



**Paraclete High School
Spirit
Athletic Handbook**



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GENERAL INFORMATION

Principal: John Anson
Athletic Director: Rick Bruce
Assistant Athletic Director: Kris Sandberg
Mascot: Spirits
Colors: Scarlet / Gold
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E-Mail: rbruce@paracletehs.org
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Website: www.paracletehs.org

LEAGUE INFORMATION

Paraclete High School athletic teams compete in the Camino Del Rey (CDR) Association for all sports except for football which is in the Angelus League. The CDR Association has its own bylaws set forth by the association constitution as does the Angeles league. CDR League meetings are held before and after each season of sport and the Angelus league meets before and after the football season. The CDR association consists of three leagues including the Del Rey, Camino Real and Santa Fe leagues. Each league has been created to maximize the competitive equity amongst the 24 member schools. Every year the CDR leagues are realigned at the end of each season, based upon competitive equity. The Angelus league realigns after two seasons.

The top team in the Camino Real League will move up to the Del Rey League. The bottom team in the Del Rey League will move down to the Camino Real League. The top team in the Santa Fe League will move up to the Camino Real League. The bottom team in the Camino Real League will move down to the Santa Fe League. For more information on the CDR, look at the constitution.

CDR Association Constitution Link: [CDR Association Constitution 9.16.22](#)

PRACTICE & HOME GAME SITES

Baseball - PHS Baseball Stadium

Golf - Area Courses

Basketball - PHS Godde Gym

Soccer - PHS Calandri Stadium

Cheer - Athletic Facilities

Softball - PHS Softball Stadium

Cross-country - Area Parks & Trails

Track & Field - PHS Engelhart Track & Field

Football - PHS Calandri Stadium

Volleyball - PHS Godde Gym



REQUIRED PAPERWORK & FEES FOR ALL STUDENT-ATHLETES

All student-athletes must first be enrolled at Paraclete HS and then be cleared online through Home Campus prior to participation in any sport. Clearance starts with an online application that must be submitted for each school year and all of the forms that are required to be completed to participate in Athletics at Paraclete HS. In addition, please note that all student-athletes are required to submit an updated physical each year; all physicals are valid for 12 months from when the last exam was administered.

CIF-SS Pre-Participation Physical Evaluation Form Link:

[CIF-SS Pre-Participation Physical Evaluation Form](#)

Step by Step Instructions: [Home Campus Step by Step Registration Instructions](#)

NOTE: During the online registration, you will be asked for the student email address. If your player is an incoming freshman, please use an alternate personal email address for your student until they are assigned a Paraclete email address when school starts.

FEES – There is a required fee for sports participation. Additional fees and/or fundraising requirements may be required for each sport to cover the cost of spirit pack items, practice gear, travel, equipment, etc. Such fees will be clearly communicated to the parents prior to the start of each season. **There is no refund of the athletic fee after the day before the first contest date according to the CIFSS Calendar.**

VISITOR GAME SITES

All game sites are determined by the host school. Many schools do not have on-campus facilities and therefore play their games at alternative locations. Locations of games will be noted on all individual sports schedules as well as the school website when possible.



PHILOSOPHY OF ATHLETICS

INTRODUCTION

Paraclete High School has a long history of academic and athletic success. We are excited and honored that you have decided to become a part of our athletic family. Our coaches and staff are excited to begin working with you on your personal, short- and long-term athletic goals. The purpose of this handbook is to establish operating procedures for the Paraclete High School Athletic Department. This handbook will provide the framework within which students, parents, faculty, and staff can work together for the benefit of our interscholastic athletic programs. The rules and regulations governing the interscholastic athletic programs of Paraclete HS are enforced by California Interscholastic Federation (CIF & CIFSS), Catholic Athletic Association, Camino Del Rey Association, and Paraclete High School.

MISSION STATEMENT

Paraclete Athletics is committed to providing a positive, challenging, competitive, and fair athletic experience that emphasizes the Spirit principles coupled with personal integrity, sportsmanship, wellness, and fulfillment of the student athlete's potential. We strive to make athletic participation an environment that sparks a lifelong appreciation for competition, exercise, discipline, teamwork, perseverance, and the pursuit of victory with honor. The primary goal of the athletic program is to build physical strength, self-discipline, and team spirit in an atmosphere permeated with idealism, energy, and the values proclaimed to us by our Lord and Savior, Jesus Christ. Above all, this must be evident throughout every aspect of the athletic program, and most especially, in the conduct of student athletes, parents, coaches and staff.

