



# **Presentation High School**

## **Student-Athlete/Parent Handbook 2019-2020**

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[Presentationhs.org](http://Presentationhs.org)

# **ATHLETIC DEPARTMENT DIRECTORY**

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**For current sport schedules and information visit:**

[www.presentationhs.org/athletics](http://www.presentationhs.org/athletics)

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**Participation in the athletic program  
is a privilege, not a right.**

## **Mission Statement**

The mission of the Presentation High School athletic department is to serve as an extension of the values and philosophies of the school as a whole by providing a nurturing environment while offering quality instruction to equip student-athletes to become independent, well-rounded citizens that will have a positive impact on our community.

**Athletic Department Philosophy and Goals:** The Athletic Department is committed to enriching campus life through a program of interscholastic athletics and to promoting the development of qualities in the student-athlete that will serve the participating individual and the community. The following are the goals of the Presentation Athletic Department:

- Encourage every student-athlete to participate to the extent of her abilities.
- Instill in the student-athlete a sense of responsibility by demanding consistently high standards of behavior and making the student-athlete aware and respectful of the needs of others.
- Require dedication and commitment in the student-athlete by directing her to an acceptance of the goals of the team and an appreciation of the needs of her teammates, coaches, opponents and officials.
- Encourage selflessness in the student-athlete by requiring that her actions on and off the playing field be consistent with the goals of the team and school as a whole and not be directed towards individual honors.
- Generate in the student-athlete a willingness to commit her time and energy toward the fulfillment of shared goals.
- To further a sense of personal discipline on the part of the student-athlete by demanding abstention from activities that limits her athletic, academic and personal potential.
- Teach life lessons that come through true competition: teamwork, effort, sportsmanship, preparation, dignity, worth and handling adversity.

## **Student-Athlete Outcomes**

Athletic competition at Presentation High School will enable the student-athlete to:

- Develop athletic skills.
- Demonstrate good sportsmanship, emotional control, honesty and integrity at all times.
- Demonstrate respect for coaches, teammates, opponents, officials and spectators at all times.
- Accept winning and losing with dignity and a balanced perspective.
- Demonstrate commitment and a willingness to sacrifice her time and energy for the goals of the team.
- Gain a sense of community and responsibility.
- Demonstrate discipline by abstaining from activities that limit her athletic, academic, and personal potential.
- Develop life skills (team work, time management, worth, adversity, etc.) that carry over into other parts of her life.

**CIF Policy:** The California Interscholastic Federation is the governing body for high school sports in the state of California. They establish requirements for athletic eligibility and Presentation adheres to these requirements and adds further conditions for the betterment of our student-athletes. Students that Presentation High School determines are ineligible may not participate in interscholastic competition (i.e. games or scrimmages). Eligibility will be determined by the Principal, in consultation with the Athletic Director. Eligibility issues fall into four main categories:

1. Age
  - A. A student whose 19th birthday is attained prior to June 15 shall not participate or practice on any team in the following school year. A student whose 19th birthday is on or before June 14 is ineligible.
2. Scholastic
  - A. A student must:
    - i. Have a cumulative G.P.A. of 2.0.
    - ii. Have passed a minimum of 20 units in the grading period immediately preceding her participation.
    - iii. Be enrolled in 20 units during the period of her participation.

### 3. Residential (Transfer)

- A. Incoming freshmen from junior high schools are eligible.
- B. Students entering as transfers from other high schools:
  - i. Must file a transfer eligibility form with the Athletic Director. This applies to every transfer regardless of her particular circumstances.
  - ii. Transfer students who did not have their whole family change their place of residence can choose to apply for eligibility from the following three options:
    - a. Students may apply for limited eligibility (to play for non-varsity teams). **OR**
    - b. If it is the student's first transfer in high school, they may apply to play on varsity with a mandatory Sit-Out-Period (SOP). The SOP is determined by the State CIF Transfer rule and allows the student to compete during approximately the last six-weeks of the regular season for that sport. If granted by the CCS, the transfer student is allowed to practice with the team, but may not play in any scrimmages or contests until the conclusion of the SOP. Only the CCS office can grant permission for varsity eligibility and the SOP. **OR**
    - c. A hardship application can be filed with the CCS office by the new school with the information provided by the parents of the transfer student if unrestricted varsity eligibility is desired and a documentable hardship situation solely and directly caused the need for the transfer. The hardship waivers **MUST** fall into one of the nine documentable categories (i.e. court-ordered transfer, safety incident, etc.).

