

IMMACULATE
CONCEPTION
ACADEMY



ATHLETIC
DEPARTMENT
HANDBOOK

REVISED 2009

INTRODUCTION

The purpose of this handbook is to provide parents and students with the information needed to successfully participate in interscholastic athletics at ICA. We have a proud tradition of interscholastic competition and we welcome you to share in this tradition.

ICA competes in the West Bay Athletic League which is part of the Central Coast Section (CCS) of the California Interscholastic Federation (CIF).

The CIF vision for high school student athletes in California is to develop values, attitudes, and skills for personal growth and the benefit of our multicultural society through participation in interscholastic athletic activities. ICA adheres to the CIF Operating Principles as outlined in the CIF Constitution.

ATHLETIC DEPARTMENT PHILOSOPHY

The athletic program of ICA will be a dynamic integral part of the whole educational experience. At all times, the athletic program will be conducted in a way that is complementary and supportive of the academic program. In addition, it will provide meaningful learning opportunities not otherwise offered in the school classroom curriculum. It will assist in developing habits, attitudes, and ideals necessary for the ethical competition and cooperation in our society. The balance between cooperation and competition are fostered by a well-conducted athletic program under competent leadership. Furthermore, the athletic program will provide our students with life-long lessons for personal growth such as sportspersonship, teamwork, ethical behavior, perseverance, commitment, loyalty, self-discipline, pride, responsibility, and leadership skills.

The ultimate goal of high school athletics should be to foster the value of participation without overemphasizing the importance of winning and to improve positive citizenship traits among the program's participants. The athletic program will constantly strive to develop well-rounded individuals capable of taking their place in society.

Interscholastic athletics should be enjoyable with the purpose of benefiting students rather than the institution. Winning to the detriment of an athlete will not be a part of anyone's philosophy. A variety of activities will be available and tailored to the physical, mental, social and emotional maturity level of the participants. Students should be encouraged to explore a particular sport of her interest regardless of ability level.

Sportspersonship will be the top priority of interscholastic athletics. Commitment to fair play, integrity, and the genuine empathy for others must be taught and practiced at all times. Athletics should assist in the development of fellowship and good will, and encourage the qualities of good citizenship. Athletics plays an important role in developing a healthy self-image as well as a healthy body. Athletics also contribute to school and community spirit and pride.

Interscholastic athletics is a voluntary program. Thus, participation is a privilege and not a right. Appropriate conduct both on and off the playing area is imperative in retaining this privilege, which may be revoked when the athlete fails or refuses to comply with the rules. In order to provide the greatest benefit to participants, ICA will provide adult role models who exemplify the kind of behavior and leadership to be developed from the program.

ICA's objectives in athletics will involve the athletes, coaches, the school community and the neighborhood community. It is necessary therefore, that the student-athletes know what is expected of them, not only during the season, but also throughout the school year.

ATHLETICS DEPARTMENT MISSION STATEMENT

The ICA athletic program is committed to excellence in academics and athletics. We are dedicated to Pursuing Victory With Honor, to adhering to the rules of competition and sportspersonship, and to displaying the Six Pillars of Character (trustworthiness, respect, responsibility, fairness, caring and citizenship) in conjunction with the Expected Schoolwide Learning Results on and off the playing field.

The ICA athletic program, as a co-curricular activity, is an integral part of the total educational and growth experience of the student-athlete. Athletics is designed to affirm and promote the Dominican values as stated in ICA's Expected Schoolwide Learning Results. Student-athletes, coaches, and parents are called upon to work together in a true spirit of sportspersonship to assist in creating an environment in which those values can be revealed, tested, and proven relevant both to participants and the entire school community. Through participation in athletics at ICA, students will mature physically, emotionally, socially, mentally, and spiritually. They will learn to take responsibility for personal growth by developing the Six Pillars of Character – trustworthiness, respect, responsibility, fairness, caring and good citizenship.

STATEMENT OF GOALS

The primary goals of the athletic program at ICA are as follows:

To provide an athletic program that meets the expressed needs, interests, and abilities of the students, in conjunction with the school's philosophy.

To provide equal opportunity for all students to participate in interscholastic athletics.

To provide an athletic program which is an integral part of the educational program.

To provide an athletic program which will promote physical well being and desirable attitudes in sportspersonship for both the participants and spectators.

ETHICS IN ATHLETICS

To stress the Catholic values derived from playing the game fairly.

To emphasize the proper ideals of sportspersonship, ethical conduct, and fair play.

To eliminate all possibilities which tend to destroy the best values of the game.

To show cordial courtesy to visiting teams and officials.

To establish a friendly relationship between visitors and hosts.
To respect the integrity and judgment of sports officials.
To achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
To encourage leadership, use of initiative, and good judgment by the players on a team.
To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of individual players.
To remember that an athletic contest is only a game – not a matter of life or death for a player, coach, school, fan, or community.

