

*The Seton Keough High School*

*Athletic Department Handbook*

*2008-09*

Revised August 2008

## DIRECTOR OF ATHLETICS

The Director of Athletics shall be responsible to the Administration in carrying out the following duties:

1. Administrator
  - a. Represents school at athletic events at Seton Keough's athletic facilities.
  - b. Oversee the coaching staff and make recommendations to the administration for hiring and/or continuation on The Seton Keough High School Staff.
  - c. Be responsible for promoting discipline, good sportsmanship and conduct of teams, coaches and student body. The Athletic Director will report any inappropriate behavior to the Assistant Principal.
  - d. Be responsible for carrying out the extracurricular eligibility requirements of The Seton Keough High School.
2. Director of a program of athletic involved in the IAAM League
  - a. Oversee the entire athletic program.
  - b. Serve as a member (and representative of The Seton Keough High School) at related committees, attend meetings and uphold the ideals of sportsmanship and traditions of the leagues.
  - c. Schedule competitive programs of the athletic events on a varsity level, junior varsity level, and lower levels, if appropriate. Such programs will be seasonal and will include both teams and individual sports.
  - d. Schedule and monitor facility utilization to ensure maximum and most effective use of the facilities.
  - e. Hire appropriate officials to cover games and scrimmages.
  - f. Set standards of sportsmanship and athletic philosophy to be implemented by coaching staff. Distribute an Athletic Manual, which will contain appropriate standards and policies.
  - g. Provide for coaches' meetings.
  - h. Prepare the athletic budget in consultation with the School President.
  - i. Execute the athletic budget. The Athletic Director is the sole purchasing agent for equipment and uniforms used by the athletes.
  - j. Keep inventory of athletic equipment and uniforms.
  - k. Oversee security of gymnasium and athletic facilities.
  - l. Oversee collection of athletic health forms. (No athlete is allowed to participate in a practice or a game without a completed form)
  - m. Ensure that all athletes are meeting the academic requirements set forth by the school.
3. Public Relations representative with regard to athletics
  - a. Notify media of athletic schedules and feature stories.
  - b. Establish a procedure whereby coaches provide press with game scores and coverage.
  - c. Submit candidates for and represent school at various ceremonies and banquets.
  - d. Serve as liaison between school and media with respect to athletics.
  - e. Assist Seton Keough's Office of Public Relations in any way possible.
4. Transportation Coordinator
  - a. Schedule vans & buses for athletic use.
  - b. Hire and finance commercial transportation when necessary in support of athletic trips.
  - c. Coordinate compliance with transportation policy.
5. Maintenance
  - a. Be responsible for determination of material condition of facilities and coordinate with the Maintenance Department for routine upkeep and improvement of gym and field facilities.
  - b. Be responsible for utilization of athletic facilities with respect to use by outside agencies or community groups (in conjunction with the Business Department)

## ROLE OF THE COACH

The role of the coach is that of a teacher. He/she shall assist the individual student to understand herself and others within the Seton Keough Community. He/she shall attempt to prepare his/her athletes for a rewarding adult life, which enables them to make a positive contribution to the Seton Keough community and society.

The world of sports activities provides a laboratory rich in opportunity for educational motivation and growth. Coaches are expected to cultivate the student's interest in developing positive personal and social attitudes.

Personal dedication to a group enterprise shall be the theme of participation in athletics. The coach shall attempt to instill in every participant the need for intense personal effort (within limits, which recognize the student's total school program). The attempt to develop personal discipline, perseverance, and continuous self-challenge shall be a prime responsibility of the coach.

The individual often must sacrifice her own wants and desires in order to attain group achievement. Individuals must accept personal differences of others seeking a common good or goal. The attempt to develop tolerance, respect for the opposition, and effective interpersonal relationships shall be a prime responsibility of the coach.

The attitude of the coaches should be positive and the influence on their squads should stimulate expectations of progress. The desire to win is a positive ingredient of a coach. The coach shall attempt to instill an attitude of confidence, a desire for success, and an appreciation for sportsmanship. It shall be the responsibility of the coach to attempt to develop a positive success-oriented attitude among those on his/her squad within the confines of a learning experience.

