

# BISHOP FENWICK HIGH SCHOOL



## ATHLETIC HANDBOOK

*Michael Coleman, CAA, Director of Athletics, Jan. 2016*

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## ***INTRODUCTION***

The Bishop Fenwick Athletic Handbook has been prepared as a resource guide for all coaches, athletes and parents in the BFHS community. The information provided in this handbook is meant to assist coaches, student athletes and their parents with understanding athletic program policies, rules and regulations governing athletic participation. Adherence to the Bishop Fenwick Athletic Handbook is something that we take seriously and is key to maintaining consistent practices that promote the best interest of everyone involved.

## ***PHILOSOPHY***

In athletics we want our community to experience excellence through the administration, coaches and athletes. We value the limitless opportunities for our student-athletes to grow in their faith, serve the surrounding communities, while also embracing the academic rigor and a myriad of extracurricular activities that prepare Fenwick students to be leaders of tomorrow.

We endeavor to instill pride, passion and a winning attitude, while also stressing the importance of good sportsmanship and personal integrity. Moreover, we want our athletes to follow not only the letter, but also the spirit of the rules.

It is our belief that through diligent perseverance, hard work, and sacrifice, both on the part of coaches and the athletes (with parents as partners), we can be competitive and successful in our endeavors on and off the playing fields.

## ***OHSAA***

As a member of the Ohio High School Athletic Association (OHSAA), we support the mission of our Ohio high school governing body:

### ***OHSAA Mission***

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The Ohio High School Athletic Association's mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of participation in interscholastic athletics as an integral part of a student's educational experience. The OHSAA represents its member schools by recognizing and promoting academics, the safety of participants, good citizenship and lifelong values as the foundation of interscholastic athletics.

### ***MISSION STATEMENT***

Bishop Fenwick High School is a Catholic educational community that promotes life-long learning and Christian formation through spiritual, academic, service and extra-curricular opportunities

### ***VISION STATEMENT***

Bishop Fenwick High School is a Christian educational community based on love, trust, respect, and commitment to gospel values rooted in Catholic teaching. In partnership with parents, Bishop Fenwick's quality faculty and staff provide superior education, enabling students of all cultures and abilities to reach their full potential. We foster the opportunity and freedom to think critically and creatively throughout all educational disciplines. Education is not limited to the classroom. Total personal growth and development of mind, body and spirit is achieved through our curricular, extracurricular and service opportunities. We are devoted to developing moral character, self-discipline, perseverance and the foundation for the lifetime of learning. We appreciate the uniqueness and gifts of each individual and promote responsibility to self and community, stewardship of the environment and relationship with God.

### ***SCHOOL SPIRIT***

School Motto	"To reach the heights, aim high"
School Mascot	"The Falcon"
School Colors	Crimson and Gold



School Crest

The "Mitre" is for Bishop Fenwick.  
The "Triangle" symbolizes the Holy Trinity.  
The "Cross" stands for Christ.

***BFHS HEAD COACH  
RESPONSIBILITIES***

- Complete all coaching certification requirements prior to the season starting
- Attend preseason rules meeting for your respective (OHSAA) sanctioned sport
- Attend the athletic director's preseason coaches meeting
- Update coaches profile on Final Forms
- Utilize Final Forms to manage your athletic season (uniforms, athletes, etc...)
- Prepare an agenda for your preseason parent meeting
- Submit roster to athletic office after any tryouts (template provided)
- Review schedules for accuracy prior to the season starting
- Submit athletic transportation request for any away events to athletic office after reviewing your schedule...if applicable (template provided)
- Is responsible for upholding the beliefs of Fenwick High School and the Archdiocese of Cincinnati at all out of season camps and tournaments.
- Adhere to Fenwick High School Handbook policies and procedures as it relates to student athletes or cases requiring discipline and/or dismissal.
- Is responsible to fill out Official Evaluation Forms for OHSAA. Failure to do so is \$100.00 fine.
- Is directly responsible for all actions of the coaches and players
- Determines type of play, system to be used and makes suggestions for carrying these out to all assistants in that sport.
- Supervises the coaching and provides for thorough conditioning of all members of that sport.
- Determines size of squad and selection of squad and captains.
- Is responsible for teams' dress, actions and behavior during games, practice sessions, in locker rooms, on trips and all occasions where the athletes are taking part as a team representing Bishop Fenwick High School.
- Works with the assistant coach to help assure a total program for that sport. The assistant coach shall cooperate with the high school head coach to articulate programs at all levels.

