (example: high school softball) begins is ineligible to join that school team for the remainder of the season.

Academic Rule - Students entering the 10th, 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core courses must be included in those units passed and averaged. English, mathematics, science and social studies are core curriculum courses.

Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Students entering the 7th grade for the first time are eligible.

Students may regain eligibility at the end of the first semester by meeting the same requirements listed above during their last two semesters in attendance and summer school, if applicable. All first semester work used in regaining eligibility must be completed by the fifth day of the second semester.

Financial Aid: A student entering the 7th grade for the first time is considered eligible to participate in athletics. A student entering the 7th grade for the first time may receive financial aid and remain eligible. In grades 8 and above, if a transfer student receives financial aid during their first year at the school, they will be ineligible to participate in athletics for one year.

For questions concerning AHSAA Rules or Eligibility, please contact the Saint James Athletic Director, Katie Barton.

***Do not call* the AHSAA, they will not discuss any rules or policies concerning athletics to anyone other than member school administrators.**

Eligibility requirements are set by the Alabama High School Athletic Association.

Eligibility Process

Step 1 is registration in Dragonflymax.com

See Following Instructions

Parents must sign up and complete medical history as well as setting up electronic signature and completing other forms required. Registration must be completed first. Parents should set up the account using the school code listed on the DragonFly Max Flyer included. The following forms must be uploaded or signed on DragonFly. Students must be 100% completed before participation may begin.

If you have problems uploading documents, you must bring forms to Athletic office and we will upload forms for you.

Required Forms

1. **Birth Certificate** – Every student athlete must have on file a valid birth certificate or passport (if from another country) in order to participate in interscholastic athletics. Certificate must be uploaded on Dragonflymax.
2. **Physical** - In order for a student to be eligible for interscholastic athletics, he or she must have a current AHSAA Physical Form on file at the school. A physical exam will satisfy the requirement for one calendar year through the end of the month from the date of the exam. Physical Form can be found in onCampus on the athletics group page. Form must be uploaded on Dragonflymax.
3. **Sportsmanship Requirement** – In order for a student to be eligible for interscholastic athletics, he or she must complete the NFHS STAR Sportsmanship Course. Link for

the NFHS Sportsmanship Course can be found on your DragonFly Max Account. After you click on the Link, you will have to create an account in nfhslearn.com (register). This only has to be done once so after you register you need to remember your login and password for future use. Certificate must be uploaded on DragonFly Max.

4. **Concussion Form** – Every student athlete must have on file a current signed concussion form. Found on DragonFly Max. This form has to be completed each year in order to participate. Must be signed on Dragonflymax or uploaded.
5. **AHSAA Release Form**- Every student athlete must have on file a current signed concussion form. Found on DragonFly Max. This form has to be completed each year in order to participate.
6. **Additional Saint James Required Forms...**See Review below
7. Student-athlete must show 100% in DragonFly

Review of Required Forms on DragonFly Max

As we get ready for sports at Saint James School, all parents/student athletes returning must log into DragonFly Max and update their files and forms for the 2023-2024 school year.

The following must be completed and signed:

- Update Medical & Demographic info for 2023-2024
- Participant Agreement, Consent, Release, and Venue 2023-2024
- Pre-Participation Physical Evaluation Form
- Physical Evaluation (Cleared By Doctor)
- Birth Certificate
- NFHS Sportsmanship Certificate
- Concussion Information 2023-2024
- 2023-2024 Parent Authorization Form
- Electronic Signature Agreement

ATTENDANCE ELIGIBILITY

Daily attendance at school and practice is expected. In order for an athlete to be eligible to participate in any after-school activity he/she must be present in school on the day of the activity.

A student is considered absent if he or she misses more than two classes in one day. A student missing more than two classes (including 7th period athletics) on the day of a school-sponsored extracurricular activity will not be eligible to practice or participate in that activity. If a team is leaving school early for an event, student athletes must be in class prior to the teams' dismissal. Any exceptions must have the approval of the principal or athletic director.

Multi-Sport Participation

For Saint James School to have a successful athletic program, it is of utmost importance that our student-athletes participate in as many sports as possible. Therefore, when possible, athletes will be allowed to participate in more than one sport during a season. For this to happen, a spirit of cooperation and shared goals must exist among members of the coaching staff and athletes.

