

# SMA ATHLETICS POLICIES & PROCEDURES MANUAL

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## **ATHLETIC PHILOSOPHY, OBJECTIVES, AND ORGANIZATION**

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### **STATEMENT OF PHILOSOPHY**

The mission statement for St. Mary's Academy is to foster excellence in each child through academic achievement, spiritual development and service. The Loretto Values of faith, community, justice, and respect provide the foundation for students to be powerful agents of change. The athletics department embraces this mission, as high school and middle school athletics are an integral part of the curricular experience at SMA.

Interscholastic athletics are offered to provide students with numerous team and individual life lessons that can only be taught through competition. Opportunities for leadership, self-awareness, personal growth and positive sporting behaviors exist through competition.

### **OBJECTIVES**

The SMA graduate in athletics...

- Understands the benefits of an active lifestyle, and develops a desire to maintain a healthy level of physical fitness after formal competition is complete.
- Develops an appreciation for sport, and the enjoyment of participation in athletics.
- Understands that success is a process and not a destination defined by winning in all circumstances.
- Understands shared commitment and that the goals of the team supersede personal desires.
- Demonstrates the skills needed to be a contributing member of society- leadership, respect for self and others, self-discipline, cooperation, and the spirit of hard work and sacrifice.

### **HIGH SCHOOL ORGANIZATION & SPORTS OFFERED**

The Loretto values of faith, community, justice and respect serve as the cornerstone of all athletic programs at SMA. In order to optimize the experience for all involved, minimum and maximum numbers of competitors required for fielding HS and MS teams have been established. Sports listed will be offered when qualified coaches are available, an adequate number of students try-out (HS) or sign-up (MS) and facilities for practice and competition are available.

High school students must undergo pre-season tryouts to be eligible for participation on high school teams at all levels. SMA is a member in good standing of the 3A Metropolitan League and the CHSAA (Colorado High School Activities Association).

Fall: cross country, field hockey, volleyball (softball at Englewood)

Winter: basketball, dance, swim & dive

Spring: lacrosse, golf, soccer, tennis, (track at Englewood)

## **MIDDLE SCHOOL ORGANIZATION & SPORTS OFFERED**

The ACIS Statement of Philosophy governs Middle School athletics, emphasizing fair play, equal playing time and positive behaviors. Returning middle school students make their sports selections during the Sports Lottery each spring. New middle school students select their sport(s) prior to the beginning of the academic year and are guaranteed placement on the team of their first choice.

Fall: cross country, golf, field hockey, boys' soccer, tennis, volleyball

Winter: boys' basketball, girls' basketball, dance

Spring: boys' baseball, boys' lacrosse, girls' lacrosse, girls' soccer

Middle school students are expected to make a full commitment to their respective SMA teams regarding attendance, punctuality, attitude, care of equipment and uniforms, and interactions with coaches, teammates, game officials and opponents.

During the 2012 -13 basketball season the Athletic Department implemented a policy that requires all of our MS basketball coaches to emphasize and teach the principles of man-to-man defense and to utilize this defense for the first three quarters of each game. This is currently the expectation for 6th, 7th and 8th grade coaches. We believe that young players who practice and utilize the basic principles of man-to-man will perform better and develop a better understanding of defense. By utilizing the M2M defense for 3 quarters every player will hopefully receive enough playing time to test their skills in authentic game situations.

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## **COACHES' RESPONSIBILITIES & EXPECTATIONS**

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### **CODE OF BEHAVIOR**

- Support and model the SMA mission statement, and exemplify sportsmanship and the Loretto values.
- Engage and model positive and healthy habits.
- Be modest in victory and gracious in defeat, and instruct your players accordingly.
- Be sensitive to the feelings and needs of your players, and use good judgment when addressing them.
- Be well groomed and appropriately dressed in proper coaching attire for all practices and games. Personal appearance is an indication of self-respect and helps set the tone for the team performance.
- Do not use, or allow the use by others, of profanity or abusive language with players, opponents, officials or spectators.
- Respect the judgment of the officials and set the example for players to do the same. Although it is reasonable to question or disagree with the call of an official, the official's judgment must be accepted graciously.

*The policies and procedures of the SMA athletics department are reflective of the general and specific policies of the Academy, as stated in the SMA Policies, SMA Faculty & Staff Handbook and handbooks from the HS and MS divisions. Each coach is required to annually read these documents, and agree to abide by all Academy guidelines, procedures, protocols and policies.*

## **INTERSCHOLASTIC COACH JOB DESCRIPTION**

- Establish positive relationships with coaches, players, parents, and the community.
- Assume complete responsibility for the conduct of the team, and the safety of all team members. Travel to all practices and games with the first aid kit and release forms in case of emergency.
- Submit required paperwork, and complete the annual requirements including concussion and CPR/AED/First Aid certifications, and for high school coaches the required CHSAA online coaches test.
- Attend all pre-season and post-season meetings scheduled by the school and league.
- Oversee that the team is responsible for game set-up and cleanup in the gym or on the playing field. Encourage team members to be actively involved in helping out.
- Maintain line-of-sight supervision of all team members at all times, from the beginning of practice until all students are dismissed and leave with a parent/guardian or they are sent to ASA. The coach is always the last to leave the gym or field following practices and games.
- Plan and organize practices to include appropriate warm-up and cooldown, skill progression, and maximize time on task for the athlete. Sample practice plans available in Appendix.
- Responsible for use and care of team equipment and uniforms during the season. Provide assistance to Athletics Assistant in issuing and collecting all uniforms and equipment from players.
- Submit equipment and facility requests and recommendations to the Athletic Director.
- Report high school scores following all home contests to MaxPreps and other required media outlets.

## **COVERAGE FOR ABSENT COACHES**

When it may occasionally be necessary for a coach to be away from practice or a contest, the coach is responsible for securing another SMA coach to cover in his/her absence(s). The coach will notify the Athletic Director, in advance, with the dates of absence and the name of the substitute coach. As with classroom substitutes, complete and detailed practice/game plans will be provided by the absent coach for the substitute.

## **VOLUNTEER COACHES**

Volunteer coaches must be approved by the Athletic Director and Associate Athletic Director, in addition to passing the volunteer background check. Volunteer coaches must work with the head coach at all times, and may not be solely responsible for the supervision of team members at any time (including any lessons outside of structured practice time).

## **PROFESSIONAL DEVELOPMENT**

All coaches are encouraged to attend coaching professional development seminars or clinics annually. Professional development goals and attendance records are kept in individual coaches' files. A Coaching Professional Development Plan is filed annually with the CHSAA and attendance by coaches at clinics or seminars is one component of the SMA plan. SMA will reimburse coaches for clinic/seminar registration, and professional

organization membership fees.

## **CHSAA & METROPOLITAN LEAGUE REQUIREMENTS (High School Coaches)**

The CHSAA requirements for high school coaching certification are updated at the beginning of each academic year and reviewed in the SMA pre-season coaches meetings. Coaches are to complete all certification requirements prior to the beginning of the season, and work collaboratively with the athletics director for timely submission to CHSAA. SMA pays for coaching certification for all coaches. Current First-Aid and CPR certifications are required of all SMA coaches.

The Metropolitan League requires attendance by all varsity coaches at pre-season and post-season meetings in each sport, by season. Failure to attend will result in a fine levied by Metropolitan League, to be paid by the coach. Metropolitan League requires submission of post-season honor nominations and ballots, with approval by the Athletics Director.

The coach is responsible for reviewing and following the CHSAA by-laws and Metro League expectations. New rule changes and important sport-specific information should be shared and discussed with the Athletic Director. Metro League Expectation for Coaches is listed in the Appendix.

