

## **RAMONA CONVENT SECONDARY SCHOOL**

# **ATHLETIC HANDBOOK**

### **Athletic Philosophy:**

Ramona's interscholastic athletics has as its chief purpose the development of new friends and friendly rivalries, the enhancement of playing skills, and the promotion of sports in a competitive Christian setting.

Coaches have a responsibility to provide our student-athletes with unique learning experiences in sports. Through organization, preparation, and commitment to excellence, the athletes should acquire complex skills and the poise and leadership needed to perform in their sport.

Coaches should acknowledge that the life skills of communication, decision-making, cooperation and responsibility for one's actions impact the lives of our athletes greater than any athletic contest.

### **Athletic Objectives:**

- To help players develop physically, mentally and emotionally.
- To develop positive self- esteem that will help athletes to excel.
- To always display good sports citizenship.
- To understand the importance of working together as one unit.
- To move forward in achieving success through hard work.
- To realize that athletic competition is a privilege and that specific responsibilities accompany participation of students.
- To learn that violations of rules of the game come with consequences, and that this same sequence follows in the game of life.

### **Code of Ethics:**

1. To emphasize the proper ideals of sports citizenship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show respect for all players, officials and other coaches.
5. To establish a positive relationship and image with visitors and hosts.
6. To encourage leadership, use of initiative and reward good judgment on and off the field.
7. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and spiritual well being of the individual players.
8. To remember that an athletic contest is only a game- not a matter of life and death for players, coaches, officials, parents, fans, community, state or nation.

## **Affiliations:**

Ramona Convent Secondary School is a member of Southern Section, California Interscholastic Federation (CIF-SS), Catholic Athletic Association(CAA), Horizon and Del Rey League.

The purpose of these associations is to promote the fair and equitable interscholastic athletic competition for member schools as participants. As a member of these associations, it is the responsibility of all administration, coaching staff, parents and students to adhere to and support the rules and regulations that govern the activities sanctioned by these organizations.

## **Teams:**

Coaches are encouraged to keep as many students as possible without compromising the quality of the team. Time, space, facilities, equipment and personal preference will determine the most effective size of a team for any particular sport. Team selection is on a seasonal basis. Team selections are made through collaboration by the Coaching staff and Athletic Director. There is no guarantee on level placement year to year.

## **Selection Policy:**

1. A try-out period of not less than 3 days and no more than 7 days will begin each season of sport.
2. Candidates must attend **all** try-out days unless approved by the Head Coach & Athletic Director.
3. Seniors may be asked to meet with the Athletic Director and Coach if circumstances are warranted.
4. Any student on academic or disciplinary probation at the time of try-outs is ineligible for team selection until such probation is completed. Late additions to a team's roster must be cleared through the Athletic Director.
5. The Athletic Director is to be informed of the final team selections prior to student notification. All official team lists will come from the Athletic Director's Office.

## **Eligibility:**

### **California Interscholastic Federation Policies:**

1. Be under nineteen years of age.
2. Submit a yearly physical examination form stating full medical clearance for participation.
3. Must achieve a 2.0 grade point average in enrolled course on a 4.0 scale the previous marking term.

4. Have met the citizenship requirement or have documentation of an exchange student.
5. Not participate in any try-out or participate in any college practice session during your high school eligibility.
6. Not compete with any outside team during the same season you are participating at the high school level.
7. Be considered an amateur athlete status. Do not accept payment or product in return for playing on a team or individual competition.

### **Academic and disciplinary policies:**

1. A student incurs academic “at risk status” when at the conclusion of any quarter she receives an “F” or two “D’s” during one grading term. Students who are placed on academic review may not participate in *any* team membership or activities until the required clearance is granted.
2. If the term occurs during the season of a sport, the athlete must stop all team practices and competitions until such time she is cleared by the Administration.
3. A student placed on Disciplinary Probation for one semester or longer must not participate in *any* athletic capacity during their probation, inclusive of the summer period during their probation. Any conduct elsewhere which would reflect adversely on Ramona or on Ramona’s reputation is grounds for disciplinary action, including dismissal.
4. Behavior unbecoming an athlete can result in suspension when the Administration believes it is in the best interest of the school and/or students to do so. Team members will be suspended from the team for the remainder of the season and/or remaining time at Ramona at the decision of the Administration.
5. Any athlete that **voluntarily** quits the team during any part of the season will **not** be eligible to participate in any other sport during that school year.
6. The Athletic Administrator has the final decision on when and if a transfer student will qualify for participation using CIF guidelines. The student must declare her transfer status before try-outs are held. All required CIF paperwork must be completed prior to try-outs.