As a professional, he/she shall accept responsibilities inherent in such status. He/she shall serve as a role model in the school as well as the community. He/she must continuously seek new knowledge concerning his/her sport. He/she shall respect others in the field and his/her relationships for his/her colleagues and to the prime objective of the school.

## COACHES' RESPONSIBILITIES

It is important that each coach know his/her responsibilities and the policies and procedures of the Seton Keough Athletic Program. The following guidelines will help ensure a properly run program.

1. Each coach reports directly to the Director of Athletics
2. Each coach must meet all league regulations as a member of IAAM.
3. Coaches are expected to attend coaches' meetings as called by the Athletic Director as well as league meetings for respecting sports.
4. Each coach will explain to the team The Seton Keough Athletic Code, all training regulations, possible dangers involved in that sport, discipline responsibilities and any other information needed.
5. A roster of team members must be given to the Athletic Director one week prior to the first game/scrimmage of the season played.
6. Each student must have current physical on file by the day of tryouts in order to participate in games or practice. Coaches must ensure that the medical form contains parent/legal guardian and doctor signatures and that athletes comply.
7. Each coach will file an injury report with the Athletic Director & trainer if any injury occurs to the student during a practice or game.
8. A joint effort will be made by the coach and Athletic Director to find a manager(s) for each sport. It is the coaches' responsibility to see that the manager knows what is expected of her and to see that she is accepted and appreciated by the team members.
9. Each coach must be responsible for all equipment used in his/her activity, including uniforms.
10. Each coach is responsible for the set up of equipment for games and practices and to assure that it is properly stored away.
11. The fields must be initially lined by the coach or a parent representative of that team to ensure that it is done properly and meets all league standards. (After the initial lining, maintenance will line fields for games)
12. During inclement weather conditions, the coach should dismiss practice immediately. This includes hearing of thunder, visible lightning and snowstorms. The safety of the athletes and parents providing rides should always be considered of utmost importance. For weekend events coaches must follow the weekend weather policy (p.7)
13. The coaching staff is responsible to report any inappropriate behavior to the Athletic Director.
14. The coach must remain in the building until all of his/her players have been picked up. He/she will check to see that the locker and equipment rooms are kept in proper order. The last coach to leave the building is responsible to lock up unless another group that has rented the gym is currently using the gymnasium.
15. It is necessary to clear team practice on weekends through the Athletic Director.

16. The school has complete use of all athletic fields and facilities. No outside agencies or groups are authorized use without prior permission of the Athletic Director and/or Business Manager.
17. All schedule request and changes must be made through the Athletic Director.
18. All budget requests must be made through the Athletic Director.
19. The coaches will be responsible for getting game results and outstanding individual accomplishments to the news media and to the Athletic Director by the appropriate times. This also includes informing the Athletic Director of any accomplishments in area newspapers.
20. Established standards for awarding letters must be maintained.
21. A list of individual and team award winners must be turned in to the Athletic Director with designation of proper awards at the close of a season.
22. Each coach is responsible for attending or sending parent representative to Parent Athlete meetings throughout the season and the Seton Keough Sports Banquet at the close of the season. At this time, the coach will distribute the appropriate awards to the individuals and team members.

## ATHLETIC CODE

Seton Keough strives to maintain a proud tradition in athletics. We expect our athletes to represent the student body and Seton Keough community by displaying the highest standards of sportsmanship and self-discipline.

Seton Keough Athletes:

1. Will do their best in the classroom and meet all academic requirements of the school.
2. Will meet all attendance requirements of the school, athletic department and its coaching staff.
3. Will refrain from selling, giving away, possessing and/or using narcotics or illegal drugs and alcohol.
4. Will follow the conditioning exercises made by their coaches.
5. Will participate in all practices and be present and prepared at all events.
6. Will be responsible for all equipment issued to them.
7. Will report all injuries to their coaches.
8. Will ride the team bus/van unless permission granted by the Athletic Director.
9. Will dress and conduct themselves in such a manner as to honor themselves and their school. Uniforms are to be properly worn as designed.
10. Will use the locker facilities for dressing before practice or games. All personal possessions must be secured in the locker room during games and practices. The school is not responsible for lost or missing articles.
11. All athletes are expected to follow the Seton Keough Honor Code, "I am a woman of honor. This is my own work. I have neither received or given help on this assignment."