## **COACHING STIPENDS**

Coaching stipends are paid through the business office, provided the coach has submitted all required payroll, taxation and background check forms, in addition to a copy of his/her current valid driver's license.

Stipends are commensurate with relevant coaching and playing experience, in addition to involvement in professional development and other factors. Coaches of eighth grade teams are paid \$100 dollars above the rate for seventh grade coaches, in consideration of later games. Coaches of additional sports seasons are paid \$100 additional dollars, per additional season.

Coaches may elect to be paid in one, two or three checks during the sport season. Loss of equipment or keys may result in a deduction from the coach's final stipend check.

## **EVALUATION**

Post-season meetings are scheduled with the AD and Assoc. AD for all coaches to review the season and share feedback. A summary of the meeting and evaluations are kept on file each season.

Player surveys are administered at the midpoint of the season. Feedback from the players is shared with the coaches, and when necessary a mid-season meeting is scheduled.

Copies of the coach evaluation forms and player surveys are located in the Appendix.

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## **ATHLETIC ADMINISTRATIVE JOB DESCRIPTIONS**

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### **ATHLETICS DIRECTOR**

- works collaboratively with the administrative team to promote educational athletics and the Loretto values
- participates in the life of the school, and supports, honors and lives the Loretto values
- leads and directs the SMA athletics programs
- schedules contests for high school athletics teams
- creates and distributes HS rosters
- distributes schedules and directions for all teams (early release, indoor practice)

- recruits, interviews, hires and evaluates coaches
- collects, organizes and maintains paperwork for athletics participation
- supervises home athletic contests
- re-schedules HS contests postponed due to weather or emergency
- represents SMA at Metro League and CHSAA meetings
- attends SMAAC meetings
- organizes HS season awards ceremonies and assist with MS
- administers seasonal mid-season surveys to HS teams
- orders all uniforms and equipment including team apparel
- submits work-orders for needed repairs to facilities
- submits required forms to CHSAA and Metro League
- updates athletics inventory of uniforms and equipment as needed
- maintenance and upkeep of weight room and equipment
- oversee and submit grades and attendance of HS athletes
- submit and promote SMA student-athletes for recognition in the community (John Lynch)
- coordinates workshops for First Aid, CPR and AED use

### **ASSOCIATE ATHLETIC DIRECTOR**

- leads and directs the MS SMA athletics programs
- participates in the life of the school, and supports, honors and lives the Loretto values
- schedules and confirms contests and officials for middle school athletics teams
- creates and shares Early Release schedule for all MS teams
- organizes and distributes EMERGENCY RELEASE packets to all MS coaches
- assists in recruiting and hiring coaches
- supervises home athletic contests
- re-schedules MS contests postponed due to weather or emergency
- schedules MS practice facility for basketball teams and spring sports
- represents SMA at MS League scheduling meetings
- represents SMA at League and/or CHSAA meetings, in the AD's absence
- organizes season awards ceremonies – MS athletics
- administers mid-season surveys to teams
- submits work-orders for needed repairs to facilities
- administers mini-bus testing for coaches and faculty
- works with MS coaches for consistency in components of the grading rubric for athletics/ P.E.
- coordinates professional photography for MS team photos
- balances composition of MS teams, following spring Lottery
- creates HS awards ceremony slide show, team pictures for BESC lobby collages
- works collaboratively with the administrative team to promote educational athletics
- coordinates gym facility rental with Lockheed Martin and other businesses

### **ATHLETICS ASSISTANT**

- participates in the life of the school and lives the Loretto school values
- confirms all athletic MS and HS contests with opponents and officials
- supervises home athletic contests as administrator on duty
- coordinates transportation for all teams
- submits payment vouchers for officials and assignors, weekly
- creates and distributes HS rosters

- collects, organizes, and maintains eligibility paperwork
- manages schedule updates, scores, and team stats on the athletics website
- assists coaches with managing high school scores and stats on MaxPreps
- serves as the sports reporter for all school and local publications
- fulfills substitute coaching and teaching duties as needed
- responsible for game day set up including rosters, cash box, game day worker information etc.
- staffs game workers including time keeper, scoreboard, gate (assumes duties if needed)
- provides clerical and administrative support for MS and HS awards ceremonies
- coordinates distribution and collection of all uniforms and equipment
- maintains inventory and organization of uniforms and equipment
- responsible for collection of money owed for uniform purchase or replacement
- schedules and coordinates field lining and mowing during fall and spring seasons
- responsible for game day preparation of baseball field, and field maintenance as needed
- prepare gym facilities and fields for each sports season- goals, nets, scoreboards, benches etc.
- monitor the cleaning efforts to maintain Bishop Evans (gym, locker rooms, training room, weight room)
- schedules and works with maintenance department on field repair and other athletic department needs
- other tasks as needed and assigned by members of the athletic department

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## **ATHLETIC DEPARTMENT POLICIES**

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### **SCHEDULING**

The Athletic Director and Associate Athletic Director schedule all contests for HS and MS teams. The Athletics Assistant confirms contests and officials. In the event that contests must be rescheduled due to weather or other factors the athletic administration will consult with the head coach, and reschedule with the opposing school. All game cancellations will be posted on the athletics website, but coaches are responsible for communicating with players and parents when changes occur. HS coaches will work with the AD to recommend non-league opponents for scheduling. The varsity coaches schedule scrimmages and the AD will add them to the season schedule.

### **OBSERVANCE OF RELIGIOUS HOLIDAYS**

St. Mary's Academy recognizes the right of all students to practice their religion, observe religious holidays, and attend religious services and education programs. All requests to be excused from practice and/or games for religious purposes will be honored. It is the student's responsibility to inform the coach when they will miss practice for religious reasons. When possible, the scheduling of scrimmages or games will be avoided on religious holidays.

### **CANCELLATIONS**

All cancellations due to weather or any unforeseen circumstance will be made by the Athletics Director; the decision will not be made until approximately 1:30 pm. When necessary, the athletic administrators, director of maintenance and director of operations will collaborate regarding snow removal, safety of playing fields, wet field conditions, etc. Coaches will be notified when fields are deemed unsafe for practice or contests, and they will be responsible for notifying athletes of schedule changes.

When school is closed or closes early due to inclement weather or other emergencies, scheduled contests and practices on that day will be canceled.

Coaches must notify the athletic office if they elect to cancel a practice not due to weather, or have a significant change in practice schedule involving early mornings, weekends, or late evenings. Please notify the AD as soon as possible.

### **COMMUNICATIONS**

Open communication between players, coaches, and parents is encouraged and essential for a successful program.

Players are encouraged to be their own advocate and openly communicate with their coaches regarding schedule conflicts, injuries/illness, and areas to improve as a player.

Coaches are expected to communicate the following: philosophy, expectations for the individual players and the entire team, practice and game schedule, and team rules/ requirements (lettering).

Prompt, courteous and respectful responses by all coaches to telephone calls, e-mails and/or requests from fellow coaches, administrators and/or parents are expected. Coaches are expected to return all calls and emails to the athletic department as soon as possible.

Parents are asked to refrain from contacting coaches at their respective homes after 9 pm, or immediately following an athletics contest. Coaches are encouraged to discuss concerns with parents in a meeting that includes the student-athlete.

#### Appropriate Concerns for Parents to Discuss with Coaches

- Treatment of student-athlete, mentally and physically
- Strategies to help the athlete improve
- Concerns or changes in behavior, discipline issues

#### Issues Not Appropriate to Discuss with Coaches

- Other student-athletes
- Playing time
- Play calling and team strategy

*\*\*If at any time a player decides that for any reason they are no longer able to commit to their team to finish the season this must be addressed immediately with the coach, student-athlete, and athletic director. In an effort to openly communicate about any situations that would cause a student-athlete to consider "quitting" a sport the coach must notify the athletic department and a meeting will be held to discuss the situation. No further action should be taken to announce or move forward with this student-athlete not finishing the current season until this meeting is held and all issues have been addressed.*

## **FACILITIES**

The gyms and playing fields are for the use of SMA students and athletics teams. Use by outside groups is not allowed, in most instances, or requires approval by the Director of Operations and/or Athletic Department. SMA groups wishing to schedule use of the playing fields or gym are to contact the Associate Athletic Director.

