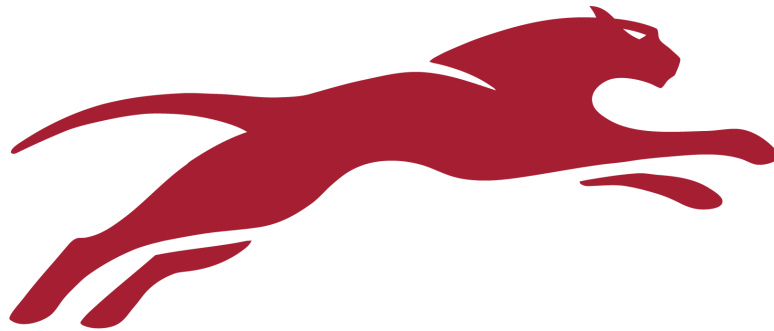


Carondelet High School Athletics Handbook



CARONDELET
COUGARS

2026-2027

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Mission, Vision, and Core Values

Carondelet High School

Mission Statement

Carondelet High School inspires excellence by preparing young women to live with heart, faith, courage, and excellence 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.

Carondelet Athletics

Athletics Mission Statement

Carondelet High School is proud of our comprehensive athletics program and heritage. As such, we value all teams, sports, and student-athletes equally at all levels of play. We consider athletics an integral part of the school community; therefore, the Carondelet mission to live with heart, faith, courage, and excellence remains at the core of our athletic ideals. Carondelet is 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.

General Athletics Department Contact Information

Athletics Administrative Team

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Program Philosophy

Varsity

- Varsity competition is the culmination of each athletic program. Seniors and returning student-athletes 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.
- While contest participation throughout a season is desirable, a specified amount of playing time at the varsity level is never guaranteed.
- Being a member of a varsity sport requires a five to six-day-a-week commitment during the season. This commitment is extended into vacation periods for all sports seasons.

Junior Varsity

- The junior varsity level is intended for student-athletes to display the potential for continued development into productive varsity performers.
- The junior varsity team can be freshmen, sophomores, and juniors. Depending on the sport, seniors may also be rostered.
- A specified amount of playing time is never guaranteed.
- Participants at this level are expected to attend all scheduled practices and competitions.
- 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

- Freshman programs help students 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.
- At this level, athletes are expected to make a five-day-a-week commitment.
- 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 student-athletes so that they can develop their skills in a competitive environment.

Student-Athlete Eligibility

To be eligible for athletics participation, a student must have completed the Athletics Registration process, be academically eligible, and be in good standing with the school.

All students participating in the Interscholastic Sports program, including spirit squads, must maintain academic eligibility as described below:

Fall Sports: Eligibility determined by Semester GPA of previous June report card, unless remediated through successful completion of an approved summer school course.

Winter Sports: Eligibility determined by 1st Quarter GPA in conjunction with previous semester report card and any remediation done in the summer.

Spring Sports: Eligibility determined by 1st Semester GPA.

Additional notes

- Tryouts: Athletes must be in good academic standing to try out for a sport.
- Continuing on a team: Athletes must maintain a minimum 2.00 GPA at each grading period during the season of sport to continue eligibility. If the Athlete fails to maintain a 2.00 GPA at each grading period or if she receives an "F" in any course at the quarter or semester, she will go on academic probation as determined by the Athletic Director, the Director of Academic and Learning Support, and the Principal of Academics, and she may remain on her team and participate in all practices, but participation in contests and team travel may be put in jeopardy until such time as cleared by the Director of Academic and Learning Support.
- Dance: Due to the year-round nature of dance, eligibility is calculated using a different format, which is outlined in the "Dance Parent-Student Agreement."

Students are required to maintain an acceptable conduct and attendance record with the Dean of Students to be eligible to try out or participate in Interscholastic Sports. (Please refer to the Disciplinary Policy). Failure to maintain an acceptable conduct record status may result in suspension or removal from a team.

Disciplinary

- Detentions shall be served at the discretion of the Dean of Students and may be served during practice times.
- Disciplinary action may prohibit a student-athlete from participating in any activity, including try-outs, at the discretion of the Dean of Students.
- Students must have an acceptable conduct record to try out or participate in any sport.