THE IMMACULATE CONCEPTION ACADEMY STUDENT-ATHLETE WITHIN THE ICA ATHLETIC PHILOSOPHY

The philosophy that guides the ICA Athletic Department has been shaped by the school's Expected Schoolwide Learning Results. As the Athletic Department exists because of and for the students, the purpose of the department must be defined through its effects upon the students; its goals and objectives must focus on the product of athletic participation – the ICA student-athlete.

1. WOMEN OF FAITH

As children of God, the ICA student-athlete is known and loved by God; that love invites a personal response which is an expression of movement within the human heart beyond self-interest or self-centeredness to relationships that insist upon individual care and concern for each person associated with her team.

2. WOMEN OF LEARNING

Through participation in athletics, the ICA student-athlete exhibits a progression of physical skills and knowledge of her particular sport. While the physical skills required of a specific sport are as varied as the sports themselves, the need for integration of mind and body in competition remains common to all ICA student-athletes.

3. WOMEN OF COMMUNITY

Participation in ICA athletics must not be for selfish reasons or for merely personal satisfaction; rather, such participation and commitment should prepare the student-athlete for effectively working with others toward a common goal.

4. WOMEN OF LEADERSHIP

Traditionally, athletics has been looked upon as a training ground for leadership, for having a positive influence on others. The athlete takes individual skills and applies them toward achieving team goals. Sometimes this achievement of success can promote a sense of self-importance, a sense that the individual becomes greater than the team; on the contrary, the proper role of athletics at ICA is to promote leaders in service, to work with and positively influence others to develop civic awareness and social responsibility. Athletics, then, must provide an environment in which the student-athlete can form her abilities for the betterment of the community.

5. WOMEN OF VISION

Through participation in athletics, the ICA student-athlete matures as a person – physically, emotionally, socially, and spiritually – to a degree that reflects a conscious responsibility for her growth. Athletic participation begins as a personal choice and continues as an opportunity for the student-athlete to develop her body, mind, feelings, and spiritual consciousness – always realizing that the ability to compete stems from a gift of God.

The ICA Athletic Department must seek to encourage, instill, and foster such growth and development in its student-athletes.

OUTCOMES FOR ICA STUDENT ATHLETES

Athletic competition at ICA will enable the student-athlete to:

1. Develop athletic skills.
2. Demonstrate positive sportspersonship, emotional control, honesty, and respect for coaches, teammates, opponents, officials and spectators at all times.
3. Accept winning and losing with the same spirit
4. Demonstrate commitment and a willingness to sacrifice her time and energy for the goals of the team.
5. Gain a sense of belonging.
6. Demonstrate discipline by abstaining from activities that limit her athletic, academic, and personal potential.

STUDENT-ATHLETE COMMITMENT

The committed player wants to contribute, wants to play, wants to be as good as she possibly can be. Toward that end, she is going to work as hard as she can and maximize her efforts in expression of this commitment. Commitment is that person living inside the player who gets her out to practice when others are going home after school. ICA athletics challenges its athletes to make a commitment. By the very act of committing herself, the ICA student-athlete contributes to the team and her own growth.

SPORTSPERSONSHIP

Definition of Sportspersonship:

Sportspersonship is character displayed through athletic competition. People of character live by the “Six Pillars of Character”: trustworthiness, respect, responsibility, fairness, caring and citizenship. These core ethical values provide the foundations for the Arizona Sports Summit Accord, which is the basis of the Pursuing Victory With Honor campaign and all Character Counts! Sports programs and materials. The CIF has adopted the Pursuing Victory With Honor campaign, and as a member of the CIF, ICA also subscribes to the PVWH campaign.

Sportspersonship can be defined Pillar by Pillar:

Trustworthiness: Always pursues victory with honor. Demonstrate and demand scrupulous integrity. Observe and enforce the spirit and letter of the rules. Don't compromise education and character development goals. Don't engage in or tolerate dishonesty, cheating, or dishonorable conduct.

Respect: Treat the traditions of the sport and other participants with respect. Don't engage in or tolerate disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent "trash-talking," taunting and unseemly celebrations. Win with grace and lose with dignity.

Responsibility: Be a positive role model on and off the field and require the same of athletes. Further the mental, social and moral development of athletes and teach life skills that enhances personal success and social responsibility. Maintain competence including basic knowledge of: 1) character building; 2) first aid and safety; and 3) coaching principles, rules and strategies

Fairness: Adhere to high standards of fair play. Treat players fairly according to their abilities. Never take unfair advantage. Be open-minded.

Caring: Assure that the academic, emotional, physical and moral well being of athletes is always placed above desires and pressures to win. Do not permit reckless or potentially unsafe behavior of athletes.

Citizenship: Avoid gamesmanship and promote sportspersonship by honoring the rules and goals of the sport. Establish codes of conduct for coaches, athletes, parents and spectators. Safeguard the health of athletes and the integrity of the sport by prohibiting the use of alcohol and tobacco. Demand compliance with all laws and regulations, including those relating to gambling and the use of drugs.

