

# Gonzaga College High School

## Athletic Coaches Handbook

2016 -2017



Teach us, good Lord, to serve you as you deserve:  
to give, and not to count the cost,  
to fight, and not to heed the wounds,  
to toil, and not to seek for rest,  
to labor, and not to ask for any reward,  
save that of knowing that we do your will.

*-Ignatius of Loyola*

## **GONZAGA MISSION STATEMENT**

Gonzaga College High School is a Catholic College Preparatory School for boys operated by the Society of Jesus and its colleagues under the governance of an independent Board of Trustees. Drawing its inspiration from the spiritual vision of St. Ignatius Loyola and the apostolic and educational tradition of the Jesuits, Gonzaga offers a values-oriented and academically challenging curriculum to young men of diverse backgrounds from the all over the Washington metropolitan area.

Gonzaga views its urban setting in the heart of the nation's capital as a significant advantage in fulfilling its goals, allowing its students to interact with the larger Washington community and to learn leadership skills and civic responsibility as part of their overall development. Moreover, Gonzaga strives to create a dynamic and caring learning environment which it unites with its academic, extra-curricular, and athletic programs, to help form Men for and with Others, that is, graduates who are:

Open to growth,  
Intellectually competent,  
Religious,  
Loving, and  
Committed to doing justice.

## **COMPETITIVE GOALS AND APPROACH**

- The primary competitive goal of varsity programs is to consistently perform as well as possible against opponents within the bylaws, rules, and regulations of the Washington Catholic Athletic Contest (WCAC), all other standing league affiliations, and consistent with the Mission of Gonzaga College High School.
- Gonzaga will always attempt to field the most effective combination of available team members to achieve this goal.
- There is a direct relationship between individual performance and playing time.
- The primary goal of non-varsity programs is to prepare athletes for eventual varsity play.
- Neither team membership nor playing time is guaranteed, regardless of grade level.

### **HOW THESE GOALS AND VALUES WORK TOGETHER**

The Ignatian values of the profile do not conflict with the competitive essence of athletics. Rather, competition is a context within which Profile goals are pursued.

By engaging students fully in mind, body, and spirit, athletics create an intense and personally important environment where ideals of the Profile can be revealed, tested, and proven relevant to students. In doing this, Gonzaga's athletic program helps fulfill the mission of the school in a significant way.

## **JESUIT SECONDARY EDUCATION ASSOCIATION (JSEA) ATHLETICS MISSION STATEMENT FOR A JESUIT HIGH SCHOOL**

An interscholastic athletic program as a co-curricular activity is an integral part of the total education and growth experience at a Jesuit high school. Athletics is designed to affirm and promote the Ignatian values as stated in the Profile of the Graduate at Graduation and engage student-athletes fully in mind, body, and spirit. Student-athletes, coaches, and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which those Ignatian values can be revealed, tested, and proven relevant both to participants and the entire school community.

Through participation in athletics at a Jesuit high school, students will mature physically, emotionally, socially, and spiritually. They will learn to take responsibility for personal growth by developing loyalty, pride, integrity, and commitment. Athletics provides the opportunity for the student-athlete to exhibit a progression of physical skills and knowledge of a particular sport, enabling him/her to apply these skills and knowledge to new situations in a variety of learning formats. Through participation in athletics, the student-athlete learns that God is active in all things and that individual and liturgical prayer will bring him/her closer to God. The student-athlete comes to trust that he/she is known and loved by God: that love invites a personal response, which is an expression of movement within the human heart beyond self-interest or self-centeredness. The student-athlete is called to be conscious of the call to be a leader in service and to acknowledge his/her active commitment toward fostering a just society. Every member of a Jesuit high school community must seek to encourage, instill, and foster such growth and development in all student-athletes

## WASHINGTON CATHOLIC ATHLETIC CONFERENCE (WCAC)

### GONZAGA AND WCAC MEMBERSHIP

With the exception of hockey, rugby, crew, swimming, water polo, squash, and indoor track, Gonzaga College High School is a member of the Washington Catholic Athletic Conference (WCAC). All Gonzaga coaches are expected to read through the WCAC by-laws, rules, and regulations prior to each season. Coaches who have questions regarding WCAC by-laws, rules, and regulations must bring them to the attention of the Athletic Director.

### WCAC SPORTSMANSHIP CREED

The following is the WCAC Sportsmanship Creed, and it is expected that all coaches and student-athletes adhere to the code.