### 4. Outside Competition

- a. The CIF prohibits participation in any organized activity of an outside agency in a sport during an athlete's period of participation at Presentation in that same sport. An athlete will be declared ineligible after any such participation; the team on which she participates at Presentation may be required to forfeit any contest in which she participates after the date of participation for an outside agency.

Click [here](#) for the complete list of CIF guidelines and bylaws. However, parents and students are strongly encouraged to ask the Athletic Director regarding any question about CIF, CCS, WCAL or Presentation guidelines.

**General Athletic Department Policies & Procedures:** In addition to the policies and procedures included below, each team may publish a particular set of rules and/or policies (which must be approved by the Athletic Director) that are an addendum to and governed under the athletic department.

**Absences:** Unexcused absences from practices and/or games are not tolerated and are reason for the student-athlete to be removed from the team. Student-athletes receive PE credit for participating on an athletic team – therefore, attendance at practices and games is required just as it is required that students attend their academic class.

Attendance at practices and games is mandatory for every team member. Sickness and illness are considered excused absences as long as the student-athlete communicates their absence with their coach prior to missing the practice/game. Absences from practice due to Student Council or school retreats will be viewed as excused absences only when the student-athlete has communicated with her head coach that she will be absent from practice at least 48 hours before the absence. Student Council has a policy which allows student-athletes to miss the student council meeting when the meeting is the day of or the day before games; therefore, the student-athlete is expected to attend the practice or game. Otherwise, student-athletes who are on Student Council are excused from missing practice as long as this absence is communicated to the head coach at least 48 hours in advance.

For school retreats and other school sponsored trips/events, the student-athlete needs to make an effort to schedule the event at a time which does not conflict with practice and game schedules (for example, if playing a Fall sport, sign up for the Spring retreat). Where this is not possible, the student-athlete must see the Coach or Athletic Director for special arrangements as soon as the conflict is known (when signing up for the retreat or when it is known that the student-athlete made the team and they already have signed up for the event). Arrangements may

not always be possible and the student-athlete may need to choose between the event and participation in their sport.

**Academic eligibility – Presentation Policy:** After each grading period, the Athletic Director will check the grades of all student-athletes to ensure academic eligibility. If a student-athlete is declared academically ineligible (their GPA is below a 2.0), the Athletic Director will contact the student-athlete and her head coach. Presentation High School follows this protocol regarding a student-athlete's academic eligibility:

1. The student-athlete is ineligible to participate for one grading period (one quarter). At the end of the following grading period, the student's ineligibility status will be reviewed.
2. During the ineligibility period the student-athlete may practice with the team, but the student-athlete may not participate in any interscholastic competitions.
3. During the ineligibility period, the student-athlete may not miss any school time for athletic purposes (travel to away games, practice, etc.).

\*\*A student-athlete may petition for one quarter of Athletic Probation during the 9<sup>th</sup> **OR** 10<sup>th</sup> grade and may petition for one quarter of Athletic Probation during the 11<sup>th</sup> **OR** 12<sup>th</sup> grade during her tenure at Presentation. During the period of Athletic Probation, the student-athlete may participate fully with her team (practice, play in games, early dismissal for travel, etc.). The Athletic Director will provide this information to the student-athlete.

**Athletic Participation Requirements:** Prior to participation in tryouts, every student-athlete must have their [Athletic Participation Packet](#) completed and on file with the Athletic Office. The Athletic Packet includes the following forms:

- Pre-Participation Physical Exam Form
- Athletic Emergency Form (online)
- Consent and Agreement Form (online)
- Concussion and Head Injury Management Form (online)
- Sudden Cardiac Arrest Awareness Information Form (online)

The Pre-Participation Physical Exam Form can be submitted directly to the Athletic office or can be emailed to [Jess Little](#); the other forms must be completed online. The Athletic Department will not allow any student to participate in tryouts, practice or competitions until her Athletic Participation packet has been completed.

Adherence to these regulations is required of all student-athletes at Presentation. Enforcement will be the responsibility of the coaches, the athletic trainer and the Athletic Director. Students who fail to comply with the regulations are subject to dismissal from the program.

**Awards:** The Presentation Athletic Department presents four types of awards: Letter Awards, Participation Certificates, Individual Team Awards and the Scholar-Athlete of the Year Award.

**Letter Awards:** The Athletic Department issues letters when a student-athlete has completed their 1<sup>st</sup> season on a varsity team. Letters are handed out by the coach at the team's end of year banquet.

**Participation Certificates:** Certificates are presented to all student-athletes who participated on a Presentation team on any level for the duration of the season. They are handed out by the coach at the team's end of year banquet.