The following are expected to be role models demonstrating sportspersonship at all times:

- Principal/Administrative staff
- Athletic Directors
- Coaches, Players, and Cheerleaders
- Faculty Members
- Parents
- Spectators

The following behavior is unacceptable at all CIF high school contests:

- Berating your opponent's school or mascot
- Berating opposing players
- Obscene cheers or gestures
- Negative signs
- Noise makers
- Complaining about officials' calls (verbal or gestures)

STUDENT-ATHLETE CODE OF CONDUCT

- Play by the rules and Pursue Victory With Honor.
- Abide by ICA's Spartan Code of Honor
- Remember, the goals of the game are to have fun, improve skills, and feel good about participating.
- Don't play just to please your parents or teacher-coach.
- Win and lose graciously.
- Treat all other athletes as you would like to be treated.
- Cheer good plays by either team.
- Play the game with your best effort.
- Don't be a showoff or a me-first player. Work as hard for your team as you do for yourself.
- Cooperate with your teacher-coaches, teammates, opponents, and the officials.
- Don't argue with officials or complain about calls.
- Control your temper. Never retaliate when you feel wronged.
- Respect God's gift of your body by providing it with proper nutrition, necessary sleep, and equipment required to participate safely in athletics.

EXPECTATIONS OF PARENTS

- Remember, athletes play for their own enjoyment, not yours.
- Do not force an unwilling high schooler onto the field or court.
- Applaud good plays by opposing players as well as your own.
- Set a good example of positive behavior. Athletes learn best by imitation.
- Teach your child always to play by the rules.
- Show your child that hard work and an all-out effort matters more than victory.
- Help your child improve skills and sportspersonship in every game. Your child will then be a winner, even in defeat.
- Never ridicule or yell at your child for making a mistake or for losing a game.
- Support all efforts to remove verbal and physical abuse from high school sports.
- Do not publicly question a referee's judgment or integrity.
- Recognize the value teacher-coaches, referees, and officials and give them clear signs or respect.

SUPPORTING YOUR STUDENT-ATHLETE

- Positively encourage your daughter. Allow her to select the sport based on her abilities and preferences. Provide a realistic and pressure free environment regarding post high school play and college athletic scholarship expectations.
- Be supportive of your student-athlete. See that her medical and other paperwork requirements are met; see that she has proper equipment; attend as many of your daughter's contests as possible.
- Stress the importance of being a complete athlete with both mental and physical preparation.
- Do not propose "quitting" as the best way to solve problems. Rather, encourage perseverance and patience, focusing on the longer-lasting rewards of these traits.

- Be supportive of the coaching staff. Go to all meetings requested by coaches. Support the coach's preparation plan. Talk to your athlete frequently about how things are going with her sport. Encourage her to approach the coach with any concerns regarding the team.
- During the season, take into consideration practice and game dates and times when scheduling family events, doctors visits, and other appointments.
- Understand the needs of the particular sports. Some take more equipment, some take more time, and others may call for some form of year-round preparation.
- Support ICA school and Athletic Department policies.
- Model positive behavior toward everyone involved in the event as described in the CIF Code of Ethics.

COMMUNICATION WITH THE SCHOOL

Parental Concerns:

From time to time, a parent may have a concern that she/he would like to bring to the attention of the coach.

Appropriate concerns to discuss with coaches include:

- The treatment of a daughter, psychologically and physically
- Concerns about a daughter's behavior
- Advanced notice of schedule conflicts
- Ways to help your daughter improve

The following matters should be left to the discretion of the coach:

- Decisions regarding which athletes make or do not make a team.
- Playing time
- Team strategy and play calling

If a parent does have a concern, the parent's daughter should first talk with the coach about her/his concerns. If the matter is not settled, the parent should call the coach to discuss the matter by phone or, if necessary, in person. Parents should avoid approaching a coach before or after a contest or practice. These can be emotional times for both the parents and the coach. Meetings at this time usually do not work well for the coach, the parent, or the player. If the discussion with the coach or coaches does not provide a satisfactory resolution, the parent should contact the Athletic Director.

Parents should follow this protocol in bringing their concerns to the school:

1. Your daughter
2. Your daughter's coach
3. Athletic Director
4. Dean of Students
5. Principal

PARTICIPATION REGULATIONS

ELIGIBILITY

The California Interscholastic Federation establishes requirements for athletic eligibility. ICA adheres to these requirements set forth by CIF.

Students who are determined to be ineligible may not participate in interscholastic competition (i.e. games or scrimmages). Eligibility will be determined by the school administration in consultation with the Athletic Director.

Academic Eligibility

A student-athlete must have a cumulative G.P.A of 2.0 passing the equivalent of at least 20 semester units of work at completion of the most recent grading period.

If a student is declared academically ineligible, the following rules govern the student's athletic participation:

- a) The student- athlete is ineligible to participate for one quarter.
- b) During the ineligibility period the student-athlete may not practice or train with the team.
- c) During the ineligibility period the student-athlete may not participate in any interscholastic contest.

ICA Athletic Department Eligibility Regulations

In addition to the CIF and CCS eligibility requirements, ICA student-athletes must also meet school requirements before participation is granted.