*Admission to interscholastic athletic events in the WCAC entitles spectators to enjoy a competitive exhibition of skills in a Christian educational setting. Spectators, please give the student-athletes positive encouragement and support. Show respect for opposing players, coaches, spectators, and support groups*

*Please refrain from booing, taunting, or intimidating the officials and opponents; such behavior is unfriendly and unacceptable. Please respect the integrity and judgment of the game officials; they are doing their best to promote the student-athlete and the game. Be a positive representative of your school community.*

### CONDUCT AT GONZAGA ATHLETIC AND EXTRA-CURRICULAR EVENTS

Gonzaga is renowned for its school spirit. This spirit is evident to anyone who visits the school or attends a co-curricular event. We expect our students to act as gentlemen. Therefore, booing or taunting an opposing player, fan, or game official is unacceptable. Cheers or chants that are obscene, mocking, or derogatory do not reflect a positive school spirit and must never be heard. ***Head and assistant coaches are expected to model proper behavior at sporting events and should assist in crowd control in the absence of an administrator.***

## PROFESSIONAL STANDARDS AND PROCEDURES

All employees of Gonzaga, both full-time and part-time, are expected to maintain the highest standards of professional conduct. While an exhaustive list cannot be provided, the following behaviors are expected: competence in the appointed area of work; promptness in discharging duties; proper physical appearance, dress and hygiene; attendance at expected events; appropriate behavior with peers, students, parents, and alumni; appropriate regard for and acceptance of authority and policy; a cooperative, positive spirit that is in accordance with the Christian tradition and values of Gonzaga; and willingness to continue one's academic, spiritual, and personal growth in support of the stated philosophy of the School. **Furthermore, to promote professionalism throughout Gonzaga's athletic programs, coaches may not permit student-athletes to call them by their first name.** Mister, misses, or coach must always proceed the name or nickname of the coaches in the program.

### THE GONZAGA COACH

Coaches, first and foremost, are Gonzaga educators who use their sports to present and reinforce Ignatian ideals and teach meaningful life lessons. These lessons focus on the values expressed in the *Profile of the Jesuit Graduate at Graduation*: students who are open to growth, intellectually competent, religious, loving, and committed to doing justice.

The Jesuit principle of *cura personalis*, care for the whole person, must be central to all athletic programs. Coaches must demonstrate clarity, consistency, and compassion at all times while conducting team business. Coaches are to be positive role models of integrity and moral conduct for their student-athletes. There is no place in Gonzaga athletics for the student-athlete or coach who does not embody the principle of *cura personalis*. If athletics has real value, participants must play to win, not at any cost, but within the accepted rules of the game.

The Gonzaga coach is a professional who stays current in knowledge of the sport and coaching techniques. He or she works closely with other Gonzaga coaches and the administration to see that the larger interests of Gonzaga College High School are always served. Professionalism is reflected in appearance, word, and action. Profanity by coaches is not acceptable nor is the use of tobacco during practices, team situations, or contests. Motivation of players must never stray into verbal or physical abuse. Use of foul language or homophobic or racial slurs are strictly prohibited. Reaction to officiating must be appropriate and controlled.

Because all athletics at Gonzaga are recognized as both valuable activities for students and rewarding activities for the entire school community, the coach must not be so short-sighted as to promote his/her program over other programs in the department. Student-athletes must be afforded the opportunity to participate in all the department has to offer and to experience the benefits of a variety of sports if they are willing and capable of doing so. Coaches must remember that their sport is just one part of the student-athlete's opportunity to grow as an individual and, therefore, must never discourage the student-athlete from participating in another sport or require a student-athlete to participate in offseason team workouts. Instead, coaches are urged to encourage their athletes to share their talents with other Gonzaga teams.

## **STANDARDS / EXPECTATIONS**

Head coaches create the standards within their programs. These standards must be clearly communicated each season to student-athletes and parents, either in written form or through team or parent meetings. Sportsmanship, appropriate language and conduct, appearance, and public decorum, etc., must be included in this communication.

1. The Ignatian goal of Gonzaga College High School Athletics is to develop “Men for Others” by promoting these qualities of the Profile:
  - a. *Open to Growth*: By desiring excellence and continual self-improvement, the Gonzaga College High School coach is regularly improving as a teacher and role-model.
  - b. *Intellectually Competent*: By attending workshops, reading books, and networking with other coaches, the Gonzaga College High School coach continues to develop knowledge of the game, keeps abreast of changes in rules, and regularly develops new drills in order to better teacher athletic skills.
  - c. *Religious*: By being aware of and in gratitude for God’s presence in all things, the Gonzaga College High School coach infuses spirituality into the team and student-athletes.
  - d. *Loving*: By teaching teamwork and unselfishness for the sake of the common good, the Gonzaga College High School coach promotes character development within the student-athlete.
  - e. *Committed To Doing Justice*: By teaching responsibility for personal decisions, respect for the rules, and accepting winning and losing with dignity, the Gonzaga College High School coach instills a sense of justice in each student-athlete.

Furthermore, at the beginning of the school year, Gonzaga students and parents agree to abide by the standards presented in the *Gonzaga Student-Parent Handbook*. All head coaches and their assistants are expected to read the Handbook and hold student-athletes accountable to Gonzaga’s Standards of Behaviors.

## **OBLIGATIONS OF GONZAGA ATHLETICS AND COACHES**

Coaches are bound to fulfill the following duties when they conduct practice or supervise student-athletes:

- Duty to properly instruct
- Duty to warn of inherent dangers in a sport
- Duty to provide proper supervision
- Duty to provide a safe environment
- Duty to provide first aid and safety (pre-injury care, emergency care, post-injury care)
- Duty to teach and enforce rules and regulations
- Duty to classify and group participants appropriately for competition
- Duty to safely transport athletes (parent permission slips required for non-Gonzaga provided transportation)
- Duty to follow provisions of fundamental Christian fairness

- Duty to notify the Athletic Trainers and or Registered Nurse of injuries during practice and or games or of doctor's restrictions placed on student-athletes

All coaches must attend a pre-season orientation run by the Athletic Director or Assistant Athletic Director along with a member of the Gonzaga athletic training staff to review the aforementioned obligations and risks associated with athletic activities. Also, in an effort to increase alignment of the athletics program with Gonzaga's mission, a member of the Jesuit Community will be on hand to review Ignatian Spirituality with all coaches.