STUDENT-ATHLETE

To be a part of this program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all other areas of school life: spirituality, academics, school government, social activities, and discipline. Perhaps in no aspect of school is the individual called upon to represent Paraclete in such a public forum as in the athletic arena. Student athletes should therefore be made aware of their constant privilege and responsibility to represent Paraclete High School and our Christian values to the world. The true Paraclete athlete wins respect by playing hard and always demonstrating the highest degree of sportsmanship.



This sportsmanship is especially demonstrated in showing familial respect to members of opposing teams, schools and officials. This sportsmanship is also demonstrated in unquestioned obedience to coaches, appreciation for the talents of the other team members, respect for diversity in all circumstances, use of acceptable language, and an overall attitude of respect and involvement in the life of the school community.

PARENTS

Parents are the primary educators of their student athletes. Paraclete parents are therefore called to teach by word and example the values of the school's philosophy and athletic code. Parents are strongly encouraged to support their children during team competition with their presence and positive school spirit. Parents also need to be aware that they represent the school in a special way during all athletic contests. Parents and members of the opposing team should always be treated with cordial respect. The same is true for those officiating the game. Parents should especially realize that their support of our Paraclete coaching staff, both on and off the field, is a highly significant factor in the achievement of effective team morale. Paraclete parents should represent the ideals of Paraclete HS, both in the home as well as at all athletic events.

COACHES

Coaches play a significant role in Paraclete's athletic program. They are the natural role models who guide young athletes by their living example to realize the goals of the athletic program. To be such a role model, coaches need to be completely imbued with the athletic philosophy of Paraclete High School. Coaches should exercise their leadership from the perspective of faith. Outside the athletic arena, they continue to lead their teams by prayer, support, and the example of a Christian lifestyle. Whenever exercising their authority, coaches demonstrate respect for the dignity of every player entrusted to their care and thus win for themselves the true respect of their athletes. Coaches should also deal with parents, opposing coaches, administrators, and other adults in a highly professional and Christian manner. A true Paraclete HS coach represents the ideals and values of the athletic program with dignity, pride, confident leadership, and self-discipline.

NFHS Courses Link: [NFHS Courses](#)



ATHLETIC DIRECTOR and ASSISTANT ATHLETIC DIRECTOR

The AD & Asst. AD conducts and supervises the Paraclete High School Spirit athletic program and is responsible for the school's athletic teams, their activities, and their equipment along with PHS head coaches. The AD must be able to foresee a program's needs and interact with the staff members to realize program goals. All coaches must be held accountable for all duties delegated by the Athletic Director and must answer to the AD. The AD/AAD should convey confidence in their coaches and provide necessary support in arranging schedules, transportation, equipment, and dealing with specific needs that arise throughout the season. The product should be a symbiotic relationship which allows the program to run efficiently and best fulfills the needs of the individual athletes.

RELATIONSHIPS

Four central relationships must exist for each coach at Paraclete HS. If the coach is to be successful, the coach must be proficient in all four relationships. It is the responsibility of every coach to understand the delineation between each relationship, namely, between the coach and the athletic department, the coach and community, the coach and the athlete, and the coach and the parent.

THE COACH AND THE ATHLETIC DEPARTMENT

The first relationship for a coach is with the athletic department. A very important aspect of coaching is the relationship that exists between the coach and the other members of the athletic staff. The coaches at Paraclete share a unique bond that extends beyond Paraclete into every possible sporting event. Although the bonds that exist between the coaches at Paraclete are, in essence, no different from those among all coaches, there is a uniqueness of attitude that should permeate through the entire athletic program at Paraclete. Each coach is a member of the "Athletic Department," and coaches experience three distinct relationships within the department:

1. with the Athletic Director and Assistant Athletic Director
2. with the other coaches of the same sport
3. with the other coaches in the Athletic Department



THE COACH AND THE COMMUNITY

The second relationship for the coach at Paraclete concerns their role with other members of the school community, the local community and alumni, and the parents of athletes. A coach should try to interact with other members of the school community. As part of the school community, the coach represents only one activity within the school's network of activities. The coach knows that the school does not exist for their sport and represents themselves and their role as coach accordingly. This is important for the athlete because it gives them their perspective as to the value of athletics as it pertains to their commitment of excellence in education. Too often tension arises between coaches and non-coaches regarding the role of activities (athletic and non-athletic), time usage, and student involvement. Cooperation must exist between all faculty members toward programs outside their influence, and the individual must be open to constructive criticism of their involvement.