All students are eligible to participate in ICA's interscholastic sports program provided they:

- Are not on academic probation for the grading periods prior to and during their season of sport.
- Have paid their sports fee of \$150 or have arranged a payment plan with the Principal. All financial obligations to the school must be current.
- Turned in the Preparticipation Physical Examination Form.
- Turned in the Athletic Department Athlete-Parent Contract form.
- Have met any Central Coast Section or California Interscholastic Federation Transfer Student requirements.

Eligibility Clearance

All components of eligibility must be fulfilled more than 24 hours prior to eligibility clearance. Game day eligibility may NOT be cleared for students submitting paperwork the day of a contest. Central Coast Section penalties for allowing ineligible student-athletes to compete are severe and imposed on the team and school. The ICA Athletics Department will not jeopardize a sports season or the integrity of the program by allowing non-cleared students to participate in a contest.

Disciplinary and Attendance Probation

Students on disciplinary and/or attendance probation must appeal to the Dean of Students for athletic eligibility. The student may not participate in practices or games until this appeals process is completed and eligibility granted.

A DRUG AND ALCOHOL-FREE DEPARTMENT

To support the goal that athletes make positive lifestyle choices formed by a Christian conscience and a loving responsibility toward the other members teams, and in conjunction with ICA policies as outlined in the student-parent handbook, all ICA athletic teams are drug and alcohol free.

PARTICIPATION IN MULTIPLE SPORTS

All ICA students are encouraged to participate in a variety of sports, regardless of prior experience or exposure to the sport. High school athletics is a venue for personal exploration and growth. The ICA Athletic Department supports all student-athletes in endeavors of participation, and promotes participation in multiple sports throughout the year.

CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES

An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations.

The Athletic Department recognizes that each student-athlete should have the opportunity for a broad range of experiences in the area of extra-curricular activities and, to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Student-athletes have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

TRANSPORTATION

Student-athletes are not allowed to ride with other students to or from contest sites. Student-athletes are not released from off-campus sites to adults other than parent or custodial guardian. Student-athletes are not allowed to take public transportation from an off-campus site after a contest.

TRANSPORTATION TO AND FROM PRACTICE: Transportation to and from practice is the responsibility of the student-athlete and her parents. In the case of teams which use off-campus facilities for practice, the teacher-coach will communicate with team members and parents the location of practice, the time supervision of practice begins, and the time supervision of practice ends.

TRANSPORTATION TO AND FROM ATHLETIC CONTESTS: Transportation to and from athletic contests and some athletic events are provided by ICA through Coach USA charter bus service. Student-athletes must travel to and from athletic events by this mode of transportation. Exceptions to this rule are outlined below. The following procedures were developed to ensure the safety of our student-athletes.

Students will only be released to their parent or custodial guardian if the following procedures are followed:

OFF SITE PICK UP PROCEDURES FOR ICA STUDENT-ATHLETES AFTER ATHLETIC CONTESTS

1. At least 24 hours prior to the date of a specific contest, parent/guardian submits a written request to the athletic director. This request includes the following information.
 - Day and date of event
 - Name of parent who will pick up athlete
 - Signature of parent/guardian
2. The athletic director gives copies of the requests to the teacher-coach on the day of travel.
3. After the contest, parent/guardian approaches coach and confirms release by signing the note again.
4. Notes are returned to the athletic director and kept on file.

MEDICAL PROCEDURES

The state of California requires physical examinations 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 practice or participate in interscholastic athletic competition.

The Athletic Department reserves the right to make an independent determination of a student's fitness for participation in and to prohibit a student from playing in competitive sports if a student exhibits dangerous or potentially dangerous medical, physical, or psychological condition, irrespective of a physician's certificate of fitness.

DRUG AND ALCOHOL/PERFORMANCE-ENHANCING SUPPLEMENTS

Alcohol and Drug Use By Athletes

Athletes who have been disciplined by ICA for violation of the school's alcohol/drug rules will be dismissed from the team. This applies to ICA and non-ICA events.

Performance Enhancing Dietary Supplement Use By Athletes

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 524).

Use of performance enhancing dietary supplements, such as creatine, androstenedione ("andro") and androgenic/anabolic steroids is prohibited. Any student found to be using these drugs will be dismissed from the team. Such products may have a damaging effect on the health of those who use them. It is hoped that ICA athletes will train and compete vigorously, reaching their full potential based on their natural abilities, without the introduction of foreign substances into their bodies.

By signing a form statement, both the participating student-athlete and the parents, legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. We also recognize that that under CIF Bylaw 200.D., there could be penalties for false or fraudulent information. We also understand that the ICA policy regarding the use of illegal drugs will be enforced for any violations of these rules.

Any athlete caught, on or off campus, using alcohol, performance enhancing substances, illegal drugs in a non-prescription manner, or tobacco, will be removed from the roster immediately. No fees will be refunded and ICA may take additional disciplinary measures.