## COACHING STAFF 2008-09

DIRECTOR OF ATHLETICS	Jackie Boswell
ASSISTANT ATHLETIC DIRECTOR	Jim Lancaster

### SOCCER

Varsity	John Dingle
Varsity Assistant	Open
JV	Jen Shields

### VOLLEYBALL

Varsity	SJ Greenway
Assistant	Open
JV	Open

### FIELD HOCKEY

Varsity	Tom Jester
Assistant	Maureen Brady
JV	Maureen Stumme

CROSS COUNTRY Assistant	Jim Lancaster Lori Olivi, Justine Davies
BASKETBALL Varsity Varsity Assistant JV	Jackie Boswell Ray Brown; Cassie Puls; Dave Bowyer, Shannon Kelleher Chuck Sneed
INDOOR TRACK Varsity Assistant	Dadi Denis Open
CHEERLEADING Varsity Assistant	Aimee Manzella Amy Zarewczynski
SWIMMING Varsity Assistant	Bill Walker Open
SOFTBALL Varsity Assistants JV	Dave Bowyer Tessa Grubb, Kathy McLaughlin Open
LACROSSE Varsity Assistant JV	Danielle Shearer Jessica Vitrano Maureen Brady
TRACK Varsity Assistants	Dadi Denis Open
GOLF Varsity Assistant	George Kapusinski Open

#### PARENT ATHLETIC ASSOCIATION

##### Officers:

PRESIDENT	Frank Dreisch
VICE PRESIDENT	Tracey Holden
SECRETARY	Courtney Deppe
TREASURER	Diane Triplett

MEETING DATES FOR THIS YEAR: Second Thursday of the month beginning August. Meetings begin at 7p.m.

Representatives: Each team, Varsity and JV, is responsible for one parent rep to join the PAA. Responsibilities of this position include attending ALL PAA meeting, assisting in the major fundraisers including concession, Basket Bingo and Homecoming and acting as a liaison between the coaches/athletics department and the parents for all “team extras” (buying team sweats, collecting fees, coaching gifts, ect.) The parent representative will have their participation fee refunded to them upon the completion of the school year if they fulfill all duties of the position.

## AWARDS

Seton Keough has an annual athletic banquet, scheduled this year for May 15<sup>th</sup>, 2009, at which time the athletes are honored. The school will also honor athletes at the end of each season; Fall: Monday, November 12<sup>th</sup>. Winter: Thursday February 20<sup>th</sup>. Each banquet is a family affair, including social time, dinner, and awards.

The Varsity and JV awards are as follows:

	<u>Varsity</u>	<u>JV</u>
1 <sup>st</sup> Year	Letter	Letter
2 <sup>nd</sup> Year	Pin	Pin
3 <sup>rd</sup> Year	Bar	Pin
4 <sup>th</sup> Year	Plaque	

Each Varsity team may honor 3 athletes and each JV team may honor 2 athletes. However, a Most Valuable Player Award will not be given out at the JV level.

The five school awards given each year are the Athlete of the Year, Gator Award, Scholar Athlete, Meghan Puls Award, and C. Markland Kelly Award.

## ATHLETIC INJURIES

If any injury occurs at practice or during a game, the coach will complete an injury report for the Athletic Director and the Vice Principal. The coach will take whatever immediate action may be called for such as applying ice and other basic first aid procedures.

In the event of emergency the coach will attempt to contact the parents/legal guardian of the injured player. Paramedic service will be called for if the injury warrants immediate emergency attention.

The parents should follow any injury, major or minor, with appropriate medical attention and communicate any finding to the coaching staff and/or athletic director.

If any injury requires the attention of a physician, that athlete will not be permitted to participate without the written release from a doctor. This release is to be presented to the trainer upon the athlete's return.

