



CASTILLEJA ATHLETICS PARENT, STUDENT & COACHES HANDBOOK

This publication contains information about Castilleja’s Athletic Department policies and guidelines. The following policies seek to promote good sportsmanship, team spirit, discipline, excellence in athletic endeavor, school unity, and pride. It is our policy to assure fair and uniform treatment of all student athletes and to inform all interested persons of the responsibilities of the student athletes.

The Castilleja School administration expects coaches, parents, and student athletes to read this handbook carefully, as they will be responsible for its contents.

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Castilleja Athletic Philosophy

Athletics are a fundamental part of the overall educational experience at Castilleja. The athletic program strives to teach students physical and mental skills, self-discipline, and sportsmanship, while motivating athletes to strive for excellence. The value of participation in sports is broad and life-long, as athletes develop teamwork, organizational skills, and leadership skills. Castilleja athletes are a source of pride and unity to the school community.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in Castilleja Athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the Castilleja athletic program. This privilege may be revoked if an athlete fails or refuses to comply with the rules.

Athletic Leadership Team

Director of Athletics – Jez McIntosh

The Director of Athletics is a member of Castilleja’s Senior Leadership Team, and reports to the Head of School. The Director of Athletics is responsible for the supervision of all coaches, and all others involved in the athletics program. The Director of Athletics will provide overall leadership and coordination among the various sports to facilitate programs that provide student athletes with a worthwhile learning experience.

Associate Director of Athletics – Meave Ward

The Associate Director of Athletics reports to and assists the Director of Athletics in the supervision of all coaches, and is the main point person for the Middle School program. The Associate Director of Athletics focuses on building community, and helps coaches to develop relationships with their athletes and the rest of the school staff.

Director of Sports Performance – Heidi Hueber

The Director of Sports Performance reports to and assists the Director of Athletics in the supervision of coaches, as it pertains to team training and the development of individual athletes. The Director of Sports Performance will also serve as the athletic trainer, and is the point person for all injuries and rehabilitation.

Sports Information Director/Video Coordinator – Bryan Hoard

The Sports Information Director/Video Coordinator reports to and assists the Director of Athletics in the supervision of all coaches, as it relates to public relations and use of video. The Sports Information Director/Video Coordinator will be responsible for all external communication from the athletic department. The Sports Information Director/Video Coordinator will also work with students to record all competitions, and to code the video so that coaches and players may use it for the purposes of individual and team development.

Middle School Athletics

At the middle school level, the athletic program is designed to allow all interested and committed students to participate, through a no-cut policy. A broad offering of sports is provided for various levels of abilities and competition. The program is designed to develop skills, encourage personal responsibility, and increase confidence in physical abilities while fostering social and emotional development through teamwork, commitment, and fun.

Commitment Policy

When a student athlete signs her Athletic Contract, she is agreeing to make Castilleja sports a priority in her after-school engagements. Players are expected to attend all practices and games. When the season's practice schedule is posted, and it looks like an athlete will miss more than three practices, she should meet with the Associate Director of Athletics to see if a schedule can be worked out. The athletic department wants to do all that is possible to make accommodations so that any athlete can play a sport for Castilleja. If a schedule cannot be worked out, the athlete will not be able to participate during the current season, and this decision will be made before the season starts. Once the season starts, athletes are expected to honor the schedules set with the Associate Director of Athletics. If an athlete misses a game or practice and does not notify the Associate Director of Athletics in advance, she will be given a warning, which will constitute her first unexcused absence. The second unexcused absence will result in the player's dismissal from the team.

League

At the middle school level, Castilleja is a member of the West Bay Athletic League (WBAL). The West Bay Athletic League was organized to provide interscholastic competition for schools on the Peninsula. The league strives to provide:

- An opportunity for all students to be members of a team, tailored whenever possible to the ability level of the individual participant;
- A full selection of sports for both boys and girls so each may participate, learn the game, and strive to excel at his or her level by gaining the skills and abilities involved;
- An opportunity for all participants to enjoy athletics and provide their parents and friends the privilege of seeing them compete;
- An expectation that each student-athlete, after joining a team, will commit himself or herself to fulfilling all obligations of that team, including attendance at all practices and games;
- The chance for each team member to play in all games whenever possible;
- An opportunity to use athletics as an important means of furthering school and team spirit.

Divisions

The WBAL has four divisions of play for each sport: Varsity A (VA), Varsity B (VB), Junior Varsity A (JVA), and Junior Varsity B (JVB). Each school is allowed to field as many teams as needed in each division.