- Selects student managers and statisticians for squads if needed.
- Supervises locker and shower room during dressing periods at the beginning and close of activities, both games and practices.
- Exemplifies good sportsmanship by abiding both by the rules of play and courtesy in human relations both in winning and losing.
- Conducts himself/herself so that he/she will be above criticism at all times on and off the court/field.
- Cooperates with teachers working with students' academic needs and schedules.
- Promotes good public relations with opponent schools and the community.
- Performs other duties as assigned by the Athletic Director.
- Support all athletic programs of the school by words and actions.
- Notify the Athletic Director prior to March of each calendar school year of the intent to operate a summer camp and the proposed dates the camps are to be held. Details should be provided as well.
- Is responsible for keys and swipe cards to business manager.
- Is responsible for lights in gym and locker room as well as alarming building if you are last one in building.
- Is responsible to stay on time with practice schedules.
- Is responsible for keeping Emergency Medical Forms at all times.
- Is responsible for staying with athletes until the last one has been picked up by parents. Never leave athletes alone!
- Any Coaches approached by perspective athletes or perspective parents must forward all questions to the Admission Office.
- Chain of Command: Head Coach, Athletic Director, Vice Principal, Principal

### ***Coaches Code of Conduct (NFHS)***

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

**The Coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The Coach** shall uphold the honor and dignity of the profession. IN all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The Coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The Coach** shall promote the entire interscholastic program of the school and direct the program in harmony with the total school program.

**The Coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The Coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The Coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**The Coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

**The Coach** shall not exert pressure on faculty members to give students special consideration.

**The Coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association

# ***NASPE Coaching Standards***

*National Standards for Sport Coaches, Second Edition National Association of Sport & Physical Education, 2005*

## ***Domain 1 - Philosophy and Ethics***

- Standard 1 - *Develop and implement an athlete-centered coaching philosophy.*
- Standard 2 - *Identify, model, and teach positive values learned through sport participation.*
- Standard 3 - *Teach and reinforce responsible personal, social, and ethical behavior of all people involved in the sport program.*
- Standard 4 - *Demonstrate ethical conduct in all facets of the sport program.*

## ***Domain 2 - Safety and Injury Prevention***

- Standard 5 - *Prevent injuries by providing safe facility.*
- Standard 6 - *Ensure that all necessary protective equipment is available, properly fitted, and used appropriately.*
- Standard 7 - *Monitor environmental conditions and modify participation as needed to ensure the health and safety of participants.*
- Standard 8 - *Identify physical conditions that predispose athletes to injuries.*
- Standard 9 - *Recognize injuries and provide immediate and appropriate care.*
- Standard 10 - *Facilitate a coordinated sports health care program of prevention, care, and management of injuries.*
- Standard 11 - *Identify and address the psychological implications of injury.*

## ***Domain 3 - Physical Conditioning***

- Standard 12 - *Design programs of training, conditioning, and recovery that properly utilize exercise physiology and biomechanical principles.*
- Standard 13 - *Teach and encourage proper nutrition for optimal physical and mental performance and overall good health.*
- Standard 14 - *Be an advocate for drug-free sport participation and provide accurate information about drugs and supplements.*
- Standard 15 - *Plan conditioning programs to help athletes return to full participation following injury.*

## ***Domain 4 - Growth and Development***

- Standard 16 - *Apply knowledge of how developmental change influences the learning and performance of sport skills.*
- Standard 17 - *Facilitate the social and emotional growth of athletes by supporting a positive sport experience and lifelong participation in physical activity.*
- Standard 18 - *Provide athletes with responsibility and leadership opportunities as they mature.*

## ***Domain 5 - Teaching and Communication***

- Standard 19 - *Provide a positive learning environment that is appropriate to the characteristics of the athletes and goals of the program.*
- Standard 20 - *Develop and monitor goals for the athletes and program.*



- Standard 21 - *Organize practice based on a seasonal or annual practice plan to maintain motivation, manage fatigue, and allow for peak performance at the appropriate time.*
- Standard 22 - *Plan and implement daily practice activities that maximize time on task and available resources.*
- Standard 23 - *Utilize appropriate instructional strategies to facilitate athlete development and performance.*
- Standard 24 - *Teach and incorporate mental skills to enhance performance and reduce sport anxiety.*
- Standard 25 - *Use effective communication skills to enhance individual learning, group success, and enjoyment in the sport experience.*
- Standard 26 - *Demonstrate and utilize appropriate and effective motivational techniques to enhance athlete performance and satisfaction.*