Knowing that this can be a very sensitive area, the following guidelines will be in place:

- Student-athletes that wish to participate in more than one sport during an athletic season may do so. However, he or she must designate their primary and secondary sport.
- The athletic director will resolve any and all conflicts regarding the sports that the student-athlete participates in.
- Student athletes may participate in activities involved in overlapping sports with the understanding that the in-season sport takes priority over the upcoming sport.
- Coaches are encouraged to communicate with the student-athlete and coaches involved in overlapping seasons to provide the best opportunity for the student to participate in both.

Having this opportunity can greatly enhance our athletic program, as well as the high school athletic experience for our student-athletes. Coaches should always use good judgment and have a shared vision for athletic department success. At all times the interest of the student-athlete should be at the forefront with regard to conflicts over sharing athletes.

Quitting or Dismissal

Student-Athletes forfeit their participation privileges if they quit (during a season) or are dismissed from a team. Athletes will be placed on athletic suspension until the season ending date of the sport the student quit or was dismissed from. Any athlete on athletic or school suspension is prohibited from practicing, playing, or traveling with any team. The athlete may not be on the sidelines, in the locker room, or dugout during his or her suspension.

If a student athlete decides to discontinue participation in any Saint James sport, he or she may be required to meet with the head coach of that sport's team they are quitting along with the head coach (coaches) of any other sports team at Saint James School they participate in. Quitting a team prior to the start, during or after the season could require a joint meeting of all head coaches of teams the individual participates in.

Team Travel Guidelines

Saint James School athletic policy requires that student-athletes travel to and from athletic contests and practices with their team when transportation is provided or arranged by the school.

The head coach is responsible for arranging and approving transportation for his or her student-athletes.

General Guidelines:

1. A student-athlete will not be permitted to drive his/her own vehicle or to transport other students to and from his/her athletic practices or contests when school transportation has been provided or arranged by the head coach.

2. If departure is before the end of 7th period, with head coach approval, student-athletes may be allowed to drive their private vehicle or ride with another student to practices or contests if the destination is **within** Montgomery County.
3. Parents may be asked, by the head coach, to help transport student-athletes to away athletic events or practices when school transportation is not provided.
4. Outside of the school day, the head coach may elect for the team to meet at a designated time at the away school. It is the parents' responsibility to ensure safe transportation to and from the site when school arranged transportation is not provided.
5. Under certain situations with approval of the head coach, parents may transport their child or other student-athletes.

AHSAA Sportsmanship Conduct Rule

Penalties for coaches and players ejected from one or more contests are as follows:

First Ejection: Minimum penalty of a \$300 fine

Second Ejection: Minimum penalty of a one game suspension and a \$500 fine

Third Ejection: Minimum penalty of a suspension for the remainder of the season plus a \$750 fine.

On first offense, if the student athlete completes within 10 days of the ejection a designated Sportsmanship Course Online, the fine will be reduced to \$100.

If a student-athlete receives a fine due to an ejection, his/her family will be financially responsible for paying the fine to the AHSAA. All Coaches will also be responsible for the fines set forth by the AHSAA for misconduct and displays of poor sportsmanship.

Athletic Fundraising

No athletic team or parents of an athletic team may solicit funds or do any type of fundraiser without prior approval from the athletic director and the development director. All fundraisers must be approved.

Parent Pickup

A coach or designated adult will remain with athletes until all are picked up after practices and games. Please respect the time of our coaches by picking up your student-athlete immediately following practices and/or games. If you are not able to transport your student-athlete home, please make other arrangements prior to the event.

The Parent/Coach Relationship

Parents should discuss any concerns they may have about their student-athletes emotional or physical status. Parents should also request from the coach any information about ways the athlete might improve his or her performance.

Coaches are professionals. They make decisions based on what they believe is best for the team and all student-athletes involved. Sometimes it is difficult to accept that a student is not playing as much as he or she or the parent desires. However, the judgment and authority of the coach to make decisions regarding playing time must be respected. It is also not appropriate for a parent to question or challenge a coach's decisions regarding play calling or strategy. It is never appropriate for a parent to discuss with a coach the status of another student-athlete.