- **VARSAITY A** - The VA division is recognized by the league as the competitive division. The VA team will consist of the most advanced athletes who try out for this division. This level will place more emphasis on developing a successful team with a winning record. Playing time will be at the discretion of the coach. Players are expected to play in all games, but this is not guaranteed. Athletes who are more skilled and who show a higher degree of effort and commitment will probably get more playing time. The VA division is open to athletes of all grade levels.
- **VARSAITY B** – The VB division is open to 7th and 8th grade athletes who did not try out for or did not make the VA team. This is a “B” level team, and the level of play is not as competitive as the VA team. Sportsmanship, building skills, and learning to play as a team are among the main goals of the VB teams. Some sports will have multiple VB teams. In these cases, the VB#1 team will comprise the most advanced athletes who try out for this division. The VB#2 team will consist of those who did not make the VB#1 team. Playing time will be at the discretion of the coach. Players are expected to play in all games, but this is not guaranteed. Athletes who are more skilled and who show a higher degree of effort and commitment will probably get more playing time.
- **Junior Varsity A** - The JVA division is open to 5th and 6th grade athletes. The JVA division is recognized by the league as the competitive division for the 5th and 6th grades. The JVA team will comprise the best athletes who try out for this division. Sportsmanship, building skills, and learning to play as a team are among the goals of the JVA teams. Playing time will be at the discretion of the coach. Players are expected to play in all games, but this is not guaranteed. Athletes who are more skilled and who show a higher degree of effort and commitment will probably get more playing time.
- **Junior Varsity B** – The JVB division is open to 5th and 6th grade athletes who did not try out for or did not make the JVA team. This is a “B” level team, and the level of play is not as competitive as the JVA team. Sportsmanship, building skills, and learning to play as a team are among the main goals of the JVB teams. Playing time will be at the discretion of the coach. Players are expected to play in all games, but this is not guaranteed. Athletes who are more skilled and who show a higher degree of effort and commitment will probably get more of the playing time.

Sign-Ups

Sign-ups for each sport will take place about two months prior to the start of the season. This is mandated by the league and is necessary for scheduling, as the number of teams and the number of teams in each division may change from year to year. If a student does not sign up for a particular sport, she will not be able to participate in that sport for that season. Students will be notified about sport sign-ups via their Castilleja email accounts, through announcements in The Daily Bulletin, and in their Fitness and Wellness classes. Once a student signs up for a particular sport, an Athletic Contract will be sent home. A signature is required by the student and her parents or guardian in order for her to participate. Contracts will be due one month before the season begins. If a student does not return the contract by the deadline, she will not be able to participate.

Musical

Students who wish to participate in both the middle school musical and the soccer team may do so, as long as they let both Ms. Ward and Ms. Walter know that they plan on doing so before they sign their contracts. Participating on a soccer team and in the musical means that a student cannot hold one of the lead roles in the production. Students may not participate in basketball and the musical.

Middle School Sports and Season Dates

Swimming

The swim team will meet two or three days per week from 3:15 to 4:45 pm. There will be a few practice meets during the season and one league meet at the end of the season. Athletes compete by grade in their respective events. The swim season begins in early September and ends in late October. The swim team is for those who already know how to swim and would like to race competitively.

Softball

Typically there are two softball teams for the Middle School (VA and VB). Practices are three to four days per week from 3:15 to 4:45 pm. There are approximately seven games in the season. The season begins on the first day of school, and ends mid-October.

Cross Country

There is one cross-country team and practices are three to four times a week from 3:15 to 4:45 pm. There will be a couple of practice meets during the season and one league meet at the end of the season. The athletes will compete by grade. The cross-country season begins in early September and ends mid-October.

Soccer

Typically there are four or five soccer teams for the Middle School (VA, VB#1, VB#2, and JVA). Soccer practice will be three to four days per week from 3:15 to 4:45 pm. Games will be immediately after school. The season begins with team placements in mid-October and ends in early December. Sign ups for soccer will begin the first week in September.

Basketball

Typically there are six or seven basketball teams for the Middle School (VA, VB#1, VB#2, VB#3, JVA, and JVB). Basketball practice will be three to four days per week from 3:15 to 4:45 pm. Some days there will be games instead of practice. Games can be in the evenings and on weekends. The season begins with team placements in mid-December and ends with playoffs in mid-March.