### **Practice Policy:**

It is the coach’s responsibility to make certain that all students have completed the necessary procedures established for participation. No student is to be permitted to participate until cleared medically. Medical information forms and parent permission forms must be completed, signed and on file in the Athletic office prior to participation.

1. Coaches will keep an accurate record of attendance at all practice sessions.
2. Practices will be held at least 3 times weekly before games begin and no less than 2 times during the game season.
3. Saturday practices are permitted when necessary to prepare a team for the beginning of the season. Once the game season begins, Saturday practices are reserved only for Varsity.
4. Sunday practices, scrimmages, games are prohibited by Ramona and CIF regulations. Sanctions will be issued for any infractions.
5. Practice sessions should be well planned and structured and should not exceed two hours.
6. Students absent from school or ill during school hours must not practice for that day.
7. Practice schedules during vacation periods must be submitted to the Athletic Director three weeks prior to the start of vacation. Practices held over a vacation period may be scheduled as early in the day as possible in relation to facility availability and coaches work schedules. When possible, all practices should be concluded by 4:00 pm.
8. No practices, scrimmages or games will be scheduled for holidays or specified holy days. The Athletic Director has the ability to cancel any practices, scrimmages or games he/she deems necessary.
9. Coaches should be the first to arrive and last individual to leave the practice area. In the event of a time conflict, coaches must make appropriate provisions for an adult to supervise student/athlete conduct in their absence. Athletes may wait to be picked up in the classroom if practice ends before 6:00 pm. Parents are required to sign their daughters out from the classroom. There is no charge for this service unless after 6:00 pm. Any practice, scrimmage or game that has athletes on campus after 6:00 pm. requires the coach to stay until the last girl has left.
10. Early dismissal will not affect practice schedules, but the Coach needs to advise athletes of the expectations between the time of dismissal until practice time.

### **Game policies:**

1. Students absent from school on the day of a contest ***may not participate*** or ***attend*** the contest with the team.
2. Students ***missing any class time*** without official documentation ***on the day*** of a contest ***may*** not be allowed to leave early or participate in the contest. Each situation will be dealt with on an individual basis.
3. However, the athlete in question will not ***start*** in the contest and only participate as judged by the coach.
4. Students required to leave early for a contest ***must*** pick up a pass from the front office ***by the end of lunch*** on the day of the contest. If a pass isn't picked up- the student will not be allowed to leave class early.

5. Show the pass to your teacher at the beginning of the block in which you are leaving. **Keep the pass.**
6. Give the pass to the adult in charge of the team for that day. You will not be allowed to board the bus or cars until passes have been received by the adult in charge.
7. **On a game day, athletes may wear their team traveling uniform which consists of: Ramona logo warm-up suit** over their team uniforms with **tie on athletic footwear**. If they choose to wear their school uniform they must wear it in its entirety- no half athletic uniform and half school uniforms. They may change into their athletic uniform at lunch but must still wear their team traveling attire to class.

### **Transportation:**

The Athletic Director will arrange all transportation. All travel will be by contracted busses, the school van or volunteer parent drivers. Students are discouraged from driving to practices or games and only may do so with written parent permission. Each coach will receive a schedule of tentative bus arrangements at the start of the season. Any changes to that schedule will be Athletic Director initiated and completed as soon as deemed necessary. Coaches will not change bus schedule departure times or transportation needs without notification from the Athletic Director.