A trainer will be provided for the athletes regularly. At that time athletes may be looked out for twisted ankles, nagging pulled muscles, or any other ache or pain that she has a question about.

## COLLEGE SEARCH

Many times a student wishes to pursue her athletic endeavors at the collegiate level. The Seton Keough coaching staff will be happy to try to establish contacts with college coaches to enable the player to investigate various schools. The coaching staff at Seton Keough should be only one element of the player's search. The main responsibility for achieving this goal lies with the student and her parents.

Any athlete that will be participating in a Division I or II Athletic Program must complete an NCAA Clearinghouse form which can be obtained from the NCAA website, [www.ncaa.org](http://www.ncaa.org). This form should be completed by fall of her senior year. Players seeking Division I or II athletic scholarships should make this known to the coach early in the season so that adequate statistics and communications may be established.

The Athletic Director has a Player Profile resume that any athlete is welcomed to pick up. The profile should be filled out and returned to the Athletic Director. The information required is basic from the students' four years of high school. By having records on file with the AD is a more convenient way for the athletic department to have information readily available once colleges inquire about the athletes.

## ELIGIBILITY REQUIREMENTS

Each student attending Seton Keough is encouraged and eligible to try out for any of the Gator athletic teams. There are three specific eligibility requirements to be met in order to become and remain an active team member.

- Physical:** Each athlete is required to have an annual physical exam by her private doctor. The physical form must be returned before the first day of tryouts to the coach. It is the responsibility of the student to obtain the required form from the coach, Athletic Director, or a copy can be downloaded from the website.
- Academic:** A student must have all passing grades and no more than one grade lower than C for each quarter in order to tryout for and/or participate on athletic team. If the student becomes ineligible after the fourth quarter this will carry over into the following fall.
- Attendance:** If a student is absent from school, excused or unexcused, she may not participate in any team game or practice. Likewise, if a student arrives at school after the start of the 5<sup>th</sup> frame for an unexcused reason or if student leaves school prior to the 5<sup>th</sup> frame of the school day, she may not participate in any team game or practice.
- Participation:** The department requires a \$100 participation fee per athlete, per season, per school year. This fee will help supplement some of the cost it takes to run each sport. Uniforms will not be issued until the fee has been paid. This fee may be waived for the parent representative from each team. Please see Parents' Athletic Association section of the handbook for more details about the responsibilities or contact the Athletics Department.

## EQUIPMENT

Team equipment, including uniforms, is an essential and expensive part of the school athletic program. The players are expected to take exceptional care of this equipment and to return it in full to the coach at the end of the season. The uniforms returned should be complete and clean. If any uniform is not returned in good condition the athlete is responsible for a replacement fee.

The player or her parents should furnish any special equipment required of any player due to their personal need or choice and not provided by the school.

We always look to the Seton Keough community to keep our fields and gym looking respectable. We ask all athletes to dispose of their trash and not leave equipment lying around. There WILL BE NO EATING OR DRINKING in the gym. We ask that you abide by this to ensure our gym floor stays safe.

## LOCKERS

Lockers are supplied to the athletes for their personal belongings. The athlete is responsible for supplying locks for her locker. Seton Keough, nor the athletic department, is responsible for the students' belongings.

## EXAM WEEK SCHEDULING

The Seton Keough Athletic Department will endeavor to keep the examination week in January free of all interscholastic games. It must be understood though, there may be occasions when it is necessary that a game be scheduled during this period. These will be kept to a minimum. Practices will be held as scheduled by the coaching staff.

## FANS

Seton Keough believes that good sportsmanship should be displayed at all times. Any fan that displays poor sportsmanship will be dismissed from the athletic event immediately. If asked to leave an athletic event, failure to do so in a timely manner will result in Seton Keough forfeiting the contest. Your support is necessary for the program's and your daughter's success. We appreciate the support that you give the school and to the athletes. Seton Keough takes great pride in our sportsmanship.

## INCLEMENT WEATHER POLICY

If Seton Keough High School is closed for a day due to inclement weather or closes prior to the official closing time, all athletic events for that day will be canceled.