**Individual Team Awards:** Awards are given for each team for the Most Improved, Most Inspirational and Most Valuable. These 3 awards are voted on by each team member; each student-athlete votes at the end of the season for who they believe earned these awards for their team. The Coaching staff for each team determines which student-athlete on their team will receive the Coach's Award. The Coach's Award is given to a student-athlete on each team who best exemplifies what it means to be a Presentation student-athlete: good grades, excellent attitude, hard-working, talented, strong leader, trustworthy, focused, caring, etc.

**Scholar-Athlete of the Year Award:** The Presentation Scholar-Athlete of the Year is an award that is given to a senior student-athlete at the Presentation High School awards ceremony in May. The following criterion is used for selecting the Scholar-Athlete of the Year:

1. GPA (must be 3.5 or higher)
2. Years Played at the varsity level
3. Individual Awards earned (WCAL / SCVAL / PCA/ CCS / CIF)
4. Individual Awards earned (Presentation)
5. Team Accomplishments (i.e.: State Champion, CCS Champion, League Champion, etc.)

**Conduct and Policies for Student-Athletes:** Participation in interscholastic athletics is a privilege and student-athletes must represent Presentation in a positive fashion.

- Student-athletes must treat teammates, coaches, opponents, officials and fans with respect and keep with the highest standards of sportsmanship.
- Taunting, trash talking, or any other forms of derisive behavior are unacceptable. Coaches of individual teams in conjunction with the Athletic Director will determine sanctions for such behavior; repeated offenses make a student-athlete subject to dismissal from the program.
- Swearing or abusive language will not be tolerated. Coaches of individual teams, in consultation with the Athletic Director, will determine sanctions for such behavior. Repeated offenses make a student-athlete subject to dismissal from the program.
- Team members may not participate during their season in any practices or open gyms for another Presentation team unless by prior agreement. Such agreements will be as a result of a meeting between involved coaches, the student-athlete and the Athletic Director.
- Student-athletes who are found in possession of or use of illegal drugs, tobacco, or alcohol are subject to being declared ineligible and are subject to expulsion as defined by the Presentation Student/Parent Handbook. The length of the period of ineligibility will be determined by the Athletic Director in consultation with the Presentation Administration.

**Conflict Resolution:** Student-athletes and/or parents who have a concern with a coach should follow these procedures:

1. Student-athlete approaches the coach and asks for a time to meet to discuss the issue.
2. If a resolution is not reached, the student-athlete should contact the Athletic Director to arrange for a meeting to discuss the issue.
3. In the rare instance that there is still no resolution to the issue, the Athletic Director will arrange a meeting with the student-athlete, the parent, the coach and the Athletic Director.
4. School administrators will only be involved to discuss the Athletic Director's handling of the situation.

**Drug, Alcohol, Tobacco and Steroid Policy:** Presentation is a drug, alcohol, tobacco and steroid free school. As a member of an athletic team, student-athletes will refrain from using alcohol, drugs and tobacco in accordance with school policy. If a coach or parent becomes aware of any situation involving illegal drug or alcohol use, they should immediately bring the information to the Athletic Director, Dean of Students or Principal. Student-athletes will be disciplined and/or dismissed from an athletic team if they participate in the use of drugs, alcohol, tobacco or steroids. These substances are illegal and may be harmful to your body and personal well-being.

**Steroid Policy:** As a condition of membership in the California Interscholastic Federation, the Central Coast Section and the West Catholic Athletic League, Presentation High School has adopted policies prohibiting the use of androgenic/anabolic steroids.

The participating student-athlete and parents/guardians/caregivers agree that the student-athlete shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician as recognized by the American Medical Association and licensed in the State of California to practice medicine. Under CIF Bylaw 503 I, there could be penalties for providing false or fraudulent information. Presentation's policy regarding the use of any illegal drugs or substances and the accompanying disciplinary action will be enforced for any violations of these rules.

**Evaluations:** At the end of each season of sport, every student-athlete will have an opportunity to evaluate their coaches through the Coaches' Performance Evaluation administered by the athletic department.

**Facilities:** Student-athletes may use Presentation facilities only with Presentation athletic department approval and under the supervision of a Presentation faculty or staff member.

**Fundraising:** We are blessed to have a strong tradition of supportive parents in our athletic program. If you would like to support Presentation Athletics, there is an annual Athletic fundraiser with multiple volunteer and contribution opportunities. For more information about the Athletic Fundraiser contact the athletic office.

No individual fundraising for any team or program is permitted. For questions regarding fundraising or contributing to athletics contact the Athletic Director.