#### **Bus :**

1. No bus is to travel without a coach or an approved adult in attendance.
2. The coach or adult in charge is responsible for the conduct of the students on the bus.
3. It is the coach's responsibility to see that all students have the required permission forms and medical information card to ride the bus.
4. All students should travel on the bus. Any student who travels to an event on the bus must return on the bus unless the student provided the coach written notification, signed by parent or guardian, **PRIOR TO DEPARTURE**.
5. Only a parent or specified designee, in writing, can sign a student out after the game and transport students not returning on a bus. **There are no exceptions.**
6. Food and drink are usually not encouraged on the bus. As a practical matter, students will bring consumable items on the bus. The Coach is responsible to make certain that trash is cleaned up at the conclusion of the trip. No glass drink containers are to be allowed.

### **Private transportation:**

- No athletic team or any part of the team will be transported to games or practices outside the limits of the City of Alhambra without prior approval of the Athletic Director.
- Student drivers are only allowed under extreme situations and at the parent's written request to allow a student to drive. It is only possible with all of the necessary student driver forms completed **24 hours PRIOR TO THE EVENT**.

- Any student passengers of the student driver must have written permission from their parent or guardian to ride with that driver. **This is not a school initiated or condoned form of transportation.**
- Student drivers according to California State Law effective Jan.06- **can not** drive minors ( under the age of 21) until they have had their license for one year. Therefore, each student driver must file a copy of their license with the Athletic Director prior to driving to any contests, practices or scrimmages in which students could be transported.

### **Coaching :**

To qualify for selection as a member of the coaching staff, applicants must:

- Have satisfactorily completed a CIF, “Play Like A Champion” approved coaching certification program or agree to do so during the season of hire.
- Have completed a VIRTUS course or similar course through the Archdiocese.
- Have completed a state certified course in CPR and First Aid.
- Have satisfactorily passed a California mandated fingerprinting and identity check.
- Have submitted a proof of TB testing within the last 4 years.

### **Selection Procedure:**

The Athletic Director will interview prospective candidates. Qualified faculty members will have priority over all walk-on coaches for that position. Following the interview, the Athletic Director will recommend their selection to the Principal for approval.

The recommendation criteria is:

- The applicant’s knowledge and experience in coaching the sport.
- The compatibility of philosophy and attitude with Ramona’s.
- The compatibility and attitude toward other members of the coaching staff.
- Time availability for practices and games.

### **Termination Procedure:**

The Athletic Director, with the approval of the Principal, has the authority to release any coach-before, during or post play for an act or acts, which are deemed contrary to the spirit and letter of fair honorable and legal competition or which in any way brings the players, parents, school or Holy Names community into disrepute.

## Uniform & Equipment:

- Team members are responsible for uniforms and equipment issued to them, which must be properly cared for and returned at the Coach's request. All equipment must be accounted for at the end of the season for an athlete to be eligible for further participation in athletics.
- Uniforms and essential equipment are the direct responsibility of the Athletic Director. The Athletic Director chooses, purchases and distributes all uniforms and equipment for all teams at Ramona Convent Secondary School. Uniforms are purchased on a rotation of sports and at least 3 years apart with the Varsity Teams. Uniforms are passed down to Junior Varsity and Frosh Teams before being discontinued. Uniforms are only purchase when deemed necessary by the Athletic Director.

### Uniforms:

2. Uniforms will be issued by the Athletic Director after the appropriate athletic fee and clearance forms have been submitted. Playing time will be affected without the prompt attention to these requirements. Coaches need to remind players to return these forms in a timely fashion.
3. Damaged or faulty uniforms must be turned back in order to be replaced or fixed.
4. Uniforms are to be washed and returned to the Athletic within **one week from the date of the last contest. Uniforms still out after one week are subject to the athlete not being eligible for further athletic participation until her uniform is passed in.**
5. Any athlete removed from the team or quitting the team during the season will forfeit any monies paid and must return their uniform immediately. The athlete will not be eligible to participate in any other athletics for remainder of the school year.