Use of the weight room is encouraged for all teams and athletes. High school student-athletes may use the weight room with a workout "buddy" during regular school hours. During holiday and summer breaks a coach must supervise the use of the facility. In-season teams have the priority for use after school.

## **TEAM SELECTIONS**

### **HS Tryouts**

At the beginning of each sport season, tryouts will be conducted over several days (minimum of 3) for placement on teams. Student-athletes must attend all tryout days. Pre-season conditioning is the responsibility of each student. Coaches will make selections based on objective and subjective criteria over several days of observation, testing and game-like situations.

Students will be placed on the team appropriate for their conditioning, skill level, developmental potential, game knowledge and experience, without regard to grade level. Announcement of teams will happen in the order of Varsity, JV and C-level, over several days. Please do not post teams but instead meet with players individually or have teams listed on a voice message using assigned numbers or send an individual email.

Coaches will counsel students who are not selected, making suggestions as to skill or conditioning activities to pursue in the off-season. Commitment to the practice and the game schedule is a major requirement for placement on an SMA team.

Questions/concerns regarding the HS tryouts policy must be addressed with the coach and Athletic Director prior to the first day of tryouts.

#### *Policy for Senior Athletes playing on a Junior Varsity Team*

Seniors are permitted to compete on the JV team if the following criteria are met:

- Student-athlete has committed to the program since 9<sup>th</sup> grade (exception made for transfer students who did not attend SMA in 9<sup>th</sup> grade)
- Student transfers as a senior, and exception is made for eligibility reasons

### **Middle School Sports Selection**

In early May, current 6th and 7th grade students will make sports selections in order of first, second and third choice by filling out a sports choice form for the middle school principal. Team rosters are limited to a specific number of participants in order to maximize participation. When rosters are full, students will be placed on an alternate list. Seventh graders who earn the Wildcat Award will receive a "free pick" and will be placed on rosters before other students are added. New students are guaranteed placement on the team of their first choice sport, and will be placed on their 2<sup>nd</sup> and 3<sup>rd</sup> choice teams if space is available.

### **SEASON SURVEYS & SENIOR EXIT SURVEYS**

Mid-season player surveys will be administered each season to gather feedback on the student-athlete's experience. Survey results will be used to identify strengths, areas of concern, and to monitor the competitors' understanding of and satisfaction with the total sports experience. A brief recap will be given to the respective coaches.

Each spring, seniors will be given a brief exit survey as an opportunity to reflect upon their overall experience in SMA athletics, including: their reasons for competing or not competing for SMA, their experience on specific athletic team(s) and to offer suggestions for the overall improvement of the athletics program. Survey results will be shared with the HS principal and the Academy President.

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## **TRAVEL**

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### **TRANSPORTATION & ACTIVITY BUS REQUIREMENTS**

In most instances, student-athletes will be transported to away contests on SMA activity buses driven by a team coach, faculty member or other certified driver. Coaches will provide information to team members regarding early dismissal and estimated arrival back at campus, to insure prompt pick-up by parents. *Coaches are not permitted to transport or travel with students in personal vehicles.*

The following rules apply to all bus trips:

- Drivers should be safe and courteous...*Be a GOOD ambassador for SMA.*
- Seat belts should be worn on every trip.
- Food and drink on the bus is a privilege, please keep the buses clean.
- All trash shall be picked up before getting off. If the gas gauge is LOW, please leave a note or email Bill Kummer in the Maintenance Dept.
- Athletes shall remain seated, refrain from throwing objects, and keep hands to themselves.
- All equipment (ball bags, hurdles, water coolers, etc.) are to be placed so that all emergency exits are kept



clear.

- Emergency doors shall *not* be used as an exit, except in an emergency.
- Drivers may need to use a toll road but should notify the Athletic Director to confirm the date used

HIGH SCHOOL CARPOOL OPTIONS: A required permission to travel form is required for students to drive to away contests or travel with other students. Student carpool is only used when all members of a team cannot be accommodated on the space provided by the SMA bus, and the contest is in close proximity to SMA. The coaches arrange parent carpool when the travel distance is outside of the immediate Denver-metro area. Student-athletes may leave away contests with parents or legal guardians only, unless formal permission is given to the coach.

It is the responsibility of each coach to double check the bus schedule in advance to arrange for carpool options in the case that all team members cannot fit on the activity bus, or in a situation when there are not enough SMA buses for the number of away contests scheduled on a given day.

## **EARLY RELEASE REQUEST**

### High School

Prior to each sport season, the Athletics Director will distribute an Early Release Request List to the HS faculty and principal, listing date/team/time for early release requested in order that teams and coaches can travel safely to away contests. It is the responsibility of each student-athlete to discuss upcoming early release with their teacher whose class will be missed partially or entirely. Students are responsible for making up any work missed.

HS faculty may request that the team member(s) remain in class, if leaving early would be academically detrimental. Faculty, student-athletes, and coaches must communicate in advance in these situations to allow the team at least 24 hours notice.

Coaches are responsible for sharing the early release times with their team. A copy of the early release schedule is posted outside the athletic office for student reference, and release times are posted on the online schedule.

### Middle School

Prior to each season, the Associate Athletic Director will distribute an Early Release Request to the MS faculty and principal. Requests to revise the release schedule must be approved by the Assoc. AD who will then approve and communicate with the MS office. All student-athletes are responsible for reminding their teachers and making up missed assignments.

## **OVERNIGHT TRIPS**

Overnight trips involving teams and coaches before or after athletic contests or post-season play require the approval of the Athletics Director and HS principal. The coach will submit the list of students making the trip, prior to departure. One or more coaches or parent chaperones will travel and stay with the group. A travel budget will be determined and communicated to the coaches, athletes, and parents to cover costs for hotel stay and meals as needed.

## **BUDGET, PURCHASING & EQUIPMENT REQUESTS**

The management and disbursement of the athletics budget is the responsibility of the Athletics Director. All expenditures for goods and/or services will initiate with a purchase order (PO) properly completed and submitted to the business office by the athletic department staff. All invoices will be paid promptly following submission to the business office.

The SMA Board of Trustees owns the name "St. Mary's Academy" and it is the policy of SMA that display or

inclusion of that name in any form requires prior approval by an administrator. The athletics director is to approve any equipment, banners, optional team apparel or uniforms designed to bear the name "SMA" or "St. Mary's Academy".

### **TEAM APPAREL (High School Only)**

Coaches and students are to consult the athletics director for approval of artwork and design before any optional team apparel is ordered. All team apparel must be ordered through the athletic department. The cost of team apparel must be reasonable enough for all to have the option of purchasing it. The coaches will assist in collecting payment from the students for optional team wear. Team wear will not be distributed until payment is made in full, and the coach will be responsible for apparel distributed without payment. *\*MS Teams do NOT order team apparel\**

### **UNIFORMS & EQUIPMENT**

The athletics assistant will distribute uniforms to student-athletes. The coach will assist in uniform distribution and schedule the date prior to the first contest. Students are responsible for the care, use and return of all uniform components and team bags, clean and in good condition. The coach will be present and assist the athletics assistant in the uniform return process. Students are expected to pay for replacement cost for damaged uniforms or equipment. The athletics assistant will send an invoice for costs not received in a timely manner.

