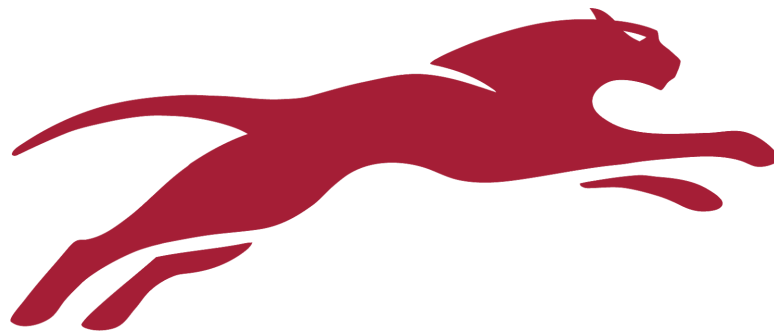


Carondelet High School  
Athletic Department  
Handbook



CARONDELET  
COUGARS

## Introduction

**Mission Statement** — Carondelet High School inspires excellence by preparing young women to live with heart, faith and courage in the Catholic tradition and spirit of the Sisters of St. Joseph.

**Vision Statement** — A Carondelet graduate is empowered by her Catholic, college-preparatory education and is known as a woman who responds to the needs of the times and makes a positive difference.

**Philosophy** — As a shared endeavor with the Sisters of St. Joseph of Carondelet, the Carondelet High School community undertakes to enrich significantly the lives of young persons entrusted to them through education based on the following beliefs:

We believe that education is a religious activity as stated in the Catholic tradition, and we seek to open students to acknowledge that they are children of God and bear responsibilities as members of the human community.

We believe in the development within the school of a Christian community which enriches the lives of our students, promotes their spiritual growth, and fosters their concern for the global community.

We believe in the pursuit of educational excellence, the encouragement of creativity, and the support of intellectual curiosity, inquiry, and integrity.

We believe in the dignity of the individual, the value of diversity, and the need for reconciliation and mutual respect.

We believe in an environment which nurtures personal well-being and healthy lifestyles.

We believe that we are called to challenge our students to be good citizens, capable of leadership and responsive to the needs of others.

**Athletics Mission Statement** — Carondelet High School is proud of our comprehensive athletics program and heritage and as such, we value all teams, sports, and student-athletes equally at all levels of play. We consider athletics to be an integral part of the school community and, therefore, the Carondelet mission to live with heart, faith, and courage remains at the core of our athletic ideals. Carondelet is a place where young women enjoy the opportunity to develop athletic abilities consistent with the highest standards of academic scholarship, leadership, sportsmanship, and school tradition.

**Athletics Vision Statement** — A Carondelet student-athlete is a confident and accomplished young woman who pursues the highest levels of intellectual, personal, and athletic achievements.

## Athletics Core Values

**Character** — We have heart, faith, and courage in all that we do. We conduct ourselves with grace under pressure and in the face of adversity.

**Excellence** — We dedicate ourselves to reaching our full potential, individually and as a team.

**Citizenship** — We are responsible, caring, and active citizens within and beyond the Carondelet community.

**Pride** — We honor our rich and living tradition, and we know that our personal and team efforts and sense of purpose add to the pride we share as a community.

## Structure of the Department

### Responsibilities of the Athletic Director

The Athletic Director is a member of Carondelet High School's Senior Leadership Team and is responsible for the administration and supervision of the interscholastic athletic program in accordance with the school's mission, philosophy, and core values and for providing leadership for the day-to-day operation of the department. The Athletic Director is an innovative thinker who will run an efficient, effective, and nationally renowned athletic program with an emphasis on creating leadership, competition, and growth opportunities for all Carondelet athletes. The Athletic Director is an experienced verbal and written communicator who can proficiently manage media relations and who demonstrates a deep passion for athletics and the growth and development of Carondelet athletes in all aspects of their lives. The Athletic Director models humble leadership, embraces possibility and innovation, delivers great, and inspires joy and gratitude in students and colleagues.

- **Department Rules and Regulations** — The Athletic Director develops and administers departmental rules and policies governing the conduct of Carondelet High School athletes, coaches and parent guardians.
- **Growing the Program** — The Athletic Director, in conjunction with the President, Principal and Vice Principal of Student Affairs makes strategic and tactical plans to develop and promote the Carondelet Athletics Department.
- **Recruitment and Hiring** — The Athletic Director recruits coaches and recommends to the Principal the hiring of coaches and members of the Athletic Department staff.
- **Certification of Coaches** — The Athletic Director ensures that coaches and the department members are properly certified (e.g. fingerprinted, TB tests, Shield the Vulnerable, etc.).
- **Budget** — The Athletic Director prepares and manages the departmental budget and authorizes all departmental purchases.
- **Payment** — The Athletic Director arranges for the payment of coaches, officials, and other personnel within the athletic program.

- **Academic Eligibility** — The Athletic Director creates eligibility lists and checks on individual player eligibility in conjunction with the Director of Academic and Learning Support and the Vice Principal of Student Affairs.
- **Maintenance of Facilities** — The Athletic Director, through communication with the Associate Athletic Director, Director of Facilities, Vice Principal of Student Affairs and the Athletic Trainer, coordinates with the facilities and maintenance team to care for the condition of the athletic facilities.
- **Assistant Athletic Director** — The Athletic Director supervises the Assistant Athletic Director.
- **League and Section Meetings** — The Athletic Director attends league and sectional meetings on an ongoing basis to meet the needs of the general athlete program..
- **Evaluation of Coaches and Staff** — The Athletic Director conducts post-season evaluations of each program that may include student-athlete surveys. These evaluations may be formative or summative and can be verbal or written. The purpose of these evaluations are for teaching and learning purposes and for the advancement of the Carondelet athletic program.
- **Media Relations**— The Athletic Director will oversee the sending of schedules, rosters, and webpage content to various media outlets.
- **Game Supervision**—The Athletic Director is responsible for managing regular game supervision in compliance with school, league, and section policy.

#### Responsibilities of the Assistant Athletic Director

The Assistant Athletic Director is an innovative thinker who will partner with the Athletic Director in leading an efficient, effective, and nationally renowned athletic program with an emphasis on creating leadership, competition and growth opportunities for all Carondelet athletes. They are responsible for conveying the vision and philosophy of the athletics program as an integral part of the mission of the school. The Assistant Athletic Director is an excellent verbal and written communicator who proficiently manages internal and external media relations. The AAD is also responsible for selected athletics oversight and partners with the Athletic Director on the strategic initiatives outlined below.

- **Communications** — The Assistant Athletic Director works with the Communications Department to help promote athletics via social media and Parent/Student/Community communications.
- **Athletics Website** — The Assistant Athletic Director keeps the Carondelet athletics website current with the following information: team schedules, rosters, and results; registration and tryout information; athletics photos; current athlete and alumnae recognition; current events; other relevant athletic information.
- **Administrative Support** — The Assistant Athletic Director helps conduct pre-season meetings for coaches and parents, and prepares and processes registration packets for each season of sport.

