

# POPE JOHN PAUL II HIGH SCHOOL

---



---

## ATHLETIC HANDBOOK

## **DEPARTMENT OF ATHLETICS MISSION STATEMENT**

The goal of the Athletic Department is to provide student-athletes the opportunity to compete at the highest level of high school sports. Student-athletes will have the opportunity to compete in athletics while reinforcing the social, emotional, physical, and spiritual aspects which Pope John Paul II High School strives teach.

### **PURPOSE OF HANDBOOK**

Pope John Paul II High School (PJP) is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and therefore must comply with the rules and regulations set forth by the PIAA. Many of the procedures, rules, and regulations of the Athletics Department at Pope John Paul II High School are in place to ensure compliance with the PIAA. This handbook will outline important PIAA and PJP rules, regulations, and general information regarding the athletics program.

### **ADMINISTRATION**

Mr. Jason B. Bozzone, President

Rev. Brian Kean, Principal

Mr. Joseph Lynn, Assistant Principal of Student Affairs

Mrs. Stephanie Rowland, Assistant Principal of Student Services

Mrs. Diana Graeber, Assistant Principal of Academic Affairs

Ms. Nicole McMullen, Athletic Director

Mrs. Tracey Rarich, Head Athletic Trainer & Assistant Athletic Director

Mr. Christian Loedel, Assistant Athletic Trainer

**CURRENT SPORTS**

<b>SEASON</b>	<b>SPORT</b>	<b>GENDER</b>	<b>VARSITY</b>	<b>JV</b>	<b>FR. / JVB</b>
Fall	Cross Country	Boys	X	X	
Fall	Cross Country	Girls	X	X	
Fall	Cheerleading	Girls	X	X	
Fall	Field Hockey	Girls	X	X	
Fall	Football	Boys	X	X	
Fall	Golf	Girls	X	X	
Fall	Golf	Boys	X	X	
Fall	Soccer	Girls	X	X	
Fall	Soccer	Boys	X	X	
Fall	Volleyball	Girls	X	X	X
Fall	Tennis	Girls	X	X	
Winter	Basketball	Boys	X	X	X
Winter	Basketball	Girls	X	X	X
Winter	Wrestling	Boys	X	X	
Winter	Swimming	Boys			
Winter	Swimming	Girls			
Winter	Bowling	Co-ed			
Spring	Baseball	Boys	X	X	X
Spring	Softball	Girls	X	X	
Spring	Track and Field	Boys	X	X	
Spring	Track and Field	Girls	X	X	
Spring	Lacrosse	Boys	X	X	
Spring	Lacrosse	Girls	X	X	
Spring	Tennis	Boys	X	X	

## GENERAL INFORMATION

### CLASSIFICATION

Pope John Paul II High School (PJP) is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and therefore must comply with the rules and regulations set forth by the PIAA.

District 1: Bucks, Chester, Delaware, Montgomery.

Size classification (A-6A) is determined based on enrollment and varies between sports.

PJP is a member of the Pioneer Athletic Conference (PAC) along with: Boyertown, Methacton, Spring-Ford, Pottstown, Pottsgrove, Upper Perkiomen, Perkiomen Valley, Owen J. Roberts, Phoenixville, Upper Merion, and Norristown.

### DEFINITION OF A TEAM

#### **PIAA Definition**

A school-sponsored organization which consists of one or more students eligible under the by-laws to represent that school in inter-school practices, scrimmages, and/or contests; and participates in inter-school practices, scrimmages, and/or contests under PIAA jurisdiction (PIAA Constitution and By-Laws, 45).

#### **PJP further defines a Varsity Team as an organization that:**

- Has at least one paid, properly designated, and qualified coach.
- Has a pay-to-play fee.
- Has an allotted budget for transportation, equipment, and fees associated with that sport.
- Competes against other high schools.

#### **PJP defines a Club Team as an organization that:**

- Has at least one properly designated supervisor (coordinator/coach/volunteer).
- Does not require an athletic fee.
- Does not have an allotted budget.
- Does not compete against other high schools OR:
  - Requires athletes to provide their own transportation to contests.
  - Requires athletes pay their own entrance fees to compete in contests.

### LEVELS OF PLAY

#### **Varsity**

The highest level of interscholastic competition in a sport sponsored by a senior high school. This level is to be distinguished from junior varsity and junior high/middle school competition ( PIAA Constitution and By-Laws, 45).

Any student-athlete rostered on the varsity team will receive a varsity letter. Specific criteria for being placed on the varsity roster will vary from sport to sport and is determined and communicated by the coach. First time student-athletes qualifying for varsity will receive a PJP letter in each sport for which he or she meets the criteria for varsity. Subsequent years (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> years on varsity), student-athletes will receive a pin for that sport.

### **Junior Varsity (JV)**

A non-varsity level of interscholastic competition in a sport sponsored by a senior high school. This level is to be distinguished from varsity and junior high/middle school competition (PIAA Constitution and By-Laws, 44).

A junior varsity team can consist of 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students. Students who are rostered on JV can be brought up to play at the varsity level at the coach's discretion.

9<sup>th</sup> graders who play on JV are not allowed to play at both the freshman and JV level.

Players are allowed to play a game and a half. For example if a basketball player plays an entire JV game, he or she would only be allowed to play half of the varsity game (when applicable).

### **Junior Varsity B (JV-B)**

A JV-B team is a second JV team which operates as a separate entity from the JV and Varsity program. This differs from 9th grade as 9th and 10th graders are allowed to participate on JV-B.