Parent Permission & Paperwork

- A parent must sign all waivers on Athletic Clearance before their daughter may try out.
- A parent/athlete must also sign the following paperwork on Athletic Clearance:
 - CIF/NCS Ejection Policy
 - Transportation Permission Form
 - Insurance & PCP information
 - Parent/Guardian and Emergency contact information
 - Concussion and Sudden Cardiac Arrest information sheets

Transfer Eligibility

- Transferring from one high school to another may affect a student-athlete's athletics eligibility under NCS and CIF rules.
- Certain forms must be completed before any Carondelet Athletics activity. All incoming transfer students interested in gaining athletics eligibility at Carondelet should contact the Director of Athletics to complete the Parent/Student Certification form. The Director of Athletics is responsible for submitting this form to the Section office.

Tryout Policies and Procedures

Making a Team

- Making a team at Carondelet is highly competitive.
- Before tryouts begin, coaches will convey expectations, qualifications, and skills necessary to be a team member. Student-athletes trying out for the team must understand what it takes to make the final team roster.
- The Head Coach and Director of Athletics have the right to release any student-athlete due to safety, fitness, health, academic, or discipline concerns.
- All athletes are required to complete a 3-day tryout period. If an athlete is absent for any excused reason - injury, illness, family emergency/special event, participation in a current Carondelet sport, school-approved activity, etc. - the coach will coordinate with the athlete to determine an alternate tryout process. Athletes will not be given a spot on a team without completing the 3-day tryout process.
- The head coach will communicate tryout results to student-athletes in person or via email. The Head Coach will also communicate available times to discuss athlete placement.

Club Sports

- The California Interscholastic Federation does not permit a student-athlete to simultaneously participate in the same sport for an outside club organization and high school sport. One exception to this rule is swimming, where students may compete with their club team and simultaneously compete for Carondelet.
- A student-athlete can compete in different sports simultaneously (e.g., club volleyball and Carondelet High School basketball) if the outside organization's sport (e.g., club volleyball) does not conflict with the Carondelet High School head coach's team expectations.
- The Carondelet Athletics 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 athletics department.

Team Commitments and Expectations

Commitment and Attendance Policies

- Once rosters are finalized, student-athletes are committed to the team for the entire season.
- Athletes must complete the current season of sport before trying out or conditioning for the next season of sport. Exceptions may apply.
- An athlete who drops a sport with consent from her coach and Director of Athletics will be eligible for the next season of sport; an 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.
 - 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.
- Athletes are allowed to miss practice or games only with the coach's prior approval. Excessive absences/tardies may result in dismissal from the team.
- All athletic team members are expected to attend practices unless they are ill at home. If an athlete is injured but able to attend school, she will attend practices and games.
- Student-athletes must be in class the majority of the school day to be able to participate in athletic activities that day.
 - School-sponsored activities and funerals are the only exceptions.
 - Attendance will be checked by the Athletics Department and communicated to coaches daily.
 - Excessive absence throughout the season may result in the decision for an athlete to be removed from the team.
 - Student-athletes or their parent guardian should contact coaches directly to communicate a planned absence from practice or a game.
- Student-athletes must attend the entire contest unless other arrangements have been made with the coach.
- Student-athletes must be in good standing with the school in all areas in order to practice and compete: disciplinary, financial, academic.
 - Student-athletes and families will be communicated with by the appropriate school personnel depending on the situation at least 1 week prior to sitting out.
 - Plans to address the situation will be put in place in order to return the student-athlete to full participation.
- Athletics and Other School Activities
 - Retreats, field trips, and programmatic opportunities are encouraged for all athletes; however, student-athletes need to consider the timing of these opportunities and school-approved absences in relation to their season of sport.
 - Timely communication with the coach is required immediately once the student is aware of a planned school-approved absence.
 - Participation in retreats at all levels is encouraged, but athletes should attempt to attend these retreats outside of their season of sport when possible. Should a student need to miss a game or practice for a retreat during their season of sport, the absences will be excused, but depending on a variety of factors determined by the coach, they may impact play-time for that week's competition.