- **Archives and Awards** — The Assistant Athletic Director maintains records of school athletic awards, records and achievements. They also prepare in-season and postseason awards for all teams.
- **Medical Information** — The Assistant Athletic Director works with the Athletic Trainer to ensure that medical information and clearances are collected from all athletes and that all medical concerns are addressed and return to play protocols are in place.
- **Inventory** — The Assistant Athletic Director assists with inventorying school stored athletic uniforms and equipment, and assigning uniforms and equipment to coaches and teams.
- **Schedules and Calendars** — The Assistant Athletic Director inputs and updates calendars and schedules online and in printed format. They also prepare an event schedule for faculty and staff members.
- **Evaluation of Coaches** — The Assistant Athletic Director prepares and administers electronic coach's evaluations.
- **League and Section Duties** — The Assistant Athletic Director assists with athletic events assigned by the Athletic Director. They may serve as administrator in charge at athletic events as necessary.
- **Cheer and Dance** — The Assistant Athletic Director oversees the overall operations of the Carondelet Cheer and Dance programs.

#### **Responsibilities of the Athletic Trainer**

The athletic trainer will be responsible for the administration and supervision of Carondelet's comprehensive sports medicine program. This program includes prevention, recognition, management and rehabilitation of athletic injuries that result from athletic activity. The Athletic Trainer will maintain the athletic training room & all the equipment within this environment

- **Prevent Injuries** — The Athletic Trainer shall use preventative measures to help athletes avoid injuries.
- **Treat Injuries** — The Athletic Trainer shall treat athletic injuries which do not require referral to a specialist.
- **Refer to Specialist** — The Athletic Trainers shall recognize when an injured athlete should be referred to a specialist and shall advise both athlete and her parents of this.
- **Therapy and Rehabilitation** — The Athletic Trainer shall assist with therapy and rehabilitation of injured athletes as they return to sports activities.
- **Purchasing Supplies** — The Athletic Trainer shall prepare an annual budget and purchase supplies following approval from the Athletic Director.
- **Medical Kits to Teams** — The Athletic Trainer shall provide each team with medical kits.
- **Training Room Schedule and Procedures** — At the beginning of each season of sport, the Athletic Trainer will meet with respective coaches and student-athletes to explain the athletic training room procedures.
- **Injury Reports** — The Athletic Trainer will maintain injury report records and follow up on the rehabilitation of injured student-athletes. The Athletic Trainer follows established school procedures for reporting injuries by submitting an accident report to the business office.

The Athletic Trainer will be responsible for communicating with coaches regarding injured athletes.

- **Policies and Procedures** — The Athletic Trainer is to annually evaluate and update the athletic training policies and procedures for approval from the Athletic Director, Principal and Vice Principal of Student Affairs..
- **Community Education** — The Athletic Trainer will provide pre-season and in-season education in the area of health, nutrition, and injury prevention to parents, coaches, and student-athletes.
- **Administration** — The Athletic Trainer is to administer and maintain all records of student emergency medical forms, releases, insurance information, injury records and database, and pre-participation physical forms.
- **Medical Eligibility & Clearance** — The Athletic Trainer receives and reviews all medical paperwork with regards to medical clearance to participate in a sport.

### The Head Coach and Staff

The head coach is responsible for organizing their sport-specific program at Carondelet High School. The position prioritizes integrity, innovation and inspiration while conducting practices, motivating students, and instructing student athletes in game strategies and techniques. The varsity head coach is responsible for recruiting within the school, scheduling opponents, training and coaching team members, and they are required to abide by the rules and regulations of Carondelet High School, the East Bay Athletic League and the North Coast Section.

### Responsibilities of the Head Coach

- **Supervision** — The head coach shall direct and supervise the entire program of their sport on every level (varsity, junior varsity, and freshman). The head coach is directly responsible to the Athletic Director and then to the Principal.
- **Player Supervision and Conduct** — The head coach is responsible for the supervision and conduct of players in their program on the field/court/pool; before, during, and after practice and events. Coaches should remain at the practice or game facility until all players have been picked-up and accounted for.
- **Hiring of Coaches** — The head coach is responsible for communicating openings in their program to the Athletics Department. The coach is responsible for conducting initial phone interviews with candidates and will make recommendations to the Athletics Department for potential hires. Once a candidate is finalized, the head coach, in conjunction with the Associate Athletic Director, will see that all paperwork is submitted to Human Resources Department before the coach comes in contact with student-athletes.
- **Knowledge of Rules** — The head coach is to be well versed in the rules and policies of his/her sport. They ensure that the program staff and players know the rules of the sport and the guidelines set by the league, section, and state.
- **Playing Field** - At the beginning of each practice or competition, coaches must inspect all playing fields and equipment for hazards they pose to players. Coaches should immediately notify the Athletic Director of any potential risk.

- **Security of Facilities** — The head coach is responsible for breaking down, putting away, and locking up all equipment used during practice or games.
- **Tryout/Cut Policy** — In conjunction with the Athletics Director and Assistant Athletics Director, the head coach is responsible for developing and conveying their tryout and cut policy prior to the beginning of tryouts. This policy should be consistent with the school and Athletic Department's philosophy. Rosters must be cleared through the Athletic Department before being made public.
- **Academic Standing of the Players** — The head coach is responsible for supporting his/her team members to accomplish their best in the classroom and in the community.
- **Player Physical Forms** — The head coach is to ensure that all players submit pre-participation physical forms to the head athletic trainer before the first day of try-outs.
- **Injury Reporting & Sports Medicine** — The head coach is responsible for reporting all injuries to the athletic department using the online incident report form. This form must be completed within 24 hours of the injury. Head coaches are also responsible for following up with the head athletic trainer to review the injury and discuss participation limitations and/or return to play protocol.
- **Practice Schedules** — The head coach is responsible for the planning and distributing all daily practice schedules to players, parent guardians, and the Athletic Director.
- **Attendance at Meetings** — The head coach is to attend all mandatory athletic departments, East Bay Athletic League, North Coast Section, or other coaches' meetings, and or any other pertinent non-mandatory meetings.
- **Scheduling of Contests** — The head coach is to schedule all the games to be played by his/her program and submit a list of these games in a timely fashion.
- **Game Management** — The head coach will confirm home game officials with the athletic director.
- **Maintenance of Records** — The head coach is responsible for the maintenance of proper statistical and participation records. Game scores, stats, and highlights must be submitted to the Assistant Athletic Director, ScoreBook Live, and the local newspaper in a timely fashion.
- **Evaluation of Staff Members** — The head coach shall meet when appropriate with the Athletic Director to evaluate his/her coaching staff.
- **Schedule Changes** — The head coach is responsible for notifying the Athletic Director, Assistant Athletic Director, and Head Athletic Trainer of any practice, game, or facility changes.