### **9th Grade**

A team that consists of 9<sup>th</sup> graders only. A 9th grade team only competes against other teams that are designated as 9th grade teams. The 9th grade team is considered a middle school classification.

### **Number of Participants**

The number of participants allowed varies by sport. The coach of each individual sport is responsible for deciding if, when, and how cuts are made. This information will be made available to parents and student-athletes at the beginning of the season.

## **SEASONS AND TIMELINES**

The academic year consists of three sports seasons—Fall, Winter, and Spring. Each season is separated into a preseason, regular season, and postseason. Outside of the designated season is considered out of season for that particular sport.

### **Days Per Week**

No team, no individual member or members of such team, and no individual representing any PIAA member school, may practice or participate in a practice, inter-school practice, scrimmage, contest, and/or open gym on more than six days in any calendar week. (PIAA Constitution and By-Laws, 25).

### **Preseason**

The period of time between the first practice day and the first regular season contest day of a sport, inclusive of the first scrimmage or inter-school practice day in that sport (PIAA Constitution and By-Laws, 44).

### **Regular Season**

The period of time between the first regular season contest day and the last regular season contest day of a sport, exclusive of district and inter-district championship contests (PIAA Constitution and By-Laws, 45).

### **Postseason**

The period of time between the last regular season contest day and the PIAA championships deadline of a sport, inclusive of district and inter-district championship contests (PIAA Constitution and By-Laws, 44).

### **Out of Season**

The time period after the last regular season or postseason contest and the following preseason of the next academic year.

All activity in a sport, including practice, must terminate by the last regular season contest day in that sport unless the team is entered into district or inter-district championship contests. If the team is entered into those championship contests, all activity in the sport must terminate on the day of elimination from such championship contests. With the approval of the District Committee, regular season contests which have been postponed may be rescheduled and played between the last regular season contest day in that sport and the district deadline in that sport. For purposes of the immediately preceding sentence, the date of playing of the last such postponed regular season contest constitutes the last Regular Season contest day in that sport (PIAA Constitution and By-Laws, 34).

### **Timelines**

Timelines for each sport include the following: the first day of practice, the minimum length of preseason practice, first inter-school practice or scrimmage, first regular season contest day, maximum number of regular season contests, last regular season contest day, PIAA district/ region deadline, and PIAA championships deadline.

The timeline for each fall sport can be found on page 37 of the PIAA Constitution and By-Laws Handbook.

The timeline for each winter sport can be found on page 38 of the PIAA Constitution and By-Laws Handbook.

The timeline for each spring sport can be found on page 39 of the PIAA Constitution and By-Laws Handbook.

The dates for the first day of practice, first inter-scrimmage practice, and first regular season contest for each sport can be found on page 36 of the PIAA Constitution and By-Laws Handbook.

All PIAA member schools must comply with the defined-season established for each sport. Within each defined season, PIAA member schools may sponsor sports teams which compete against other PIAA member schools or schools that follow all PIAA policies, procedures, rules, and regulations. (PIAA Constitution and By-Laws, 33)

### **Out of Season**

PIAA member schools may not sponsor teams in that sport.

PIAA member schools, coaches and/or students of PIAA member schools may be involved with sports activities such as training programs, recreational activities, open gyms, clinics, and camps provided that any participation by coaches and/or student-athletes is as private citizens and is voluntary as described below.

Coaches and/or student-athletes acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with PIAA member schools during the out of season period. Coaches and other PIAA member school personnel may not require a student-athletes to participate in a sport or a training program for a sport outside of the PIAA-defined sport's season. The participation of students in any sports activity that occurs outside of its defined season must be voluntary and open to all interested students.

The school's name, nickname, interscholastic athletic uniform, interscholastic athletic equipment, and interscholastic athletic health/first-aid supplies may not be used by community organizations and groups. The school's name, nickname and interscholastic athletic uniforms may not be used by students; however, the Principal, with the exception of football equipment, may permit students to use the school's interscholastic athletic equipment and the school's interscholastic athletic health/first-aid supplies (PIAA Constitution and By-Laws, 33).

### **Schedules**

Schedules will be available for each team on the team page of the athletics website.

Daily schedules will be posted to the Athletics Facebook page.

## **PIAA ELIGIBILITY**

A student who participates in interscholastic athletics at Pope John Paul II High School must comply with PIAA eligibility rules. If a student fails to comply with these rules, he or she will lose his or her eligibility to participate in interscholastic athletics. If participation takes place while ineligible, the student, team, and PJP will be penalized.

### **Attendance**

A student must be enrolled in, and in full-time attendance at Pope John Paul II High School.

If he or she is absent from school during a semester for a total of 20 or more school days, he or she will lose eligibility until he or she attends school for a total of 45 school days following the 20th day of absence. Suspensions also count as part of the 20 day rule (PIAA Constitution and By-Laws, 13).

Waivers for the extended absence rule can be found on page 13, Section 3 of the PIAA Constitution and By-Laws Handbook.

### **Academic and Curricular Requirements**

A student must pursue a full-time curriculum, at PJPHS this includes:

Students must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If he or she fails to meet this requirement, he or she will lose eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student meets this requirement.

A student must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on the final grades for the preceding school year. If he or she fails to meet this requirement, eligibility will be lost for at least 15 school days of the next grading period, beginning on the first day that report cards are issued.

### **Age**

To be eligible to participate, a student must not have reached his or her 19th birthday by June 30 immediately preceding the school year.