- **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.
 - The coach should communicate games and competitions requiring an early dismissal to the Associate Athletics Director at the beginning of each season. The head coach will work with the Athletics Department to determine the appropriate early release time and communicate the approved early release time.
 - Students will not be allowed to leave school before the designated early release time.
 - Students should not leave school early for practice.

Sportsmanship Expectations

Coaches are responsible for ensuring an atmosphere of positive sportsmanship at all times. This includes ensuring that all athletes, parents, and spectators follow EBAL sportsmanship guidelines. All student-athletes are required to attend [one Sportsmanship Workshop](#), hosted during our seasonal Sports Night (Fall, Winter, or Spring) at the beginning of their first season of sport for the school year. This is an annual requirement—multi-sport or tri-sport student-athletes only need to attend once per school year, regardless of how many seasons they participate in.

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 disrupt 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.
- CIF/NCS ejection policy - [CIF/NCS Ejection Policy Handbook](#)

Academic Responsibilities

- Student-athletes are responsible for completing all missed school work when they leave class early for athletics competitions.
- Coaches should advise student-athletes on their team to communicate early and often with their teachers regarding early dismissals due to athletic obligations.

Behavior Guidelines and Expectations

Behavior/Attitude

- Athletes agree to keep themselves in good health and physical condition by getting proper rest and diet and by avoiding the use of drugs and alcohol. Please refer to the Carondelet Student Handbook for information regarding our drug & alcohol policy.
- Athletes shall demonstrate the highest standards of sportsmanship at all athletic competitions, either as participants or spectators, 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.
- Carondelet athletes are expected to represent their sport and the school mission positively at all times. Failure to positively represent the mission and values of Carondelet both on and off the field, court, etc., can result in disciplinary action.
- Athletes should contribute to a positive team environment at all times. They may not participate in hazing or initiation of new or returning team members in any form.
- Athletes shall direct any questions or concerns through proper communication channels: first to her Coach, then to the Director of Athletics, and finally to the Principal of Student Life and Mission.

Social Media Guidelines

- Social media can be useful for communicating with teammates, fans, friends, coaches, and more. Social media can also be dangerous if students are not careful. Every picture, link, quote, text, status, or post put online is forever part of a student's digital footprint. Recognizing the above, student-athletes must agree to the following to participate in Carondelet Athletics:
 - I take responsibility for my online profile, including my posts and any photos, videos, or other recordings posted by others in which I appear.
 - I will not degrade my opponents before, during, or after games.
 - I will post only positive things about my teammates, coaches, opponents, and officials.
 - I will use social media to purposefully promote abilities, team, community, and social values.
 - I will consider "Is this the me I want you to see?" before I post anything online.
 - I will ignore any negative comments about me and will not retaliate.
 - If I see a teammate post something potentially negative online, I will have a conversation with that teammate. If I am uncomfortable doing so, I will talk to the team captain or a coach.
 - I am aware that I represent my sport(s), school, team, family, and community at all times, and will do so in a positive manner.

Monitoring the Behavior of Students

- Coaches and members of the Athletics Department staff who are aware of an alleged infraction of a school policy have a responsibility to report the information to the Principal of Student Life and Mission.
- Coaches and members of the Athletics 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 wellness counselor or Dean of Students. A report to school administration does not necessarily place the student in a disciplinary situation.

Disciplinary Action

- Any student receiving detention or suspended by Carondelet High School must attend/serve the detention or suspension regardless of the sports practice or game schedule.
 - If the school's disciplinary action results in the student-athlete missing all or part of a practice or game, the coach may take further disciplinary action.
- An athlete who is suspended from her team as a 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.

Attire and Uniforms

The brand we present within and beyond the Carondelet community speaks to our professionalism and identity as individuals, a team, an athletics 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: Heart, Faith, Courage, and Excellence.

Student-Athlete Athletic Attire

- Students are expected to follow the school uniform policy during the school day.
- School-approved athletic apparel (team jackets, hoodies, etc.) is mandatory on game days.