There are situations that require a conference between the coach and the parent. These meetings are encouraged. If a parent has a concern and would like to discuss it, he or she would call to schedule an appointment with the coach. If the coach cannot be reached, please feel free to call the athletic director to arrange a meeting for you. If a parent has an unresolved concern and would like to discuss it further, he or she should call to schedule an appointment with the athletic director.

When a student athlete begins a sport, we ask that they fulfill their obligation to themselves and their teammates by finishing the season. Before a parent decides to remove their child from a team during the season for any length of time due to grades, discipline or any other reason, please schedule a conference with the coach and athletic director in advance to go over the impact that will be created. Many situations may be avoided if effective communication has taken place prior to removing a child from the team.

Athletic Lines of Communication

As students become involved in athletics, they will experience some of the most rewarding moments of their lives. It is important to understand at times students may experience disappointment and frustrations. At these times, student initiated discussions with the coach are recommended and encouraged. Parent involvement should be secondary but if it is necessary, please follow the chain of command:

Head Coach —> Athletic Director

It is strongly encouraged to resolve your conflict with the head coach. He/she is the one who knows your child the best and knows the situation at hand. Please give yourself and the coach a 24 hour cool down period before reaching out; unless it is an emergency.

Discussing issues with other parents, teachers, board members or administration is inappropriate and will not result in positive resolution of the situation.

The Saint James Athletic Department adheres to all rules and regulations set forth in the Saint James Student/Parent Handbook.

Athletic Conditioning and Training

7th Period Athletics

7th period athletics is currently available for the following varsity sports: football, cross country, basketball, wrestling, baseball, girls soccer, and volleyball. Coaches are on staff and available to begin practices during their season at 2:30 plus supervision in the weight room during offseason. For other sports, a 5th period athletic weight training class is offered as an elective for those interested.

Summer Workouts

Summer workouts/practices are suggested for all student athletes taking 7th period athletics. Failure to participate in summer workouts may result in removal from 7th period athletics during the school year and/or inability to participate in that particular sport. Coaches of the particular sports will set guidelines and expectations for his or her athletes during the summer.

Insurance

Student athletes are required to be covered under medical insurance provided by the family. Saint James does provide a basic Student Accident Insurance Policy for all students which may or may not cover all medical expenses outside of your normal insurance. Saint James School is not responsible for the payment of any medical expenses related to any claims whether or not the incident was related to participation in athletic events or practice.

Admission and Fees

Varsity Sports	\$ 8.00
Junior Varsity Sports	\$ 7.00
Middle School	\$ 7.00

Children 6 and under no charge

Parents will be assessed a \$150 (one fee per family) Athletic Fee for participation in athletics. This mandatory fee allows parents to purchase season tickets.

Adult Season Pass	\$75
Grandparent Season Pass	\$40

Exception: Season Passes are not accepted at playoff games / tournaments sponsored by the AHSAA

Varsity Letterman Jackets

The school offers our student-athletes the opportunity to purchase a varsity letterman jacket. This is a distinct privilege that is earned by participating in a varsity level sport. As of the 2021-2022 school year, all athletes must complete/ currently participating in at least one varsity season at STJ before ordering a jacket. A permission slip must be signed by the athlete's head coach. For further questions, regarding ordering and the permission slip please contact the athletic director.

ACKNOWLEDGEMENT OF ATHLETIC HANDBOOK

I understand the rules and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of our athletic program, school rules as addressed in the student handbook and with any other specific rules of my coaches.

Student Athlete

I am aware of the policies in this athletic handbook and agree to abide by all regulations set forth. I understand participation in athletics is a privilege and agree to represent Saint James with character, integrity and sportsmanship on and off the field or court.

SIGNATURE OF STUDENT ATHLETE

DATE

PRINTED NAME OF STUDENT

Parent/Guardian

I have read this Athletic Handbook and understand the policies and regulations of Saint James School will be enforced

SIGNATURE OF PARENT/GUARDIAN

DATE

PRINTED NAME OF PARENT