Waivers for the maximum age rule can be found on page 11, Section 3 of the PIAA Constitution and By-Laws Handbook.

### **Timeframe of Eligibility**

Athletic eligibility extends only until a student has reached the end of his or her fourth consecutive year (8th consecutive semester or the equivalent) beyond the eighth grade. Therefore, if a student repeats a grade after eighth, he or she will be ineligible as a senior.

A student may participate in a maximum of four seasons in each sport during grades nine through twelve. A student may participate in only one season in each sport during each school year (PIAA Constitution and By-Laws, 23).

### **Amateur Status and Awards**

To be eligible to participate in a sport, the student must be an amateur in that sport. Amateur status, and eligibility, is lost if the student, parent(s) or guardian(s), receive money or property for or related to athletic ability, participation, performance, services, or training in a sport.

A student may be recognized and receive awards for participation only from the school or school-affiliated booster club, the sponsor of an athletic event, a non-profit service organization approved by the Principal, or the news media. Permissible awards include items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, which must bear appropriate PJP identification. The fair market value of all of the items provided to a student may not exceed \$200. If they do, the student, parent(s) or guardian(s) must return the items in excess of \$200.

### **Consent of Parent or Guardian**

A student is eligible only if there is on file with the Principal a certificate signed by the student's parent(s) or guardian(s) consenting to participation in the particular sport(s) involved. A separate consent form must be signed for each sport.

### **Comprehensive Initial Pre-participation Physical Evaluation (CIPPE)**

A student is eligible only if he or she has completed a comprehensive initial pre-participation physical evaluation ("CIPPE"), performed by an Authorized Medical Examiner (A licensed physician of medicine or osteopathic medicine, a physician assistant certified, or either a certified registered nurse practitioner or a school nurse practitioner, who is under the supervision of a licensed physician of medicine or osteopathic medicine) before the first sport season's first practice of that school year.

Wrestlers must also obtain a certification of the minimum wrestling weight at which they may wrestle during that season.

In all cases, an Authorized Medical Examiner must certify, on the PIAA CIPPE form, as to his or her physical fitness to participate in the particular sport(s) involved. A CIPPE may be performed no earlier than June 1st; and, regardless of when performed during the school year, remains effective only until the next May 31st.

### **Transfer Students**

A student is treated as having transferred whenever he or she seeks eligibility to participate in interscholastic athletics at a school other than the one at which he or she was previously either enrolled or otherwise eligible. A student is considered to have transferred even if he or she is promoted to a higher level school or are out-of-school for a period of time before entering the new school. If the transfer from one school to another is materially motivated in some way by an athletic purpose, the student will lose athletic eligibility in each sport in which he or she participates within a period of one year immediately following the date on which the transfer occurred. This requirement applies even if he or she would be otherwise eligible at the school to which he or she transferred. If the student's school eliminates a sport for budgetary reasons, a student may be permitted to transfer to another school to participate in that sport. The student must enroll and attend the other school. If he or she desires to participate in any other sports at that school, the PIAA District Committee will assess whether the transfer was materially motivated in some way by an athletic purpose relating to those sports.



A **Transfer Waiver Request form** must be completed and signed by both the current school principal and by the principal to which the student is transferring.

For specific rules pertaining to transfer status, see pages 17-19 of the PIAA Constitution and By-Laws Handbook.

### **Outside Participation**

If a student participates in a non-school athletic program during the PIAA season for that sport, while enrolled at a school which has a team in that sport, he or she will not be eligible for district and inter-district championship contests in that sport unless he or she is in uniform and available to participate as a member of the school team for at least 75% of its regular season contests.

### **All-Star Contests**

A student will lose eligibility in a sport for one year if he or she participates in an all-star contest in that sport. Eligibility will not be affected if he or she participate in an event that (1) is not advertised or promoted as an all-star contest; (2) is open to all participants on the basis of a tryout or a uniform standard of qualification; and (3) he or she do not represent PJPHS; no school-affiliated uniform or apparel is worn in the event.

### **Out of Season Participation**

All PIAA sports have a defined season. If the school team conducts practice and/or participates in inter-school practices, scrimmages, and/or contests outside of that PIAA defined season, PJPHS will be penalized.

### **Use of Anabolic Steroids**

By state law, all Pennsylvania school districts are required to adopt and enforce rules and regulations prohibiting the use of anabolic steroids, except for a valid medical purpose, by Students involved in school-related athletics. School Boards are also required to establish penalties for students found in violation of the adopted rules and regulations. As penalties may vary from school district to school district, you should consult with your Principal or Athletic Director as to the penalties that your School Board has adopted.

(taken from <http://www.piaa.org/schools/eligibility/>)

## **PJP ELIGIBILITY**

In addition to the PIAA standards of eligibility, students must also meet the following standards in order to be eligible to compete for PJP.

### **Academic and Discipline Standards**

Students must maintain certain academic standards to be eligible to participate in extra and co-curricular activities. Refer to “Academic Probation” section of the Academic Affairs portion of the Student Handbook for further clarification. The Athletic Director should be notified by Academic Affairs or Student Services if an issue arises with a specific student.

There are several discipline situations which may cause a student to be ineligible. Please refer to the Student Services section of the Student Handbook. The coach should be notified by Student Affairs or Student Services if an issue arises with a specific student.