### Equipment:

1. The Coach must check in personally with the Athletic Director at the beginning of the season to receive all essential equipment ordered and arrange for facility set-up for the upcoming season.
2. The Coach will be provided with a detailed list of all equipment issued to the team for that season.
3. It is the responsibility of the Coach to examine equipment on a regular basis and report to the Athletic Director any equipment problems. Damaged or faulty equipment must be reported immediately for repair or replacement.
4. All equipment for that season is to be neatly stored in its proper place when not in use. In-season storage areas are provided for all sports.

5. At the conclusion of the season, the Coach must inventory all equipment and provide the Athletic Director with a written report on condition and suggestions for purchases for the next season.
6. All equipment should be cleaned and returned to its appropriate storage area for the off-season. Off-season storage areas are designated for each sport.
7. Any equipment removed from Ramona's facilities must be checked out with the Athletic Director prior to removal.

### **Security:**

1. The coach is responsible for the actions of the members of the team from the time they report to the facility for practice, scrimmage, game until they leave the facility. **Athletes will be supervised at all times.** The coach does not leave an unauthorized individual in charge of supervising practice, scrimmage or game situations.
2. Communication from coaches to athletes will only be done through the athlete's school e-mail or parent's e-mail.
3. Student cell phone numbers are only used in an emergency. Coaches are not allowed to text students.
4. Coaches are required to notify the athletic director of all correspondence with students.

### **Health & Safety:**

1. No athlete is to try-out, practice, play without proper documentation of a physical exam.
2. Each coach should examine all facilities, equipment and playing areas for potential hazards. The coach has the responsibility to correct such hazard or report it to the Athletic Director.
3. Each coach must make certain that safety equipment is properly fitted and being used.
4. Attention to development of physical conditioning is fundamental to every sport.
5. Water must be available at all times, and should be readily accessible.
6. All coaches will possess a current CPR/First Aid certification.
7. It is the coach's responsibility to make certain the medical kits are available and adequately stocked. Under no circumstance should a student be allowed access to a medical kit or should be allowed to administer first aid to herself or another player.
8. All coaches should follow up on each injury. This includes after practices, scrimmages and games, in the locker rooms and the day after an injury by calling the parents, visitations, etc.



## **Athletic Injuries:**

In the event of an injury, the procedure for the coach is as follows:

- If there is medical personnel present, they are in complete charge. The coach should

take the necessary steps to **notify parents** and the **Athletic Director** or an available Ramona administrator. Provide the medical personnel with her Medical Information Card and the coach or Ramona representative should accompany the athlete to the hospital if the parents are not available.

- When medical personnel are not available, supervising personnel should:
  1. If the injury warrants an emergency vehicle, call and give precise directions to the location.
  2. Take first aid precautions; first aid only to be administered.
  3. Contact the parents of the injured player notifying them of the injury and the steps that are being taken or should be taken.
  4. Injuries requiring an ambulance and /or physician may include:
    - Irregular breathing or absence of apparent breathing.
    - Profuse bleeding, spitting of blood, severe pain, vision or speech difficulty.
    - Loss of consciousness or shock.
    - Head trauma
    - Inability for athlete to move extremities
    - Fracture or suspected fracture
    - Heat injury or suspected heat injury
  5. If an injury is not severe and the student can return home, parents should be notified of the injury and what first aid was administered.
  6. If an injury occurs away from Ramona, coaches are to notify the parents and remain with the student until adequate safety measures have been implemented.

## **Injury Reports:**

The coach should fill out an accident report immediately following any injury a student sustains that will or may require professional medical attention. The procedure listed should be followed:

- Fill out the injury report completely.
- A copy is sent to the Athletic Director and Financial Officer.
- Each coach should review the injury reporting procedure with the team prior to their first practice. Every injury should be reported to the coach at all times...
- If a student is unable to participate due to an injury or long illness and requires medical attention, she must get a release from the attending physician in order to be reinstated. The release must be presented to the coach and Athletic

Director. Students who resume athletic activities without proper notice of reinstatement from the physician risk termination of their sports season.

### **Awards:**

Each squad member is expected to be present at every practice session, unless absent from school or personally excused by the coach. Squad members who “cut” a practice session can expect disciplinary action from the coach, which might mean sanctions on playing time, suspension from the squad temporarily or permanently. Tardiness is not to be tolerated and is subject to disciplinary action.