### ***Domain 6 - Sport Skills and Tactics***

- Standard 27 - *Know the skills, elements of skill combinations, and techniques associated with the sport being coached.*
- Standard 28 - *Identify, develop, and apply competitive sport strategies and specific tactics appropriate for the age and skill levels of the participating athletes.*
- Standard 29 - *Use scouting methods for planning practices, game preparation, and game analysis.*

### ***Domain 7 - Organization and Administration***

- Standard 30 - *Demonstrate efficiency in contest management.*
- Standard 31 - *Be involved in public relation activities for the sport program.*
- Standard 32 - *Manage human resources for the program.*
- Standard 33 - *Manage fiscal resources for the program.*
- Standard 34 - *Facilitate planning, implementation, and documentation of the emergency action plan.*
- Standard 35 - *Manage all information, documents, and records for the program.*
- Standard 36 - *Fulfill all legal responsibilities and risk management procedures associated with coaching.*

### ***Domain 8 - Evaluation***

- Standard 37 - *Implement effective evaluation techniques for team performance in relation to established goals.*
- Standard 38 - *Use a variety of strategies to evaluate athlete motivation and individual performance as they relate to season objectives and goals.*
- Standard 39 - *Utilize an effective and objective process for evaluation of athletes in order to assign roles or positions and establish individual goals.*
- Standard 40 - *Utilize an objective and effective process for evaluation of self and staff.*

### ***ASSISTANT COACH RESPONSIBILITIES***

- Assists the Head Coach with personal and other team plans.
- Promotes and improves the varsity level program to the best of his/her ability as well as other team levels in which he/she may be more directly involved.
- Conducts him/herself so that he/she is above criticism at all times.
- Promotes good public relations with opponent schools and the community.
- Support all athletic programs of the school by words and actions.
- The head coach will convey to assistants exactly what their duties are, including their responsibilities and authority.
- Regular attendance at all practices and contests.
- Is responsible for upholding the beliefs of Fenwick High School at any and all out of season camps or tournaments.
- Is responsible for pickup and returns of keys and swipe cards to the Business Manager.
- Is responsible for lights in gym and locker rooms as well as alarming building if you are last one in the building.
- Responsible to stay on time with practice schedules.
- Is responsible for keeping emergency medical forms with you at all times.
- Is responsible for the recording of all uniforms and equipment given out to teams and providing this list to the Athletic Department.
- Is responsible for making sure all players trying out have a physical.
- Responsible for staying with athletes until the last one has been picked up by parents. Never leave athletes alone!
- Chain of Command: Assistant Coach, Head Coach, Athletic Director, Vice Principal, Principal

## ***PRESEASON PARENT MEETING***

Head coaches are required to hold a preseason meeting for parents to provide information about their program and to establish a line of communication between the parents and coaching staff. Listed below are items that need to be covered at the preseason meeting:

1. program philosophy
2. season goals and objectives
3. team rules and regulations
4. attendance
5. travel to practices and contests
6. practice arrangements
7. equipment
8. directions to all contests on website
9. injury treatment
10. academic performance
11. parent/coach accessibility - chain of command
12. Sign up workers -that is: concessions, clock, scoreboard, chains, ball girls/boys, announcers, line fields, film, keep books, pre-game meals, timers

Head coaches are not limited solely to the above. Every attempt should be made to include any pertinent information necessary to assure quality communication between the coaching staff and parents.

## ***SCHEDULING***

Many factors must be considered in the construction of the athletic schedule. Relations with the other schools, opponent 's athletic philosophy, proper level of competition, anticipated revenue, availability of facilities, playing dates, travel and other similar matters must be taken into consideration. The schedule will reflect the combined interests of the school administration, Athletic Director, coaches and community. After taking the above factors into consideration, the schedule will be the primary responsibility of the Athletic Director in collaboration with the head coach.