The athletics assistant will keep uniform checkout sheets for each team/coach/season for the academic year. Coaches are not to hand out additional uniforms or exchange uniforms from the uniform inventory, but to consult with the athletics assistant regarding necessary changes.

All equipment is checked out to respective coaches and logged and kept on file in the athletics office. Coaches are to return all equipment at the end of the season to the athletics office. Loss of equipment may result in a deduction from the coach's final stipend check.

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## **RISK MANAGEMENT and SAFETY**

### **INCLEMENT WEATHER**

Weather at this altitude can be very dangerous. When weather threatens, or lightning is visible, the playing fields will be cleared and the athletes will be directed inside to a safe location (BESC or LS gym). Athletes may not return to the playing field until the game administrator and/or game officials give an "all clear".

Game supervisors, officials and coaches will confer during inclement weather, regarding possible resumption of games in question, with the safety of competitors and spectators as the primary consideration. When necessary, games will be shortened or suspended in the interest of safety. The Lightning policy listed in the Appendix and detailed in the sports rulebook will be followed for HS contests.

During practices when game administrators are not present, coaches are responsible for removing athletes from the field until safe conditions resume. Outside athletes should relocate to the nearest shelter- LS gym or Bishop Evans.

### **SAFETY & SUPERVISION**

Coaches are to maintain line-of-sight supervision at all times with their respective team members, including the times (1) between returning to campus and the students leaving with parents/guardians or high school students driving themselves, (2) following practice before leaving with parents (3) during 4<sup>th</sup> block when middle school students are in the locker room following practice, and (4) following 10<sup>th</sup> block when middle school students in athletics are still on campus at 3:45, those middle school students will be sent to ASA.

Middle school students, who attend on-campus athletics contests, are required to remain in the gym or at the playing field. If they leave the gym or playing field during the contest, they will not be allowed to re-enter and

must check-in at ASA. This restriction is to insure that students are always supervised.

Coaches should not transport students in their own personal vehicles nor have one-on-one contact away from a group/team activity.

## **EMERGENCY PROCEDURES**

The SMA Safety Folder is located in the LS Gym, BESC Offices, and on the fields in the shed. LOCKOUT, LOCKDOWN, EVACUATE, SHELTER instructions are detailed in the folders. Coaches should have a cell phone with them during every practice. Emergency alerts will be delivered via cell phone when a coach is on the field or in the gymnasium. All coaches are strongly encouraged to download the SMA mobile App as a resource for SAFETY PROCEDURES.

For all emergency situations during events the procedures apply to all coaches, players, officials, event workers, and spectators. Coaches should remain with their team, and when securely relocated take attendance immediately. When possible use the PA system to make an announcement. Everyone should remain in the venue or secured area until school officials or law enforcement gives further instructions.

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## **SPORTS MEDICINE**

All coaches must have a First Aid kit and team medical release forms at all team events in case of an emergency. In the case of an emergency, coaches should administer aid to the injured athlete until a more highly trained person arrives on scene. A certified athletic trainer is available at the majority of home contests. Accident Reports, located in the Appendix, are required to be completed by the coach and/or athletic trainer for every incident (practices, locker room, home/away contests).

## **ATHLETIC TRAINER & TRAINING ROOM**

The training room, located in BESC, is staffed by an athletic trainer from 3:30-6:00pm Monday through Friday. The athletic trainer will be present at all home HS and MS contests. When several team members are waiting to be seen by the athletic trainer, preference for evaluation and treatment will be given to HS team members traveling to away contests or preparing to play at home.

## **FIRST AID & CPR**

Current CPR/AED and First Aid certifications are required for all coaches on staff. Online CPR/AED classes are not permitted; coaches should participate in a hands-on skills session. Online First Aid certifications are acceptable. Coaches are required to have the following certifications to coach at each level:

- Head High School Coaches (C, JV, Varsity): CPR/AED and First Aid
- Assistant High School Coaches: CPR/AED and First Aid
- Middle School Coaches: CPR/AED and First Aid

## **HEAD INJURIES/ CONCUSSIONS**

The role of the coach is to remove the athlete from play, "when in doubt, sit them out." A coach ensures that the athlete is properly cared for in regards to immediate attention to symptoms, a plan for follow-up care, communicating with family members, and ensuring the athlete has a safe way to get home. The coach must also follow up with the athletic trainer and athletic department as soon as possible so everyone can be supportive and informed to promote recovery for the injured student-athlete.

CHSAA By-Law 1620.4: All coaches who have supervisory responsibility for a team, must annually complete one of the following: The online NFHS Concussion Course or a school organized sports medicine review. If you suspect that an athlete has a concussion, you should remove the athlete from play, ensure the athlete is evaluated by a

health care professional experienced in evaluating concussions, inform athlete's parents about the possible concussion, and keep the athlete out of participation the day of the injury and until the athlete obtains a written release from a licensed practitioner.

### **Suspected Concussion During Athletic Participation**

- Immediately remove the athlete from play.
- Evaluation of the injured athlete will be performed by the certified athletic trainer, ATC (a coach will perform the evaluation if an ATC is not available)
- Student athlete will continue to be monitored, and the signs and symptoms will be assessed and documented
- Inform parent/ guardian and refer for medical evaluation. Send family with the *"Signs and Symptoms Checklist"* for the health care provider to review. Insure that the student is going to be closely monitored and not left alone. Do not allow the student to drive home.
- Athlete may not return to play the same day and must obtain medical clearance from a licensed physician. Physician should complete the *SMA Medical Clearance Form- Concussion*.

### **CHSAA Concussion Policy/ Colorado Concussion Law**

*Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from participation and shall not return to play until cleared by a licensed health care practitioner (MD, DO, NP, or PA).*

*Complete SMA Concussion Management Policy and Head Injury Release Forms are located in the Appendix.*

### **HEAT ILLNESS**

A link to information from NATA on Dehydration and Heat Illness is located in the Appendix.

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## **RESPONSIBILITIES OF THE STUDENT-ATHLETE**

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Student-athletes will represent themselves, the SMA community, and their respective teams in a positive manner at all times. Their behaviors should reflect the Loretto values of faith, community, justice and respect. It is understood that bullying will not be tolerated, nor will disrespect to officials, coaches, teammates, opponents, or game administrators.

Wildcat athletes are to maintain their team uniform, keeping it clean and in good condition, and wearing it appropriately on game days, only, not for practices. Student-athletes are expected to be punctual, prepared, and properly equipped for all practices and games.

Competing on a team for SMA is a privilege, and representing the SMA community in a consistent and positive manner is a responsibility the student must accept. Competing on SMA team(s) should take precedence over participation on external teams or programs. High school athletes competing on a team outside of SMA must have approval from their coach and the Athletic Director.

Punctuality and attendance at all practices, conditioning sessions and contests are a prerequisite of all team members. Time missed from practices or contests will result in decreased playing time and could jeopardize a student's place on the team.

### **Academic Eligibility Policy for Athletic Participation- High School**

Monthly academic eligibility checks are performed throughout the fall, winter, and spring sports season. Student-

athletes must have a grade of C- or higher in all classes to be eligible to participate in athletic contests. During the period of ineligibility, the student-athlete is still expected to attend all contests and participate in practice. An interim grade check will be done to follow-up on ineligible students after one week, to allow those who have earned a higher grade to participate.

Students must have a grade of C- or higher in their D block class to be released early for away contests. Students may earn the privilege to leave class early when the teacher has confirmed that the grade meets eligibility requirements.