Uniform Policies

- For sports where the school provides uniforms, student-athletes are expected to return all issued uniform tops at the conclusion of the season. Any missing uniforms will result in uniform replacement costs for the student-athlete.
- 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.

Athletics Budget

Team Fees

- Participation in a Carondelet athletics program may require the payment of a team fee.
- This fee may include the costs of required uniforms that will not be returned to the school (e.g., swimsuits, spandex, etc.), team-specific spirit wear or special team apparel (e.g., a team t-shirt, breast cancer awareness-themed socks, etc.), team meals, snacks, bonding activities, and regular season travel costs.
- The cost of team travel outside of the post-season section and state competitions will be the responsibility of the student-athletes and their families.

Athletics Fundraising Policy and Fees

- All Carondelet Fundraising must be conducted through eTeams unless otherwise approved by the Athletics Department and Carondelet High School Administration.

- All fundraising efforts are to relieve program budgets and should lessen the participation fee for parents. As such, all fundraising efforts need to take place within the first three weeks of the season.
- The eTeams representative will contact the head coach at the start of each season to set up an eTeams training session with the team following tryouts week.
- Carondelet respects both its student-athletes and their families. For this reason, the school protects all families from multiple fundraising appeals. The Athletics Department and Carondelet High School Administration must approve all athletics fundraising.

Sisterhood Fund

- One of the things that sets Carondelet apart from other schools is our extracurricular programming and student life activities. Nearly all these programs and activities come at an extra cost, which may be prohibitive for some families.
- The Sisterhood Fund helps to bridge the financial gap between tuition and extracurricular activities, allowing all students to *fully* experience the sisterhood.
- If you believe you may qualify for the Sisterhood Fund to assist in paying a team fee, please contact the Director of Athletics.

Purchasing/Money Collection Policies

Purchases and Payments Through the Athletics Office

- The Director of Athletics/Associate Athletic Director and Head Coach must approve all purchases.
- Team Parent, in partnership with the Head Coach, serves as the primary liaison for payments and reimbursements. All purchases need to be approved by the Head Coach and Team Parent.
- No payments should be made directly to a team parent or coach, all payments and reimbursement requests must be made through the school via [online JotForm](#) or check.

Collection of Money

- All payments collected for clothing, tournaments, meets, travel, or any other miscellaneous items should be collected via [online JotForm](#) payment.

Volunteer and Team Parents

Volunteers and team parents enhance the Carondelet athletics experience, school mission, and values through volunteer support. Their dedication and support enhance the overall experience for student-athletes by assisting with logistics, organizing events, and fostering a sense of community. The commitment of team parents and parent volunteers strengthens the athletics program and builds a supportive network that encourages school spirit and unity. Their contributions are essential to the success and smooth operation of our sports programs.

Process for Volunteer Clearance

All parent volunteers (carpool driver, host family for team dinners, team parent, etc.) must complete the volunteer clearance process. Refer to section 7.1 in the [Student Handbook](#).

Responsibilities of Team Parents

Further information on specific team/program responsibilities will be provided by the program director/Athletics Department

- **Communication**
 - Coordinates emails to parents regarding practices, games, game management, transportation, coaches gifts, etc.
 - Educates student-athlete families on athletic information sources such as the Carondelet website and MaxPreps.
- **Transportation**
 - Coordinates transportation arrangements for all non-bussed away games, including organizing carpools. When a team travels, team parents will assist the head coach with this planning.
 - Works with the athletics administrator who oversees their sport to ensure all travel plans comply with school policies and safety guidelines.
- **Game Management**
 - Organizes parents to assist with team meals/snacks, scorekeeping, line judging, admissions gate duties, and other associated tasks assigned by the coach.
- **Partnership**
 - Helps to build school spirit and pride in Carondelet Athletics. They will promote game attendance, encourage volunteer support as needed, and answer questions about the program.
- **Purchases and Payments Through the Athletics Office**
 - Team parents, in partnership with the coach, serve as the primary liaison for payments and reimbursements. The head coach and team parent must approve all purchases. Please refer to Team Parent Timeline and Seasonal Responsibilities (Appendix B) for the timing of specific purchases.
 - No payments should be made directly to a team parent or coach, all payments and reimbursement requests must be made through the school via [online Jotform](#) or check.