### **Prerequisite for Daily Participation**

Attendance in school is a prerequisite for participation in school activities. If a student is absent on a school day, he/she may not participate in school activities that day. Students must be in a minimum of four periods to be considered present and eligible. Please refer to the Absence and Lateness sections of the Student Handbook under Student Services.

## **ATHLETIC RULES AND REGULATIONS**

### **Locker Room Rules**

Due to limited space, only those teams in season will have access to lockers. Students should bring their own locks for the duration of the season, and remove lock when the season is complete.

Out of season student-athletes should not use lockers for long term storage. If a student-athlete wishes to use a locker after school, they may find an open locker for the day. Students must remove all items and lock at the end of the day.

Students will not have access to the locker rooms until 7:40 AM.

All clothing, equipment, shoes, bags ect should be stored in the student's athletic locker. No items should be left on the floors or common areas of the locker room. Items will be removed if left in common areas.

Food and drink must be disposed of properly. Food should not be stored in lockers.

The locker rooms will be cleared at the end of each season. All items must be removed from common areas and lockers. **Students must remove locks and clean out lockers on or before uniform turn in day.**

No photo or video is allowed to be taken in the locker rooms.

**The locker room is PJP property. Any student found guilty of damaging or vandalizing property may have locker room privileges revoked, and may be required to pay restitution to the school.**

PJP is not responsible for items lost or stolen when items are not properly secured in lockers.

### **Athletic Wing Rules**

Students may not loiter unattended in the athletic wing, weight room, locker rooms, or gymnasiums after school. If students are waiting for an event to begin, they must wait in the student commons or student center.

Only those students present for a scheduled game or practice should be in the athletic wing after 3:00 PM. Student are not allowed to enter any storage closets or remove any equipment at any time.

### **Team Issued Uniforms and Equipment**

All uniforms and equipment issued by the school must be returned at the conclusion of the season. This includes: Jerseys, shorts, pants, belts, helmets, goalie equipment, pads, warm ups.

Items that do not need to be returned will be specifically stated when uniforms are distributed.

There will be a UNIFORM COLLECTION DAY at the end of each season. The date of the uniform collection day will be announced at the Parent Meeting at the beginning of the season and will be posted on the athletic website.

Students **MUST** return their uniforms and equipment on uniform turn in day. Students will have one week to return all equipment before they are charged. **STUDENTS WHO DO NOT RETURN ALL OR PART OF THEIR UNIFORM/EQUIPMENT WILL BE CHARGED A FINE OF \$300.00 DIRECTLY TO THEIR SMART TUITION ACCOUNT.**

## CONDUCT

### **PJP Student Conduct**

Students are expected to:

Maintain academic standards and understand the added commitment and responsibility of participating in athletics. This includes completing all work on time, and proactively communicating with teachers to make up missed class work or assessments.

Act in a Christian and sportsmanlike manner, representing yourself, your team, and PJP positively at all times.

Respect yourself, teammates, coaches, staff, opponents, officials, parents, and facilities at all times.

Maintain uniforms and equipment and return items immediately at the conclusion of the season. Students are responsible to make restitution to the school for items not returned. Unreturned items and fees owed may affect the student's ability to attend school events or participate in proceeding seasons.

Take responsibility -- be on time, committed to the sport and team, and communicate clearly with coaches.

Abide by all team and school rules, including the acceptable use of technology policy. Violations may result in suspension or dismissal from team.

### **PJP Parent/ Guardian Conduct**

Parents/ Guardians are expected to:

Maintain a positive attitude regardless of contest outcomes, and demonstrate sportsmanship at all times.

Respect students, coaches, staff, opponents, officials, and facilities at all times.

Respect the decisions of the coaches, school personnel, and officials. Do not approach coaches, school personnel, or officials after a practice or competition regarding concerns.

Parents/guardians should abide by the athletics communication policy. Parents/ guardians may request a meeting or phone call to voice valid concerns and questions. Both parties should attempt to understand the entire situation and then take steps towards a resolution.

Be aware of school rules and regulations that may affect the student's ability to participate in practice or competition including but not limited to attendance, eligibility, and fees.

Be aware of team rules set forth by coaches and understand how these rules may affect the student's participation.

Be aware of practice and competition times and locations, and arrange for timely drop off and/ or pick up, if necessary.

### **PAC Code of Conduct**

Show respect for the country by standing attentively when the American flag passes and during the playing and singing of the National Anthem.

Show respect for the alma maters of both schools by conducting themselves as ladies and gentlemen at all times.

Show respect for the game officials and refrain from interfering with their control of the contest.

Refrain from vulgarity and indecent gestures.

Cheer under the organized guidance of the cheerleaders.

Refrain from using noisemakers and signs at indoor contests.

Refrain from throwing any objects onto the playing areas.

Support musical groups for indoor activities. Such groups must be organized, school sponsored and supervised to play only before games and during halftime.

Radio, tape and C.D. players, except for Walkman with headsets, are prohibited at sporting events.

Respect and abide by all guidelines and regulations of the home school.

Pioneer Athletic Conference schools reserve the right to eject any spectators whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary action.

(taken from <http://www.pjphs.org/page.cfm?p=537>)

### **PIAA Code of Conduct for the Public**

Realize that gambling on contest, the consumption of alcoholic beverages, and/or the use of illegal drugs, anabolic steroids, and/or other performance enhancing drugs in connection with contests are all detrimental to the best interests of athletics and the standards of the PIAA is endeavoring to foster.

Not use profanity, obscene gestures, and/or berate coaches, contest officials, students, and/or spectators.