In the case of the school remaining open but a game being canceled due to inclement weather, the players will be advised of the postponement as soon as possible. Parents should request that their daughters advise them of this change. Parents may also find out if the game is to be played by calling the Athletic Office after 1:00p.m. at 410-646-4444 ext. 1213. (Do not ask the front office for the information, they are very busy and the athletic office will have more accurate updated information before they will.)

## COMMUNICATION

One of the hardest things to do is to keep lines of communication open between administration, coaches, athletes, and parents. The following steps will be taken the athletic department to ensure that everyone is receiving updated and proper information.

1. **Wednesday Updates:** The school has put in place through e-mail to get weekly updates of what is going on throughout the school. If you are not already on that e-mail list you may contact Jane Ponton at [jponton@setonkeough.com](mailto:jponton@setonkeough.com).
2. **Websites:** The Seton Keough website is updated and provides good information for schedules and directions to away events.
3. **Meetings:** The Parent Athletic Association meetings are open to all and this is a good place to receive vital information about upcoming events and specific needs for teams. There is 1 scheduled, "Meet the Coaches Nights", this will allow all parents the opportunity to listen to the athletic director and coaches relay the same expectations of the program and of your student-athlete as they have already relayed to the athletes. This night will also serve as our college recruiting information night.
4. **Bulletin Boards:** There is a bulletin board displayed outside of the gym in the corridor with schedules posted for the year. There is also a bulletin board posted outside of the locker room where coaches, students, and parents can communicate to the campus essential information for off season training, upcoming meetings, etc.
5. **Daily Game Schedules:** For a daily update on all games you may call 410-646-4444 ext. 1213 for a voice recording of the current day's game schedule. This voice mail will not have information regarding practice times, unless inclement weather is involved. The coaches set their own practice time each day and the athlete should relay that information to the parents.

## INFECTIOUS DISEASE/BLOOD-BORNE PATHOGENS

Blood-borne pathogens such as Hepatitis B and HIV are serious infectious diseases, which are present in blood as well as other bodily fluids. While there are a number of such diseases, Hepatitis B and HIV are most commonly known.

The precise risk of HIV transmission during exposure to open wounds or mucous membranes such as eyes, ears, nose, and mouth to contaminated blood is not known. However, evidence would suggest it is extremely low. In fact, the possibility of contracting HIV in this manner is much less than the possibility of contracting Hepatitis B and other blood-borne viral infections.

Therefore, parents, athletes, and coaches must understand that while it is theoretically possible for HIV to be transmitted by blood from one individual through the open wound or mucous membrane of another individual, the probability of this occurring is extremely low.

However, the chance of transmission in this manner is not zero. Proper handling of situations which blood is present will greatly reduce the possibility of a transmission of a blood-borne pathogen such as Hepatitis B or HIV, if the individual who is bleeding has such a disease. Therefore, it is extremely important that coaches and athletes observe the following precautions and be cognizant that any time there is blood present it is treated with respect regarding its ability to transmit infectious disease.

1. Before competing, an athlete must cover any open wounds on her body.
2. Any Athlete should render personal first aid and cover own wounds or mucous membranes whenever possible.
3. When rendering first aid to others, an individual should wear protective gloves any time blood, open wounds, or mucous membranes are involved. The individual should wear clean gloves for each athlete treated or when treating the same athlete more than once.
4. If an individual gets someone else's blood on their skin, protective gloves should be worn to wipe the blood off with a disposable towel using a disinfectant, such as, isopropyl alcohol.