Volleyball

Typically there are six volleyball teams for the Middle School (VA, VB#1, VB#2, VB#3, JVA, and JVB). Volleyball practice will be three to four days per week. Practices are from 3:15 pm to

4:45 pm, or 4:45 pm to 6:15 pm. The season begins with team placements in mid-March and ends in early May.

Track

There is one track team that practices together three to four days a week. There will be a couple of practice meets and the season will conclude with a league meet at the end of the season in early May. The athletes compete by grade in their respective events.

Tennis

Middle School Tennis will have a VA team, and if there are enough girls we will have a VB team. Tennis practice will be three to four days a week from 3:30 to 5:30 pm at Cubberley. The practice time includes travel time to and from the courts. The season begins in mid-March and ends in early May.

Water Polo

Water Polo typically fields two or three teams (VA, VB#1, and VB#2). Water polo teams practice from 3:15 to 4:45 pm, and they will have matches on Saturdays. The season begins with team placements at the end of March and runs through mid-May.

Upper School Athletics

Athletics in the Upper School are competitive, and the level of commitment required increases accordingly. At the varsity level, the most capable and committed athletes constitute teams that strive to excel in competition. Because Castilleja is a college preparatory school with significant academic demands, student athletes must have self-discipline and organizational skills to manage their individual schedules.

California Interscholastic Federation (CIF)

Castilleja School is a member of the **Central Coast Section (CCS)** of the California Interscholastic Federation (CIF). CIF is the governing body of high school athletics in the state of California.

The objectives of this organization are:

1. To serve as an organization through which member high schools mutually adopt rules and regulations for interscholastic athletic competition so that Boards of Education and school faculties will regard interscholastic athletics as an educational resource to be encouraged and fostered.
2. To establish the responsibility for the administration of high school athletics by member schools in order to ensure satisfactory supervision.
3. To provide a constitution, by-laws, and organization through which member schools shall administer their interscholastic athletic programs.
4. To cultivate cordial and friendly relations among schools through good standards of sportsmanship.
5. To promote equal opportunities for all involved in California secondary school athletic programs regardless of race, religion, gender, or national origin.

6. To promote the acceptance of the Cardinal Principles and Code of Ethics of the California Interscholastic Federation.

CIF Code of Ethics

It is the duty of all concerned with High School Athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities that tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game – not a matter of life and death for player, coach, school, officials, fan, community, state, or nation.

FAILURE TO FOLLOW THE "SPIRIT AND INTENT" OF C.I.F. RULES AND REGULATIONS MAY RESULT IN THE FOLLOWING PENALTIES FOR YOUR ATHLETES AND YOUR SCHOOL:

1. Forfeiture of all league games and championships.
2. Elimination of your school from Play-Offs in the particular sport.

League

The Upper School is a charter member of the West Bay Athletic League (WBAL). The WBAL is a league recognized by the Central Coast Section (CCS) of the California Interscholastic Federation (CIF). The West Bay Athletic League was established in 2002 and is comprised of the following private schools: Castilleja, Crystal Springs Uplands, Eastside Prep, Harker School, Immaculate Conception Academy, Menlo School, Mercy Burlingame, Mercy San Francisco, Notre Dame San Jose, Sacred Heart Prep, The King's Academy, and Priory.

The WBAL offers the following sports per season:

FALL - Cross Country, Golf, Tennis, Water Polo*, Volleyball

WINTER - Basketball, Soccer

SPRING - Softball, Swimming, Track and Field, Lacrosse

*Our water polo teams compete in the Peninsula Athletic League (PAL).

Upper School Practice and Season Dates

Practices

Practices in the Upper School are 5 days a week, two hours a day. Depending on the sport, some practices are off-campus. Practices may be later in the evening or on Saturdays, depending on

the season and due to availability of facilities. No practices will go past 7:00 pm and no practices will occur on Sundays.

Medical and dental appointments should be scheduled so that the athletes will not miss practice. If this is not possible, the athlete should let the Director of Athletics and coach know as far in advance as possible.

Practices and games do occur around and during exams and finals. Parents and student athletes need to understand that the league cannot work around every school's testing calendar. Thus, student athletes need to plan their time according to their various needs.

Some practices and games occur during vacation periods. For example, **winter sports practice and compete through Winter Break and February Break.** Athletes need to take responsibility for knowing these dates in advance.

Practices take priority over school clubs and other co-curricular activities that take place after school hours.