**Game Day Attire:** On Game Days, student-athletes may wear their team warm ups to school. The team must wear the same team warm-up; if a student-athletes chooses to not wear their team warm-up, then they must wear their school uniform. If the team is not wearing the same warm ups, then it is considered a school uniform violation and detention will be issued. \*\*If the school has a formal uniform day (mass, guests on campus), then the team may not wear their team warm-ups, they must wear their school formal uniform.

**Hazing:** Hazing is prohibited. Any attempt to hold a "rookie night" or any other type of initiation, even if held privately, will be cause for dismissal from the team. Presentation affirms the dignity of every student. Hazing is unacceptable conduct, as well as illegal, and will not be tolerated.

**Informed Consent:** By its very nature, competitive athletics can put students in situations in which serious, catastrophic and perhaps fatal accidents could occur.

Student-athletes and parents/guardian must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will totally eliminate all risk of injury. Just as driving an automobile involves risk, participation in athletics is inherently dangerous.

By choosing to participate or by granting permission to participate in athletic competition, the student-athlete and the parent/guardian acknowledge that playing or practicing a sport can be a dangerous activity involving risk of injury. Both the student-athlete and the parent must understand that the dangers and risks of playing or practicing include, but are not limited to, death, complete or partial paralysis, brain damage, serious injury to virtually all internal organs, bones, joints, ligaments, muscles, tendons and other aspects of the skeletal system and potential impairment to other aspects of the body, general health and well-being.

**Intercollegiate Athletics:** Presentation High School and our coaching staff seek to encourage student-athletes to set goals and to work diligently to help students reach their goals. When considering participating in intercollegiate athletics, families should expect Presentation's coaching staff to provide honest feedback regarding a student-athlete's potential to participate in college athletics and the proper level for competition.

The Presentation High School faculty and staff as well as the coaching staff are helpful and knowledgeable regarding intercollegiate athletics and will help in the process of the student-athlete's pursuing of collegiate athletics. Decisions regarding playing time, systems, formatting, scheduling, etc. are not made with college athletics in mind. Instead, our athletic program exists to teach lessons that can only be learned in an educational athletic forum.

Coaches are not expected nor required to ensure that student-athletes have the opportunity to compete at the collegiate level. However, families will find that coaches at Presentation consistently work hard to ensure interested students have the opportunity to pursue their passions at the next level. Student-athletes interested in competing as college athletes should make their desires known to coaches and athletic administration early in their high school career in order to have as many options as possible upon graduation.

**Lockers:** If a student-athlete needs a locker for the season, she needs to contact [Mr. Kevin Saldivar](#) in the Athletic Office and a locker will be assigned to her for that season.



**Outside Competition & Summer Leagues:** According to CIF rules, no student-athlete may participate on a non-school team of the same sport during the same season. This includes leagues, tournaments, charity games, all-star games, 3 vs. 3 tournaments, college ID camps, etc. Since participation in a non-school event of the same sport will render a student-athlete ineligible and force the forfeiture of Presentation games, student-athletes must check with the Athletic Director if there is any doubt as to whether a competition is permissible according to CCS and CIF bylaws.

Presentation High School, WCAL, CCS and CIF do not sponsor summer league teams. Although participation is allowed, they are not officially associated with the above-mentioned groups. The parent assumes full responsibility for medical expenses and any liability that may occur as a result of participation on a summer league team.

**Parent/Spectator Guidelines:** We are blessed to have a strong tradition of supportive parents in our athletic program. Often, parents are eager to get involved and help but sometimes do not know how to proceed. As a parent of a Presentation student-athlete, there are multiple volunteer opportunities available. Please contact the athletic department at (408)264-1664 for further information.

**Expectations of parents:**

- Attend the seasonal Parent Meeting and the team end of year banquet.
- Work closely with school personnel to ensure proper academic progress.
- Ensure that your daughter attends all scheduled practices and athletic contests.
- Acknowledge the authority of the coach to determine strategy, player selection and playing time.
- Exhibit and promote sportsmanship from students and other parents.
- Support your daughter by attending contests and encouraging her and her teammates.
- Be an active member of the parent volunteer groups.

**Spectator Guidelines:** Presentation believes that the student-athlete's athletic competition is a significant part of her entire educational experience. Everyone involved in our athletic program has a duty to ensure that our programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring and good citizenship.

The highest potential of sports is realized when all involved intentionally Teach, Enforce, Advocate, and Model these values and are committed to the ideal of pursuing Victory with Honor. The parents/guardians of our student-athletes must play an important role in this commitment. Our good-faith efforts to honor the words and the spirit of these ideals can dramatically improve the quality of the student-athlete's sports experience.