Not interfere with any contests.

Any spectator who evidences poor sportsmanship and/or behavior inconsistent with this code may be removed for a contest venue and may be prohibited from attending future contests. (PIAA Constitution and By-Laws, 11)

## **SPORTS MEDICINE**

### **Insurance**

All students are covered by the Archdiocesan Student Accident Insurance Policy during the school day and while participating in school activities outside of the school day (Catastrophic Coverage); this is included in the school fee. Requests for information or claim forms should be directed to the Assistant Principal for Student Affairs.

If a student is injured during an athletic activity, an insurance form will be provided by the school. The parent is then responsible for filing the claim if needed.

### **Athletic Training Services**

Pope John Paul II has a full time Athletic Trainer on staff. The Athletic Trainer will be available during the school day until the last practice or contest is complete for the sports that are in season.

On the weekend, The Athletic Trainer will only be at PJP for competitions. For competitions on Saturdays and Sundays, the Athletic Trainer will arrive at least an hour before the start of the competition, and will stay until up to 30 minutes after the end of the competition if needed. The Athletic Trainer will not be available for practices scheduled on the weekend.

### **Injury Procedure**

If a student is injured at a practice or competition, the Athletic Trainer must be notified immediately. PJP is required to keep a record of all injuries sustained while participating in a school sponsored practice or competition.

The Athletic Trainer will then provide the injury information to the coach and parents.. Depending on the severity of the injury, the student may need additional medical care from an authorized medical examiner. The Athletic Trainer can provide a referral, if necessary.

Once a student is seen by an authorized medical examiner, PJP must have a note on file in the athletic training room whether or not the student is allowed to continue playing. If the student is being held from practices and competitions, a note from the authorized medical examiner allowing them to return to play must be on file in the athletic training room.

A clearance note can only come from an MD or DO.

## **BOOSTER CLUB**

Pope John Paul II High School will operate one athletic booster club (PJP Athletic Club). The purpose of this is to organize and mobilize the school community around athletics for the benefit of our current, future, and former student-athletes, staff, and family members, so that each student may be treated fairly and be provided with an exceptional high school athletic experience.

Parents are only required to pay the activity fee associated with the school. Any fundraising events, sales, tickets, ect. are strictly voluntary and are not required to be purchased.

Approved fundraising events and activities will be listed on the Athletic Department website. Any fundraisers not listed on the athletic department website are not approved by PJPII.

Meetings will be held once per month and will be announced on the athletic website. Parents are welcome to attend any meeting, attending meeting does not bind the attendee to the booster club in any way.

## **POLICIES**

### **HAZING POLICY**

Definition: "Hazing." Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of [a student] a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization [operating under the sanction of or recognized as an organization by an institution of higher education]. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding (Anti-Hazing Act of 1986, Enforcement Amendment, 2016).

All members of the PJP community have the right to protection against bullying and hazing behaviors and the right to file a complaint if they believe they have been a victim of a bullying or hazing behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action.

Any student victim or bystander, parent, coach, or other adult may **initiate a complaint by completing a confidential reporting form and returning it to the Assistant Principal of Student Services**. Reports of bullying and hazing are taken seriously and shall be dealt with quickly and effectively. If a student or team is found guilty of bullying or hazing behavior the consequences shall depend on the results of the investigation and the severity of the incident.

Consequences may include but are not limited to: a parent conference, counseling, demerits, detention, dismissal from team or activity, disbandment of team for remainder of season, suspension, expulsion, or referral to a local law enforcement agency.

#### **Philadelphia Catholic League/ Archdiocese of Philadelphia**

##### **Policy Against Threats, Bullying, Intimidation, Hazing, and/or Initiation Ceremonies**

The Office of Catholic Education, the Board of Governors and the Board of Directors firmly believe that students must be protected from threats, bullying, intimidation, hazing and/or initiation ceremonies. All verbal, written, electronic and physical conduct that harasses, humiliates, or persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences will not be tolerated. This policy applies to hazing behavior that occurs on or off school property and before, during and after school hours.

No coach, sponsor, volunteer or diocesan employee shall plan, permit, direct, assist or engage, condone or tolerate any of the above stated activities.

Any apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Any student found, after investigation, to have engaged in any forms of this misconduct would be subject to disciplinary actions as defined by the member schools.

Furthermore, any coach and/or student who witnesses or has knowledge of such misconduct activities and fails to report such actions will also be subject to appropriate disciplinary actions as defined by the member schools.

## **CONCUSSION POLICY**

### **Preparation and Prevention**

All head coaches must complete the NFHS Concussion in Sports course on a yearly basis as per PIAA regulations. This must be completed before the season begins.

PJP will hold an informational meeting prior to the start of each season for parents, guardians, and students. Concussion management will be discussed at this meeting, as well as other important information related to the season.

PJP will provide concussion resources and information on the school's website.

A separate form provided by the PIAA as part of the CIPPE packet will be completed and signed by the parent or guardian confirming receipt of concussion and TBI information prior to each season.

The Athletic Trainer will have records of all students, including information about previous concussions.

The Athletic Trainer will provide baseline testing for 9th grade and transfer students.

Equipment will be checked and reconditioned at the end of each season.

Teachers will be informed of the procedures of the Concussion Policy at the beginning of the year, specifically pertaining to the student returning to academics and athletics.