Season Dates

	Season	CCS/State Playoffs
Cross Country	8/16 –11/6	11/13 & 11/27
Golf	8/16 – 10/28	11/2 -11/16
Tennis	8/16 – 11/5	11/9 – 11/20
Volleyball	8/16 – 11/5	11/10 – 12/4
Water Polo	8/16 – 11/6	11/09 – 11/20
Basketball	11/1 – 2/19	2/22 – 3/26
Soccer	11/1 – 2/19	2/22 – 3/5
Softball	2/1 – 5/14	5/18 – 5/24
Swimming	2/2 – 5/14	5/20 – 5/21
Track and Field	2/1 – 5/14	5/21 – 6/4
Lacrosse	2/1 – 5/14	None

Team Development

Tryouts

All athletes will be given a minimum of three days in the Upper School and two days in the Middle School to try out for a team.

Handling Cuts

Before selecting a team, each coach should meet with the Director of Athletics or Associate Director of Athletics. Final rosters will be posted on the internal website for athletes to access through their emails.

Multi-Sport Athletes (Back-to-Back Seasons)

It has always been the nature of the Castilleja School coaching staff to share athletes among different sports and, in general, to act in the best interest of each individual athlete and sport. It

is expected that each member of this coaching staff will support the entire athletic program and see to it that each individual athlete is allowed the opportunity to participate as fully as possible.

For athletes who wish to try out for more than one sport at Castilleja, coaches should try to find a way to accommodate back-to-back seasons. A student athlete who is ending one season and immediately starting another may take up to two days off between seasons. (A weekend counts as one day.) The athlete must talk to the coach whose season she will be starting to confirm the tryout and practice schedule.

Varsity vs. Junior Varsity

On occasion, there may be an athlete who is at Varsity skill level, but age-wise would be more appropriate on the JV team. A coach should have a conversation with any athlete who will not receive substantial playing time at the Varsity level before finalizing the team. Sometimes an athlete should be given the option to either have little or no playing time on Varsity, or lots of playing time on JV. Coaches should consult the Director of Athletics or Associate Director of Athletics before having this conversation with an athlete.

Game Schedules

All game schedules will be online at www.castilleja.org.

Competitions

All members of the team are required to attend all competitions and to stay until they are dismissed by their coach. For some sports, the JV team will be required to stay to help with Game Operations for the Varsity competition, and the Varsity team will be required to help with Game Operations for the JV. Athletes are responsible for communicating their schedules to their parent(s) well in advance of practices and games.

Student-Athlete Conduct

Code of the Castilleja Student-Athlete

A student-athlete is bound by the Castilleja Honor Code, both inside and outside of school hours. Whether participating in practice, games, or other team activities, she upholds the values of the Five C's, which are the core of the school community. It is a privilege to represent Castilleja Athletics. Accordingly, our athletes are expected to embody and follow these principles:

Respect

A Castilleja athlete is expected to demonstrate sportsmanship by showing respect for teammates, coaches, opponents, and game officials. Respect is shown not only in individual interactions but also through effort and teamwork. The Castilleja athlete shows graciousness in both victory and defeat. She always conducts herself with honor and integrity.

Responsibility

A Castilleja athlete is responsible for managing both academic demands and team obligations. She must anticipate and communicate conflicting time commitments. She is expected to be

physically and mentally prepared and fully engaged at practice and games. She is also responsible for the care and upkeep of school equipment and facilities.

Commitment

By participating in athletics, a Castilleja athlete makes a commitment to the school sport above other co-curricular activities and outside of athletics. From Middle School to Upper School, the level of commitment increases as the competition increases.

Improvement

Success in Castilleja athletics is measured by improvement. For the athlete, improvement is measured by meeting personally developed and team goals, whether they are in areas involving physical, mental, emotional, or social skills.

Sportsmanship

Always remember that coaches and athletes are representing Castilleja School both on and off the court or field, and in and out of the pool. Coaches and athletes must put forth a positive image for our school and our sports program. Coaches are always setting an example for their players, so they should think before they act.

Unsportsmanlike behavior by coaches or athletes will not be tolerated at any level of competition. Coaches must set high expectations for their athletes' behavior and have consequences if those expectations are not met.

Form of Address

Castilleja coaches are professionals at an educational institution. It is therefore required that all athletes address coaches as "Coach _____", "Mr. _____", "Miss _____", or "Mrs. _____" – as they would any other adult on campus.

Behavior

Student athletes assume the obligation to appear in public appropriately dressed and to engage in behavior that reflects credit to their school, team, and community. Disruptive behavior, in or out of school, may result in suspension from the athletic program.