### **THE HEAD COACH AND HIS/HER STAFF**

Gonzaga College High School has a system whereby one coach in each sport is the head coach, making one person responsible for his/her respective program. All Varsity assistant, Junior Varsity, and Freshman coaches are accountable to the head Varsity coach, who is responsible to the Athletic Director, who in turn is responsible to the Headmaster. All coaches must submit to a background check and complete Gonzaga's Child Abuse prevention program prior to any interaction with students.

A formal staff includes a coach and one or more assistants whose philosophy of athletics coincides with that of the head coach and Gonzaga College High School. It is the responsibility of the head coach to create a positive environment for the entire coaching staff. If an assistant is to be effective in his/her position, he/she has to feel that he/she is a vital part of the organization and that he/she is important to the success of the team. Assistants must have a voice in the organization, planning, and implementation of team systems and must be consulted concerning the personnel and the placement of personnel.

Coaches are asked to promptly and carefully confirm the following information at the beginning of their seasons:

1. *Coach contact information:* head coaches are asked to provide the Athletic Director with updated contact information, including email addresses, for all program coaches
2. *Schedules:* coaches must review their schedules with the Athletic Director before posting to Gonzaga's website - notify the Athletic Trainer of any changes as soon as possible
3. *Bus schedules:* coaches must carefully look at dates, times, and bus needs and get said needs to the Assistant Athletic Director in a timely manner
4. *Tryouts:* provide a list of students who will tryout if possible so Athletic Trainers can check for physicals and notify parents of those who lack a current physical
5. *Rosters:* as student-athletes are added or dropped from the program, coaches are asked to inform the Athletic Director, as that information is made available to the public in print form and on the team website

## **RULES GOVERNING ATHLETICS AND STUDENT ATHLETES**

Gonzaga student-athletes must continually represent Gonzaga College High School values and in so doing uphold the reputation of the school. Coaches are encouraged to specify particular expectations and consequences to their athletes. If a coach knows a student-athlete has violated a Gonzaga Standard of Behavior, he or she must refer the student to the Dean of Students. The following policies are consistent throughout the athletic program. These policies apply in and out of season and in an out of school, summertime included.

1. No Gonzaga student or student-athlete will possess or use alcohol, drugs, controlled substances, or tobacco. A student-athlete must self-report to his coach when in violation of the policies included in the *Gonzaga Student-Parent Handbook*. A violation will result in serious consequences. At the Dean of Students discretion, a student-athlete may be indefinitely suspended from a team or possibly removed from a team for egregious rules violations. The number of offenses is cumulative during the student-athlete's overall enrollment at Gonzaga and includes all sports.
2. An athlete dismissed from a team after the season begins cannot join any other sport at Gonzaga that same season. Participation in a later sport is subject to the permission of the coach whose team the athlete left and acceptance by the coach of the intended sport.
3. The loss or damage of school equipment is the financial obligation of the student-athlete. Besides being billed, a student-athlete will receive JUG if uniforms and equipment are not returned in a timely manner after the season.
4. The school administration may deny co-curricular participation to any student-athlete who, at any time, in any setting, during the school year or vacation periods, brings discredit to the name of Gonzaga College High School.

## **IN SEASON GUIDELINES**

### **TRYOUTS / CUTS**

Varsity head coaches are responsible for organizing an adequate and fair tryout schedule for all levels of a program. They are also responsible for the cuts made at every level of their program. Each coach must give careful thought to how to handle the cut process, addressing possible concerns **before** they happen. Below are some *suggestions* for the process:

1. Set a pre-cut parent meeting to cover all expectations of the program and how the cut process will work.
2. Guarantee suitable time before first cuts, even if it means, for an extra day, carrying someone who likely will not make the team.
3. Involve the head varsity coach in sub-level cut decisions.
4. Provide an opportunity for those cut to meet with you individually.
5. Be specific with the student-athlete regarding the reason(s) that he/she did not make the team.

### **PROMOTING UNDERCLASSMEN TO VARSITY SPORTS**

If a coach decides that a student-athlete would be better suited participating at a higher level than what is typically appropriate for his grade, the head coach of the program will notify the Athletic

Director prior to any discussions with the student-athlete; furthermore, this decision must be made in conjunction with the student-athlete's family. This decision must also be made in conjunction with the family and in the best interest of the student-athlete before adding the underclassman to the roster.

If an underclassman completes a Freshman or Junior Varsity season, he may only be promoted to the Varsity level if he is in good academic and disciplinary standing. The head coach must notify the Athletic Director of a student-athlete who could be promoted; then, the Athletic Director will coordinate with the appropriate grade level counselor and the Dean of Students to determine if the criteria for promotion has been met. This decision must also be made in conjunction with the family and in the best interest of the student-athlete.