#### **Responsibilities of the Assistant Coach(es) and Sub-Varsity Coach(es)**

This position is responsible for assisting with the organization of a sport-specific Carondelet High School program. The position prioritizes integrity, innovation and inspiration while assisting with practices, motivating students, and instructing student athletes in game strategies and techniques. The assistant coach is responsible for recruiting within the school, and they are required to abide by the rules and regulations of Carondelet High School, the East Bay Athletic League and the North Coast Section.

- **Collegiality Among Coaches** — The assistant coach is to support and follow the direction of the head coach in all matters pertaining to their sport and assist the head coach in promoting the philosophy and goals of the school and the Athletic Department.
- **Attendance at Meetings** — The assistant coach will attend staff meetings when called upon by the head coach. The assistant coach will attend athletic staff and Athletic Department meetings when the presence of additional coaches is required.
- **Coach Absence** — In the absence of the head coach, the assistant coach shall assume all responsibilities designated as those of the head coach.
- **Additional Duties** — The assistant coach will assume all duties assigned to them by the head coach pertaining to the overall program. Some of these duties might be conducting portions of the practice drills, handling equipment, working with student managers, working with team parents, and handing statistics and media relations.
- **Player Supervision and Conduct** — The assistant coach is responsible for the supervision and conduct of players in their sport on the field or court before, during, and after events. Coaches must remain at the practice or game facility until all players have been picked-up and accounted for.

#### Volunteer and Team Parents

Parent volunteers and Team Parents further enhance the Carondelet athletic experience and school mission and values through volunteer support. Parents provide the Athletic Department Administration with assistance in cultivating parent community involvement; communication; game management; transportation; and organizational support.

#### Responsibilities of Team Parents

In order to better fulfill the Athletic Department mission, and support the athletic teams, the role of the Team Parent is to support the coaches, parents, and team by taking an active role and facilitating communication between the coaches and the parents of student-athletes.

- **Communication** — The Team Parent coordinates emails to parents as needed regarding, practices, games, game management, transportation, coaches gifts, etc. The Team Parent also educates student-athlete parents on athletic information sources such as the Carondelet website and Scorebook Live.
- **Transportation** — The Team Parent organizes and prepares the parent volunteer driver schedule for all non-bussed away games.
- **Game Management** — The Team Parent organizes parents to assist with team meals/snacks, scorekeeping, line judging, admissions gate duties, and other associated tasks assigned by the coach.
- **Partnership** — The Team Parent will help build school spirit and pride in Carondelet Athletics. They will promote game attendance, encourage volunteer support as needed, and answer questions about the program.

#### Responsibilities of the Administrator on Duty and/or Game Manager



The Administrator on Duty/Game Manager is a Carondelet High School faculty or staff member that is designated as the supervisor of an athletics home game. They act as a liaison between Carondelet and the visiting team, and also ensure that all teams and spectators follow the rules and regulations outlined by the school, league, and section in terms of sportsmanship.

- **Pre-Game Duties** — The Administrator on Duty/Game Manager will arrive 45 minutes before the event to ensure that game-day operations are ready. This includes confirming that the score table, lines judges, and officials are present.
- **Welcome the Visiting Team** — The Administrator on Duty/Game Manager will introduce himself/herself to the visiting team; show the visitors their locker room or team area; and direct them to the training room, locker room, and restrooms.
- **Welcome the Officials** — The Administrator on Duty/Game Manager will introduce himself/herself to the officials, direct them to the restrooms, and provide them with water.
- **Game Duties** — During the game, the Administrator on Duty/Game Manager will walk the perimeter of the playing area, be available to answer any questions, and monitor fans.

### Athletic Department Administration

#### Athletic Department Meetings

Meetings for all members of the Athletic Department and/or all members of a particular season of sport will be held at the beginning of each school year and at other times when deemed necessary. The purpose of these meetings is to discuss policy, inform staff about department developments, and to create an environment of open communication.

Post-season meetings with each sport will be scheduled individually with the Athletic Director.

#### Hiring and Orientation of New Coaches

The athletic department's policy is consistent with the hiring policies of the school.

Coaches are hired by the President upon recommendation by the head coach and/or Athletic Director and Principal. .

Prior to hiring, and prospective coach is required to:

- Complete an I-9 form (Employment Verification) and show two forms of identification which will be photocopied by Human Resources and kept on file.
- Complete a W-4 form (Employee's Withholding Allowance Certificate)
- Complete a Live-Scan fingerprinting procedure
- Provide a photocopy of his/her driver's license classification (in order to drive a school vehicle)
- Provide negative TB test results
- Complete the online child abuse awareness training course through the Oakland Diocese
- Complete the NFHS Coaches' Certification (one time only)

The new coach will sign a contract and the Athletic Director will introduce the new coach to the school community. The Athletic Director will:

- Provide the coach with an Athletic Department Coaching Handbook.
- Review the school and Athletic Department philosophy with the coach.
- Give the coach a tour of the facilities.
- See that the appropriate keys are issued to the coach.
- Provide or order Carondelet High School outerwear for the coach.

#### Professional Development Funding

With the Athletic Director's approval, coaches may seek professional development funding to attend conferences/workshops/clinics. However, all professional development funding requests must be submitted to the Athletic Director prior to attending or registering. Failure to seek prior approval may result in funding these conferences/workshops/clinics out of pocket. Throughout the school year, the athletic department will sponsor various professional development meetings.

#### Purchasing/Money Collection Policies

**Purchases and Payment Through the Athletic Office—** All purchases must be approved by the Athletic Director. In addition, any requests to purchase anything over \$500 must have a Purchase Order (PO) prepared, signed, and approved by the Athletic Director and Business Office. You may not order or purchase goods/services until you receive confirmation that the PO has been approved.

**Collection of Money—** All money collected for clothing, tournaments, meets, travel, or any other miscellaneous items, must be deposited in the Business Office by the Assistant Athletic Director. Money should be deposited the day following the collection.

**Acceptable Items for Reimbursement—** All costs below may be reimbursed by the Carondelet Athletics Department. Please submit a reimbursement request form with itemized receipts attached.

- Travel: hotel, airfare, and other travel expenses for coaches.
- Parent Dinner: One team dinner per season (\$4/athlete)
- Senior Gifts: Flowers, balloons, or a small gift may be purchased for seniors (\$10/senior, \$5/visiting senior)

#### Style Guide and Uniforms

The brand we present within and beyond the Carondelet community speaks to our professionalism and identity as individuals, a team, an athletic department, and an institution. A unified approach to outerwear of school approved colors, logos, style and design presents a strong and consistent message that reinforces the spirit of the Carondelet brand. This brand symbolizes our core values: Character, Excellence, Citizenship, and Pride.

**Approved School Colors —** Carondelet High School's official colors are scarlet red and white. Black and dark gray may also be used. All team apparel— uniforms, jackets, shirts, sweatshirts, sweat suits, bags, and other team gear must contain only these colors.

**Approved School Logos** — The authorized trademark of the Carondelet Athletics Department consists of two primary elements. This includes the Carondelet word mark and the Carondelet Cougar mascot. The Carondelet Cougar logo must never be altered or changed in any way. Logos for print reproduction are available via email and zip drive through the athletic department. If you have specific questions about usage, please contact the Athletic Director or the Assistant Athletic Director.