In order to be fair to our athletes, accurate attendance and game participation records are kept by the coach and athletic director. Varsity athletes will receive academic units for their participation, only if they have participated for more than **80% of the season**. Use good judgment when students are absent or late because of academic work. A good working relationship between coach and teacher is essential to help student/athletes reach their potential in sports and academics.

No athlete is to be dropped from a squad during the season without the prior notification and approval of the Athletic Director.

All award winners are at the selection of the coaches and Athletic Director. Letters are granted to athletes that have completed the entire season with at least **80% participation** unless physically disabled. In case of injury, the coach must determine if

No awards or letters will be presented if the athlete has failed to complete all the required responsibilities involved in athletics or has been placed on disciplinary probation.

### **Individual Awards:**

#### **FROSH TEAMS**

- All Frosh team members receive a certificate.

#### **JUNIOR VARSITY TEAMS**

- 1'st year Junior Varsity members receive a JV letter and sport chenille.
- 2'nd, 3'rd and 4'th year Junior Varsity members receive a sport chenille.

#### **VARSITY TEAMS**

- 1'st year Varsity members receive a sport pin and “varsity pin”.

- 2'nd year Varsity members receive a Varsity letter “R”, eligibility to purchase a letter jacket, two chevrons and sport pin.
- 3'rd year Varsity members receive a chevron and sport pin.
- 4'th year Varsity members receive a chevron and sport pin.

### **Team Awards:**

- 3 sports in one school year a Tri-Athlete Plaque is awarded.
- At the conclusion of each sport season the coach selects a Most Valuable, Most Improved and Coach's Award. Plaques are awarded.

### **Senior Awards:**

- Seniors considered for these awards must be students in good standing  
Selection is the responsibility of the Athletic Director, Coaches, Administration and Counseling Department.
  1. Scholar – Athlete Award –Granted to the senior with the highest GPA involved in Ramona Varsity Sports.
  2. Outstanding Senior Athlete- Athlete must have participated in sports at Ramona for 4 years. A multiple sport athlete or outstanding in her sport.
  3. Coach's Award- A Senior athlete that has demonstrated dedication, cooperation and leadership during her years at Ramona.
  4. Senior Sportsmanship Award- A Senior athlete that has demonstrated excellent athletic citizenship on and off the playing field and has provided that “ Tiger Spirit” during her participation in Athletics.

### **Scheduling:**

1. Head Coaches are responsible to report to the Athletic Director any changes they would like to their practice schedules or game schedules for the next season within two weeks after the conclusion of their season.
2. All contests will be scheduled by the Athletic Director. No Coach may schedule any contest, scrimmage or tournament participation without prior approval of the Athletic Director.
3. League schedules take priority over any other contests. League schedules are to be played in their entirety. League game postponements will have priority over non-league games.
4. It is the policy of the Athletic Department to play every game scheduled unless it is impossible due to inclement weather, unsafe travel conditions, or unforeseen circumstances. A coach is permitted to postpone an athletic contest only if the situation at hand poses any danger to the players and the Athletic Director or

Principal are unavailable. Rescheduling of a postponed contest is the responsibility of the Athletic Director.

**Media & Publicity:**

1. It is very important that all coaches recognize the importance of developing positive public relations with players, parents, faculty and staff in and out of school.
2. Each Head Coach will attend a pre-season meeting for parents and players. Items of important information can be reviewed and questions regarding the program answered.
3. To ensure proper press exposure for the team and school, each Varsity Coach must take the time to contact the Athletic Director after each game. Game scores and any important information about the game should be left in the voice mailbox of the A.D. if she is not available to take your call.
4. Try to get the schedule and results to the Pasadena Star news and/or L.A. Times the night following a game. Call your results in for all home games immediately following the game.

Max Preps computer program has a listing for our games and must be updated with scores and statistics on a regular basis. This source is used by CIF for League Play-offs and College Scouts looking for possible players. It is important to keep these records up to date for the athlete's recruitment information