A coach should also have a relationship with the local community and alumni. The coach is often the visible and significant representative of the school, and their interaction with this larger community demands professionalism always tempered with courtesy. The coach should never demean an opposing school, its coaches or players, and should encourage exemplary behavior from their players (on the bus, sidelines, after a game etc.). The coach is to represent the interests and values of Paraclete High School at league meetings, workshops and clinics, press conferences, award ceremonies, and while interacting with alumni.

A coach should communicate to the parent and the athlete their goals and expectations at the outset of a season. The coach must state and present to parents at your team's preseason meeting the expected time commitment, financial commitments (insurance, equipment, meals, etc.), expectations of the athlete, and the benefits the athlete will derive from the specific program. The coach should be open to communication from parents and encourage their support and interaction with the program.

THE COACH AND THE ATHLETE

The first quality a Paraclete coach should possess is a sincere concern for the student athlete as a human being. Sports are the "first love" of many young people. A coach is a mentor between the athlete and their "love" and must remember that the coach's influence contributes to the



mental and physical well-being of the athlete. This molding process, if it is to be healthy, must be developed in an environment free from anxiety, fear, and negative pressure. Actions demonstrated by a coach in response to the success or failure of a play or drill can have an adverse effect on the athlete's cognitive and motor development of a skill. Therefore, failure of a coach to respond with positive reinforcement when the athlete makes mistakes can cause the athlete to focus on the negative which will in turn induce improper behavior. For this reason, a coach must promote an atmosphere of "a desire for success rather than the fear of failure." A coach must never forget that it is the process, not the results, which constitute the definition of a successful program in athletics. A good coach believes that the achievement of goals through hard work, careful organization, knowledge of the game, and experience are the building blocks that determine success in coaching. From this regimen, a relationship develops between athlete and coach fueled by mutual respect, communication, inspiration, and motivation.

The second quality essential for a Paraclete coach, in relationship to the student-athlete, is sportsmanship. Fair play must always take precedence and must be reinforced by the personal conduct of the coach. When potentially volatile situations arise, the coach must demonstrate emotional stability and composure. This example of professional behavior teaches the athlete to respect rules and to function properly within a framework of rules. By avoiding vulgar language, belittling an athlete, or complaining unnecessarily, the student athlete learns to meet adversity with the determination and poise which are only possible when a mature attitude is maintained during stress. In short, a coach encourages a fair, honest rivalry, maintain a courteous relationship with opponents, and demonstrate, in the face of adversity, the graceful acceptance of the results of their efforts.

The third quality for a Paraclete coach is a concern for the academic endeavors of their student athletes. A coach should be just as concerned for their players' academic progress as they are for their athletic endeavors and ensure time is being provided for study. Schedules for practice should be reasonable and allow sufficient time for both rest and study. The opportunity to develop intellectually, as well as athletically, should be a prime consideration of a great athletic program - one that Paraclete HS is duty bound to provide.



The fourth quality for a Paraclete coach is genuine concern for their players in the offseason. Though a coach might not be a professional counselor, he/she should realize that, as an educator, he/she might be someone with whom the student can discuss both academic and personal difficulties. Essentially, the closeness of the season should not be lost during the off-season. The friendship and camaraderie developed in participating in a sport is often a door through which a lasting friendship may be formed. By their care and concern, the coach affirms the importance of the whole individual, not just the athlete.

Guidelines for Sharing PHS Athletes: As a small Catholic high school we all need to understand that we share athletes. Below are some guidelines.

1. All coaches should be supportive of other sports programs.
2. All out of season coaches must respect and support in-season athletes and events.
3. In-season sports take priority over out of season sports.
4. All out of season coaches should never tell, insinuate or even hint to athletes that they should attend their sport instead of their in-season sport practice and/or contest.
5. All out of season coaches must allow athletes to miss their practices/contest without negative consequences if they are at in-season activities.
6. In-season athletes are not required to attend out of season activities to make an out of season team. They must be given an opportunity to try-out when their in-season sport is completed.