### **During competition or practice: Initial Assessment**

If an athletic trainer is available, he or she will evaluate the student who is suspected of having a head injury. Due to staffing limitations, PJP cannot provide an Athletic Trainer at all scheduled practices and events. If a coach is uncomfortable practicing while an Athletic Trainer is not available, he or she should coordinate practice times during the Athletic Trainer's regular hours.

Authority is granted to game officials, coaches, athletic trainers, or other individuals trained in the recognition of the signs and symptoms of a concussion and designated by the school, to determine that a student exhibits signs or symptoms of a concussion or traumatic brain injury. A student can also self-assess and report symptoms.

Once a student exhibits signs or symptoms of a concussion or TBI he she must be fully removed by the coach from participation. The student cannot return to practice/play until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. A student should never be allowed to re-enter a practice or competition on the same day after showing signs of a concussion (PA Senate Bill 200, 2011 Safety in Youth Sports Act).

Written documentation must be recorded immediately following the incident, and an insurance form should be filled out and a copy must be given to the Student Affairs Office, Athletics Office, and to the parent or guardian. It is the responsibility of the parent/guardian to file insurance claims.

Parents or guardians should be notified as soon as possible of the incident. It is then the parent/guardian responsibility to schedule an appointment with an appropriate medical professional in order to officially diagnose and later clear the student to return to play.

### **Return to Academics**

The student's Physician must complete the "Return to Academics" form (appendix) which contains academic recommendations.

If the student requires multiple Physician visits, wherein the recommendations are adjusted, a new version of the "Return to Academics" form must be completed reflecting those changes.

A final version of the form should be completed with the certification statement signed by the Physician at the bottom only when the student is cleared to return to a full academic schedule.

A team will be formed consisting of the School Nurse, Athletic Trainer, Assistant Principal of Academic Affairs, and Guidance Department. The team will initially meet to review the form, the Concussion Policy, and address any specific questions or concerns.

The form(s) will be disseminated to appropriate school personnel via email.

Teachers are required to follow the accommodations and modifications, and cannot penalize a student for acting within his or her recommendations. The Academic Affairs Office has the ability to override a grade if it is found the teacher was not following the recommendations of the Physician.

As per the Academic Policy at PJP, a minimum of three major grades (tests, projects, papers) are required to receive a grade for the quarter.

Teachers are allowed to give a grade of "incomplete" if the student does not meet the minimum requirements. The student will have two weeks to complete work once they are cleared by the Physician. Work to be completed must be approved by the Assistant Principal of Academic Affairs to be manageable and essential.

### **Return to Play**

Students will not be allowed to return to play until they are fully recovered (asymptomatic). For the purpose of this policy, a full recovery includes being able to return to a full and complete academic schedule without modifications. Inability to return to a full and complete academic schedule without modifications indicates an incomplete recovery; therefore, the student will not be allowed to return to athletic activity. There will be no exceptions to this rule.

Once the student returns to a full academic schedule, they can begin a graduated process to return to his or her respective sport. A note from an appropriate medical professional clearing the student, and section 8 of the CIPPE form must be on file before the student can begin the recommended rehabilitation steps:

1. No Activity: Complete physical and cognitive rest
2. Light Aerobic Activity: Walking, swimming, stationary cycling, no resistance exercises
3. Sport-Specific Activity: Sport-specific drills/ no head impact drills
4. Non-Contact Drills: More complex drills, light resistance training
5. Full-Contact Practice: Participate in normal training
6. Return to Play: Normal game play



Each stage should last no less than 24 hours with a minimum of five days required to consider full return to competition. If symptoms recur during the rehabilitation program, the student-athlete should stop immediately. Once asymptomatic after at least another 24 hours, the student-athlete should resume at the previous asymptomatic level and try to progress again. Student-athletes should contact their healthcare provider if symptoms recur. A number of factors including but not limited to age and number of concussions may require a longer rehabilitation process.

### **SUBSTANCE ABUSE POLICY**

Substance abuse is the use, sale, or possession of any controlled substance at school, school related events, or outside of school. Any student in possession of, using, selling, or trading a controlled substance and having any type of a controlled substance in his/her system will be subject to disciplinary action and/or dismissal. For purposes of this policy, controlled substances include, but are not limited to drugs, hallucinogens, tobacco, chewing tobacco, alcoholic beverages of any kind, mood altering substances, any substance which prevents the detection of drugs in a person's system, drug-related paraphernalia, or prescription drugs. This policy shall apply regardless of where the substance abuse occurs, whether it on campus or off campus, whether or not school is in session, and it is not limited to school sponsored or school related events. The administration shall make all decisions concerning discipline under this policy. All students and parents/guardians shall agree to abide by and cooperate in the enforcement of this policy, without exception, as a condition of enrolling and continuing as a student in good standing. Refusal to comply shall result in denial of admission to or continuance as a student at Pope John Paul II High School.

Students remaining at Pope John Paul II High School after violating the substance abuse policy will be referred to Guidance and the Student Assistance Program. Students will be required to have an assessment completed by the school drug and alcohol consultant or a licensed substance abuse facility. The student will be required to complete the treatment program designated by the assessor and confirmation of that will be provided to the school.

### **UNIVERSAL SEARCH POLICY**

To protect the safety and welfare of students and school personnel, school authorities may question and search a student, his / her personal effects, lockers and vehicles used by the student and may seize any illegal, unauthorized, contraband materials discovered in the search.