## **MIDDLE SCHOOL EXPECTATIONS & RESPONSIBILITIES CONTRACT**

### **RESPECT**

1. Attend and participate in all practices, games, and performances. \*\*\*Family vacation days and routine dental/medical appointments are NOT considered as excused absences for the WILDCAT AWARD criteria. Students may use a "grace" day for an unexcused absence if they have one available.
2. Dress properly for practice and games. Proper dress includes "GYM ONLY" shoes that will be worn only in the gyms – never outside. This is vital to keep the wood floors clean and safe. For safety reasons, students will not be permitted to practice in socks only or bare feet.
3. Demonstrate respect for players, coaches, and officials.
4. Listen and follow directions.
5. Demonstrate interest/enthusiasm for the sports experience.
6. Work hard and focus during practice and games.
7. Acknowledge and appreciate the efforts of others.
8. Thank officials, scorekeepers, team parents, and fans.
9. Congratulate and shake hands with opponents after each event. Cheer positively for others.

### **COMMUNITY**

1. Demonstrate teamwork; help teammates in practice, make a commitment to improve skills and contribute to team goals, cheer from the bench
2. Be on time. Schedule appointments after practice times. \*\*routine appointments are unexcused
3. Take care of equipment, uniforms, and facilities. Clean up team area after games. Pick up trash on activity buses.
4. Store and lock personal belongings in lockers. Keep backpacks in locker room. Bring clean clothes and demonstrate personal hygiene habits.
5. Assist in preparing the gym/field before and after games. Students can help set-up chairs and score table, move team benches or bleachers, arrange safety mats, set cones and corner flags, and move goals.
6. Remove cleats and dirty shoes before entering the hallway.
7. Follow community guidelines. Eat snacks in designated eating areas. Keep practice and game balls in the gym and out of the locker rooms and hallway. Wear a different pair of shoes across campus in order to keep "GYM ONLY" shoes clean when practicing in the lower school building.

### **FAITH**

1. Display positive values.
2. Be a good role model.
3. Be honest and show integrity.
4. Keep your word.

### **JUSTICE**

1. Play fair. Play by the rules and guidelines.
2. Call the correct scores; be on your honor.
3. Show support and be patient with equal playing time.

### ***Expectations for the Middle School Parents/Guardians***

1. Display respect for all athletes, coaches, opponents, officials and guests.
2. Enjoy the thrill of competition and be supportive of your team without being negative toward others.
3. Appreciate the efforts of your child and his/her team regardless of the outcome of the contest.

4. Support the coach and get to know her/him.
5. Encourage your child to fulfill his/her commitment and solve his/her own problems/concerns appropriately.
6. Praise generously.
7. PLEASE avoid scheduling appointments during practice times. Emergency appointments are excused, however, when a student misses practice for a routine check-up, the coach will record this as an unexcused absence from practice. The student "may" use a grace day if one is available.
8. Notify the coach in advance if your child is going to miss a practice or game.
9. Sign the Middle School Expectations and Responsibilities form after you and your child have read and discussed this agreement. \*\* This form can be viewed on the SMA Athletic website under "Files & Links"

\*\*\*\*\* Equal playing time may be distributed in each game, in alternating contests, or throughout the season.

\*\*\*\*\* **Students must make a full commitment to the team and model the examples of the Loretto Values outlined above in order to be eligible for the WILDCAT AWARD. Family vacation days and routine dental/medical appointments are NOT considered excused absences for the WILDCAT AWARD criteria. Students may use a "grace day" for these days if they have not used all of their "grace" days.**

### **HIGH SCHOOL ATHLETE CODE OF CONDUCT**

As an athlete, I recognize that it is my responsibility to:

1. Represent myself, my team, and my school with the utmost pride and exemplary behavior.
2. Prioritize academic studies and adhere to eligibility requirements. I understand that students must be in good standing in a class to be dismissed early to attend away contests.
3. Attend all classes and understand that I am not eligible to participate in practices or contests if I am absent more than one period of the school day.
4. Commit to all scheduled practices and contests. Notify my coach in advance if an unavoidable situation prohibits my participation. I understand that missing a team commitment will result in reduced playing time, and missing 4 or more will result in ineligibility.
5. Display utmost respect for my teammates, coaches, opponents, and officials, respecting their integrity and judgment.
6. Display exemplary sportsmanship on and off the playing field, remembering that I represent SMA at all times.
7. Return and care for team uniforms and equipment. I will return items promptly at the end of the season, and understand I am responsible for lost or damaged items.
8. Be a team player, and honor the commitment and value of every member of my team. Encourage the efforts of others, and put the needs of the team before self.
9. Follow all St. Mary's Academy rules as stated in the student handbook.
10. Win humbly and lose graciously.

As an athlete, I also understand:

The use and/or possession of alcohol, illegal drugs, and/or tobacco in any form is illegal for minors and a violation of Academy rules. I recognize that the use of all chemical substances is forbidden and will jeopardize my participation in all activities as listed in the consequences below.

#### 1<sup>st</sup> Offense

The athlete will be suspended for 50% (25% if self-reported) of the total number of regular season contests scheduled. If necessary, the suspension will carry over the next season or post-season play. The athlete will be required to attend all

practices and contests during the suspension (the level of participation during practice is left up to the coach's discretion). The athlete will have a meeting with the HS principal, athletic director, coach, and parent/guardian. The athlete will forfeit team leadership positions and post-season honors.

2<sup>nd</sup> Offense (only applies if 1<sup>st</sup> offense was self-reported)

The athlete will be suspended for 50% of the total number of regular season contests scheduled. If necessary, the suspension will carry over the next season or post-season play. The athlete will be required to attend all practices and contests during the suspension (the level of participation during practice is left up to the coach's discretion). The athlete will have a meeting with the HS principal, Athletic Director, coach, and parent/guardian. The athlete will forfeit team leadership positions and post-season honors.

3<sup>rd</sup> Offense

Suspension from all athletic participation for one calendar year.

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## **AWARDS**

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### HIGH SCHOOL

Post-season awards ceremonies will be held following completion of each of the three respective high school seasons. Academic, sportsmanship, post-season honors and letter awards will be announced at that time. Coaches are to submit to the athletics director the lettering criteria for his/her sport, at the beginning of each season.

A Coaches' Award is presented to one athlete from each team to recognize outstanding sportsmanship and competitive spirit. Varsity teams will also present an overall award for each sport to the athlete they feel is most deserving.

Special Athletic Awards are presented annually during spring awards ceremonies. The athletic staff and varsity coaches select athletes to honor for the following annual awards:

**BOB KNAUF AWARD** is presented to an athlete who demonstrates talent, excellence, unrelenting spirit and unselfishness with her time.

**SPORTSMANSHIP AWARD** is presented to an athlete who exemplifies spirit, competitiveness and enthusiasm...all displayed in the ideal of sportsmanship. Elite skill level may be considered, but is not a prerequisite for receiving this award.

**LEADERSHIP AWARD** is presented to an athlete, with exemplary leadership skills that have been recognized by both her teammates and her coaches. Leadership positions held in all-school activities may be considered as well.

**ALL-AROUND ATHLETE** is presented to a student who has participated in two or more sports for a number of years and displayed superior skill in at least one sport OR above average skill in more than one sport. Demonstrated exemplary character is a prerequisite.

**COACHES' AWARD** is presented by the SMA coaches for a contribution that epitomizes the ideals, glory and benefits of educational athletics. The criteria for this award are flexible, but will be given only when there has been an exceptional and inspiring contribution to athletics at SMA. This could be awarded to an athlete, student body member who is not an athlete, program supporter, coach, team leader or academy leader. This award is not necessarily awarded each year.

### MIDDLE SCHOOL

During each season, students are periodically recognized for positive behaviors such as leadership, sportsmanship, responsibility and/or punctuality. Upon successful completion of the sport season, each student receives an award ribbon or pin.