**Approval of Uniforms and Team Gear** — The colors, styles, and designs of uniforms and other team attire must be approved by the Athletic Director before any order is placed. This includes uniforms and team attire which are purchased by the individual athletes, as well as uniforms and team attire which are purchased and retained by the school.

## Carondelet Athletics Policies & Procedures

### Uniform Policy

The Carondelet Athletic Department will purchase and inventory team uniforms with the goal of putting athletes in uniforms that are six years old or newer. Any uniform kept by the athlete will need to be purchased by the family.

### Lifetime of the uniform

The expected lifetime of the uniform is four to six years. New uniforms will be purchased for varsity sports (volleyball, basketball, soccer, lacrosse and softball) every two years. The existing uniforms will be passed down to the junior varsity team, and if there is a freshman team, they will receive the JV uniforms. After the uniform cycle is complete, uniforms will be discarded or subjected for auction.

Carondelet will supply jerseys and uniform bottoms for the following sports. Student-athletes will receive one home and away set of uniforms. Student-athletes are expected to return both sets of uniforms at the conclusion of each season. Any missing uniform pieces are subject to uniform replacement costs.

- Basketball (varsity, JV and freshman)
- Soccer (varsity, JV and freshman)
- Lacrosse (varsity and JV)
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Carondelet will supply jerseys for the following sports. Student-athletes are expected to return all issued uniform tops at the conclusion of the season. Any missing uniforms are subject to uniform replacement costs to the student-athlete. Student-athletes on these teams will need to provide their own uniform bottoms. Carondelet athletics will have uniform bottoms available for purchase at a reduced price.

- Tennis
- Volleyball
- Cross Country
- Softball
- Stunt

The sports teams that will require athletes to purchase their complete uniforms include the teams listed below. Carondelet athletics will have uniform tops and bottoms available for purchase at a reduced price for these sports.

- Water Polo
- Golf
- Track and Field
- Swimming and Diving
- Cheer
- Dance

For postseason play, Teams can be issued travel sweats/gear. In which, this said gear will need to be returned. Any missing travel sweats/gear pieces are subject to replacement costs.

#### Uniform Accessories

The Carondelet Athletic Department will supply teams who require uniform accessories, ie. socks, visors, gloves, wrist bands, etc.

#### Sports Uniform Replacement Fees

Uniforms that are lost, damaged, or distorted due to incorrect washing will be subject to a uniform replacement fee. This fee will be charged to the student-athlete at the end of the season. The prices for uniforms include purchasing, printing and shipping costs.

<b>Basketball</b> Complete uniform set: \$380 One Jersey: \$130 One pair of shorts: \$90	<b>Lacrosse</b> Complete Uniform Set: \$220 One Jersey: \$100 One skirt: \$60	<b>Soccer</b> Complete Uniform Set: \$260 One Jersey: \$100 One pair of shorts: \$60
<b>Softball</b> Jersey: \$120	<b>Volleyball</b> Jersey: \$100	<b>Tennis/Cross Country</b> Jersey: \$75

#### Uniform Care

Student-athletes/families will need to wash their uniforms during the season. To ensure that the full lifetime of the uniforms are realized, families are to read the wash and care instructions on the uniforms. By following the uniform washing instructions, this will help keep the uniforms well maintained and reduce the risk of being damaged during the washing process. Uniforms that are faded, discolored, bleached, etc., are subject to uniform replacement costs.

#### Uniform washing instructions

Washing instructions for white, black and red Carondelet uniforms: Machine wash cold, wash separately, do not use softeners, remove immediately, do not allow to lay on itself when wet, do not bleach, line dry, do not tumble dry, do not iron, do not dry clean.

#### Athletic Fundraising Policy and Fees

Carondelet respects both its athletes and their families. For this reason the school protects all families from multiple fundraising appeals. All athletics fundraising must be approved by the

Athletic Department and Carondelet High School Administration. The cost of team travel beyond league, section and state competitions will be the responsibility of the student-athletes and their families. Travel to mid-season athletic events can either be fundraised through approved activities or payment from student-athlete families.

#### Key Policy

Keys are never to be given to players or friends for usage.

#### Use of Off-Campus Facilities

Use or rental of off-campus facilities must be approved by the Athletic Director. All policies of off-campus facilities must be followed.

### Transportation

**Transportation to and from Practice** — Transportation to and from practice is the responsibility of the student-athlete and her parents. Coaches and team parents will help orchestrate carpooling to regularly scheduled practices and off-campus competition. Carondelet provides a shuttle service to the Carondelet Athletic Complex only. Shuttle leaves 15 minutes after the last bell rings. Pick up from the facility will need to be coordinated by student and parent.

**State Law Regarding Minors Who Drive** — During the first six months after a minor is licensed, she must be accompanied by a driver 25 years or older if she is transporting people under the age of 20 at any time.

**Transportation to and From Contests** — When it is necessary for a team to travel for a contest, coaches are responsible for either confirming a school bus or delegating carpooling responsibilities to the team parent. All parent volunteers must pick up student-athletes in the back parking lot by the Chapel. Student-athletes may drive themselves to away contests if they have agreed to the Carondelet High School transportation policy. When students are traveling during the estimated time to contests, Carondelet High School is not expected or required to exercise any responsibility over their activities. The students are not chaperoned by school personnel until they arrive at the designated site.

Players may be transported to and from contests by Carondelet parents/volunteers in private vehicles provided that:

1. Each player has been given written permission by her parent/guardian.
2. Each volunteer driver has been approved through the Carondelet High School volunteer coordinator.

**Supervision of Players While Traveling** — The head coach, an assistant coach, or another responsible adult, preferably a member of the faculty, must accompany the team in the bus at all times when traveling.

**Emergencies on the Road** — If the transportation vehicle breaks down or is in an accident, the coach should have the players stay in the vehicle until instructed to do otherwise. The coach should call the Athletic Director or Assistant Athletic Director to inform them of the situation.

## Sports Medicine

**Physical Examinations Mandated by State Law** — The state of California requires a physical examination for all students participating in a sport. This rule is as follows: an annual physical examination or a statement by a medical practitioner certifying that the student is physically fit to participate in athletics is required before a student may try-out, practice, or participate in interscholastic athletic competition. The physical is valid for one calendar year from the date signed by the doctor and does not need to be re-submitted for each sport being played. The physical must be recorded on a Carondelet approved form and be signed by a Doctor of Medicine (MD) or a Doctor of Osteopathic Medicine (DO). At the conclusion of one year, the physical needs to be completed again to continue with athletic participation. For example, an exam completed on 6/21/2017 will be valid through 6/20/2018. The athletic training staff recommends that this be completed at the beginning of the school year to ensure that it does not expire during an active season.

**Independent Determination of a Student's Fitness** — The Athletic Department reserves the right to make an independent determination of a student's fitness/health for participation in athletic events. The department may prohibit a student from playing in competitive sports if a student exhibits dangerous or potentially dangerous medical, physical, or psychological conditions, irrespective of a physician's certificate of fitness.