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. All parents who drive a carpool must be cleared through the Carondelet parent volunteer process (details found later in this document)
- Carondelet provides a shuttle service to the Carondelet Athletics Complex only.
 - The shuttle leaves 20 minutes after the last bell rings. Shuttle is one way only.
 - Pick up from the athletic complex must be coordinated by the student and the parent.

State Law Regarding Minors Who Drive

- During the first twelve 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 a team needs to travel for a contest, coaches are responsible for either confirming a school bus, working with the Athletics team to rent a van, 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 who agree to the Carondelet High School transportation policy may drive themselves to away contests within a 25-mile radius. They may not drive teammates under any circumstances.
- 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 only chaperoned by school personnel once they arrive at the designated site.
- Student-Athletes may be transported to and from contests by Carondelet parents/volunteers in private vehicles, provided that:
 1. Each student-athlete has been given written permission by her parent/guardian.
 2. Each volunteer driver has been approved through the Carondelet High School volunteer coordinator. Requirements are as follows:
 - Livescan screening
 - TB Risk Assessment (valid for 4 years)
 - Protecting God's Children child abuse training course (valid for 2 years)
 - Proof of auto insurance and a valid driver's license
 3. [Link to upload above items](#)

Supervision of Student-Athletes While Traveling

- The head coach, an assistant coach, or another responsible adult, preferably a faculty member, must accompany the team on the bus at all times when traveling.

Emergencies on the Road

- If the vehicle breaks down or is in an accident, the coach should have the student-athletes stay in the vehicle until instructed to do otherwise.
- The coach should call the Director of Athletics or the Associate Athletics Director to inform them of the situation.

Sports Medicine

Physical Examinations Mandated by State Law

- California requires an annual physical examination for all students participating in a sport.
- Certification that the student is physically fit to participate in athletics is required before a student may try out, practice, or participate in interscholastic athletics competition.
- The physical is valid for one calendar year from the date signed by the doctor and does not need to be resubmitted for each sport being played.
 - The athletic training staff recommends completing this during the summer to ensure it does not expire during an active season.
- 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).

Independent Determination of a Student's Fitness

- The Athletics Department reserves the right to independently determine a student's fitness/health for participation in athletic events. The department may prohibit a student from playing 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

- Each student-athlete must complete and sign a pre-participation medical history form and pre-participation physical form before the start of the season. These forms can be found on Athletics Clearance.
- No student may try out without these forms being 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
 - 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 the student-athlete's 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 can range from mild to severe and disrupt the brain's normal functioning.
- 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.
- Signs and symptoms of a 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.
- What can happen if a child keeps on playing with a concussion or returns too 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 more significant 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.
- 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. CIF Bylaw 313 requires the implementation of long and well-established return-to-play concussion protocols (Appendix A).
- 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 the whole season. When in doubt, the athlete sits out.

Concussion Management Testing

- 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 a specific testing date and time in the school's computer lab.
- The coach is expected to fully support this concussion management program for the health and safety of our student-athletes.

Christian Brothers Services: Secondary Insurance

- Carondelet provides our student-athletes with secondary insurance for injuries.
- If a student-athlete is injured during practice or competition, an injury report must be completed within 24 hours.
- Treatment by a licensed physician must begin within 30 days of the accidental injury. Meanwhile, the athletic trainer will 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 Director of Athletics for more information.

Media Relations Policy

Policy for Recognizing Athletes Signing to Play at the Collegiate Level

- Two annual events (National Collegiate Athletics Commitment Day) will be held for students who are signing official commitment letters from their respective higher education institutions. These two events will be media events coordinated by Athletics in collaboration with the MarCom staff.
- The student-athlete is responsible for communicating with the Athletics Department early and often to ensure she will be recognized at the Carondelet-sponsored media event.

Conflict Resolution Policy

Conflict Resolution Process

- Due to the level of effort and emotion invested in the season, conflicts will arise between coach, student-athlete, and/or parents.
- All conflicts are to be addressed professionally and promptly.
- 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 Athletics 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 immediately before or 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.
 - The following topics should be left to the discretion of the coach and are not appropriate to discuss with coaches:
 - Playing time
 - Decisions regarding which other athletes make or do not make the team.
 - Team strategy and play calling.
 - Discussion with other team members or their family members.