5. If any athlete begins to bleed during practice or competition, play must be stopped, the athlete who is injured should be moved, and any potentially contaminated surfaces cleaned using a disinfectant solution. The individual doing the cleaning up should wear protective gloves.
6. An athlete who is removed from athletic practice or contest due to bleeding must have the bleeding stopped and covered before the individual is allowed to return to competition.
7. An individual who has treated an injury where blood is present or has cleaned a potentially contaminated surface should wash his/her hand with soap and hot water whether or not gloves are worn.
8. An athlete should take a shower using soap and hot water after each practice and competition.
9. Towels, which will be used for any purpose by athletes or coaches, should not be used to clean blood off any potentially contaminated surface. Neither should athletes, coaches or officials share towels.
10. All soiled linens such as uniforms and towels should be washed

### OUTSIDE LEAGUE ELIGIBILITY

Although neither Seton Keough nor the IAAM prohibit Varsity or JV players from playing for an outside (i.e. recreational) team, it is left up to each coach at Seton Keough to determine whether he/she will allow the players this privilege. Any student wishing to participate on an outside team while playing on a Seton Keough squad should obtain permission from her coach. An athlete's primary commitment should be to The Seton Keough High School Team.

### SPORTSMANSHIP

Our athletic program provides opportunities for the development of teamwork, sportsmanship, and the appreciation of other athletes. The quality of good sportsmanship is the cornerstone of a sound program of any interscholastic sport. The reputation of our school is affected by the way in which our athletes conduct themselves on, around, and off the playing field. Coaches and athletes should conduct themselves in a manner that will benefit our school. A positive attitude should be shown to all coaches, players, fans, and officials. A winning attitude and the principles of fair play should be mutually supportive. The IAAM is in support of this type sportsmanship and is prepared to take action against an individual and even the school if proper behavior is not attained in competitions. For Seton Keough, the concept of good sportsmanship is fundamental.

### TOURNAMENTS

Some teams will participate in tournaments held during a weekend or on a school holiday. Players will be allowed to furnish their own transportation to these events and will not require written authorization to do this. If any player has a problem obtaining transportation to the tournament game, the coaching staff should be advised.

### TRAVEL REGULATIONS

There will be a bus or school vans that will take the athletes to away athletic events. There will be school supervision, whether it is a teacher or a member of the coaching staff. This transportation is provided one way unless otherwise noted. The following times are when transportation will be provided back to Seton Keough:

1. If the event is over 40 miles from (these are determined at the beginning of the season by the athletic director)
2. Any time a coach drives the school vans.

No athlete will be permitted to drive their own car to events on same day notice. If a parent request that a child drive her own car a permission form must be obtained from the Athletic Director prior to the day of event and the permission form must be on the letterhead approved by the Archdiocese. Rules for obtaining transportation to school or home:

1. Coach will witness athlete leaving with the parent, older sibling, grandparent, or any other adult taking full responsibility.
2. If athlete is going home with another parent the coach will speak to that parent to make sure they are taking responsibility for someone other than their daughter.
3. No one will be permitted to leave with a friend or a boyfriend.
4. If there is no other adult to provide transportation they will ride back with the coach.

Transportation issues for practice will be determined prior to the track and swimming season due the facilities issue that we have with these two sports.

## CHAIN OF COMMAND

As an athletic department we ask that all parents get involved and be supportive. We understand there may be times and issues of disagreement. If there is an issue between the girls, the team, or the coach, please follow the chain of command in resolving the problem. We are trying to instill responsibility and self confidence for the real world. Our main job as coaches and educators is to prepare young women for a world of challenges and obstacles. One way to do this is to encourage them to open lines of communications with the coaches when they don't agree with certain situations. The following is the chain of command we feel will work best in assisting the girls with this discipline and self esteem. We ask that if you feel the need to contact the athletic director or assistant athletic director after previous avenues have been exhausted that all concerns be put in writing. Once we receive the written concern we will then discuss between all parties involved.

### **1. Athlete to Coach**

**No resolution**

**Athlete to Athletic Director**

**No resolution**

**Meeting with athlete, coach, & athletic director**

**No resolution proceed to step 2**

### **2. Parent to Coach**

**No resolution**

**Parent to AD**

**No resolution**

**Meeting w/ parent, coach, & AD**

**No resolution**

ATHLETIC HANDBOOK ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, have read and understood all of the rules, regulations, and policies of the Seton Keough Athletic Department.

\_\_\_\_\_  
Athlete's Name

\_\_\_\_\_  
Athlete's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\*Please print, fill out and sign this portion and turn into school on the day the team is to receive uniforms.