Parents and spectators at all Presentation athletic contests are expected to support these values at all times by displaying good sportsmanship. The following are some of the ways to ensure you are part of a positive youth sports culture:

- Offer encouragement to all the players and coaches on our teams.
- Show respect for the decisions made by the contests officials. Refrain from booing, hissing or making derogatory remarks towards game officials.
- Respect the fans, coaches and participants from opposing schools.
- Follow all the rules of the host site and follow the directions and rules set by administrators or designees from both schools.
- Avoid criticizing the decisions of student-athletes, coaches and officials at events or in your home.

The administration and staff at Presentation will hold all spectators at our athletic events to the highest ideals of good sportsmanship. Spectators who are unable to exhibit the necessary sportsmanship to attend our athletic events may be subject to some or all of the following disciplinary action:

- Verbal reminder.
- Removal from the site for the remainder of the contest.

- Meeting with the Presentation administration.
- Permanent banning from Presentation athletic contests.
- Child being removed from the team.
- Child being removed from the school.

Should you ever become aware of or concerned about issues of poor sportsmanship on the part of our students, student-athletes, coaches or parents contact the supervisory personnel on duty at the game or the Athletic Director at (408)264-1664 ext. 2492.

**Participation Fee:** The athletic fee is \$200.00 per sport. The participation fee is due at the beginning of the season and is paid through the online registration system. The fee helps to cover the following athletic costs:

Head Coaches	Uniforms	Officials
Equipment	Facilities	Awards
Transportation	Equipment Repair	Tournament Fees
CCS Fees	League Fees	Coaches' Education

**Participation in multiple sports:** The Presentation Athletic Department seeks to promote the concept of well-rounded and multi-sport student-athletes. We work cooperatively with student-athletes to allow them to pursue interests in as many areas as possible during their time at Presentation. All student-athletes who compete for a Presentation team are allowed to tryout for a team in the next season of sport upon the conclusion of the previous season. Coaches and teachers will try to work cooperatively with families to allow participation in multiple activities (dance, theatre, band, etc.) when possible. However, coaches have the ability to set the minimum requirements for team membership.

**Practice Sessions:** Practice sessions are closed to parents/guardians and spectators. Often times the presence of parents puts undue pressure on student-athletes and serves as a distraction to the team members. When arranged in advance, college coaches are permitted to watch practices for recruitment purposes; this must be arranged by the head coach and communicated with the Athletic Director. There are no Sunday practice sessions.

**Quitting a Team:** A high level of commitment is expected from our student-athletes. Student-athletes who quit a team after first cuts are posted OR prior to the conclusion of the season OR who are removed from a team by the Athletic Department are ineligible for any other team at Presentation until the original team's season has been completed. At the discretion of the Athletic Director and Administration, the student-athlete may also be required to sit out 30 days before participation in their next sport/activity.

**Social Media Policy:** Student-athletes are representatives of Presentation High School and Presentation Athletics at all times and their online behavior must positively represent themselves, their team, the athletic program and the school. Student-athletes must refrain from using Social Media (Twitter, Facebook, Instagram, SnapChat, etc.) to harass, threaten, annoy, intimidate or make fun of others in any way. Student-athletes must refrain from using Social Media to speak negatively about Presentation Athletics, Presentation coaches, teammates, opponents, officials and spectators. Negative posts on Social Media sites will not be tolerated and are reason for the student-athlete to be removed from the team.

**Sport Packs:** The varsity head coach of each program determines the items that are available for the student-athletes to purchase on the [PantherWear website](#). When choosing the required items, coaches will keep that amount around \$120. Varsity head coaches will also determine the optional items that are available for the student-athletes in their program to purchase. The items that the coach chooses for their sport will be ordered and paid for by each student-athlete and will be shipped directly to the student-athlete's house. If there are any problems with placing the order, contact Olympic Recognition at (408)216-5559 to resolve the issue and notify the Athletic Director.

**Sportsmanship:** Beyond the guidelines and regulations that Presentation is obligated to follow, it is the hope that everyone associated with our athletic program recognize the purpose of our sportsmanship policies. Anyone associated with an athletic contest has a responsibility to uphold the highest standards of sportsmanship before, during and after a contest. Sportsmanship includes, but is not limited, to the following:

- Show respect for teammates, coaches, opponents, officials and fans.
- Treat opponents as guests while they are on campus.
- Accept both victory and defeat with grace and dignity.
- Refrain from heckling, jeering or using profane language.
- Be positive in words and actions.

Parents are the primary role models for their children. It is critical that parents set the best example of sportsmanship, particularly when they are spectators at an athletic contest.