Third Step: Student-Athlete, Parent, Coach, and Director of Athletics Contact

- If a resolution is not reached through direct contact with the coach or the circumstances preclude this contact from occurring, the student and parent/guardian should contact the Director of Athletics. Family meetings will only be held with the parent(s) or legal guardians.
- All efforts should be made to find a satisfying solution to the matter before going beyond the authority of the Director of Athletics.
- 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 Director of Athletics.

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

- If a satisfactory resolution is not reached, the student and parents/guardians may contact the Principal of Student Life and Mission.

NCS Bylaw: 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 interpreting this rule, please clarify them with the Director of Athletics or the Associate Athletics Director.
- California Interscholastic Federation Section 510: Undue Influence states:
 - *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.*

Appendix A: Concussion Return to Play/Return to Learn Protocol

CIF Concussion Return to Play (RTP) Protocol

CA STATE LAW AB 2127 (Effective 1/1/15) STATES THAT RETURN TO PLAY (I.E., COMPETITION) **CANNOT BE SOONER THAN 7 DAYS AFTER EVALUATION BY A PHYSICIAN (MD/DO) WHO HAS MADE THE DIAGNOSIS OF CONCUSSION.**

Instructions:

- This graduated return to play protocol **MUST** be completed before you can return to FULL COMPETITION.
 - A certified athletic trainer (AT), physician, and/or identified concussion monitor (e.g., coach, athletic director), must monitor your progression and initial each stage after you successfully pass it.
 - Stages I to II-D take a *minimum* of 6 days to complete.
 - You must be back to normal academic activities before beginning Stage II, unless otherwise instructed by your physician.
 - You must complete one full practice *without restrictions* (Stage III) before competing in first game.
- After Stage I, you cannot progress more than one stage per day (or longer if instructed by your physician).
- If symptoms return at any stage in the progression, IMMEDIATELY STOP any physical activity and follow up with your school's AT, other identified concussion monitor, or your physician. In general, if you are symptom-free the next day, return to the previous stage where symptoms had not occurred.
- Seek further medical attention if you cannot pass a stage after 3 attempts due to concussion symptoms, or if you feel uncomfortable at anytime during the progression.

You must have written physician (MD/DO) clearance to begin and progress through the following Stages as outlined below (or as otherwise directed by physician)				
Date & Initials	Stage	Activity	Exercise Example	Objective of the Stage
	I	No physical activity for at least 2 full symptom-free days AFTER you have seen a physician	No activities requiring exertion (weight lifting, jogging, P.E. classes)	Recovery and elimination of symptoms
	II-A	Light aerobic activity	10-15 minutes (<i>min</i>) of walking or stationary biking. Must be performed under direct supervision by designated individual	- Increase heart rate to no more than 50% of perceived maximum (<i>max</i>) exertion (e.g., < 100 beats per min) - Monitor for symptom return
	II-B	Moderate aerobic activity (<i>Light resistance training</i>)	20-30 min jogging or stationary biking - Body weight exercises (squats, planks, push-ups), max 1 set of 10, no more than 10 min total	- Increase heart rate to 50-75% max exertion (e.g., 100-150 bpm) - Monitor for symptom return
	II-C	Strenuous aerobic activity (<i>Moderate resistance training</i>)	30-45 min running or stationary biking - Weight lifting ≤ 50% of max weight	- Increase heart rate to > 75% max exertion - Monitor for symptom return
	II-D	Non-contact training with sport-specific drills (<i>No restrictions for weightlifting</i>)	- Non-contact drills, sport-specific activities (cutting, jumping, sprinting) - No contact with people, padding or the floor/mat	- Add total body movement - Monitor for symptom return
Minimum of 6 days to pass Stages I and II. Prior to beginning Stage III, please make sure that written physician (MD/DO) clearance for return to play, after successful completion of Stages I and II, has been given to your school's concussion monitor				
	III	Limited contact practice	Controlled contact drills allowed (no scrimmaging)	- Increase acceleration, deceleration and rotational forces - Restore confidence, assess readiness for return to play - Monitor for symptom return
		Full contact practice Full unrestricted practice	- Return to normal training, with contact - Return to normal unrestricted training	
MANDATORY: You must complete at least ONE contact practice before return to competition, or if non-contact sport, ONE unrestricted practice (If contact sport, highly recommend that Stage III be divided into 2 contact practice days as outlined above)				
	IV	Return to play (competition)	Normal game play (competitive event)	Return to full sports activity without restrictions