### **WEEKLY PRACTICE RULES**

Student-athletes at Gonzaga have very demanding schedules. They balance their commitment to the team with rigorous academic demands, Christian service, and family obligations. Coaches at all levels must be mindful of the many responsibilities of our student-athletes. For the purpose of this document, practice will be defined as any non-game day activity, and the guidelines for practice are as follows:

- Student-athletes must receive a minimum of one day off from practice and/or competition per seven day week.
- Coaches must not schedule optional practices or workouts on what has been deemed an off day.
- It is the head coach's responsibility to see that student-athletes do not change in public areas.
- Coaches cannot require students to do any team related activity during the school day. All activity during school hours must be optional, if scheduled at all. Attendance at optional team activities can not in any way effect a student's playing time.
- There is a daily three (3) hour limit for team related activities each day:
  - Team on-field/court practice sessions must not last longer than two (2) hours from start to finish.
  - Team study halls, tutoring sessions, and transportation time do not count against the 3 hour time limit.
  - Team meetings, film, and/or weight training should occur in a reasonable time frame before/after practice and should not exceed and additional 1 hour.
  - The Athletic Director will inform coaches if expectations for commitments outside of on-field/court practice are unreasonable.
  - Optional morning workouts DO count against the three hour limit.
- Weekend practices are permitted; however, Sunday practices should be avoided as much as possible. When scheduled, weekend practices must not interfere with the ability of a student-athlete to spend significant quality time with his family and to attend Mass.
- Coaches may only hold practices or workouts on campus when Gonzaga security officers are on duty. Gonzaga Security reports at 7:00 a.m.
- Sports that hold pre-season training camps that typically have two-a-day practices or would like to hold additional practices during school breaks, can do so with permission

from the Athletic Director and Headmaster and in coordination with the athletic training staff.

- No student-athlete can practice or workout with an out-of-season sport while he is currently in-season. For example, on an off day, a student who is a member of a Gonzaga hockey team, a Gonzaga winter sport, may not work out with the baseball or lacrosse programs, which are spring sports.
- All special requests for practice, game, and workout times, must be approved by the Athletic Director and Headmaster.

### **ACADEMIC, RETREAT, AND SERVICE COMMITMENTS DURING THE SEASON**

From time to time, a Gonzaga student-athlete may find himself in a situation where a class requires he attend an event, performance, or production for a grade. Student-athletes must communicate any academic commitments to the head coach well in advance of the scheduled date(s), and it is expected of the head coach to excuse the student-athlete from any practice or game to complete the academic requirement. If a head coach prohibits a student-athlete from attending the academic, retreat, or service requirement as a participant, he or she is subject to disciplinary action by the Headmaster and Athletic Director, up to and including termination.

### **RETREATS**

Gonzaga College High School Campus Ministry programs are a vital and integral part of the school's identity and mission. Freshmen head coaches must not schedule practices or contests on the weekend of the Freshman Retreat, nor will they discourage student-athletes from attending retreats. Freshmen who play at the Varsity or Junior Varsity level will not be allowed to participate in athletic contests or practices during the retreat.

For all other retreats, student-athletes must reflect upon their commitment to their team(s) when considering their participation on such events, and if possible, schedule their participation when it does not conflict with their athletics obligations. Coaches are advised to address this topic during the off-season so that student-athletes can make prudent choices concerning their participation. If a coach or a student-athlete has a question or concern about such participation, they must speak with the Athletic Director and the Director of Campus Ministry. The Headmaster is the final arbiter of any conflict.

### **COACH-PARENT COMMUNICATION**

The coach will create a positive relationship with the parents of student-athletes through proactive communication. Each head coach is also encouraged to host an early season meeting for parents specific to their program. Opening a positive line of communication with parents will help foster a collegial environment where all involved can succeed. Coaches are required to respond to a parent within 24 hours of the initial contact.

The head coach must also inform parents and student-athletes about the chain of command within the team and the athletic department. First, parents must encourage their son to speak directly with the head coach. If the issue is not resolved, parents with concerns about the

program or their son must speak to the head coach. Assistant coaches who are questioned by parents or student-athletes about the state of the program or their individual standing must be directed to speak to the head coach. Then, if necessary, concerns must be brought to the Athletic Director and/or the Headmaster if the issue cannot be resolved by the head coach and parent.