**Starting Dates:** Organized practices for the high school seasons shall not begin before these starting dates:

<b>Fall Sports:</b>		<b>Winter Sports:</b>		<b>Spring Sports:</b>	
<b>August 9</b>	<b>August 14</b>	<b>November 4</b>	<b>February 3</b>		
Cross Country – V, JV	Cross Country – F	Basketball – V, JV, F/S	Lacrosse – V		
Field Hockey – V, JV	Field Hockey – F	Soccer – V, JV, F	Softball –V, JV		
Golf – V, JV	Golf – F		Swimming – V, JV		
Tennis – V, JV	Tennis – F		Track & Field – V, JV		
Volleyball – V, JV	Volleyball – F				
Water Polo – V, JV	Water Polo – F				

**V = Varsity; JV = Junior Varsity; F/S – Frosh-Soph; F = Freshman**

**Transportation Information (bus/vans/private vehicle):** In order to travel with a team, student-athletes must be eligible to compete in the contest to which the team is traveling. With rare exception, transportation to and from athletic contests is arranged by the Presentation Athletic Department. Transportation by any other means is permissible only with the consent of Athletic Director and coach and permission of the student-athlete’s parent/guardian. Any parent wishing to assist in driving student-athletes other than their own daughter must get fingerprinted through the school, complete the VIRTUS training and complete the Volunteer Driver packet (available in Athletic Office or from coach).

For off-campus practices, transportation is provided to practice; however, it is the responsibility of the student-athlete and her parent/guardian to arrange for transportation home. In the case that transportation to practice is not provided by Presentation High School, the student-athlete and her parent/guardian must arrange to get to practice. The weekly transportation schedule is posted outside of the Athletic Office as well as given to the coaches.

**Transportation by Bus:**

- Faculty and/or adult supervision will be provided for activities when school buses are used.
- Coaches and bus supervisors shall assume major responsibility for the proper and safe conduct of student-athletes at all times.
- Unauthorized passengers may not ride a bus with Presentation student-athletes.

**Transportation by Auto (school van/private vehicle):**

- When feasible, smaller teams will be transported by school van.
- Students are allowed to drive themselves to athletic contests under special circumstance and only if approved by the coach, Athletic Director and parent/guardian. The Athletic Director must receive the completed Travel Permission form (available on the athletic website or from coach) at least 48 hours before the student-athlete wishes to drive to the contest.
- Student-athletes are **NEVER** allowed to drive other student-athletes to and from athletic contests or practices.

- Under no circumstances are those who are driving to have more than 7 students plus the driver in any vehicle. If there are more than 7 students plus the driver, a bus driver's license is required by law. Also, NO RECREATIONAL VEHICLES, MOTOR HOMES or OPEN VEHICLES are to be used regardless of the number of passengers.

The only time student-athletes may arrive at an athletic contest without traveling in transportation provided by the school is:

- On a Saturday or non-regular school day if school is not in session, when it is the parent's responsibility to provide transportation to the site of the contest.
- When the contest is in the evening and the coach determines that it is the responsibility of the parent/guardian to provide transportation to the contest.

**Try-Out Information:** Any student-athlete who intends to try out for a team must attend the informational meeting held by coach. The coach will communicate the physical abilities and general skill level required to make a team in their program. The coaching staff will evaluate and determine the level at which each student-athlete will be placed. Student-athletes will be given a minimum of 3 tryout dates\*. This includes any student-athlete who might begin tryouts late due to an over-lapping commitment to another Presentation team. Only in rare situations would a student be allowed to make-up a missed tryout date.

In many cases, making a team at Presentation is highly competitive. While some sports have a no cut policy, many others have a limited number of positions available. Therefore, student-athletes trying out for a team must realize that they may not make the team. After the tryout period, the coach has the exclusive right to determine if the student-athlete demonstrated the talent, ability and attitude to successfully compete in the program.

\* Student-athletes are given one day to try out if: 1) their Athletic packet is turned in after tryouts have started but is within the first week of tryouts (otherwise, the student may not try out); 2) a student is cut from another sport in that same season.

**Uniforms/Equipment:** Uniforms and Presentation-owned equipment issued to the players must be returned in good condition\* at the time the coach arranges. Student-athletes who do not turn in equipment/uniforms will not be allowed to participate in the next sport until the uniform/equipment is received or the Presentation Athletic Department has been reimbursed for the cost of replacement. Detention will be issued to student-athletes who fail to turn in their uniforms/equipment until the complete set is turned in.

\*Good condition is defined as usable for the next sports season. Uniforms should not have any tears, rips, holes, or discoloration from improper washing (wash all uniforms in cold water).