Athlete's Name: _____ Date of Concussion Diagnosis: _____

CIF Concussion Return to Learn (RTL) Protocol

Instructions:

- Keep brain activity below the level that causes worsening of symptoms (e.g., headache, tiredness, irritability).
- If symptoms worsen at any stage, stop activity and rest.
- Seek further medical attention if your child continues with symptoms beyond 7 days.
- If appropriate time is allowed to ensure complete brain recovery before returning to mental activity, your child may have a better outcome than if he or she tries to rush through these guidelines.
- Please give this form to teachers/school administrators to help them understand your child's recovery.

Stage	Home Activity	School Activity	Physical Activity
Brain Rest	Rest quietly, nap and sleep as much as needed. Avoid bright light if bothersome. Drink plenty of fluids and eat healthy foods every 3-4 hours. Avoid "screen time" (text, computer, cell phone, TV, video games).	No school. No homework or take-home tests. Avoid reading and studying.	Walking short distances to get around is okay. No exercise of any kind. No driving.
	<i>This step usually ends 3-5 days after injury. Progress to the next stage when your child starts to improve, but s/he may still have some symptoms.</i>		
Restful Home Activity	Set a regular bedtime/wake up schedule. Allow at least 8-10 hours of sleep and naps if needed. Drink lots of fluids and eat healthy foods every 3-4 hours. Limit "screen time" to less than 30 minutes a day.	No school. May begin easy tasks at home (drawing, baking, cooking). Soft music and 'books on tape' ok. Once your child can complete 60-90 minutes of light mental activity without a worsening of symptoms he/she may go to the next step.	Light physical activity, like walking. No strenuous physical activity or contact sports. No driving.
	<i>Progress to the next stage when your child starts to improve and s/he has fewer symptoms.</i>		
Return to School - PARTIAL DAY	Allow 8-10 hours of sleep per night. Avoid napping. Drink lots of fluids and eat healthy foods every 3-4 hours. "Screen time" less than 1 hour a day. Spend limited social time with friends outside of school.	Gradually return to school. Start with a few hours/half-day. Take breaks in the nurse's office or a quiet room every 2 hours or as needed. Avoid loud areas (music, band, choir, shop class, locker room, cafeteria, loud hallway and gym). Use sunglasses/ earplugs as needed. Sit in front of class. Use preprinted large font (18) class notes. Complete necessary assignments only. No tests or quizzes. Limit homework time. Multiple choice or verbal assignments better than lots of long writing. Tutoring or help as needed. Stop work if symptoms increase.	Light physical activity, like walking. No strenuous physical activity or contact sports. No driving.
	<i>Progress to the next stage when your child can complete the above activities without symptoms.</i>		
Return to School - FULL DAY	Allow 8-10 hours of sleep per night. Avoid napping. Drink lots of fluids and eat healthy foods every 3-4 hours. "Screen time" less than 1 hour a day. Spend limited social time with friends outside of school.	Progress to attending core classes for full days of school. Add in electives when tolerated. No more than 1 test or quiz per day. Give extra time or untimed homework/tests. Tutoring or help as needed. Stop work if symptoms increase.	Light physical activity, like walking. No strenuous physical activity or contact sports. No driving.
	<i>Progress to the next stage when your child has returned to full school and is able to complete all assignments/tests without symptoms.</i>		
Full Recovery	Return to normal home and social activities.	Return to normal school schedule and course load.	May begin and must complete the CIF Return to Play (RTP) Protocol before returning to strenuous physical activity or contact sports.