Here are points that can assist with coach-parent communication:

#### **COMMUNICATION FROM THE GONZAGA ATHLETIC DEPARTMENT TO FAMILIES**

- Game schedules through the Gonzaga website
- WCAC Code for High School Athletics
- Address to athletic events
- Athletic department philosophy and procedures
- Weight & Training Room Procedures

#### **COMMUNICATION FROM THE HEAD COACH TO FAMILIES**

- Coaching philosophy
- Expectations for the team and individual student-athletes
- Locations and times of all practices and contests along with travel information

#### **APPROPRIATE CONCERNS FOR PARENTS TO DISCUSS WITH THE HEAD COACH**

- Ways to help student-athletes improve
- Concerns about a student-athletes behavior or academic progress
- The mental or physical treatment of a student-athlete

## **MEDICAL INFORMATION**

Gonzaga College High School has a professional and competent Athletic Training Staff and Registered Nurse who are charged with keeping focus on the physical well-being of our student-athletes. All coaches at all levels must become familiar with these members of the community and know that student-athletes with medical concerns need to be cleared by the nurse and/or training staff before returning to competition after sustaining an injury. It is the Athletic Trainer's responsibility to notify the nurse and counselor of any athletic injury that may limit a student-athlete in the classroom. In this case, the student athlete is not allowed to return to team activities until they are able to fully participate in class and have made plans to make up work if necessary. The nurse can recommend removal of any athlete from a sport if he is limited in the classroom because of an injury and will notify the Athletic Trainers and Counselors immediately. Even the athlete has been physically cleared to play, but expresses or displays an inability to complete academic requirements, he may not participate in athletics. In this case, the Nurse, Dena of Students, and/or class counselor will notify the Athletic Trainers.

### **MEDICAL INFORMATION AND TRY OUTS**

No student will be allowed to try out for an athletic team until his medical form is on file. Returning students must submit an updated medical examination form each year before trying out for a team. Coaches will be given a list of students who have not submitted the proper forms. The student-athletes are to be held out of practice or competition until they are in compliance. This is a liability issue for which the coach and school share legal responsibility. Coaches are responsible for enforcing this requirement by barring student-athletes from practices, tryouts, and competition until the Athletic Trainer has indicated that the necessary forms are on file with the Registered Nurse in the Office of Student Health.

### **MANDATORY REST**

In addition to being held out of tryouts, practice, or games while awaiting medical forms, a student-athlete who has just completed a full athletic season must rest for *three full days* before beginning the next season. During this period of time, the student-athlete must fully rest, which means lifting and/or watching film is also prohibited. Coaches must not require these student athletes to be at any team organized activity during the three day rest period. This mental and physical break is necessary for our young men and must be encouraged, not discouraged or ignored.

### **TRAINING ROOM AND MEDICAL SUPPLIES**

The school employs two full-time Athletic Trainers. Athletic Trainers will be available as posted outside the training room door. The Athletic Trainers have primary responsibility for Varsity, Junior Varsity, and Freshman home events. The Athletic Trainers also have the responsibility for supervising the training room, providing treatment for injuries, preventing injuries, and rehabilitating injuries. They are also responsible for supervising the athletic training room as well as setting the hours of use. If an athlete needs to be in the training room and an Athletic Trainer is not available, the coach can allow an athlete in as long as they get permission from an Athletic Trainer first; however, the student-athlete must be supervised while in the training room. The

Athletic Trainers report to the Athletic Director and will also be available to each head coach during his/her season of sport.

Student-athletes in season have priority in terms of access to the Athletic Trainer. If the Athletic Trainer is not present in the training room, a coach must be present for supervising student-athletes and must lock the room when done. STUDENT-ATHLETES ARE NEVER TO BE UNSUPERVISED IN THE TRAINING ROOM. Coaches must advise student-athletes as to appropriate apparel when using the training room.

Head coaches will be issued a stocked medical kit and a water cooler for each team in their program. Coaches are responsible for the security of these items throughout the season and are to make sure they are at all contests. The kits can be restocked during the season by seeing the Athletic Trainer. The medical kits and the water coolers are to be returned to the Athletic Trainer immediately after each event.

### **GENERAL PROCEDURES FOR TREATING INJURIES TO PLAYERS**

Gonzaga and other WCAC schools provide athletic trainers at events; however, because many of our teams need to travel off-campus for practice, an athletic trainer will likely not be present during non-game days. If an athlete is injured during practice or a game, and an athletic trainer is not present, and the coach feels the injury is relatively minor, the coach must administer any necessary first aid and, if necessary, have the player sit out the rest of the practice or game. If the injury appears serious enough to warrant immediate medical treatment, and an athletic trainer is not present, the coach must follow the procedure in the order listed below:

1. Dial 911 and continue to give necessary first aid until the ambulance arrives.
2. Contact the student's parent(s): Inform the parent(s) of the injury, the steps that have been taken, and the location of their son. Once the parent(s) are called the coach must not leave the athlete unattended until the parents arrive and/or emergency vehicle arrives. Continue to try to contact the parents as you wait for emergency vehicles to arrive.
3. As soon as possible after the injury, contact the Athletic Trainer and Athletic Director to inform him or her of the injury.
4. File an incident report with the Gonzaga's Registered Nurse and Athletic Trainer as soon as possible after the injury.
5. If necessary, contact Gonzaga Security at 202.441.2247 or x5555. You may need to do so to locate a student-athlete's vehicle or notify security that an emergency vehicle will arrive on campus.

Listed below are just some examples of medical emergencies:

- Unconscious, altered mental status, or fainting
- Chest pain or other heart attack symptoms
- Any type of serious injury or trauma
- Uncontrolled bleeding
- Stroke symptoms
- Difficulty in breathing

- Seizure
- Drug overdose or poisoning
- Electrocution and serious burns
- Head concussions

If a student-athlete has been injured in a practice or contest and has been treated by a physician for that injury, that student cannot return to practice or competition without a written clearance from that physician. The note must be turned into either the Registered Nurse, Athletic Trainer, or Head Coach of the appropriate sport.