## ***FUNDRAISING/CAMPS***

1. All fundraising ideas must be submitted (with full details) in writing to be considered for approval by the Athletic Director and administrative team. Each activity should include a service component, while avoiding any direct sales activities, duplicate efforts and parent burden. Hosting one fundraising event per season is the recommendation. Funds that are designated for (agency account) should be earmarked for a specific need that has been determined in advance. If not, funds could be used for other athletic needs.
2. Coaches are highly encouraged to build competitive athletic events/tournaments/invitationals (ex., Bob Schwab, CYO track & field invites, holiday tournaments, etc.) during their season for the purpose of subsidizing team needs and other athletic expenses. This does not include regular season scheduled contest. Revenue generated from these events will be split 25% (athletics) and 75% (agency accounts). Funds that are designated for (agency account) should be earmarked for a specific need that has been determined in advance. If not, funds could be used for other athletic needs. Please DO NOT solicit sponsors. If someone has a special relationship with a specific donor, please set up a meeting with the AD and Director of Development. All events under the BFHS athletics umbrella should be conducted using our own facilities and not off campus.
3. All athletic summer camps will incur a 16% deduction to cover the taxes & benefits that are paid on wages. The remaining portion of camp proceeds (84%) minus any other deductions may distributed as such:
  - Funds can be ear marked for agency account (specific need)
  - Funds should be used to cover camp expenses
  - Funds should be used to cover staffing expense
  - Funds can be used as additional income for head and assistant coaches after all camp expenses are covered
4. Agency funds are athletic funds that are earmarked for **specific** team needs. Funds will be distributed at the discretion of the athletic director for approved requests. Agency accounts are not savings account. Any funds that have not been used for a predetermined expense or need will be roll over to the general athletic fund.
5. Any monies obtained through fundraising or camps must go through the business manager. All checks must be made out to Fenwick High School. All cash payments must go through our business manager. NO EXCEPTIONS.

## ***PERSONNEL GUIDELINES FOR EMPLOYMENT***

### **Contracts**

All athletic department personnel paid, or volunteer, must have on file a signed agreement for the current school year signed by athletic director and principal. Agreements are not signed until the following conditions are met:

**1. FBI & BCI**

All coaches (salaried or volunteer) must be fingerprinted at a Selection.com location, authorized by the Archdiocese of Cincinnati". All fingerprints must be current to coach.

**2. Virtus and Archdiocese required background checks**

All coaches (salaried or volunteer) must have a registered Virtus account, have completed the on-going background check through Selection.com and attended a live child protection seminar. In addition, all coaches will be required to sign an authorization form (B4 form) to allow the Archdiocese of Cincinnati to do a manual background check.

**3. No Coach (salaried or volunteer) will have contact with student athletes until all background checks have been verified by Bishop Fenwick Business Manager"**

**4. Cardio Pulmonary Resuscitation Certification**

All coaches (salaried or volunteer) are required to be certified in CPR. This required course work is normally taken through the Fenwick Trainer. Documentation of your CPR certification must be kept on file in the Athletic Director's Office

**5. Pupil Activity Supervision Validation (3yr, 4yr for 5yr available for some)**

All coaches (salaried or volunteer) are required to comply with the Ohio Department of Education policy requiring the Pupil Activity Supervision Validation. This includes: first aid, concussion and fundamentals of coaching through NFHS

## ***PUBLIC RELATIONS***

It is the responsibility of the Head Coach to attend all Booster Fund Raisers and Athletic Commitments.

It is the responsibility of the head coach of a sport to phone in scores, etc., to the newspaper after all home games.

It is the head coaches' responsibility to inform the local media on the status of his/her program.

Any publicity which deals with school policy or decision should be the responsibility of the high school principal and athletic director.

The head coach should work directly with the Middletown Journal, Cincinnati Enquirer and Dayton Daily News as to game results, stories, and points of interest dealing with their individual sport.

It is responsibility of the Head Coach to report any statistics the league may require.

## ***SAFETY***

Each coach will review emergency plans with players. This should include what to do in event of fire, tornado, severe weather or medical emergency.

All team functions must be supervised by the head coach or a designated assistant that has all certifications up to date. (See Personnel Guidelines for Employment).

In the event of severe weather players must be placed in a safe shelter area until threat has passed. No chances must be taken concerning player safety.

Any lightning visibility will suspend activity -activity can resume 30 minutes after the last strike.

Safety of the participant shall be of prime importance in the athletic program.

When a coach/adviser becomes aware of a safety hazard, the athletic director will be given a written notice of the problem.

## ***TRANSPORTATION POLICY***

Bus transportation will be provided by Fenwick High School for selected sports. Individuals can be transported to contests by parents on certain occasions with permission from the Athletic Director. Transportation release forms must be used for athletes to return home with parents after athletic events.

Non-transportation sports are responsible for coordinating their own trips to practices and sporting events. Parents may organize car pools based on mutual agreements, but this activity is solely at the discretion of the parents and not the school.