At the end of the school year, the Wildcat Award Ceremony is held in recognition of those MS students who honored their commitment to our athletic teams. Coaches are required to submit a list of Wildcat Award Nominees to the athletics director within one week of the completion of the fall and winter seasons. Lists for spring sports are to be submitted approximately two weeks prior to the Wildcat Award ceremony.

From the list of 8<sup>th</sup> grade Wildcat Award winners, a Female Outstanding Student-Athlete and a Male Outstanding Student-Athlete will be named. Criteria for this award include character, academics, dependability and positive contributions to the team.



## **APPENDICES**

### **Coach Information**

- Metro League Expectation of Coaches
- ACIS Mission Statement - MS Athletics
- Post-Season Checklist for Coaches
- Self-Evaluation Form- High School Coach
- Self-Evaluation Form- Middle School Coach
- Post Season Feedback and Evaluation
- Coach Profile Form
- Parent Meeting Agenda Reminders

### **Surveys**

- Mid-Season Athlete Survey
- Senior Athlete Exit Survey

### **Sports Medicine/ Safety**

- Concussion Management Policy
- Head Injury Release Form- Concussions
- Lightning Policy and Procedures
- Heat Illness and Hydration Guide

### **Coaching Resources**

- Dynamic Warm-up
- Sample Lettering Policy

### **Forms**

- Concussion- Head Injury Release Form
- SMA Accident/ Injury Report Form
- Volunteer Parent Application Form
- Reimbursement Form

## METROPOLITAN LEAGUE

### EXPECTATIONS FOR COACHES

1. Remember that you at all times represent the Metropolitan League and the schools in the league. You must fulfill all duties required by the league.
2. You are a role model for your – school – team – league.
3. It is mandatory that you attend the pre-season and post-season meetings and any other meetings relevant to your sport. It is also mandatory to complete post season
4. all-conference nomination forms and ballots. The league WILL assess a \$50 penalty for non-compliance.
5. Report all contest results to both the Denver Post and Rocky Mountain News following each contest.
6. Control your players and fans (as necessary) in accordance with the Metro League Sportsmanship standards.
7. If a problem exists at an away contest, first notify the on site athletic director or event supervisor in a professional manner.
8. Notify your athletic director that night or first thing the next morning of any problem that occurred before, during or following a contest.
9. Greet visiting coaches and make him / her aware of dressing room, trainer, and any other information they may need to know regarding the facilities and contest.
10. At away contests follow pre-game introductions and procedures explained by the host team. Be respectful and attentive during introductions for both teams.
11. In accordance with the Metro League constitution, Metropolitan League schools abide by a solidarity rule requiring that NO information about league schools be shared with non-league teams. This prohibition includes videotape exchanges as well as written and verbal communication. This expectation extends to representatives of all member schools including fans and parents.  
\*\*EXCEPTION-During post season, coaches may exchange their most recent game film with their opponents most recent game film.

## ACIS MIDDLE SCHOOL ATHLETIC MISSION STATEMENT

### Statement of Purpose

Middle School interscholastic athletics are an essential element of the education of students because they foster the development of character, life skills, sportsmanship and teamwork. In addition, our athletic programs strive to develop a positive self image and encourage physical activity as a part of a healthy lifestyle. Educational athletics serve as a source of school pride and maintain positive relationships between schools and communities. While schools recognize the pride in winning, it does not supersede the educational goals of middle school athletics.

### Common Practices

Schools participating in the ACIS Middle School Athletic Association agree to these common practices.

Participating schools will:

- encourage participation by all students.
- group student-athletes, whenever possible, by grade level rather than ability based teams.
- provide playing time that is commensurate over the course of the season, providing school requirements for athletic participation are met.
- focus on teamwork, sportsmanship, and the acquisition of individual knowledge and skills. There will be no Association season standings, awards or culminating events.
- schedule 6-12 contests per team, per season.

### Expectations for Participants

Association schools expect each student-athlete to:

- attend all practices and games.
- commit to skill improvement and individual contribution toward team goals.
- display respect for his/her teammates, coaches, opponents and officials.
- demonstrate a positive attitude and good sportsmanship.
- represent him/herself, team and school in a positive manner.
- maintain good academic standing in accordance with school policy.

### Expectations for Parents and Spectators

Association schools expect parents and spectators to:

- display respect for players, coaches, opponents, officials and guests.
- enjoy the thrill of competition and be supportive of your team without being negative towards others.
- appreciate the efforts of your child and his/her team regardless of the contest outcome.
- support the coach and get to know him/her.
- encourage your child to fulfill his/her commitment and solve his/her own problems appropriately.
- praise generously, criticize sparingly.

Schools are in agreement that while winning is a goal of athletics, the ultimate objective of middle school athletics is to encourage all participants to reach his/her full potential (physically, socially and emotionally) within a context of common purpose and collective achievement.

**Participating ACIS schools (maximum limit of 10 schools):** Alexander Dawson, Colorado Academy, Graland Country Day, Kent Denver School, St. Anne's Episcopal School, St. Mary's Academy, Stanley British Primary  
**Other schools endorsing ACIS Athletic Philosophy:** Denver Christian Highlands Ranch, Denver Christian VanDellen, Faith Christian Middle School

*Revised on April 21, 2010*

## COACH POST-SEASON CHECKLIST

- COLLECT UNIFORMS from players; coordinate uniform return with Athletics Assistant. Uniforms not returned during the designated time must be returned directly to the coach.
  
- Return the following issued EQUIPMENT to the Athletics Assistant
  - \_\_\_\_\_ Balls
  - \_\_\_\_\_ Cones
  - \_\_\_\_\_ Pinnies (clean)
  - \_\_\_\_\_ Goalie equipment (clean)
  - \_\_\_\_\_ Other equipment
  - \_\_\_\_\_ First Aid kit
  
- Complete ATTENDANCE records for entire season. Please list reason for missed practices. This is required for academic credit.
  
- Equipment INVENTORY Form completed
  
- Return KEYS if not a full-time SMA employee
  
- Submit required AWARDS Ceremony information
  
- SCHEDULE summary with win-loss record & game scores. (HS coaches only)
  
- Complete GRADES & COMMENTS on Infinite Campus (MS coaches only)
  
- End of Season meeting with Athletic Director/ Associate Athletic Director and completed Self-Evaluation form on file.

## COACH SELF-EVALUATION FORM

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_

1. Assess the team's performance this season.
2. List 3-5 words that best describe your team's culture.
3. What new approaches or initiatives did you add this year?
4. What efforts are you most proud of this season?
5. Did you attend any clinics or complete any courses that helped you with your coaching position?
6. Did you feel that all of the teams in your program shared common goals and supported one another?
7. What are your goals for the team next season?
8. What are your personal goals as a head coach next season?

## COACH SELF-EVALUATION FORM- Middle School

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_

1. Assess the team's performance this season.
2. List 3-5 words that best describe your team's culture.
3. What new approaches or initiatives did you add this year?
4. What are your goals for the team next season?
5. What are your personal goals as a head coach next season?