Alcohol, tobacco, and narcotics are illegal for underage students. They also will negatively affect athletes' physical well beings. Any athlete found to be in possession of, use of, or sale of alcohol, tobacco, smokeless tobacco, or narcotics during the season, while attending school, outside of school, or at any Castilleja-sponsored activity, will be suspended from athletics for a period of time to be determined by the Castilleja Administration and Judicial.

Locker Rooms

Student athletes are expected to use the appropriate lockers rooms in the Lonergan Center in changing for practice and or a game. Athletes caught changing anywhere other than the locker room will receive an automatic work crew. Repeat offenders will lose the privilege of playing sports for Castilleja.

Ejection from a Game

Ejection from a game is a serious offense. If a player is ejected from any contest, she is required to sit out the next game. A second ejection will cause a dismissal from the team.

If a player is ever ejected from a game, she will be required to turn in a written statement explaining her actions, and will have a follow-up discussion with the Director of Athletics.

Eligibility Rules and Grades

Student athletes are expected to follow all school rules and regulations. Eligibility rules require that all student athletes maintain a 2.5 GPA during the previous semester to be eligible for an upcoming season. If a student's GPA falls below 2.5, the following rules will apply:

1. The student athlete will be placed on probation and will be unable to play. This probation will remain in effect until the next grading period (end of the quarter or semester). At that time, if the student athlete's GPA is above 2.5, she will be eligible to play.
2. The student athlete will be allowed to practice if her GPA is below 2.5, but she will not be allowed to compete. If a student athlete with a GPA below 2.5 plays in an athletic contest, that game will be forfeited.

Team Uniforms

Student athletes are responsible for all equipment and uniforms issued to them. **Student athletes have five days from the end of the season to return their uniforms and equipment to the uniform room.** Each student athlete will be charged \$150 for any lost item or uniform not turned in by the deadline.

Missing Practice

Each Upper School student athlete will be given three excused practices for the season. These excused practices may be taken at any time and for any reason. Student athletes should inform their coaches ahead of time that they are taking one of their three excused absences. If an athlete misses more than three practices in a season, she risks her position on the team and will need to meet with the Director of Athletics or Associate Director of Athletics to discuss her additional absences. If a student athlete is absent from school due to illness or a family emergency, it will not count toward one of her three excused absences.

Student athletes who compete, at a high level, in an individual sport, at a regional, state or national level may be allowed to continue their training with their outside coach during the course of the Castilleja season. These student athletes will be expected to attend all competitions for Castilleja and at minimum one practice a week with the Castilleja team. Those who wish to continue their training with their outside coach, should contact the Director of Athletics before trying out for the Castilleja Team.

Quitting a Team

An athlete may be cut from a team due to lack of ability, but may only quit a team by mutual consent of coach and player. The athlete will not be eligible to try out for another sport until she

meets with the Director of Athletics or Associate Director of Athletics. Coaches should advise the Director of Athletics of any permanent change in the roster.

Team Transportation

Student-athletes must ride in school-provided transportation to and from all contests, unless they receive permission from the Director of Athletics or Associate Director of Athletics to drive themselves and provide a written note (with particular date) from their parents to the Director of Athletics. It is also common to use parent-driven carpools. **Under no circumstances may a student drive another student, nor may the coach provide transportation in his or her personal vehicle.**

Student athletes may be released to their parents or guardians after a contest, upon the approval of the coach. Student athletes are expected to help the coaches keep the school vans clean.

Early Dismissals

Early dismissals for away contests are set at the beginning of the season and are not to be changed except with the consent of the Sports Information Director or Director of Athletics. In most cases, athletes are excused from class 10 minutes prior to the scheduled departure time. Athletes are to be in class as much as possible. Coaches will receive an email from the Sports Information Director at the beginning of each week with the early dismissal times for that week. Coaches are not to change dismissal times any earlier than the time set by the Sports Information Director. Early dismissal times will also be published in the school's daily bulletin to inform the athletes and teachers.

Out-of-Town Travel

Athletes should communicate with their teachers in advance when they will be missing classes due to athletic travel. Faculty appreciate student athletes who show concern for completing assignments. **Absences of a half day or longer require completion of an Absence Notice form.** This form is available at the Attendance Office, or on the Castilleja website. If a student athlete knows she will be absent, she must:

1. Have her parent/guardian sign the form, then
2. Take it to her Class Dean or the Head of Middle School or Head of Upper School for signature as appropriate. Also, secure the signature of the College Counselor if the absence includes visiting colleges.
3. Next, she should have her teachers sign the form. This provides an opportunity to discuss work that will be missed.
4. Lastly, the completed form should be turned in to the Attendance Office **two days prior** to the date of the absence.