SUSPECTED EATING DISORDERS

If the Athletic Department suspects that a particular athlete may have an eating disorder, the school will alert the athlete's parents to the concerns of the staff and may require a statement from the athlete's physician that she is physically able to participate in athletics.

PLAYING OUTSIDE SPORTS DURING THE SEASON

As mandated by the CIF, when a student-athlete is in season playing a sport for ICA, that student-athlete may not play the same sport for a club or other outside team. Further, due to the risk of overextension and injury, ICA strongly discourages student-athletes from playing any sport for a club or other outside team when they are in season playing a sport for ICA.

PRACTICES

Length: Practice times are determined by the ICA coaching staff. Each practice session will not exceed two hours in length. Two hours on the court or on the field is a sufficient amount of time for daily practice at the high school level. The ICA coaching staff is required to dismiss student-athletes at the published end time. At on-campus practices, students still waiting for their parents 15 minutes after the conclusion of practice will be taken to the ICA convent to wait. This ensures the personal safety of the student-athlete while also respecting the time of the coaches.

Supervision: Coaches are to inform their players that practicing is to be confined to the practice field or court. Throwing or bouncing balls, swinging bats or sticks, etc., is not to be done except in the proper place and under proper supervision.

Sundays: No practices of any kind, including team viewing of game videotape, are to be held on Sundays.

Disciplinary Action by the School: Any student receiving detention must attend and serve detention regardless of the sport practice or game schedule. If that 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.

HAZING

ICA affirms the dignity of every student. Hazing is unacceptable conduct, as well as illegal, and will never be tolerated.

QUITTING A TEAM/DISMISSAL FROM A TEAM

To emphasize the importance and great degree of commitment asked of the ICA athlete, the policy with regard to a student-athlete who quits an athletic team before the end of its season is as follows: If a student-athlete is a member of a particular ICA team and then quits that team, she may not try out for nor participate on any other school team until the completion of the season of the sport which she has quit. This ruling also applies to those students who are removed from a team because of academic or disciplinary reasons; it applies without exception to senior, junior, and sophomore students. The lone exception to this policy regards freshman athletes. They are allowed to participate on a team for a trial period of 10 practice days. During this period, they may leave the team and participate in another if they so desire. After the 10 day period, the exception to the stated policy is no longer applicable. If a student-athlete quits a team after the team roster has been established, she may not be eligible to participate in another sport of that season and/or the next season of sport.

REMOVAL FROM A TEAM

Removal from a team will be made by the coach of the sport, athletic director, or school administrator. The athletic director and/or Principal will confer with the coach before any removal action is taken. Causes for removal from a team include violations of school, athletic department, and/or team regulations.

DUE PROCESS

A student shall be given written notice of a coach's intention to suspend and/or remove her and the reasons for such suspension. The student shall sign a receipt indicating her being so notified. Such receipt shall not be an admission of any facts. Parents shall be notified by U.S. mail certificate of mailing service. The student and/or her parents have the right to an informal hearing before the coach to review the charges. The hearing request must be made within two (2) days of the student receipt of suspension and the hearing shall be held within two (2) days of receipt of hearing request. The athletic department shall make a decision within two (2) days after the informal hearing. Notice shall be verified in the same manner as original suspension.

OFF-SEASON ACTIVITIES

Practices: Off-season shall be defined as that period of time during the school year from the last league, section, or state game until that sports' next season's starting date. An organized practice shall be defined as a practice which is attended by coach and players and at which the coach directs, instructs, and drills the player, players, and/or the team. Prior to the first of these practice dates the head coach of the sport is to submit to the Athletic Director for approval a list of the dates he/she proposes to practice.

Leagues: off-season league shall be defined as any competitive league in which games are scheduled before or after the sports' school-sponsored season. ICA teams shall not participate in any such off-season leagues during the fall, winter, and/or spring.

AWARDS

The Athletic Department coordinates an annual Sports Awards Night, hosted by the Girls Athletic Association. The date for this event is determined during school calendar planning, but is usually held in April or May. All student-athletes are required to attend. This evening dinner event is a celebration of all sports at ICA and is an opportunity to thank coaches, family members, and to celebrate sports participation with teammates.

The Athletic Department presents the following awards:

Freshman teams:

All members: participation medal and ribbon

Junior Varsity teams:

All members: participation medal and ribbon

1 per team: Most Improved Player trophy

1 per team: Most Promising Player trophy

1 per team: Spartan Athlete trophy

Varsity teams:

All members: participation medal and ribbon

1 per team: Most Improved Player trophy

1 per team: Most Valuable Player trophy

1 per team: Spartan Athletic trophy

Additional awards:

Team managers receive appreciation certificates, presented to them by the GAA President.

In each sport, the head coach – in consultation with her/his assistants and with the approval of the Athletic Director – decides the method to be used in selecting the recipient of each award.

UNIFORMS

ICA provides all team uniforms and team equipment. Personal equipment (e.g. athletic shoes, racquets, gloves) and any clothing which is kept by the athlete must be purchased by the athlete. Athletes are responsible to pay for any lost or damaged equipment.