### Medical Clearance to Play

Prior to the start of the season, each player must have completed and signed a pre participation medical history form and pre participation physical form. These forms can be found on AthleticClearance. The Athletic Trainer files, and keeps this information.

No student may try-out without these forms completed and turned in.

If an athlete is seen by a physician for an injury or illness, they will be required to turn in a written release from a healthcare provider before they may return to full participation. The note shall include the physician's diagnosis and whether there are limitations to their athletic participation. With all illnesses or injuries, the athletic trainer reserves the right to be more conservative in treatment and with possible return to play.

Coaches must have their players' emergency medical information in their possession at all practices and contests. Emergency information will be given to coaches at the beginning of each season and can be accessed through Home Campus.

### Concussions

A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You

can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

<ul style="list-style-type: none"> <li>• Headaches</li> <li>• "Pressure in head"</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> </ul>	<ul style="list-style-type: none"> <li>• Amnesia</li> <li>• "Don't feel right"</li> <li>• Fatigue or low energy</li> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration or memory problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul>
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Signs observed by teammates, parents and coaches include:

<ul style="list-style-type: none"> <li>• Appears dazed</li> <li>• Vacant facial expression</li> <li>• Confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily or displays unusual lack of coordination</li> <li>• Answers questions slowly</li> <li>• Slurred speech</li> <li>• Shows behavior or personality changes</li> <li>• Can't recall events prior to hit</li> <li>• Can't recall events after hit</li> <li>• Seizures or convulsions</li> <li>• Any change in typical behavior or personality</li> <li>• Loses consciousness</li> </ul>
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What can happen if a child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result,

education on such matters to administrators, coaches, parents and students is the key for the student-athlete's safety.

If you think a student-athlete has suffered a concussion...

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

"A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and for the remainder of the day."

And

"A student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider."

You should also inform your child's coach if you think that your child may have a concussion. Remember, it's better to miss one game than to miss the whole season. Note: when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:  
<http://www.cdc.gov/ConcussionInYouthSports>

**Concussion Management Testing**

Carondelet provides an innovative concussion management program to all of our student-athletes. This process is supervised by the Athletic Trainer. The program is called ImPACT (Immediate Post Concussion Assessment and Cognitive Test) and involves taking computerized neurocognitive tests online at school to establish a baseline. The exam takes about 20-30 minutes and it is non-invasive. It tracks neurocognitive information such as memory, reaction time, brain processing speed, and concentration.

If a student-athlete is believed to have suffered a concussion during practice or competition, the test is taken again and the data is compared to the baseline test. This information is then used as a tool to assist the athletic training staff and treating physician(s) in determining the extent of the injury, monitoring recovery, and in making a safe return to play. Post-concussion tests will be taken under supervision at school.

The Athletic Trainer sets up baseline testing times for all 9th grade student-athletes, and re-tests all 11th grade student-athletes. The Athletic Trainer will communicate with the head coach to set up a specific testing date and time in the school's computer lab. It is expected that the coach fully supports this concussion management program for the health and safety of



our student-athletes. For more information on the IMPACT program, please see our Athletic Trainer.

#### Procedure for Emergency Injuries to Athletes

If an athlete is injured during practice or a game the coach and/or the Athletic Trainer should administer appropriate first aid. If the injury is suspected to be a serious or life-threatening emergency, immediately call 911 and have the player remain in a safe and comfortable position until medical personnel arrive.

1. **Call 911 for Suspected Serious or Life Threatening Injuries** — Tell the 911 operator exactly where the student is (on the field, in the gym, in the locker room, etc.). If possible, send a responsible person to direct the ambulance driver to the injured student. After 911 is called, use the emergency medical binder to contact the player's emergency contact.
2. **Contact the Student's Parents/Guardians** — Inform the parents/guardians of the injury and ask them exactly where the student should be sent. If the Athletic Trainer or coach cannot reach the parents/guardians or other emergency contacts, the emergency response personnel will make the appropriate decision of where to send the athlete.
3. **Have an adult ride with the athlete to the hospital.**
4. **Give Directions to the Other student-athletes** — Direct them to a risk-free activity while you handle the emergency at hand.
5. **Contact the Athletic Director or Assistant Athletic Director** to inform them of the injury.
6. **File an Injury Report** with the Athletic Trainer within 24 hours of the injury.

#### Procedure for Non-Emergency Injuries to Athletes

All coaches are initially responsible for treating cuts, bruises, and minor muscle strains at practice and away game locations. After the injury is treated, the coach must submit an online Injury Report with the Athletic Trainer within 24 hours. Additionally, if the coach feels the injury may require further evaluation, they are to inform and refer the athlete to the Athletic Trainer.

Parents are responsible for taking their daughter to a primary care physician following a non-emergency injury. The parent/guardian and/or the student-athlete must update the Athletic Trainer and coach with injury details and the return to play schedule.

#### Christian Brothers Services: Secondary Insurance

Carondelet provides our student-athletes with secondary insurance for injuries. If a student-athlete is injured during practice or a competition, an injury report must be filled out within 24 hours. Treatment by a licensed physician must begin within 30 days after the occurrence of the accidental injury. Meanwhile, the Athletic Trainer will then prepare a Christian Brothers Services form, which parents/guardians may use to file a claim within 180 days of the treatment to receive supplemental insurance. This insurance should be used in conjunction with the parent/guardian's insurance plan. Please see the Athletic Trainer or the Athletic Director for more information.

### Regulations Governing the Season

#### Eligibility

Refer to the Carondelet Student Handbook for more information.

### Disciplinary

- Detentions shall be served at the discretion of the Director of Student Life and Programming , and may be served during practice times.
- Disciplinary action may prohibit an athlete from participating in any activity, including try-outs, at the discretion of the Director of Student Life and Programming and or Vice Principal of Student Affairs. .
- Students must have an acceptable conduct record, in order to tryout or participate in any sport.

### Medical

- A Carondelet High School athlete must provide proof of physical examination or physician's clearance *on the school provided form* before she may try out.
- A physical is considered current only one year from the date of the physical examination.
- In the event of any injury or illness which prevents an athlete's participation at practices or contests, a medical release must be obtained from her physician and filed with the Athletic Trainer.