THE COACH AND PARENT

We are very pleased that your son/daughter has chosen to participate in the Paraclete athletic program. We will do all we can to provide a positive experience for our student athletes. Possibly the most important ingredient to achieve this outcome is to ensure that lines of communication are developed to allow for free and easy resolution of questions before they become issues. As a parent, you have a right to know what expectations are placed on your child.

COMMUNICATION GUIDELINES

THE CHANNEL OF COMMUNICATION

The following order is the proper channel of communication at Paraclete High School:

1. HEAD COACH
2. ATHLETIC DIRECTOR
3. VICE PRINCIPAL

Under no circumstances should a coach contact the Principal or Athletic Director of another school or the CIF office to register a complaint. All communication between Paraclete High



School and the CIF and/or CIF-SS offices must go through the Athletic Director and/or Principal.

COMMUNICATION COACHES SHOULD HAVE WITH PLAYERS/PARENTS

1. Times and locations of all practices and contests posted on Home Campus.
2. Team requirements: equipment, off-season training, fundraising, etc.
3. All information found in this handbook.
4. Student-athlete conduct code and disciplinary procedures.
5. Any concerns about student-athletes.
6. All team communication should be through TeamSnap or school email.

Team Snap Link: [TeamSnap](#)

COMMUNICATION COACHES SHOULD EXPECT FROM PARENTS

1. Concerns expressed directly to the coach first.
2. Notification of any schedule conflicts well in advance.
3. Specific concern regarding a coach's philosophy and/or expectations.

As your child becomes involved in the various programs at Paraclete, they will experience some of the most rewarding moments of their life. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach may be desirable to clear up the issue and avoid any misunderstanding.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It may be difficult to accept the fact that your child is not playing as much as you would want. Coaches are professionals. They make judgment decisions based on what they believe to be the best for the team and all involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. However, playing time, team strategy, and



matters concerning other student-athletes are ultimately the coach's decision and not subject to discussion with parents.

PROCEDURES FOR PARENT DISCUSSION WITH A COACH

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other person's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution of the issue of concern:

1. Your child should first talk with the coach about their concerns.
2. The parent should call the coach to set up an appointment.
3. If the coach cannot be reached after a reasonable amount of time, contact the Athletic Director. The AD will arrange the appointment for you.
4. Please do not approach a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings at these times usually do not work well for the coach, the parent, or the player. The 24-Hour rule is advised - waiting 24 hours before contacting the coach allows for a more productive discussion for all involved.

THE NEXT STEP

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting, the appropriate next step can be determined as necessary. Whether or not this step is ever reached, please keep in mind the following protocol when you elect to pursue a concern you may have regarding your child's experience on one of Paraclete's athletic teams. Please make contact as follows:

1. Head Coach
2. Athletic Director
3. Vice Principal



EXPECTATIONS

EXPECTATIONS OF STUDENT ATHLETE & TEAM

- Practice good sportsmanship, not gamesmanship. Respect the game and its rules. Strive to win with character and to lose with dignity, follow the rules, and respect the ideals of good conduct, etiquette, and classy behavior.
- Abide by the rules of discipline for Paraclete High School, Camino Del Rey Association, and California Interscholastic Federation (CIF).
- Be honest and loyal to the school, your team, and our community in the representation of our athletic program.
- Maintain proper health and safety by using the proper techniques and safe methods of play and following a healthy diet with proper rest.
- Be a credit to your team in the classroom, community, and in competition.
- Demonstrate respect for teachers, coaches, and fellow student athletes.
- Be on time to games and practice. Strive to improve.
- Be positive, responsible, and a team player.
- Be "coachable." Ask for help when needed.
- Have integrity. Use appropriate language.

EXPECTATIONS OF PARENTS

- Be positive with your student athlete. Let them know that they are accomplishing something by being part of the team.
- Do not offer excuses when they are not playing. Encourage them to work hard and do their best.
- Insist that your child respect team rules, school rules, game officials, and sportsmanship. Self-respect begins with self-control.
- Encourage your child to improve their self-image by believing in themselves.
- Encourage your child to play for the love of the game.
- Please remember that coaches have different ways of dealing with people and situations and that your child's life should be enriched by interaction with different types of leaders. A coach is usually a coach because they are sincerely fond of working with student-athletes and are an experienced professional.