### **CONCUSSIONS**

The school's Registered Nurse will work with Gonzaga's Athletic Trainers to determine if a student-athlete is cleared to return to team activities post-concussion. No coach will allow a student-athlete to return to practice until he/she has heard from the Registered Nurse and Athletic Trainers that the student-athlete can return to full participation, which includes completing all school work or having a working plan to complete all work. No coach will pressure a student-athlete who has suffered a concussion to return to practice and/or games before he has been cleared. At each pre-season orientation for coaches, an Athletic Trainer will distribute a copy of Gonzaga's concussion protocol.

### **EMERGENCY INFORMATION**

Copies of student-athlete emergency contact information must be kept by the head coach and be present at all practices and games. The Athletic Trainers will distribute this information to each coach before the start of the season.

## **OTHER PROCEDURAL AREAS**

### **TRANSPORTATION, EARLY DISMISSAL, AND ATTENDANCE OF ATHLETES**

All buses needed for practice and game transportation must be coordinated with the Athletic Director and/or the Assistant Athletic Director.

Students participating in Gonzaga sponsored events are expected to ride in buses or vans provided by Gonzaga. No bus or van is permitted to leave Gonzaga's campus without a member of the coaching staff present. No student-athlete must ride a Gonzaga bus or van without adult supervision. When arriving to campus on a team bus or van after practice or a game, no coach may leave until the last student-athlete has left for home.

Coaches are permitted to allow student-athletes to drive to and from games and/or practices. Students participating in a school-sponsored sport who wish to drive to and from practice and games in their own vehicle must have written permission from their parents/guardians. This approval does not permit a student to transport other student-passengers without written permission, furnished to the coach, from the passenger's parents/guardians.

When teams request a dismissal before 2:45 p.m., the end of Gonzaga's school day, it is the head coach's responsibility to inform the Athletic Director of the dismissal time. Teachers will be informed via email by the Athletic Director about early dismissal times. It is then the student-athlete's responsibility to inform his teacher of the need to leave early, to record assignments, and make arrangements to take missed quizzes or exams. Athletes must leave the classroom quietly and without disrupting the campus. Coaches are encouraged to levy consequences for students who abuse the early dismissal procedure.

Gonzaga students are expected to act as gentlemen at all times. Field trips and other Gonzaga sponsored off-campus events, including service trips, retreats, sports activities, and other competitions are considered part of the school curriculum and are subject to Gonzaga disciplinary guidelines. This expectation also applies to behavior on public transportation traveling to and from school.

A student who arrives after 8:10 a.m. must report to the Student Services Office to obtain an Admit Slip which will permit him to enter class. Per WCAC by-laws, rules, and regulations, if a student arrives after 11:30 a.m., he will not be permitted to participate in or attend extra-curricular activities that day. This includes games, practices, film sessions, team lifting, and/or meetings.

## **FACILITIES AND USAGE**

Athletes using any of the school facilities need to be supervised. This is especially true after school, during breaks and holidays, and on weekends. A coach or faculty member must be present whenever athletes are in the building.

Order, cleanliness, and neatness are marks of a healthy atmosphere. The coach must train his/her team in the idea of orderliness. The custodial staff will alert the Athletic Director to any extraordinary conditions in the locker room and/or around campus after use by student-athletes and/or coaches.

There must be order in the handling of equipment, its issuance, care, and return. The players must report all damage, lost, or stolen equipment to the head coach. The head coach is responsible for maintaining a complete inventory of all equipment within his/her program throughout each season.

## **POLICIES AND PROCEDURES REGARDING ATHLETIC TRAINING AND FACILITY USE AT GONZAGA:**

1. No employee of Gonzaga may train or coach a non-Gonzaga student or any adult, paid or otherwise, on Gonzaga's campus at any time without the advanced approval of the Athletic Director and Headmaster.
2. Any Head Coach wishing to offer off season workouts for his/her team for which a fee is required must have these workouts approved by the Athletic Director. All fees are to be paid directly to Gonzaga. Coaches/Athletic Trainers will be paid through Gonzaga's payroll system.

It must be explicitly stated by each coach, in writing, that participation in fee-based off season workouts is optional and will not directly or indirectly affect an athlete's ability to make the team or his playing time.

In addition, these conditioning workouts may not occur in the weight room. Off season training in the weight room is the purview of the Strength and Conditioning Coach. Any team wishing to utilize the weight room in the off season must coordinate with the Strength and Conditioning Coach and may not charge a fee for said use.

3. Any coach or employee offering individual or group (fee based, non-team related) private physical training to a Gonzaga student beyond the purview of his coaching responsibilities must do so off campus.
4. All facility requests for non-Gonzaga athletic events, including use by Gonzaga coaches, employees and volunteers, must be processed through Priscilla Flynn in the Development Office. Priscilla, along with the Athletic Director, will coordinate with the appropriate personnel and determine whether or not the space is available. If available, the group or coach must present, to the Gonzaga Business Office, a certificate of liability insurance sufficient to indemnify Gonzaga.