## **POST-SEASON FEEDBACK AND EVALUATION**

Coach/ Sport: \_\_\_\_\_

- Completed Self-Evaluation Form
- Season Summary and Highlights
- Coaching Approach- Successes, , Areas of focus
- Vision & Goals for Next Season
- Professional Development and Goals
- Scheduling/ Equipment/ Other Needs/ Support from Ath Dept
- Comments of Coach
- Comments of Athletic Director

## **COACHING PROFILE**

Name/ Position/ Hire Date: \_\_\_\_\_

**COACHING EXPERIENCE SUMMARY (MAX 25)**

**Interscholastic Coaching Experience**

\_\_\_\_ Youth/Middle School coaching experience (1/1.5 pts)

\_\_\_\_ High School coaching experience (2/2.5pts)

\_\_\_\_ College coaching experience (3pts)

**PLAYING EXPERIENCE SUMMARY (MAX 10)**

\_\_\_\_ Competitive playing experience

**PROFESSIONAL CERTIFICATIONS/ OTHER RELATED EXPERIENCE (MAX 5)**

SMA Base Stipend \_\_\_\_\_ + Other Base Amount \_\_\_\_\_ = \_\_\_\_\_

Total Number of Points for Relevant Coaching/Playing/ Other= \_\_\_\_\_

**PARENT MEETING AGENDA ITEM REMINDERS**

- **INTRODUCTION of COACHING STAFF**



- **ATHLETE CODE of CONDUCT**
  - Accountable for behavior year round (not just during season) as a student-athlete
  - Be sure to remind parents/players of attendance policy- #3 and #4
  - Review academic eligibility policy
  - Also, discuss with players/ parents appropriateness of social networking sites (no school uniforms, posts about contests/ opponents, etc.)
  
- **COMMUNICATION with COACHES**
  - Encourage players to be proactive in communicating with their coaches. CC parents on emails to keep them in the loop but primary correspondence should be directly with student-athletes.
  - All coach email and cell contact on the website
  - Reminders of policy with your boundaries- "24" hour rule following contests, text message v email and other reminders
  
- **CONCUSSION POLICY**
  - Review concussion policy- Return to Play, Required Forms, Keep teachers, coaches, and athletic dept in the loop
  
- **GAME SCHEDULES/ WEBSITE**
  - Schedules available online (cancellations not determined until 1:30pm on game days)
  - Directions and other tools available on the website
  
- **PRACTICE SCHEDULE**
  - Practice times for the season
  - Heads up for Saturday and holiday practice dates (Spring/ Winter break)
  
- **SPORTS AWARDS CEREMONY**
  - Give parents the heads up to save the date
  - Volunteers willing to help can contact athletic dept
  
- **OTHER ITEMS**
  - Lettering Requirements
  - Transportation if carpool needed (background check forms)
  - Snacks, team dinners, etc.
  - Apparel orders
  - Collect participation fees (tennis, golf, swim/dive)

### SMA MID-SEASON ATHLETE SURVEY

***Detailed surveys are sent via Survey Monkey and all feedback is kept anonymous, and passed along to the coaching staff.***

1. SMA athletics are competitive and our team is encouraged to win.

Strongly Agree                      Agree                      Disagree                      Strongly Disagree

Comments: \_\_\_\_\_

2. The leadership and communication from our coaches is strong and effective.

Strongly Agree                      Agree                      Disagree                      Strongly Disagree

Comments: \_\_\_\_\_

3. The leadership and communication from our captains is strong and effective.

Strongly Agree                      Agree                      Disagree                      Strongly Disagree

Comments: \_\_\_\_\_

4. I feel that my skills and abilities have improved this season.

Strongly Agree                      Agree                      Disagree                      Strongly Disagree

Comments: \_\_\_\_\_

5. My coach(es) provide positive and specific feedback to help improve my skills.

Strongly Agree                      Agree                      Disagree                      Strongly Disagree

Comments: \_\_\_\_\_

6. My coach(es) are clear when explaining and teaching skills and strategy.

Strongly Agree                      Agree                      Disagree                      Strongly Disagree

Comments: \_\_\_\_\_

7. My coach(es) set high expectations for our team, and motivate me to do my best during practices and games/meets.

Strongly Agree                      Agree                      Disagree                      Strongly Disagree

Comments: \_\_\_\_\_

8. I understand our team goals and have set individual goals to help my team.

Strongly Agree

Agree

Disagree

Strongly Disagree

Comments: \_\_\_\_\_

9. What is one thing your coach could do to help you become a better player?

10. As a member of this team, what are you most satisfied with and what, if anything, are you least satisfied with?

ANY OTHER COMMENTS:

**St. Mary's Academy**  
**SENIOR ATHLETE EXIT SURVEY**

1. In what sports have you competed on SMA team(s)?
  
  
  
  
  
  
  
  
  
  
2. On what SMA team(s) have you had the most positive experiences? What factors contributed to this?
  
  
  
  
  
  
  
  
  
  
3. In order to continue improving our sports program, we need to know what we can do differently. Please share your feedback and suggestions on changes that would enhance SMA athletics.
  
  
  
  
  
  
  
  
  
  
4. Have you had any negative experiences on SMA team(s)? If so, please explain.
  
  
  
  
  
  
  
  
  
  
5. Did you feel your team experience was competitive? Would you make any suggestions for the overall competitiveness of SMA athletics.

ANY OTHER COMMENTS:

## CONCUSSION MANAGEMENT POLICY

The purpose of the SMA concussion management policy is to keep the athletic population safe from additional harm or injury. A head injury can occur several different ways, and if treated improperly can lead to more serious medical issues and the possibility of death. Using this information coaches, trainers, and officials can play a part in preventing further injury and keeping our kids safe.

### **Medical note from Sue Kirelik, MD, Director of Pediatric Emergency Medicine, Rocky Mountain Hospital for Children at Sky Ridge Medical Center:**

*Newer recommendations are that children and teens should be treated more conservatively than adults when it comes to concussion. The developing brain is very different from the adult brain; it is much more likely to manifest symptoms later and have longer-term problems when injured, especially if the child is not allowed to rest and recover. Because each concussion and each child is different, grading scales are no longer recommended. Care for each child and each concussion must be individualized.*

### **Suspected Concussion During Athletic Participation**

- Immediately remove the athlete from play.
- Evaluation of the injured athlete will be performed by the certified athletic trainer, ATC (a coach will perform the evaluation if an ATC is not available)
- Student athlete will continue to be monitored, and the signs and symptoms will be assessed and documented
- Inform parent/ guardian and refer for medical evaluation. Send family with the “*Signs and Symptoms Checklist*” for the health care provider to review. Insure that the student is going to be closely monitored and not left alone. Do not allow the student to drive home.
- Athlete may not return to play the same day and must obtain medical clearance from a licensed physician. Physician should complete the *SMA Medical Clearance Form- Concussion*.

### **CHSAA Concussion Policy/ Colorado Concussion Law**

*Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from participation and shall not return to play until cleared by a licensed health care practitioner (MD, DO, NP, or PA).*

### **Return to Play (RTP) Criteria**

- Athlete must be asymptomatic for at least 24 hours AND have clearance from a licensed physician before beginning a progressive return to play. *\*If an athlete is still experiencing obvious symptoms, but has received medical clearance, the ATC may require an additional follow-up visit before the athlete is allowed to play.*
- Athlete will follow the *Graduated Return to Play* protocol under the close supervision of the ATC. Each plan will be individualized and factors including duration and severity of symptoms, previous concussion history, and sport-specific considerations may affect the rate of progression. If the ATC is not present to supervise the RTP, then the coach will follow a detailed plan directed by the ATC or the athlete’s physician.

- The Return to Play progression includes the following 5 stages on separate days:
  1. Light aerobic activity (walking or biking, no resistance training)
  2. Sport specific exercises (running drills, no helmet or other equipment)
  3. Non-contact training drills (full equipment, gradual resistance training)
  4. Full-contact practice (full exertion)
  5. Return to play (game day)

*\*If symptoms return at any stage the athlete will go back to previous day's activities. This allows for full activity without the return of symptoms.*

### **Follow-up Care During the School Day**

- Athletic Director will inform HS/MS principal regarding the head injury
- HS/MS Principal or AD will notify the student's teachers of the injury and recommend academic accommodations to reduce cognitive/ emotional demands
- Teachers will monitor student closely and report observed symptoms to the principal and athletic department
- Student will be restricted from participation in all PE classes until a physician clears them.
- HS/MS Principal and Athletic Director will communicate regularly to provide the most effective care, and ensure the student is asymptomatic before returning to play.
- Athletic Director and ATC will communicate with coaches on a regular basis to keep them informed regarding the approximate timeline the athlete will return to play.