### **ACCEPTABLE USE OF TECHNOLOGY POLICY**

Coaches, students, and parents may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

“Friending” of current students by coaches is forbidden on a coach's personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Violations of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following: Loss of use of the school network, computers and software, including internet access. The student will be expected to complete work on a non-networked, stand-alone computer system. Issuance of demerits/detentions, if applicable. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Examples of Unacceptable Uses – Users are not to:

Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language.

Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.

Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and a school official.

Attempt to circumvent system security.

Violate license agreements or copy any protected media.

Use technology for any illegal activity.

Use of the internet for commercial gains or profits is not allowed from an educational site.

Breach confidentiality obligations of school or system employees.

Harm the goodwill and reputation of the school or system in the community.

Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material

## **ATHLETICS COMMUNICATION POLICY**

### **Communication from Coaches**

Electronic and/or digital communications with students should be conducted for school sanctioned purposes only and employ only school sanctioned means of communication. The school sanctioned communications methods include: school webpage, email, and/or school phone number.

Coaches should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a coach using the coach's personal numbers, email or networking sites, the coach should immediately report this to the appropriate authorities. However, if a particular mobile device is to be used for school sanctioned purposes, the communication should be transparent, non-personal, and available to be shared with the public.

Coaches should not text or call students during the school day. If a game or practice time is changed, the coach should contact the school directly. The school will then make an announcement to the students.

A coach is free to contact parents or guardians using a home phone or a personal cell phone. It is allowable for a coach to attempt to contact a parent/guardian via phone, email, or text to inform them of changes to the schedule, however this is not required.

Coaches must collect parent/guardian's phone and emails. This information will not be disclosed by the school.

Coaches should communicate the following with students, parents, and the Athletic Office:

- Coaching philosophy and criteria for team selection.
- Team expectations, rules, and goals.
- General information for the season including practice time, location, and season schedule.
- Changes to practice or contest schedules.
- Specific issues or concerns regarding a student.

Coaches should not employ any personal social media outlet to communicate or connect with students or parents/guardians. Coaches may create a social media site dedicated to the team, and provide content that is appropriate, transparent, and directly related to the administration of the team.

### **Communication from PJP**

This handbook serves to communicate the rules, regulations, procedures, policies, and general information pertaining to the Athletics Office and PJP.

PJP will provide schedules and schedule changes in a timely manner on the athletics website.

Communication from PJP to individuals will be professional and succinct.

PJP will communicate general department news via Facebook, the PJP website, and email.

### **Communication from Parents and Student-athletes**

Parents/guardians and students should communicate the following with coaches and the Athletic Office:

- Notification of schedule conflicts in advance.
- Any injuries or illnesses.
- If a student decides to no longer participate in the sport.
- Valid issues or concerns from the student or parent including if the student feels threatened or uncomfortable.

Communication is expected to be civil and appropriate. Communication that is offensive, inappropriate, or threatening will not be answered.

Student-athletes and parents should first contact the coach in person or via email if there is a concern. Parents/guardians should never confront or contact a coach at the end of a game or practice unannounced with the intention of voicing concerns or issues.

If a parent/guardian has ongoing concerns or issues that cannot be resolved after speaking with the coach, a phone meeting or in-person meeting can be scheduled with the Athletic Director.

## FOR COACHES

Welcome to Pope John Paul II High School! This handbook will serve as a means to communicate important information and reminders specific to our school. General athletic rules, regulations, and information are included above, and this is the information that is shared with parents and students. In this section of the handbook you will find administrative information necessary for coaching at PJP.

### **Hiring Process**

Clearances: the following clearances are needed to serve as a paid employee of PJP. These are mandated by the State of Pennsylvania, PIAA, and Archdiocese of Philadelphia. We request that you drop off all completed clearances and new hire paperwork together once they are all completed to Judy Kelly in the main office. This process should be started at least one month before the start of the season based on the length of time on return for certain clearances. Failure to complete all paperwork completely may result in inability to begin coaching or working with students, delay in payment, and nonrenewal of contract.

#### FBI Fingerprint

Cost: around \$35.00

Process: register and pay online. Then locate a fingerprinting location (a list can be found on the website). Bring registration with you to get fingerprints taken. You will receive the results in the mail 2-3 weeks after fingerprints are taken. Bring a copy of results to the school.

Renewal: up to date clearance required for new hires, current employees must be within 5 years.

#### PA State Police

Cost: \$8.00-\$10.00

Process: register and pay online. Results will be processed immediately and you will be able to download a PDF of those results. Print out a copy for your records and bring a copy to the school. Additionally emailing the results to yourself is recommended.

Renewal: up to date clearance required for new hires, current employees must be within 5 years.

#### PA Child Abuse

Cost: \$10.00

Process: register and pay online. Results will be mailed to you within 2-3 weeks. Bring a copy of results to the school.

Renewal: up to date clearance required for new hires, current employees must be within 5 years.

#### Safe Environment Training

Cost: Free

Process: register online and attend in person class (2 hrs, 30 min in length). Bring signed certificate of completion to the school.

Renewal: This is a one time class and does not need to be renewed. Required within 30 days of hire for new hires.

#### Mandated Reporter Training

Cost: Free

Process: register and take class online. You will get a certificate of completion to turn into the school.

Renewal: This is a one time online class and does not need to be renewed. Required within 30 days of hire for new hires.

## **New Hire Packet**

A new hire packet will be provided to you, please complete as soon as possible with all forms filled out and signed completely. Remember to include a copy of your forms of ID.

Once the required paperwork is completed you are ready to begin working directly with our students.