### Parent Permission & Paperwork

- A parent must submit a signed parent permission form before she may try out.
- A parent/athlete must also sign the following paperwork on [athleticclearance.com](http://athleticclearance.com):
  - Ejection Policy
  - Transportation Permission Form
  - Insurance & PCP information
  - Parent/Guardian and Emergency contact information
  - Concussion and Sudden Cardiac Arrest information sheets

### Team Commitments

- Athletes are committed to the team for the entire season once rosters are finalized.
- Athletes must complete the current season of sport prior to trying out or conditioning for the next season of sport. Exceptions may apply.
- Please refer to the Carondelet Student Handbook for information regarding our drug & alcohol policy.
- Athlete who drops a sport with consent from her coach and Athletic Director will be eligible for the next season of sport; athlete who quits the team or is dropped because of lack of commitment and compliance with team rules (coach and Athletic Administrative decision) will be ineligible for the next season of sport.
- Athletes are allowed to miss practice or games only with the prior approval of the coach. Excessive absences/tardies may result in dismissal from the team.
- All Athletic Team members are expected to attend practices unless at home ill. If an athlete is injured but is able to attend school, she will attend practices and games.
- An athlete who is suspended from her team as the result of disciplinary action for anything other than the use of tobacco products, alcohol, or other illicit drugs may regain eligibility at the discretion of the Dean of Students and the Athletics department. Final decision to readmit an athlete toward participation rests with the coach.
- Athletes must attend school for over half the school day to be eligible for competition. Missed classes due to an excused absence will be looked upon on a case-by-case basis.

- Athletes must attend the entire contest unless other arrangements have been made with the coach.
- The student-athlete should make every effort to attend Kairos and other religious retreats in the off season. Should the student-athlete choose to attend a religious retreat during a season of competition, individual playing time and the overall team performance may be impacted.

#### Behavior/Attitude

- Athletes agree to keep herself in good health and physical condition by getting proper rest and diet, and by avoiding the use of tobacco products, alcohol, and other drugs.
- Athletes shall demonstrate the highest standards of sportsmanship at all athletic competitions, either as a participant or a spectator, extending courtesy and respect to athletic team members, coaches, officials, and spectators.
- Knowledge of any behavior by team members at any contest which involves alcoholic beverages, illicit drugs, or vandalism must be brought to the attention of the coach.
- Athletes may not participate in hazing or initiation of new or returning team members in any form.
- Athletes shall direct any questions or concerns to the Principal through proper channels of communication: first to her Coach, then the Athletic Director, and finally to the Principal.

#### EBAL Sportsmanship Guidelines

- Spectator cheering and behavior must be positive and respectful of all athletes, coaches, officials, cheerleaders, fans and supervisory staff.
- Spectators must remain seated in their designated area.
- Children under 12 must remain with their parent guardian.
- Noisemakers, laser lights, and any objects that could cause a disruption during a game are prohibited. .
- Only participating athletes and designated school personnel are allowed on the playing area during competition, including halftime.
- No derogatory activity is permitted behind the basket/baseline area of the basketball court.

#### Process for schedule updates

- Schedule updates will also be available on the athletics website and social media pages.
- Athletes must call parent guardian re: any changes before leaving for practice and games
- If weather forces the practice to be cancelled, or moved back to school, athletes must notify their parent guardian.

#### Absence from practice or game

Please contact the coach directly and DO NOT call Carondelet High School's main office or the athletic office. Students must be in class the majority of the school day to be able to participate in a competition on that day. School-sponsored activities and funerals are the only

exceptions. Excessive absence may result in the decision for an athlete to be removed from the team.

### Early Sports Dismissal

Athletics are considered to be an integral part of a student's development. The administration recognizes the necessity of occasional early dismissal from class to accommodate travel time to and from home and away games. Games and competition requiring an early dismissal should be communicated to the Associate Athletic Director at the beginning of each season.

### Academic Responsibilities

All athletes are responsible for completing all missed school work when they leave class early for athletic competitions.

### Making a Team

In many cases, making a team at Carondelet is highly competitive. While some sports like cross country, track & field, and swimming can roster many athletes, our other programs have a limited number of positions available. Therefore, the student-athlete trying out for the team must understand that she may not make the final team roster. Coaches will convey expectations, qualifications, and skills necessary to be a member of the team.

*\*The Head Coach and Athletic Director have the right to release any player due to safety, fitness, health, academic and/or discipline concerns.*

**Freshman** — All freshman team rosters must be posted with encouragement to see the freshman coach if there are any questions about the decision. Coaches may choose to meet individually with cut players.

**Sophomores, Juniors, and Seniors** — All athletes who played in a Carondelet program the previous year must be told individually why she is being cut and what she may work on if she wishes to tryout again the following season.

### Varsity Program Philosophy

Varsity competition is the culmination of each athletic program. These teams are composed of the most skilled, dedicated members of the program, regardless of grade level, and seniors and returning players are not guaranteed a position on a varsity team.

Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play in a contest. It is vital that each team member has a role and is informed of its importance. The number of roster positions is relative to the students' acceptance of their individual roles in pursuit of the program's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. A positive attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a five to six-day-a-week commitment during the season. This commitment is extended into vacation periods for all sport seasons.

### Junior Varsity Program Philosophy

The junior varsity level is intended for high-level freshmen and sophomores who display the potential for continued development into productive varsity performers. In certain situations, juniors who have the potential to make future contributions at the varsity level, but additional skill development, will be considered for junior varsity participation. Also, freshmen may be included on a junior varsity roster. The junior varsity team can be freshman, sophomores, and juniors.

Athletes are expected to have committed themselves to the program. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play in addition to prioritizing time management. Junior varsity programs work towards achieving a balance between continued team and player development and striving for victory. The outcome of the contest becomes a consideration at this level.

The realization that practice sessions are important is a premise that is vital to a successful junior varsity team and player. A specified amount of playing time is never guaranteed. Participants at this level are preparing themselves for the five to six-day-a-week commitment that is expected at the varsity level. Practice sessions are *sometimes* scheduled during school vacation periods. Since the goal of becoming a varsity athlete is clearly in sight, a high level of dedication and commitment is expected at the junior varsity level.

#### Freshman Program Philosophy

Freshman programs help students make the transition from youth sports to high school athletics. This level is for athletes who are still developing their skills and who are looking for a high school athletics experience. Whenever numbers warrant, we will make an effort to add a freshman team to enable greater participation. We will try to maintain larger squads to encourage participation. At this level athletes are expected to make a five-day-a-week commitment. Although it is not common, games and practices can occur on a weekend or holiday. In these developmental programs, the emphasis is on skill development and an introduction to Carondelet athletics. The goal of Freshman coaches is to provide game experience for all athletes in order to develop their skills in a competitive environment. Attitude, effort, ability, and attendance can affect this goal.

#### Club Sports and Carondelet Athletic Conflicts

The California Interscholastic Federation does not permit a student-athlete to participate in the same sport for an outside club organization and high school sport simultaneously. However, it is possible for a student-athlete to compete in different sports simultaneously (Ex. club volleyball and Carondelet High School basketball) if the outside organization's sport (ex. club volleyball) does not conflict with the Carondelet High School head coach's team expectations. The Carondelet Athletic Department strongly believes that Carondelet athletics come before an outside organization's athletics program. Playing multiple sports during one season places athletes at a higher risk of overuse injuries. The decision, however, is up to the student-athlete and her family in consultation with Carondelet High School's athletic department. (rework highlighted text)

#### Practices

**Length** — Practice time for all levels of sport may vary. Practice times and locations will be communicated to student-athletes and players prior to the start of the season. Practice should not exceed two-and-a-half hours in length.