Failure to follow this procedure will result in a work crew.

When travelling to an overnight tournament, the Director of Athletics will arrange all hotel accommodations for the coaches and student-athletes. There will typically be three to four athletes in a room.

Student athletes will be responsible for purchasing their own meals.

Sports Performance Option (Fitness Exemption)

Freshmen and sophomore students who are participating in a sport may apply for the Sports Performance Option, formerly known as a Fitness Exemption.

Rather than giving students an unstructured “free period”, during their scheduled Fitness classes, we believe that a student-athlete’s time will be better spent either in a supervised study hall, or in classes focusing on variables that can impact their performance in training and competition. Instead of participating in fitness classes, student-athletes enrolled in the Sports Performance Option will participate in a combination of study halls and performance classes. These classes will be designed to improve their knowledge of injury prevention and athletic performance.

Academic Performance: In order to maintain a high level of academic performance, student-athletes will have supervised study halls to do homework and catch up on work (including taking tests and meeting with teachers) that they may have missed because of athletic commitments. These proctored study halls are mandatory and will meet three times per week during their regularly scheduled fitness class period.

Injury Prevention: One class period per week will be dedicated to an injury prevention program. The injury prevention program is aimed at preventing common injuries in female athletes, including ACL injuries and chronic shoulder instability.

Sports Performance: Sports performance classes will be held periodically throughout the year and will review nutrition (hydration/fueling), mental preparation, and maximizing recovery through rest and relaxation.

Wellness classes are still required for all student-athletes. These sections will be offered in 1-2 week rotations, and students will be notified of schedule changes in advance.

As part of the Sports Performance Option, each student-athlete will also be required to record her workouts, practices, and games in a workout log. She is to include reflections of her activities, correlating the effort and drills that she puts into practice with her progress in competition. The workout logs are a part of the class requirement in addition to their active participation in sport and fitness testing.

Student-athletes who are in off-campus sports (such as crew, figure skating, and horseback riding), and are participating in conditioning/injury prevention programs with their teams, must still complete fitness logs and attend study halls. Fitness logs must illustrate conditioning programs on a regular basis. These students are still required to attend class during wellness units.

The Sports Performance Option may be offered year-round for athletes who would like off-season strength and conditioning programs.

Parent Involvement

Parents play an important role in our athletic program. However, there are guidelines for parental involvement to ensure the best possible experiences for athletes and coaches. Please make sure to follow the expectations set up by Castilleja School.

Parent Meetings

Each sport's varsity coach will schedule a pre-season meeting for parents and guardians. This meeting will be held at school within the first two weeks of the season. The purposes of this meeting are to hear from the coach about their philosophy, goals, and expectations for the season, and to select team parents, who can assist with transportation coordination, facilitate team communication, and help plan the end-of-season party.

Driving

Parents are needed to drive athletes to away contests. All parent drivers must be pre-approved by the Business Office before they can drive teams. A copy of their insurance policy must also be on file in the Business Office. To be approved to drive, parents should submit a copy of your insurance policy to Dianne Zack in the Business Office. Please allow 3-4 days to obtain approval. The Sports Information Director will maintain a list of approved parent drivers.

Parental Procedure for Communicating Concerns

Parents should have their child take the responsibility to speak to her coach about her concerns. It is important that we teach students to communicate with adults in a mature manner. If a parent believes that his or her child's conversation with the coach did not help reach a resolution, then the parent should meet with the coach directly. If the issue still is not resolved, parents should arrange an appointment with the Director of Athletics or Associate Director of Athletics. Some situations may require a conference between the coach, athlete, and parent in order to reach a solution.

Parents must not attempt to confront a coach before or after a contest or practice. These can be emotional times for both parents and coaches. Meetings of this nature rarely promote resolution.

Parent-Coach Communication

Open communication is the foundation of the relationship between coaches, athletes, and parents. Parents should expect to hear from the coach about team philosophy, expectations and rules. Coaches expect to hear from parents if they have concerns regarding a coach's decision, philosophy, and/or expectations. In addition parents should notify coaches of any illness or injuries that will cause the athlete to miss a practice or game. Parents should not discuss playing

time, team strategy, or other members of the team with coaches. Parents should contact the Director of Athletics or Associate Director of Athletics to discuss these types of issues.