There will be a facility fee. Approved groups/coaches will receive a certificate from the Athletic Director identifying dates and times of approved facility use. The group/coach must carry the certificate to the event and be able to present the certificate to Gonzaga Security and/or Administration on demand else forfeit the ability to utilize the facility. Gonzaga reserves the right to deny use of the facilities at any time.

### **WEATHER-RELATED CLOSINGS AND HOLIDAYS**

Gonzaga follows the Montgomery County school system's decisions on school closings. If Montgomery County schools are closed because of weather, Gonzaga also will be closed. If Montgomery County schools have a delayed opening of any length, Gonzaga will begin classes at 9:30 a.m. Gonzaga will follow this policy during regular class days and during exam week. If inclement weather occurs on a day when Montgomery County schools are out of session, the Headmaster will determine Gonzaga's status and post this information on the school website [www.gonzaga.org](http://www.gonzaga.org) and on a recorded message at 202.336.7100.

If Gonzaga is closed due to weather, there will be no co-curricular or extra-curricular activities, unless in unique circumstances when permission is granted by the Headmaster. Students must not be expected to attend practice or workouts during a weather-related closure.

When Gonzaga is closed for any holiday, student-athletes should be given the full day off, unless it is a unique circumstance and permission has been given by the Athletic Director and Headmaster. Gonzaga is officially closed on the following days:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Good Friday  
Easter Sunday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving Day  
Christmas Day

### **THE CARMODY CENTER AND OLD GYM**

The Carmody Center is used for many activities. To keep it in a safe and clean condition, the following guidelines are provided:

1. Only tennis shoes are allowed on the gym floor. Absolutely no street shoes are permitted.
2. These facilities can be used during lunch periods for free play when not otherwise in use. However, a faculty or staff member must be present.

The Old Gym, located in the basement of Dooley Hall, is primarily used for wrestling practice. Use of this facility must be coordinated with the Athletic Director and the Wrestling coach.

## **WEIGHT ROOM USAGE**

For safety and security purposes, no student is allowed in the weight room unsupervised, and the room shall be locked when not in use. Unless an authorized member of the faculty or staff is present to supervise the use of the equipment, individual students and/or teams are not permitted to use the facility.

## **LOCKER ROOMS, CAFETERIA, BATHROOMS, AND COMMONS**

Coaches must be present to supervise student-athletes in the locker rooms or bathrooms at the beginning and end of practices. Coaches must be present when student-athletes are in the locker rooms preparing for on-site and off-site contests. Student-athletes must be encouraged to move in a timely manner during games or practice as to avoid opportunities for hazing or roughhousing. At the end of practice, coaches must make sure that the locker rooms and coaches' offices are locked. It is not the responsibility of the custodial crew to assure that the locker rooms are secured at the end of the day.

In addition to the locker rooms, it is expected that coaches supervise student-athletes who are waiting in the cafeteria, lower commons, and/or Arrupe commons. This supervision is necessary to deter students from violating school rules and to facilitate cleanup in these areas. Teams found unsupervised in these areas will be forced to vacate and may lose the privilege to use the space in the future.

## **COACHES' OFFICES AND LOCKERS**

In-season coaches have first priority for available lockers. No unsupervised student-athletes must ever be in the coaches' offices or locker rooms.

## **EVENT SCHEDULING**

Head coaches must work in conjunction with the Athletic Director for scheduling practices, scrimmages games, and other team organized activities. The head coach and Athletic Director will work to make sure all scheduled team organized activities comply with Gonzaga policy and WCAC by-laws, rules, and regulations.

## **OUT-OF-AREA SCHEDULING/TRIPS**

Coaches interested in scheduling a contest or tournament requiring travel expenses and overnight stays, other than during playoffs, must meet with the Athletic Director and possibly the Headmaster. Such requests will be considered by the administration on a case-by-case basis. The administration will do its best, when considering these requests, to balance the needs and resources of all eligible programs. No travel may take place during mid-tem, final, or AP exams with the exception of National or League Championships or Jesuit school invitationals.

Coaches must, in the best interest of the student-athlete, make arrangements so that students do not miss class time. The Headmaster and Athletic Director must be notified if class time is going to be missed prior to making final arrangements.

While on team trips, the head coach and assistant coach must adhere to the following guidelines:

- Coaches and chaperones are on duty 24 hours while on a Gonzaga sponsored trip
- Clearly establish a nightly curfew for student-athletes
- Conduct bed check prior to curfew and throughout the night
- Refrain from the use of alcohol, tobacco, and drugs at all times
- Prohibit players from entering coaches rooms at any time for any reason
- Coaches must travel in pairs to do bed checks and/or room inspections
- Movies and/or shows viewed on team trips must be appropriately rated and screened before showing
- Student-athletes must be supervised by coaches when the student-athletes are not in their rooms; however, coaches can allow for a buddy system in which two or more students are allowed to move freely without a chaperone present at all times. For the buddy system, adhere to the following guidelines:
  - Physical boundaries are clearly defined;
  - Students check in at meeting points at a minimum of three hour intervals with no one dismissed until all have checked in safely;
  - Students must stay within areas accessible to the general public;
  - Students who are non-compliant lose privileges
  - Students have the lead chaperone's cell phone number and lead chaperone has the students' cell phone numbers.
- Coaches or chaperones who witness inappropriate activity between adults and student-athletes must report the behavior immediately to the Athletic Director and Headmaster. Inappropriate behavior includes but is not limited to the following:
  - Violation of the abuse prevention policies described above
  - Seeking private time or one-on-one time with students
  - Buying gifts for individual students
  - Making suggestive comments to students
  - Picking favorites