ATHLETICS DEPARTMENT

The ICA Athletic Department is comprised of the following:

1. Principal
2. Assistant Principal
3. Athletic Director
4. Assistant Athletic Director
5. Coaching Staff
6. Girls Athletic Association Officers

DUTIES OF THE ATHLETIC DIRECTOR

The athletic director reports to and assists the Principal in the supervision of coaches and others involved in the school's athletic program. The athletic director must have knowledge of the overall operation of an athletic program. The goal of the athletic director is to provide for overall leadership and coordination among the various sports to

facilitate programs that provide student-athletes worthwhile learning experiences. The athletic director's duties and responsibilities include:

1. Arranges game schedules for athletic competition and league dates
2. Supervises the coaching staff; holds regular meetings to set schedules
3. Develops and implements coach orientations
4. Develops and implements orientations for parents of student athletes
5. Obtains required paperwork from coaches and maintains files on those coaches
6. Secures required athletic participation and travel forms and fees from parents
7. Contracts and arranges for referee/officials for pre-season and league games
8. Secures the fields and arenas necessary for games and practice
9. Prepares and is responsible for the athletic budget and purchase orders
10. Coordinates cheerleading competition in conjunction with Admissions Director
11. Attends classes and meetings related to league program
12. Coordinates competition throughout the year
13. Represents athletic program to ICA administration and to the league's Board
14. Performs duties necessary to the program as deemed necessary by the Principal of ICA
15. Coordinates award presentations for Sports Awards Night
16. Moderator of the Girls Athletic Association

The duties of the Athletic Director are specified as follows:

ACADEMIC CLEARANCE

Using a system that documents the needed information, constant communication will take place with all levels of sport season coaches regarding student-athletes who are eligible to participate in scrimmages and/or contests.

APPEAL OF ATHLETIC INELIGIBILITY

Issues of athletic ineligibility should start with a clarification of the CIF and ICA rules. The athlete, along with all supporting documentation, must address the appeal before the school administration.

AWARDS

In conjunction with all sport level season coaches, the Assistant Athletic Director and Girls Athletic Association officers, determines and obtains certificates, awards, and sports awards presentations.

BANQUETS

Supervises organization of Sports Awards Nights by the Girls Athletic Association officers.

BUDGET

In conjunction with the school administration, creates a budget that attempts to meet the needs of all sports teams.

COACH'S MEETINGS

Prior to the start of the fall, winter, and spring sport seasons, a meeting will be held with the coaches of that sport season to go over the coach's manual with an emphasis on practices, procedures and protocols unique to ICA.

COACHING CERTIFICATION

Responsible for certification of coaches pursuant to CIF regulations.

COACHING VACANCIES

Responsible for submitting all coaching vacancies to the principal.

COMMUNICATION

Responsible for open lines of communication between the coaching staff and the school administration

CONFLICT RESOLUTION

Resolves conflicts that may develop within the athletic department.

DUE PROCESS

Monitors and maintains records of athlete suspension or expulsion from teams.

ATHLETIC ASSEMBLIES

Works with the school administration, the activities director, and the Girls Athletic Association in planning and organizing sports assemblies.

EQUIPMENT INVENTORIES

Works with the Assistant Athletic Director in providing for the cleaning, repairing, and storing of all athletic equipment and maintaining a perpetual inventory of all equipment

EVALUATION

Evaluates coaching staff and makes recommendations on assignments to the principal.

FACILITIES

Coordinates with the school administration, in concert with appropriate personnel, all facility use needs and maintenance/repair issues.

GAME MANAGEMENT

Attends all home athletic contest and/or arranges for proper supervision of home athletic contests by administrative personnel.

GIRLS ATHLETIC ASSOCIATION

Assumes moderator duties and oversees activities of the GAA. Annually appoints a GAA president. The GAA president attends student council meetings, arranges sports rallies and intramural events, coordinates the production of the annual sports awards night with the Athletic Director and the Assistant Athletic Director.

GUEST RELATIONS

Arranges all details of visiting team needs.

INCOME AND EXPENDITURES

Using approved procedures established by the school's finance department, submits all necessary forms and documentation regarding invoices, coach's salaries, and sports fees.

LEADERSHIP/MANAGEMENT

In collaboration with the school's administration, constantly evaluates the program, always seeking ways to improve the interscholastic athletic program and its related systems.

OFFICIALS

Submits requests to officiating associations for qualified game officials for home contests.

PHYSICALS

Publishes information regarding the physical clearance requirement

POLICIES

Responsible for administrating all school and interscholastic policies and procedures working within the confines of the Rules and bylaws of the California Interscholastic Federation, the Central Coast Section, the West Bay Athletic League, and the ICA Faculty Handbook

PUBLIC RELATIONS

Fosters positive school and community relations by keeping the community aware of the athletic program.

PRACTICE CLEARANCE

Using a system that documents the needed information, constant communication will take place with all levels of sport season coaches regarding student-athletes who have the proper forms on file verifying a physical, contract agreement, financial eligibility, and emergency forms and information.