Snacks

Team parents will help coordinate post-game snacks for all teams. The following is a list of suggested snacks and beverages appropriate for athletic participation:

Hard Pretzels, Cut-up Apples, Granola Bars, Water, Fig Newtons, Bananas, Clif or Power Bars, Lemonade, Graham Crackers, Yogurt, Gu or Power Gel, Rice Cakes, Crackers, Raisins, Cut-up Oranges, Mini Bagels, and Fruit Juice

Coach Conduct

Sportsmanship

Always remember that coaches and athletes are representing Castilleja School both on and off the court or field, and in and out of the pool. Please put forth a positive image for our school and our sports program. Coaches are always setting an example for their players, so they should think before they act.

Unsportsmanlike behavior by coaches or athletes will not be tolerated at any level of competition. Coaches must set high expectations for their athletes' behavior and have consequences if those expectations are not met.

Dress Code

The athletic department has a dress code for all staff members during the school day. If a coach is on campus while school is in session, his or her dress code will be as follows: red, black, or white collared shirt, khaki or black non-athletic pants, and no hats or flip-flops. If a coach is coming on campus after school hours for practice, professional practice gear is expected. It is preferable that a coach wears Castilleja t-shirts or gear, or any other apparel that is red, black, or white (in accordance with school colors). Coaches' attire during games should follow the same guidelines as the dress code during the school day. Appropriate footwear is required at all times. Flip-flops are not permitted during the school day or during practice or games.

Form of Address

Castilleja coaches are professionals at an educational institution. It is therefore required that all athletes address coaches as "Coach _____", "Mr. _____", "Miss _____", or "Mrs. _____" – as they would any other adult on campus.

Language

Coaches should carefully consider the language they use when speaking to any of our students, parents, and members of the community. Castilleja School is an educational institution first and foremost, and coaches are part of a team of educators. The language and habits that student-athletes observe will undoubtedly become a part of their characters. If coaches lose control of their emotions, it is difficult to expect athletes to maintain theirs.

Ejection from a Game

Ejection from a game is a serious offense. If a coach is ejected from any contest, he or she will be required to sit out the next game. If it happens a second time, the coach will be done for the season.

If a coach is ever ejected from a game, he or she will be required to turn in a written statement explaining his or her actions, and will have a follow-up discussion with the Director of Athletics.

Coaching Varsity, and Sub-Varsity Teams

The Head Varsity Coach in each sport has the responsibility for the overall planning and organization of all teams that play that sport. It is important that the Head Coach give guidance and direction to the sub-varsity coaches and players. It is also expected that the Varsity Coach become actively involved in the Middle School program. The ultimate responsibility for the continuity of the program belongs to the Head Varsity Coach.

The sub-varsity coaches are responsible for following the direction of the varsity coach of their sport. Sub-varsity coaches are training athletes to play at the varsity level. Therefore, sub-varsity coaches should try to play as many athletes as possible so that they have an opportunity to develop. Sub-varsity coaches should be in constant communication with the varsity coaches so that all teams are running appropriate drills, offense, defenses, etc.

Public Relations

Each Head Coach of a varsity sport is expected to report scores and statistics to each of the local newspapers and the Sports Information Director. Allow yourself at least ten minutes after the contest in order to “cool off” and formulate your thoughts. Be sure that you are calm and in control of your emotions whether speaking with members of the media in person or over the phone. Plan your comments from a positive perspective and in such a way that you can be proud of any quotes attributed to you concerning your program or a particular contest or individual.

Varsity scores and highlights must be phoned in the same day/night of the contest. (Sub-varsity scores are not published.)

The San Jose Mercury News is published daily. The sports desk number at the San Jose Mercury News is (408) 920-5354.

The Los Altos Town Crier is published weekly and can be reached at (650) 948-9000 ext. 315.

Palo Alto Daily News is published daily and can be reached at 327-6397 x311

The Palo Alto Weekly is published weekly and you can reach Keith Peters at (650) 326-8210 Ext. 248.

Maxpreps – www.maxpreps.com

League results should be reported by email to webmaster@wbalsports.org.

Team Transportation

Student-athletes must ride in school-provided transportation to and from all contests unless they receive permission from the Director of Athletics or Associate Director of Athletics to drive themselves, and provide a written note (with particular date) from their parent to the Director of Athletics. It is also common to use parent-driven carpools. **Under no circumstances may a student drive another student, nor may the coach provide transportation in his or her personal vehicle.**

Students may be released to their parents/guardians after a contest, upon the approval of the coach. Coaches are to see that school vans are kept clean. Coaches may pick up van keys from the Sports Information Director, and should fill out the Vehicle Check List located in each van that they use. The keys should be returned immediately upon return to campus, and completed Vehicle Check Lists should be left in the vans.