For non-competition trips (beach trips, team-building over-night trips, etc.), coaches must receive a signed permission slip from parents for all overnight team activities. Coaches must use the standard "Field Trip Permission Form" available from Student Services, which is used by Gonzaga teachers for all field trips. These forms must be collected prior to the departure and accompany the head coach during the trip. However, coaches do not need signed field trip forms for trips that involve Gonzaga athletic competition.

While on a trip, separate showers for students and adults must be made available. When necessary, because of the constraints of a facility, mutually exclusive shower times will be reserved for adults and students. During periods when students may shower, adult oversight is maintained through spot checks from outside the shower room in order to ensure that these are safe spaces. Students are similarly directed not to move to or from the shower in towels or boxers.

### **KEYS/PASS CARDS TO FACILITIES**

Head coaches will be issued keys/pass cards by the Athletic Director. The Athletic Director will obtain the keys/pass cards from the Director of Security and the respective coach will assume responsibility for the keys/pass cards. Keys/pass cards must be returned to the Athletic Director upon the end of a coach's tenure at Gonzaga College High School.

### **INVENTORY AND STORAGE**

The Varsity head coach is responsible for his or her equipment at all levels. The Varsity head coach will coordinate with the Athletic Director and/or Assistant Athletic Director to prepare a complete inventory at the end of each season. A written inventory will be on file in the office of the Athletic Director at the end of each season. Equipment room doors must remain locked at all times, and unsupervised student-athletes are never allowed in the equipment rooms.

### **LETTERING AND TROPHIES**

Varsity head coaches set their lettering policy. The cloth "G" letter is the most substantial award that can be earned by a varsity student-athlete. At the conclusion of the sports season, the Varsity head coach will give the Athletic Department a list of student-athletes who will letter and the names of those who have earned a special team or individual award. Varsity head coaches must give the Athletic Director two weeks notice to order individual awards.

Those members of the program who do not earn a varsity letter will receive a participation certificate.

### **POST-SEASON AWARDS**

Each Varsity head coach is responsible for organizing a post-season awards ceremony and/or banquet for all levels of his/her program. The coach must request dates and facilities through the Director of Special Events. A ceremony may be held off-campus at the discretion of the Varsity head coach and the Athletic Director. The coach must then inform the Athletic Director of the date and time of the ceremony. The Varsity head coach must extend an invitation to the President, Headmaster, and appropriate members of the Jesuit Community.

If the event is on campus, set-up and breakdown for the event is the responsibility of the Varsity head coach. Coaches must encourage their student-athletes to dress in apparel that is suitable for an event of this nature and that conforms to the school dress code. Arrangements for food must be made at the discretion of the head coach.

### **PUBLIC MUSIC**

As a Catholic, Jesuit school, all music played at Gonzaga sporting events must reflect positive values and morals. Songs that promote extramarital sex, drug and/or alcohol use, and violence or use profanity or are demeaning in nature have no place at high school sporting events. Teams who wish to play songs during warm ups, between innings, at half time, etc. need to have the music approved by the Athletic Director. Your team must provide the playlist and copies of the lyrics of each song to the Athletic Director for approval at least two working days before the

contest at which the music will be played. It is required that one playlist be used by the entire program for the entire season. All music must be approved by the Athletic Director.

### **INTERNET / MEDIA POLICY**

In order to promote the success of our student-athletes and maintain open lines of communication with the Gonzaga community, parents, alumni, prospective students, and others, it is necessary to regularly update the school's athletic website. The information on the website will not only include scores and rosters, but also team news, awards, scheduling changes, directions to venues, and other useful information. Coaches are responsible for calling in game scores to the Athletic Director and appropriate media outlets as necessary.

As far as Facebook, Twitter, Instagram, and social media accounts are concerned, the head coach must work in conjunction with the Gonzaga Development Office on all official accounts. The Social Media Coordinator must be given administrator permissions on each and every social media account that includes the name Gonzaga.

### **FUNDRAISING FOR ATHLETICS**

All fundraising requests must be done in person with the Athletic Director. Approval of all fundraising will be made by the Athletic Director after consultation with the Business office, Advancement office and Headmaster's office. Bake Sales can be conducted on Wednesdays throughout the school year by coordinating with the Gonzaga Mothers Club.

### **ATHLETIC DRESS CODE**

All athletes must adhere to Gonzaga's dress code during the school day. If team uniforms worn on game day, it must be worn over the proper dress. No uniforms are to be worn on formal dress days.

### **PURCHASING PROCEDURES**

Each individual sport has its own separate budget. Head coaches will discuss program needs with the Athletic Director, and all purchase orders will be subject to the approval of the Athletic Director.