*This information was compiled from the various sources in the CHSAA Concussion Resource Manual including National Federation of State High School Associations, Center for Disease Control, Brain Injury Association of Colorado, and Rocky Mountain Center for Concussion REAP Project.*

## **HEAD INJURY RELEASE FORM- CONCUSSIONS**

**To be filled out by licensed physician**

[https://docs.google.com/spreadsheets/d/1\\_CueA5QNekDebKB4V\\_7Tu9BHhG1T2\\_Vb40MblG\\_pky0/edit#gid=402425648](https://docs.google.com/spreadsheets/d/1_CueA5QNekDebKB4V_7Tu9BHhG1T2_Vb40MblG_pky0/edit#gid=402425648)

## LIGHTNING POLICY and PROCEDURES

1. The following policy should be followed for all outdoor practices and contests. **“WHEN THUNDER ROARS, GO INDOORS!”**
2. It is strongly recommended that a lightning meter, a National Weather Service phone app, or a WeatherBug phone app be available at all outdoor activities. In situations where there are multiple practice sessions, the meter should be centrally located and the monitor responsible for notifying the person in charge of each activity.
3. When a meter is available, activities shall be suspended and all personnel directed to move to a safe area when the meter indicates there is lightning within an 8 mile radius to ensure that all personnel are already in a safe location when lightning is within a 6 mile radius. Activities shall be suspended for 30 minutes from the last flash of lightning that was within 6 miles or after the last sound of thunder is heard.

SAFE LOCATIONS	UNSAFE LOCATIONS
Lower school gym	Nonmetal shelters and storage sheds
Lower school	Refreshment stands, press boxes, open garages
Fully enclosed vehicle	Trees, poles, towers, & swimming pools (indoor too)

4. When a meter is not available, the NATA Position Statement shall be followed. In brief, that policy requires suspension of all activity when cloud to ground lightning is observed or thunder is heard until 30 minutes following either of the last of the aforementioned occurrences.
5. When activities are suspended, the following individuals shall be responsible for the safety of personnel:
  - Game administrators
  - Athletic Trainer
  - Head Coach
6. Before the event, identify a specific person who is responsible for actively looking for threatening weather and is charged with notifying the chain of command.
7. In the event that a person is struck by lightning, activate EMS, & evaluate patient in the following order: (a) Move patient carefully to a safer location if needed (b) Evaluate and treat for apnea and absence of heartbeat (c) Assess level of consciousness (d) Evaluate and treat for the possibility of spinal injuries (e) Evaluate and treat for hypothermia
8. The NATA Position Statement as well as this policy is available online: <http://www.nata.org/access-read/public/position-statements>

## **DYNAMIC WARM-UP...FOCUSED, EFFECTIVE, AND PRODUCTIVE**

"...controlled movement through the active range of motion for each joint..."

### **Benefits of Dynamic v Static Stretching**

- Increased core temperature rather than "sitting and stretching" when body temperature drops
- Prepares body for upcoming activity by using functional based exercises which duplicate sport specific movements...results in increased power, range of motion, and injury prevention
- Excitation of the CNS (central nervous system) and increased metabolism (static stretching routines shown to suppress CNS and no increase in metabolism)
- Increased strength/ power output v. decreases with static
- Injury Prevention: Significantly fewer injuries with dynamic warm-up routine
- Proper mental preparation; athletes more focused to prepare for practice/ competition v. traditional "sit and stretch" static routine
- Although static stretching may be detrimental prior to activity it is beneficial AFTER practice/ competition; the only type of stretch shown to elongate the muscles

### **Sample Practice Schedule**

#### 1) Initial Warm-Up

Perform prior to any stretching for 7-10 minutes to gradually increase heart rate, body temperature, and prepare body for exercises session. (jog, jump rope, speed ladders, etc.)

#### 2) Dynamic Warm-Up/ Stretch Routine

- Include all muscle groups
- Age and skill appropriate exercises
- Properly supervised and executed (coach must teach and correct technique)
- Progression of exercises (less skilled movement to more complex)

10 exercises for a distance of 20 yards (half court) followed by light jog back to end line

1. High Knees
2. Butt kicks
3. Carioca
4. Leg Swings (Frankenstein)
5. Quad Walk
6. Back Pedal
7. Knee Hug
8. Over the Fence
9. Inchworm (Hand Walks)



10. Walking Lunge

- 3) Workout- Practice/ Competition
- 4) Cool Down and Static Stretching

**Sample Varsity Lettering Policy (Basketball 2011-2012)**

43 points are required to earn a varsity letter.  
Points are earned in the following categories:

**1) Practice Attendance**

10 Points	-	0 or 1 missed practices
9 Points	-	2 missed practices
8 Points	-	3 or 4 missed practices
7 Points	-	5 or 6 missed practices
6 Points	-	7 missed practices (but no more than 7)

**2) Playing time**

10 Points	-	Played in 90% to 100% of possible qtrs.
9 Points	-	Played in 80% to 89% of possible qtrs.
8 Points	-	Played in 70% to 79% of possible qtrs.
7 Points	-	Played in 60% to 69% of possible qtrs.
6 Points	-	Played in 0% to 59% of possible qtrs.

**3) Attitude and Effort**

You will start with 10 points and only lose points for specific attitude or effort issues that the coaching staff addresses.

**4) Team Play**

You will start with 10 points and only lose points for specific team play issues that the coaching staff addresses.

**5) Overall improvement throughout the season.**

You will receive 3 evaluations through out the season (1 to 10) based on your overall improvement, and the average of these three evaluations will be used for the lettering points.

**Other Possible Points:**

Leading rebounder for the season – 1 point

Leader in assists for the season – 1 point

Highest Freethrow % - 1 point

#### **HEAD INJURY RELEASE FORM- ATHLETICS**

[https://docs.google.com/spreadsheets/d/1\\_CueA5QNekDebKB4V\\_7Tu9BHhG1T2\\_Vb40MblG\\_pky0/edit#gid=402425648](https://docs.google.com/spreadsheets/d/1_CueA5QNekDebKB4V_7Tu9BHhG1T2_Vb40MblG_pky0/edit#gid=402425648)

#### **ACCIDENT/ INJURY REPORT FORM**

[https://docs.google.com/document/d/13ip\\_Gpd-nZVqkwmbUdN5v2I-mtzqjpg515u-CkRve-I/edit](https://docs.google.com/document/d/13ip_Gpd-nZVqkwmbUdN5v2I-mtzqjpg515u-CkRve-I/edit)

#### **REIMBURSEMENT FORM**

<https://docs.google.com/document/d/1bPNdNcr6fKhCTADDiLsQnZKEBYxzxlnF31kQyWCMRqw/edit>

#### **DEHYDRATION AND HEAT ILLNESS- NATA**

[www.nata.org/sites/default/files/Heat-Illness-Parent-Coach-Guide.pdf](http://www.nata.org/sites/default/files/Heat-Illness-Parent-Coach-Guide.pdf)



## **ACKNOWLEDGEMENT FORM**

It is the responsibility of the coach to read the St. Mary's Academy Athletic Handbook. The information contained in this handbook outlines the Policies, Rules, and Regulations that govern our program and the expectations for our coaches.

Please sign this Acknowledgement Form and return it to the Athletic Director.

I, \_\_\_\_\_, will follow the guidelines outlined in the SMA Athletic Handbook. I have received, read, and understand the coaches' handbook, and I agree to comply.

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date