## **PIAA Requirements**

In addition to the clearances listed above, the PIAA requires [sport-specific classes](#) to be completed including:

- Cardiac-wise training (annual)
- Concussion-wise training (annual)
- First Aid Training (one time)
- Fundamentals of coaching (one time)

Certificates of completion should be sent to the Athletic Director before the beginning of the season.

## **Process for hiring assistants**

Each team has an allotted number of assistant positions within the budget. Be sure to confirm your number of assistants before beginning the recruitment of a new assistant coach.

Once a candidate is chosen, please share their contact information (phone and email) with the Athletic Director.

The school will then reach out to the assistant to begin the hiring process listed above. **The school will confirm with the head coach when the assistant has completed the necessary paperwork to begin working with the students. Assistants should not be allowed to work with the team until all paperwork is ON FILE in the principal's office.**

## **Contract and Expectations**

After all paperwork is in order, you will receive a contract for the season with pay information, expectations, and duties. Please sign this contract and return to the Athletic Director.

## **Getting Started**

As a new coach, the following information must be provided to the Athletic Director upon hire.

- Team rules and expectations
- General tryout information to be published to the athletic website
- Varsity letter criteria
- Recurring equipment needs

## **Services Provided by PJP**

### Transportation

PJPII will provide transportation (school bus) to all away contests.

A school bus has seating for 48 individuals (actual team seating will be less-include space for coaches and equipment). If a second bus is needed, arrangements must be made with the Athletic Director.

Overnight trips must be arranged on a case by case basis to determine payment, logistics, and itinerary.

## Finances

PJPII will oversee athletic budgets- Coaches should coordinate with Athletic Director related to all expenses for the sport (requests for equipment, entrance fees, other expenses related to sport).

PJPII has a Booster Club called the PJPAC. Funds may be available for certain activities based on the PJPAC priorities.

## Communication

PJPII will oversee the athletic and school website and will post important information related to the sport.

Morning announcements can be made by sending an announcement to the Athletic Director.

You will be issued a school email address for communicating with team members and parents.

## Athletic Support

PJPII has a full time athletic trainer on staff. The trainer will be available at all contests and practices scheduled M-F.

The Athletic Department will coordinate officials and game workers needed for contests.

The Athletic Department will schedule contests for upcoming seasons (depending on preference).

The Athletic Department will coordinate space usage while in season and out of season.

The Athletic Department will assist with scheduling and coordinating CYO events.

## **Preseason checklist**

Following previous season or upon hire

Work with Athletic Director to confirm schedule for upcoming season

Communicate equipment needs for the upcoming season.

2 months prior

Off season workouts are scheduled and communicated with the general school population.

Tryout information with dates provided to the Athletic Director for publication on website.

1 month prior

Attend PIAA rules interpretation meeting. These meetings can be found on the PIAA website and are usually held multiple times before the season begins. Please note that the school is fined and placed on probation if a head coach misses the meetings. In addition, you will be required to complete an online course and pay \$75.00 to the PIAA.

Attend PAC preseason meeting. This information will be sent to you by the Athletic Director liaison from the conference:

Cross Country: Paul Speiwak (Methacton)

Field Hockey: TBA

Football: Larry Glanski (Perkiomen Valley)

Golf: Gary Derenzo (Pottsgrove)

Boys and Girls Soccer: Matt Gionta (Phoenixville)

Girls Tennis: Ralph Bretz (Owen J Roberts)

Volleyball: Tony Pallidino (Norristown)

Boys and Girls Basketball: Mickey McDaniel (Spring-Ford)

Wrestling: TBA

Swimming: Larry Glanski (Perkiomen Valley)

Boys and Girls Lacrosse: Robert Devers (Upper Merion)

Boys and Girls Track and Field: Matt Gionta (Phoenixville) Nicole McMullen (PJPII)

Softball: Nick Palladino (Boyertown)

Baseball: Steve Anspach (Pottstown)

Boys Tennis: Ralph Bretz (Owen J Roberts)

#### 1st Day of Season

Collect PIAA paperwork from all student-athletes and submit to Ast. Athletic Director.

Attend prayer service and meeting/ conduct individual team meeting.

#### Week 1

Submit roster to Athletic Director after cuts are made.

Assist with uniform distribution and equipment distribution.

#### **During Season**

check attendance list that is emailed daily to verify all student-athletes are present.

Inform the Athletic office of any changes to practice times.

Check the Master Athletic Department schedule to confirm practice, contest, dismissal and departure times.

Prepare all equipment prior to practice.

Return all equipment to Pope John Paul II High School after practices and/or contests.

The coach must ensure that all student-athletes are picked up after practices and/or contests before leaving Pope John Paul II High School's campus.

Report all scores to the appropriate news outlets and Athletic Director after all home contests.

If at any time during the season a student-athlete quits or is dismissed from the team the Athletic Director must be informed immediately.

Supervise and inspect locker rooms on a daily basis. Notify Athletic Director immediately of any damage.

Ensure all exterior and interior doors are closed after practice before leaving the building especially when practicing during hours when there is no maintenance scheduled.

#### **End of season checklist**

Provide Athletic Director with self-evaluation form.

Provide Athletic Director with varsity letter form and award recipients.

Provide Athletic Director with updated records and season information (scorebooks, school records, ect.)

Communicate equipment storage needs and facilitate equipment clean up.

Attend Head Coach-Athletic Director End of Season meeting and Evaluation.

Attend end of season PAC meeting for your sport.

Attend end of year awards banquet.