PUBLICATIONS

Responsible for the annual review and publication of the Coach's Handbook and the Immaculate Conception Academy Student-Athlete Handbook

RECORDS

Maintains permanent records for each sport, to include but not limited to, team rosters, team records, awards.

REPRESENTATION

Attends all League, Section, and State meetings

ROSTERS

Responsible for the acquisition of tryout and team rosters for the purposes of practice clearance and academic eligibility.

SCHEDULES

Facilitates the creation, accuracy, and the subsequent publishing of all athletic schedules to the media and opponent schools. In cases where rescheduling needs to take place, and after meeting with the sport level coach, communication will encompass contacts with the school administration, media, opponent, officials, and transportation as needed. Confirms contest information with all parties involved.

SPORTSPERSONSHIP

Maintains and implements the Pursuing Victory With Honor program.

TRANSPORTATION

Oversees Assistant Athletic Director's arrangement of transportation to all necessary events for all sports teams.

DUTIES OF THE ASSISTANT ATHLETIC DIRECTOR

The Assistant Athletic Director assists the athletic director with those duties related to the athletic program. The Assistant Athletic Director is accountable to the Athletic Director and to the Principal. The Assistant Athletic Director:

1. With the Athletic Director, coordinates Sports Awards Nights, which requires catering, mailing of invitation, setting up auditorium
2. Produces a video summary of the fall, winter and spring sports teams' events and activities for use at the awards ceremony/dinner
3. Is the liaison with Life Touch, which photographs teams
4. On a weekly basis, confirms contests with other schools
5. Helps coordinate parent and coach orientations
6. Prepares and distributes athletic competition permission and medical forms
7. Orders buses for away contests and additional athletic department events
8. Inventories equipment and uniforms
9. Assists Athletic Director with other miscellaneous supervision and duties as needed

GUIDELINES FOR ICA COACHING STAFF

The conduct of the coach, in the view of spectators and players, is the single most important factor in crowd control. If coaches cannot exercise emotional control under stress, then they cannot expect it from the student-athletes on the team or from the spectators in the stands. ICA expects its coaching staff to model mature adult behavior, self-restraint and professionalism at all times.

-Use “teachable moments” on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory With Honor: trustworthiness, respect, responsibility, fairness, caring and good citizenship

-Promote sportspersonship and foster good character by teaching, enforcing, advocating and modeling the Six Pillars of Character.

-Ensure that sports program enhances the academic, emotional, social, physical and ethical development of the student-athlete.

-Demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules from the student-athletes by teaching the history and traditions of the sport.

-Communicate to the student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models and ambassadors of the school who exemplify good character.

-Enforce, with the student-athletes, the policies set forth by ICA.

-Emphasize in all communications directed to student-athletes and parents the importance of character, ethics, and sportspersonship. Coaches should hold a student and parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportspersonship. At this meeting, the coach should clearly define the expectation that coaches have for student and parent behavior and the repercussion of not meeting those expectations.

-Emphasize to the student-athlete and their parents that the first priority of the student-athletes is a serious commitment to getting the best education possible and developing the academic skills and character to succeed. Success in the classroom should be the first priority of any student-athlete.

-Ensure that pressure to win is not placed above education, character development, academic, social, emotional, physical and ethical well-being of the student-athlete.

-Whether paid or voluntary, gains the skills to be a competent coach. These minimum competencies must include basic knowledge of 1) the character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportspersonship and good character; 2) the physical capacities and limitations of the age group coached, as well as first aid; and 3) coaching principles

related to educational philosophy, adolescent psychology, nutrition, risk management, and the rules and strategies of the sport.

-Model respectful behavior and demand that student-athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.

-Safeguard the integrity of the program by continually monitoring to ensure that there is no undue interference or influence of commercial interest or inappropriate exploitation of the school name or reputation. This should include avoiding undue financial dependency on particular companies or sponsors.

-Always remember that the profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of the sport, coaches shall, through words and example, strive to build character of their student-athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

-Urge and play a leadership role in planning and implementing pre-season meeting with parents, players, the athletic director, and if possible, the principal wherein the values and expectations of the school are spelled out as they relate to athletics, its place in education, the character building potential of athletics and the conduct and behavior of all involved in athletics.

COACHING STAFF GUIDELINES AND DUTIES

- The Principal shall make coaching assignments on a year-to-year basis. The Athletic Director will advise the Principal on the selection of staff.
- All coaches, paid or voluntary, must be approved by the Athletic Director and Principal
- (Effective 2008) All coaching personnel must be certified by CIF and the American Sport Education Program
- Each coach is responsible for knowing and understanding the athletic policies.
- Coaches are to demand that their team members conduct themselves as ambassadors of ICA at all times.
- Coaches are held responsible for the conduct of team members during practices, at games, and on all trips.
- All coaches shall help promote team moral and spirit.
- Coaches should cooperate with fellow staff members, supporting each other in an ethical manner.
- Coaches should be punctual for all practice sessions and contests and are to be dressed appropriately.
- All coaching activities are to be organized and supervised by the staff so as to ensure student safety.
- The Athletic Director must approve purchasing of all team clothing or equipment.
- Each coach is responsible for instructing the team on athletic policies.
- A coach will not permit:

- A student to practice or participate on a team against administrative approval
- Student-athletes to use non-school transportation to an athletic contest without prior approval from the Athletic Director
- Student-athletes to use non-school transportation from an athletic contest without having written verification and visual contact with the parent/custodial guardian (see Transportation Policy)
- A student-athlete to practice if she did not attend classes that day.
- Profanity is not to be used by coaches and team members.
- The coach will assume the responsibility of caring for and reporting injuries, using the Incident Report form available from the Athletic Director's office. Reports are to be filed within 24 hours of the incident to the Athletic Director and the Principal.
- Each coach is responsible for supervising the locker room at the beginning and end of practices. At no time is the locker room to be left unsupervised.
- Each coach will present an updated team roster to the Athletic Director.
- Coaches' philosophies and procedures should follow the spirit, as well as the letter of ICA, San Francisco Archdiocese, WBAL, and CIF regulations.
- Coaches shall be compensated at a rate to be determined by the ICA Board of Managers.
- Varsity head coaches shall have the overall responsibility of all teams of that sport in respect to philosophy, systems, equipment, and placement of players.
- The coach is expected to use good judgment in all activities.
- Each coach is responsible to see that squad members take proper care of equipment and facilities.
- Each coach has the obligation to respect every sport and to encourage students toward full participation. At no time should any student be encouraged to forego one sport in favor of another except at her own discretion.
- Be certain that all team members have a current Preparticipation Physical Exam Record on file with the Athletic Director.
- Thoroughly explain eligibility requirements to all squad members. It is also imperative that all coaches review team rules and the consequences for violations with all team members prior to the beginning of the season. If a violation occurs, make sure to discuss it with the athlete. Do not assume she knows the procedures and consequences.
- Always be aware of the tremendous influence a coach has on young people.
- Understand that in order to conduct a successful interscholastic program, it is necessary to have the service of qualified game officials. Unfortunately, there are simply not enough highly qualified officials available to handle all the important games played at peak periods. On some games there will be officials who have limited experience in handling important games where tense situations develop. **HARASSMENT BY COACHES OR PLAYERS WILL NOT HELP THIS SITUATION!** If a coach is dissatisfied with an official's performance, the coach **WILL NOT** seek out the official after game. The coach may utilize the following avenue to communicate concerns regarding officiating:

- Submit a written communication to the Athletic Director, stating the specific behaviors of concern
- The Athletic Director will communicate with that sport's assignor
- The Athletic Director will then communicate any remedies to the coach
- A coach must keep all substitutes on the bench and not permit a member of the team to engage in unsporting behavior.
- A coach must not publicly criticize other coaches or officials.
- A coach must control her/his emotions and eliminate any show of outraged discontent over an official's call.
- There will be at least one coach with the team at all times.
- Coaches must recognize actual or potential hazards related to facilities, equipment, supervision and conduct of athletes and implement effective measures to reduce the risk of injury from such hazards.
- Coaches should be aware of what constitutes reasonable care as required to avoid claims of negligence in each aspect of performing their duties.
- Coaches must always have access to a first aid kit.
- All ICA coaches must have current paperwork (employment contract, fingerprinting, tuberculosis, emergency contact, payroll information, San Francisco Archdiocese sexual harassment policies acknowledgement) on file with the Principal, Athletic Director, and the Business Manager.
- All ICA coaches must attend an annual meeting with the school's Personal Counselor. This meeting will outline the school's mandated reporting policy and other policies relating to communication and reporting of information.
- In consultation with the Athletic Director, coaches determine sports awards recipients and presents awards at Sports Awards Night.

DUTIES OF FACULTY DURING GAME SUPERVISION

At all home contests, an ICA faculty or staff member, in addition to the coaching staff, must be present in the capacity of site management. The duties of site management are outlined as follows:

At ICA gymnasium:

- Is available to game officials if requests arise regarding facility, safety, or crowd control.
- Monitors spectators' behavior and promotes behavior conducive to positive sportspersonship
- Monitors perimeter of building to prevent loitering of spectators and to ensure safety of students

MODIFICATIONS TO THIS HANDBOOK

As policies and procedures continue to evolve and the needs of our student-athletes are addressed, this document will constantly undergo revisions and enhancements. Any person with concerns regarding the information in this document is encouraged to contact the Athletic Director.

THE ALMA MATER OF ICA

It's ICA we will remember,
Our Alma Mater of the West
In loud accord we all proclaim her,
The school we love and deem the best.
To ICA we pledge our honor,
Triumphantly we sing her praise
We will uphold her strength and valor
The maxims of her righteous ways

ICA, our Alma Mater,
We will cheer you on your way.
Around the blue and white we gather
Cheering you, our ICA!
One ringing chorus let us give,
And all together do our best.
Hurrah, hurrah, for ICA,
Our Alma Mater of the West!