Sundays — Practice may not be held on Sunday.

**Disciplinary Action by the School** — Any student receiving detention or who is suspended by Carondelet High School must attend/serve the detention or suspension regardless of the sport practice or game schedule. If disciplinary action by the school results in the student-athlete missing all or part of a practice or game, further disciplinary action may be taken by the coach.

#### **Monitoring the Behavior of Students**

Coaches and members of the Athletic Department staff who are aware of an alleged infraction of a school policy have a responsibility to report the information to the Director of Student Life and Programming or the Vice Principal of Student Affairs. . Additionally, coaches and members of the Athletic Department staff who have information concerning alleged reckless or troublesome behavior on the part of a student have a responsibility to report the information to the school counselor. A report to the counselor does not necessarily place the student in a disciplinary situation.

#### **Game Day Coaching Attire**

**Coaches** — The Athletic Department is a highly visible entity of Carondelet High School. All coaches are expected to present themselves in a professional manner. Carondelet issued outerwear is encouraged for all game days.

**Players** — Students are expected to follow the school uniform policy during the school day. School approved athletic apparel (team jackets, hoodies, etc.) are encouraged on game days.

#### **Quitting a Team/Dismissal from a Team**

To emphasize the importance of the commitment asked of Carondelet High School athletes, the stated policy with regard to a student-athlete who quits a team before the end of the season is as follows: If a student-athlete is a member of a particular Carondelet High School team and then quits that team, or is removed from the team due to academic ineligibility or disciplinary reasons, she may not tryout for any other school team during that season of sport.

#### **Off-Season Activities**

Coaches are to follow all North Coast Section rules and regulations with regards to off-season activities. Please consult the Athletic Director if you have any questions or concerns regarding off-season training.

#### **Athletics and Other School Activities**

Carondelet athletics challenges its athletes to make a serious commitment. However, the Carondelet Athletics Department has no policy prohibiting athletes from participating in other school activities.

Therefore, athletes may participate in other school activities (clubs, councils, etc.), but they must be prepared to balance their involvement in the other activities with responsibilities toward their team.

## Retreats/Kairos

Multi-sport athletes need to consider the timing of retreats in relation to certain sports. Single and double sport athletes should attend retreats/Kairos in their off-season to avoid conflicts with their sport.

## Communication

### Important Phone Numbers

- TBA, Athletic Director:
- Cat Arroyo, Assistant Athletic Director: (925) 686-5353 ext. 198  
carroyo@carondeleths.org
- Jessica Rollins, Athletic Trainer: (925) 686-5353 ext. 142 jrollins@carondeleths.org
- Dani Bernat, Strength & Conditioning Coach: (925) dbernat@carondeleths.org

### Policy for Recognizing Athletes Signing to Play at the Collegiate Level

#### Three Yearly Media Events:

- There will be three annual events for students who are signing National Letters of Intent or official commitment letters from their respective colleges or universities. These three events will be media events.
- It is the student athlete's responsibility to communicate early and often with the Athletic Department to ensure that she will be recognized at the Carondelet sponsored media event.
- The Associate Athletic Director will coordinate media invitations and will be present during the event.
- Coaches will be invited but will not be asked to speak on behalf of the athlete.
- Immediate family will be invited by the student to this media event.
- Both student-athlete and coach will have access to the media following the event.

### Game Highlights and Statistics

All game scores and statistics must be submitted, by a member of the coaching staff, to the Assistant Athletic Director and the [ScoreBook Live](#) promptly after games and tournaments.

### Parental Concerns

Parents will be informed at seasonal parent meetings that appropriate concerns to discuss with the coaches include:

- The treatment of your child, mentally, emotionally, and physically.
- Ways to help your child improve and develop.
- Concerns about your child's behavior.
- Notification of schedule conflicts well in advance.

If such a discussion does not resolve the concern, or if there are concerns that preclude a parent approaching a coach, the matter should be brought to the attention of the Athletic Director, who may meet separately or together with the parent and the coach. Should a problem still exist, the concern will be passed through the proper administrative channels.

Parents have been informed that the following matters should be left to the discretion of the coach and are not appropriate to discuss with coaches:

- Playing time
- Decisions regarding which athletes make or do not make the team.
- Team strategy and play calling.
- Discussion of other team members or their family members.

### Sports Parents: Understanding the High School Sports Landscape (adapted from Positive Coaching Alliance)

Transitioning into high school sports can be difficult for players and parents. Below you'll find a set of guidelines to help your daughter transition into Carondelet High School athletics.

- **Help your daughter plan and set her priorities** - Before the sports season, sit down with your daughter to plan out the upcoming season. Start first with academics and plan the time she will need to handle the demands of homework and her sport so that she'll have a better sense of how much time is available for other activities.
- **Encourage building in "down time"** - Life for a high school student athlete can be hectic. Encourage your daughter to take time to relax, do nothing, hang out, read for pleasure, or listen to music.
- **Encourage independence and the responsibility that goes with it** - Empower your daughter to be responsible for her athletic life. Allow her to choose what sport(s) to play including the goals she wants to achieve. Give her greater responsibility for the accompanying logistics, be it washing uniforms, arranging for rides, or fixing her own pre-game meals.
- **Just listen** - One of the greatest gifts you can give your athlete is to actively listen to her, especially when she is struggling.
- **Assume good will with your daughter's coaches** - Just like you, most coaches and athletic programs want what is best for your athlete.
- **Recognize who's in charge** - This may be difficult for some parents to accept, but parents are not in charge of their daughter's high school sports experience. She is. Sports offer your daughter a great opportunity to learn responsibility.
- **Help your athlete learn to advocate for herself** - If your athlete complains about the coach, her teammates, her playing time, or her role on the team, encourage her to think about how she wants to work through the issue. Listen to your daughter and encourage her to approach her coach with any questions or concerns she may have.

### Communication Expectations as the Head Coach

All mass communication sent to program parents regarding the athletic philosophy of Carondelet, the details of the program, highlights and statistics from specific games or the season, should be vetted by the Athletic Director.

The head coach should communicate the following points to program players and parents at the beginning of the season.

- Coach's and program's philosophy.
- Individual and team expectations.
- Location and times of all practices and games.
- Team requirements (special equipment, off-season conditioning, etc.)
- Procedures followed should an athlete be injured during practice or games.
- Any discipline that may result in the denial of your child's participation.

### Conflict Resolution Process



Due to the level of effort and emotion invested in the season, conflicts between coach, player, and/or parents will arise. All conflicts are to be addressed professionally and in a timely manner. The following steps will be adhered to, unless the circumstances preclude these steps from being taken as guidelines.

#### First Step: Student-Athlete & Coach Contact

The Athletic Department encourages all student-athletes to advocate for themselves and address their coach directly with any issues pertaining to the sport or the season. The student-athlete will meet individually with the coach to discuss the conflict/issue. It's the student-athlete's responsibility to make every attempt to meet with the coach before other individuals get involved. Discussing conflicts should be avoided either immediately prior to or right after a contest, and during an active practice session.