## ***PARTICIPATION FEE***

Participation fees are required for student athletes and band members to participate in our programs. Participation fees will be billed via the FACTS billing program as follows: Fall participation will have an October payment; Winter participation will have a January payment; Spring participation will have an April payment. The fee amounts are as follows: The purpose of the fee is to offset the ever-increasing expense of transporting our athletes, paying officials and many other athletic expenses. Fees are as follows:

1. First sport of the current school year – \$300 (starting '17 – '18)
2. Second sport of the current school year – \$200
3. Third sport of the current school year – \$150
4. Sports for which transportation is not provided – \$150

## ***PURCHASING AND CARE OF ATHLETIC EQUIPMENT***

The purchase of athletic equipment and supplies is the responsibility of the Athletic Director in consultation with the head coach. No equipment or supplies will be purchased without the approval of the Athletic Director. This includes any monies from restricted accounts. Any items bought without the Athletic Director's approval are the fiscal responsibility of the person or persons who purchased the items. All artwork for any purchases must be approved by the Athletic Director.

## ***RELIGIOUS VALUES***

In keeping with the mission of Bishop Fenwick High School, coaches are expected to aid in creating a total school environment where religious and moral values are taught and emphasized. It is our Talon of Faith that is the reason for this school's existence and our Talons of Compassion, Integrity and Service set us apart. Integration of the Talons and religious discussion and activity into your program is essential. This can and should take the form of pre or post game prayer, Mass, prayer service, etc. Any coaches who feel uncomfortable or unprepared for this aspect of their job should seek the support of the Campus Ministry team and/or Athletic Director, who are happy to provide ideas, materials, education and anything else to help.

## ***Student Service***

In an effort to engage students fully in their education, it is important that teachers, coaches, and administrators recognize and support the aim of Bishop Fenwick's multi-dimensional approach. While a student's primary obligation is to academics, it should be understood that academics encompass the spirit, mind and body. This means that service is an integral part of the learning experience, as Bishop Fenwick seeks to educate the whole person to be a faithful disciple in our ever changing world. Fenwick believes so firmly in the virtue of service that it is one of our four Falcon Talons.

Freshmen serve with their class through the school with built-in opportunities. Sophomores are required to complete 4 hours of service a quarter, two of which can be completed at Fenwick. Juniors and Seniors sign a service contract at the beginning of the year to serve a non-profit agency of their choice consistently throughout the year, with a minimum of 6 hours each quarter. Participation in and completion of these service opportunities are, as mentioned, vital to the growth of the student and are therefore requirements for graduation. The goal of these hours is not to simply complete the required minimum, but rather to develop a heart for service.

This progression in the service program from year to year is designed to get the student thinking about service and open their eyes to agencies they may not have known about, to prepare them to take the responsibility of their service into their own hands and to find an agency they are passionate about. The purpose of the service contract junior and senior year is to have the students develop relationships with the staff and people they serve at their agency, in order to make connections that will grow their love of Christ and neighbor as well as set them up for life-long service, not simply completing a requirement.



For students, especially juniors and seniors who participate in co-curriculars, it can become challenging to balance academics, service and practice/game schedules. Students should keep in mind that 6 hours a quarter is less than 1% of their time given to others, so it should be made a priority. Planning ahead so as to get the hours throughout the semester and not waiting until a week before the deadline is essential. While it is the responsibility of the student to communicate with coaches and moderators to best accommodate all responsibilities, it is helpful when coaches take into consideration these factors and work with the student to best accomplish all goals.

### ***WEIGHT ROOM POLICY***

1. No one is to use the weight room unless supervised by a coach under current contract with Fenwick High School.
2. The coach should be the last one to leave the weight room and it is his/her responsibility to make sure that all doors are locked and the lights out.
3. Keep the weight room neat and clean. All weights should be returned to the proper racks, belts hung up, etc. This should be considered a common courtesy extended to the next team using the room.
4. Use of the weight room is to be scheduled through the Athletic Director or coordinated with the school's strength coaches.
5. Coaches are strongly encouraged to cooperate in scheduling weight room use. This includes sharing the same time slot if possible.
6. Weekends and weekdays through the summer are open to all on a "first come, first served" basis and will be scheduled accordingly.
7. Athletes who are "in season" will get first priority for weight room use on their respective days (male/female). Athletes whose season is immediately "coming up" will receive second priority. Athletes who are "two seasons away" will receive third priority use of the weight room.