## **SPORTS MEDICINE PROCEDURES/ATHLETIC TRAINING ROOM INFORMATION**

Presentation High School employs Ms. Jess Little as a full-time certified athletic trainer who assists student-athletes during practices and games. The job responsibilities of Presentation's athletic trainer include, but are not limited to, injury prevention, injury response and management, injury treatment, injury rehabilitation, provide counseling advice to student-athletes on health-related issues, health care administration (record keeping) and professional development. In addition to the athletic trainer, Dr. Robert Nishime and Dr. Anthony Saglimbeni serve as team physicians for Presentation's athletic teams. Dr. Nishime is an affiliate of West Coast Sports Institute. Dr. Saglimbeni practices Sports Medicine, Pediatrics and Internal Medicine at West Coast Sports Institute. Our physicians see injured Presentation student-athletes weekly or bi-monthly in the Presentation's athletic training room. Ms. Little schedules these appointments with the injured student-athlete and Dr. Nishime and Dr. Saglimbeni.

**Physician's note:** All student-athletes that have seen a physician for *any* reason require a **written medical release** in order to participate in practice or contests.

Student-athletes under the care of a physician for an infected wound MAY NOT participate in practices or contests without a **written medical release** from their attending physician.

**Medical Clearance – Pre-Participation Physical Exam:** Student-athletes wishing to participate in an interscholastic sport must show evidence of having a physical examination by a licensed California physician that covers their entire sport season. Presentation hosts on-site physicals in May that are valid for 12 months. There is a nominal fee for the examination, which helps to pay for the physicians and athletic trainers that examine the student-athletes; the additional funds that are raised from this event go directly into the Athletic Training Room budget (to pay for the medical supplies that our student-athletes need for treatment, rehabilitation and injury prevention). Student-athletes who miss the Presentation sponsored Physical Night must arrange for a physical with their physician.

For more information about participation requirements, see page 3 of this handbook. The Athletic Participation packet must be completed before a student-athlete may tryout. Information about the [Athletic Participation packet](#) is available on the Presentation's Sports Medicine page.

### **Athletic Training Room Policies and Procedures**

- The Athletic Training Room hours are Monday-Friday from 12pm to the end of the last practice session; hours will vary by sport season (Fall, Winter, Spring). Other times may be scheduled during school holidays/breaks and Saturdays if the coach alerts the athletic trainer in advance and arranges for the training room to be available to student-athletes. During the summer months the training room operates on a reduced schedule and it is advised to email Ms. Little to schedule an appointment.
- The Athletic Training Room is a medical facility that provides health services for athletic injuries and illnesses. Loitering in the Athletic Training Room will not be tolerated. All Presentation student-athletes are welcome to utilize the athletic training services during the training room hours. For liability reasons, the athletic training staff cannot see or treat the "non-athlete" student body; however, appropriate referrals will be made to assist the injured Presentation student.
- The athletic trainer will only tape student-athletes who have identified orthopedic issues. Taping services in the training room are rendered on a first-come-first-serve basis.
- Other treatment services available in the Athletic Training Room include cold therapy (ice, whirlpool), thermotherapy (heat packs), electronic stimulation, ultrasound, intermittent compression, assisted stretching, wound care and some forms of assistance with rehabilitation.
- All injuries that require an evaluation, treatment and/or rehabilitation require a scheduled appointment. Student-athletes must arrange an appointment directly with the athletic trainer. The athletic training staff reserves the right to refuse treatment if a student-athlete is late or misses a scheduled treatment without proper notice. It is the student-athlete's responsibility to allow time for treatments, rehabilitation and taping prior to any practices/games. The athletic training staff will not be responsible for the student-athlete being tardy to a practice/game. The athletic training room is never an acceptable excuse to be late. If a student-athlete needs to visit the training room during practice, they must first obtain the coach's permission.