#### Second Step: Parent/Guardian, Student-Athlete, and Coach Contact

Only after the student-athlete has made every effort to contact the coach and resolve the conflict/issue should the parent/guardian of the student-athlete get involved.

#### Third Step: Student-Athlete, Parent, Coach, and Athletic Director Contact

If a resolution is not reached through direct contact with the coach, or if the circumstances preclude this contact from occurring, the student and parent/guardian should contact the Athletic Director. All efforts should be made to find a satisfying solution to the matter before going beyond the authority of the Athletic Director. Issues concerning coaching personnel may not be publicly communicated. All comments or input about coaching must be put in writing, signed, and sent to the Athletic Director.

#### Fourth Step: Student, Parent/Guardian and Administrative Contact

If a satisfactory resolution has not yet been reached, the student and parents/guardians should contact school Administration.

### Recruiting

The CIF recruiting rule below applies to all Carondelet High School sports teams and programs, including those not governed by the CIF. If you have any questions about the interpretation of this rule, please clarify them with the Athletic Director or Associate Athletic Director.

*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 or guardians 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. Undue influence is any act, gesture, or communication (including accepting material or financial inducement to attend a CIF member school for the purpose of engaging in CIF competition regardless of the source) which is performed personally, or through another, which may objectively be seen as an inducement, or part of a process of inducing a student, or his/her parent or guardian, by or on behalf of, a member school, to enroll in, transfer to, or remain in, in a particular school for athletic purposes.*

California Interscholastic Federation Section 510: Undue Influence.

## Criteria for Awards

The student-athlete must participate in practice and competition for at least 80% of the season at a particular level to be recognized at that level: (In the case of any athlete moving between two levels of sport in a single season, level of award will be at discretion of Coach.)

- Frosh/Soph or Frosh level: Certificate, no letter or patch
- Junior Varsity: Certificate, small "C" for 1<sup>st</sup> year junior varsity of any sport; or patch for additional year of junior varsity participation in any sport
- Varsity: Certificate, large "C" for 1<sup>st</sup> year varsity of any sport, or patch for additional year of varsity participation in any sport.

## Carondelet High School Athletics Travel Policy

Carondelet High School Athletics recognizes the importance of team travel. Head coaches are expected to submit and review all team travel with the Athletic Department prior to the start of their season. Travel arrangements, including booking transportation and lodging, are the responsibility of the head coach with assistance from the Athletic Department. Please refer to the following guidelines when making travel arrangements.

### Official Travel Party Itinerary & Documentation

The following information must be provided to the Athletic Department at least two weeks in advance of travel:

- List of team members, coaches and staff traveling
- Departure date and time, return date and time
- Mode of transportation and name of carrier
- Lodging, including name, address, and telephone number of designated property
- Phone contact number of coaching staff and official chaperone(s)

Additionally, The following items must be provided to the Athletic Department prior to travel:

- Signed Overnight Permission Forms from all participating student-athletes
- Full payment for lodging, travel and meals provided by each student-athlete's parent/guardian

### Travel Costs

The Athletic Department will cover the cost of:

- Entry fees
- Transportation, lodging, and meals for up to two coaches per team - in season travel only
- All travel expenses for CIF NorCal and/or State playoff competitions for official travel party

Note: The cost of team travel beyond league, section and/or State competitions will be the responsibility of the student-athlete and their families. Travel to mid-season athletic events can either be fundraised through approved activities or payment from student-athletes and their families.

### Transportation for Team Travel

The mode of transportation is selected by the head coach and approved by the Athletic Department. When choosing the mode of transportation the following factors must be considered: safety, impact on academics, number of travel days, expense, availability, distance and budget.

#### Air Travel

- Commercial airlines are an acceptable means of travel for athletic teams for competition over six (6) hours or 350 miles (one-way) away.

#### Bus/Shuttle

- Buses and shuttles may be used as a transport to away venues, as a transport to hotels from airports and as a transport from hotels to playing venues.

#### Vans/Automobiles

- School vans are available upon request.
- All drivers must have prior approval before driving, be cleared as a school volunteer, and must have their driver's license and auto insurance declaration page showing you have a minimum of \$100,000/\$300,000 liability coverage on file.
- Student-athletes may not drive other athletes as part of team travel.
- Any traffic fine or fee received during team travel is the responsibility of the driver and not Carondelet High School .

#### Hotels

Hotel rates vary according to the destination city. When arranging rooms for team travel, please book standard rooms in non-luxury/moderately priced hotels.

- As a general guideline, please assign three to four student-athletes to a hotel room.
- Single rooms are reserved for head coaches (only) with exceptions being granted to travel circumstances, and/or that gender mix dictates other arrangements.
- Carondelet High School will be responsible for the cost of lodging for two (2) coaches.
- Parents/guardians are responsible for the cost of lodging for their student-athletes.

#### Meals

- Carondelet High School will provide traveling coaches (2 coaches per team) with per diem for meals at a rate of \$45.00 per day. Note: Coaches must provide receipts noting meal transactions.
- Parents/guardians are responsible for the cost of meals for student athletes.

### Coaching/Chaperone Guidelines and Responsibilities

These guidelines, in addition to the Carondelet High School Employee Handbook, are to help coaches and chaperones understand the importance of their role on overnight trips.

- Head coaches are expected to be the lead chaperone on all travel trips. In the event that all traveling coaching staff members are male, one female chaperone (student-athlete parent/guardian or Carondelet High School faculty/staff member) must be a part of the official travel party.
- Non-Carondelet High School employee chaperones must complete the Carondelet volunteer protocol prior to supervising a travel trip. This protocol includes fingerprint clearance, negative TB test results or completion of the TB risk assessment questionnaire, and a child abuse awareness course through the Oakland Diocese.
- Carondelet High School will cover the cost of two coaches on all travel trips. In the event that both coaches are male, Carondelet will cover the cost of a third chaperone/coach.
- Family members and/or friends of coaches/chaperones may not participate in School-sponsored travel without prior approval from the Athletic Department.
- Coaches/chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
- Coaches/chaperones may not use, sell, provide, possess or be under the influence of drugs or alcohol at any time during any school-sponsored travel trip or event.
- If a serious emergency occurs, coaches/chaperones must promptly contact the Athletic Director and/or the Vice Principal of Student Affairs and the student-athlete's parent/guardian to report the emergency. Coaches/chaperones must have emergency contact information for each member of the travel party at all times.
- Coaches/chaperones will establish a curfew for student-athletes. All student-athletes must be in their assigned rooms at curfew. Coaches/chaperones will conduct room checks after curfew to ensure that all student-athletes are in their assigned rooms as planned. Supervising adults should be the last ones to retire to their rooms for the night.
- Coaches/chaperones will establish a morning wake-up time and routine for their student-athletes.
- Coaches/chaperones will arrange all team meals and team activities for the duration of the travel trip.
- If a team is traveling during the academic year and misses one or more full days of class, the coach is responsible for scheduling a study hall period for each missed day of classes. Please consult with the Athletic Director for more information.