***Remember, the weight room is important to all sports and cooperation is necessary to ensure the overall success of our athletic program.***

## ***ATHLETIC TRAINER***

### Responsibilities:

- 1) Prevention of athletic injuries
- 2) Recognition and evaluation of athletic injuries
- 3) Management, treatment and disposition of athletic injuries
- 4) Rehabilitation of athletic injuries
- 5) Organization and administration of the athletic training program
- 6) Educating and counseling athletes

### Athletic Training Room Procedures and Policies

1. If an injury does occur, notify the Athletic Trainer as soon as possible. Each athlete will be evaluated and a treatment program will be started. If a head injury occurs that the athlete does not seek immediate medical attention, the A.T.C. (Certified Athletic Trainer) must be notified that day so they may follow up with the athlete that day.
2. If an athlete is under the care of a physician for an illness or injury, the athletic trainer must be notified of this. A release to return to participation by the physician must be on file with the athletic trainer.
3. Any decision concerning the availability of an injured athlete will be the responsibility of the team physician, the athlete's personal physician and the athletic trainer. Failure to follow any instructions of the medical and training staff will relieve such staff of further responsibility to the injured athlete.
4. Any athlete needing a treatment or taping should be in the training room in enough time for the treatment so they may be on time to practice or have permission from coach in case of missing practice.
5. All elastic wraps should be returned immediately after practice and/or use so they may be washed for further use.
6. If using a water cooler and or bottles, be sure to clean them frequently to decrease the transmission of germs. Soap is provided in the training room. If an energy drink or punch is used in the cooler, PLEASE wash the cooler immediately after it is used.
7. Buckets are provided in the training room for slush-water ankle treatments.
8. The training room is to be locked when not in use.
9. Coaches will be issued a medical kit from the trainer for use during times the trainer is not available.

## ***ATHLETIC TRAINING PROGRAM OBJECTIVES***

1. Educate the administration, parents, and athletes of the purpose of a certified athletic trainer.
2. Provide health care in the areas of prevention, immediate care, management and disposition, and reconditioning of athletic injuries.
3. Establishment of medical record keeping system including the areas of injury report forms, treatment and rehabilitation progress, and physician release forms concerning an athlete's illness or injury.
4. Establish standard operating procedures for each sport at each field site.  
Areas included are:
  - a) life threatening situations
  - b) non-life threatening situations where immediate referral is necessary
  - c) non-life threatening conditions where medical referral is necessary, but not immediately necessary
  - d) first aid protocols for various injuries
5. Develop a student athletic training program emphasizing:
  - a) an extra-curricular activity for students to become exposed to the athletic training profession.
  - b) instruction in basic taping techniques and first aid treatment methods.

## ***COMMUNICABLE DISEASE PROCEDURES***

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is any amount of blood on the uniform, it must be cleaned before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hand and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (CD recommends 1-100) or other disinfectants before competition resumes.
5. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
6. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
7. Contaminated towels should be properly disposed or disinfected.
8. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.

## ***FENWICK ATHLETIC CODE FOR ALL CO-CURRICULAR ACTIVITIES***

*Substance Abuse Policy*  
*Refer to Bishop Fenwick Handbook*

## **THE ATHLETE AND AWARDS NIGHT ATTENDANCE**

At the conclusion of each athletic season, an 'Awards Night' will be held to honor the athletes. Each athlete who participated during that season is expected to attend. Coaches should strongly urge all athletes to attend their prospective awards night. Athletes who do not attend their awards night can be denied their award by the decision of the head coach of their sport. Conflicts which may result in an athlete not being able to attend the Awards Night should be cleared ahead of time with the head coach.

The Athletic Awards Nights are recognized as official school functions. As such, proper dress is required. Jeans, sweatshirts, shorts, and T-shirts are not permissible, unless the head coach decides differently due to the nature of the activity. Each athlete is expected to exercise good judgment and taste in choosing his/her dress for the evening. Improper dress may result in an athlete being asked to leave the awards night.

The Head Coach of each individual sport is responsible for their own Award Night. Dates and time must be cleared with the Athletic Department.

## **FENWICK AWARDS SYSTEM FOR ATHLETICS**

Freshman Athletes	Numerals
Junior Varsity Athletes	Junior Varsity Letter (5" letter with sport embossed)
Varsity Athletes	Varsity Letter (7" letter with sport embossed)

All freshman no matter what level of a sport they play will receive their numerals. Once they get their initial set of numerals a certificate for participation will be given instead of multiple sets of numerals for second and third sports.

Once a letter is earned in a sport a certificate of participation will be given if the athlete plays at the same level in that sport the following year.

Once a Varsity letter is received in a sport a Chevron will be given for each year after they play Varsity in that same sport.

Seniors will also receive a plaque listing all sports played their senior year at Senior Academic & Athletic Banquet.