Out-of-Town Travel

Athletes should communicate with their teachers in advance when they will be missing classes due to athletic travel. Faculty will appreciate student athletes who show concern for completing assignments.

Each time a team travels away from campus, he or she will need to bring the team's medical authorization forms. The Director of Sports Performance will prepare these forms prior to a team's first trip off campus. It is the coach's responsibility to carry the medical authorization forms every time a team travels. Each coach will also be given a medical kit. Coaches are responsible for the medical kits throughout the season. When it needs to be restocked, coaches should return kits to the Director of Sports Performance.

When travelling to an overnight tournament, the Director of Athletics will arrange all hotel accommodations. There will typically be three to four athletes in a room. Coaches will be given private rooms. When coaches are supervising students on an overnight trip, it is their responsibility to make sure that your athletes are not being disruptive. There should always be at least one coach on each floor. Someone must be available at all times in case of emergency. Obviously, coaches should never have alcoholic beverages while supervising students.

A female chaperone must accompany all teams.

Expense Money

When coaches travel on an overnight trip, they will be given money to spend on their personal meals. The per diem allowed by Castilleja is \$35 per day (\$10 for breakfast, \$10 for lunch, and \$15 for dinner). If coaches are ever required to drive their personal automobiles to an out-of-town event, they will be compensated with gas money or a mileage stipend. Athletes will be responsible for purchasing their own meals.

Private Training

Coaches must keep the Director of Sports Performance apprised of any private training or skill development with an athlete.

Use of Facilities

Coaches are encouraged to take advantage of Castilleja facilities for their private training or outside clubs. Facilities are available on a first-come, first-served basis. Coaches are required to meet with the Director of Athletics to schedule use of the facilities. There will be a \$200 equipment charge per fiscal year, for use of Castilleja's equipment, including balls or ball carts.

Due to heavy demand, a coach may not reserve more than three days per week in the gym. At the beginning of each month, coaches wishing to reserve the gym more than three days a week may reserve open slots that have not already been filled. These “leftover” slots will be offered on a first-come, first-served basis.

Safety

There are inherent dangers in all sports activity. Coaches must alert student-athletes of potential injuries even though certain risks are consented to by students and parents. Coaches must inform the Director of Athletics of faulty equipment and unsafe conditions in the practice or playing area immediately upon their discovery.

Medical Kits

Each coach is responsible for collaborating with the Director of Sports Performance to stock and restock his or her team’s medical kit. Coaches should always check supplies before an away practice or game. The medical kit is also a great place to keep the emergency cards, which are to be kept with the coach at all times. Coaches should not hand out medical supplies indiscriminately.

Injuries

It is the responsibility of the supervising coach to fill out the injury report as soon as possible and present it to the Director of Athletics and Director of Sports Performance within 24 hours of the accident. In general, a report of an injury should be filed if the athlete misses practice due to injury, sees a medical practitioner, or has any other accident that warrants a report. Coaches and athletic department staff will communicate with the parent or guardian of the student-athlete as soon as possible. If an athlete misses practice on the request of a physician, the athlete should have a note of clearance before returning to practice.

Professional Safety and Responsibility

All communication between a coach and an athlete, whether it be by phone, text, or through social media outlets should be professional in nature. As professional educators, coaches are expected to conduct themselves accordingly when communicating with athletes and their parents

It is important that coaches avoid finding themselves in a closed room with just one other athlete. While there may be times that this is unavoidable, it is in coaches’ best interests to not put themselves in the position of being alone with an athlete. Coaches should always keep a door open to protect themselves and their athletes.

Coaches are responsible for the safety of all of their athletes, and coaches are liable if their athletes are involved in "hazing". This type of behavior is not considered team building. If an athlete commits hazing to another athlete – regardless of the circumstances – it is wrong and will need to be dealt with.

Examples of hazing are: tying an athlete to a pole, putting athletes up on the roof of the campus, any type of embarrassing dress, any type of physical attack, and anything that would make somebody uncomfortable or threaten their personal safety.

Coaches have a unique relationship with many students. Because of this, a coach might be able to spot suspicious behavior earlier than other adults would. If an athlete seems troubled, coaches should report this to the Director of Athletics immediately.