## Injury Management

- Student-athletes must report all injuries to their coach and the athletic trainer. The athletic trainer will evaluate each injury and determine the best course of action (rest, MD/DO referral, etc.) for the health and well-being of the student-athlete. The athletic trainer will determine if and when the injured student-athlete may return to athletic activity.
- Student-athletes who seek the care of a physician, either by referral of the athletic trainer or at a parent's preference, **MUST** provide written documentation from the physician stating their injury or illness status. This documentation should state the nature of the injury, recommendations for return to play and a return to participation date. Student-athletes who do not submit documentation, after receiving care by a physician, will not be allowed to participate in any capacity until such note is received by the athletic trainer.
- Injured student-athletes are still part of the team and are expected to attend practices and competitions as an "observer" until they are medically able and cleared to resume athletic activity. The exception to this rule applies to student-athletes who have suffered a concussion—see below for Concussion Policies.
- If a medical professional removes a student-athlete from an activity, then the student-athlete must have a signed note from a medical professional to return to the sport. If a student-athlete is withheld or limited from athletic participation because of an injury or illness, then the athletic training staff holds ultimate authority on return to play decisions. In the circumstance where a student-athlete seeks medical attention outside of the Presentation athletic training staff and is withheld or limited from athletic participation because of an injury or illness, then the following **MUST** occur:
  - The student-athlete must present a signed physician release form ("physician's note") to the Presentation athletic trainer (NOT the coaching staff) stating they can return to athletic participation. Any student-athlete who does not present a physician release to the athletic trainer will not be allowed to resume practice or participate in games.
  - The athletic trainer will then make the decision to return the student-athlete to athletic participation.
  - The coaching staff will be notified that the student-athlete can return to athletic participation.
  - All student-athletes must undergo concussion testing in order to participate, as scheduled by the athletic trainer.

**Concussion management policy:** A concussion, no matter what degree, is a serious injury. The athletic trainer will work closely with the parents and student-athlete to determine the best course of action. If it is determined that a student-athlete requires a modified school schedule/workload as a part of the recovery process, that student-athlete will not be permitted to attend practices or games until the student-athlete provides notification from a physician that they can return to their prior academic workload. However, she is not yet cleared to participate in her sport; she may attend practices and games, but she is not eligible for early dismissal on game days.

Return to play is determined on a case by case basis. The student-athlete must be completely symptom-free and cleared by her attending physician (MD/DO) with written documentation. Per California state law AB 2127 (effective 1/1/15), a student-athlete may not return to full participation or competition sooner than **seven days** after being diagnosed with a concussion by a physician. Once cleared, she will go through a gradual step-wise progression of physical exertion, sport-specific activities, and exposure to contact. The student-athlete must check in with the athletic trainer daily prior to progressing to the next step. If symptoms return during progression, the student-athlete must cease activity and report her symptoms to the athletic trainer. Once symptom-free for at least 24 hours, she may resume the process at the previous step. Presentation High School policy states that every student-athlete is required to meet the following criteria in order to be allowed to return to play after a concussion:

1. The student-athlete is asymptomatic at rest and with exertion;
2. The post-concussion ImPACT data is within normal range of baseline data (if no baseline data is available then ImPACT national scores will be used for comparison);
3. The student-athlete must have a normal neurological and physical exam and be cleared for full activity by her primary care medical physician.

Baseline ImPACT testing will be administered to the following programs: Basketball, Diving, Field Hockey, Lacrosse, Soccer, Softball, Track & Field (high jump and pole vault), Volleyball and Water Polo. An ImPACT test is a computer-based neurocognitive program that helps the athletic trainer and team physician manage concussion treatment. ImPACT baseline testing will be administered to student-athletes during their freshman and junior year with the exception of those who transfer in during their sophomore or senior year.

## **ATHLETIC TRAINING ROOM RULES**

Student-athletes are expected to follow ALL rules when inside the Training Room.

1. NO Loitering!
  - If you are not injured, or assisting someone who is, DO NOT crowd the training room.
2. NO food or drinks allowed.
3. NO cell phone use inside the training room.
4. NO equipment (bags, backpacks) allowed inside the training room.
5. Sign-In upon entering the training room.
6. All injuries in need of an evaluation, treatment or rehab require a scheduled appointment; see athletic trainer to arrange an appointment.

## **WEIGHT ROOM RULES**

The Weight Room is available to Presentation student-athletes, Presentation students, Presentation Faculty & Staff and Presentation coaches.

1. You may only work out in the Weight Room if you are properly equipped; running shoes are required. Vans, bare feet and slippers are not permitted. School uniform is not proper workout attire.
2. If you are in the Weight Room, then you need to be working out (The Weight Room is not a place to socialize or to study).
3. No bags are allowed in the Weight Room. Backpacks and other bags need to be placed in a locker or outside the Weight Room.
4. The stereo volume must be at a reasonable level, as determined by the weight room supervisor. Music containing lyrics with swearing, drug or sexual references are not allowed. Personal portable music devices are permitted.
5. **RE-RACK YOUR WEIGHTS!!!** If you use something, put it back in the proper place. Spotters must be used for all heavy lifting.
6. No food or drinks are allowed in the Weight Room. Water is allowed.
7. Wipe down the equipment after you use it with the sanitizing wipes that are provided.
8. If a piece of equipment is broken, notify Ms. Mallison or Mr. Jack Biebel immediately.
9. Make sure you are safe and that you leave the Weight Room better than you found it.