- As a fan, you are entitled to cheer avidly, but don't become belligerent.
- Remember - at any competition you, the parent, represent your town, your school and your child. Please be a positive role model.

Parents should not direct negative comments toward opposing teams, players, coaches, fans, or officials. Sportsmanship must be maintained at all costs.

Parents who demonstrate unacceptable behavior at Paraclete sporting events may be asked by a school administrator to leave the event. A second offense may result in additional penalties which may include ban from Paraclete sporting events.

EXPECTATIONS OF HEAD COACH

- Responsible for the overall building of the program in their sport.
- Responsible for the spirit and attitudes of the team. The coach must do all in their power to build a strong team spirit and a true sense of loyalty and perseverance. It is hoped that by their influence as a person, the Head Coach will attract more young people to participate in their sport without infringing on the rights of other coaches and other sport preferences of the individual student.
- Responsible for the discipline and training of their team and the teams under the direction of their assistants.
- Responsible for establishing a strong bond of unity with their assistant coaches. They must rely upon the ideas and recommendations of their assistants to maintain the effectiveness of the total athletic program.
- Responsible for the physical well-being of their team. The Head Coach must heed the recommendations that have been made by the student's physician, the team doctor, or the athletic trainer. Any student who has seen a doctor must have a medical release before they may again participate in the sport. This release is kept on file in the Athletic Director's office.
- Responsible for having an emergency action plan, established in conjunction with the Athletic Department.



- Responsible for arranging a parent meeting for their program at the beginning of their season. Head coaches should contact the AD for athletic facility use for this parent meeting or contact the librarian for a meeting in that school facility.
- Responsible for encouraging their team members to do their best academically and to keep their discipline record clean. They should keep in contact with students, the Athletic Director, and Paraclete Administration regarding the eligibility of members of the team.
- Responsible for game/match scheduling for their sport with approval of the Athletic Director.
- Responsible for maintaining an up-to-date roster prior to and throughout the entire season in Home Campus.
- Responsible for the accurate statistical record of their sport in Home Campus.
- Responsible for equipment, uniform, and spirit pack purchasing through the Paraclete athletic department process with the approval of the Athletic Director.
- Responsible for the conduct of their team always. This includes pre-, during and post-game team activities and practices including music.
- Responsible for the daily planned practice sessions which should be put into Home Campus. This includes keeping attendance records which should be turned in to the Athletic Director at the end of each week.
- Responsible for working harmoniously with the assistant coaches in maintaining supervision of the locker room(s) and facilities before and after practice and games.
- Responsible for coordinating efforts and getting approval from the Athletic Director regarding transportation of teams, gathering accurate inventory of equipment, scheduling, fundraising, paperwork, and game management.
- Responsible for assisting in the planning of the Athletic Awards Banquet in conjunction with the Athletic Director.
- Responsible for identifying for the Athletic Director competent and philosophically sound coaches for their program. However, no change in the coaching staff or job offer should take place without an interview with and approval of the Athletic Director.
- Head coaches are responsible for team captain selection for all levels in their program.
- Captains must be included in the team roster on Home Campus.

CAPTAIN SELECTION CRITERIA



VARSITY

1. It is preferable for captains to be upperclassmen.
2. It is preferable for captains to have varsity experience.
3. Students playing on Academic Appeal may not be captains.
4. Students on Disciplinary Contract may not be captains.
5. The head coach can get input from their assistant coaches and even from players, if they want, but ultimately the head coach of the program must agree with, support, and be responsible for all levels of team captain choices.

JUNIOR VARSITY

1. Students playing on Academic Appeal may not be captains.
2. Students on Disciplinary Contract may not be captains.
3. The head coach can get input from the assistant coaches and even from players, if they want, but ultimately the head coach of the program must agree with, support and be responsible for all levels of team captain choices.

- Responsible for recruiting, training, and directing team managers with tasks in accordance with the Paraclete HS team manager guidelines.
- Responsible for representing Paraclete HS at league meetings during the season.
- Responsible for ensuring that certified coaches are present on bus trips to athletic events with a minimum coach to student ratio of (25 to 1).
- Responsible for developing and posting regular and appropriate (within school policy) media coverage of their particular sport.
- Responsible for working with the Athletic Director in maintaining school records of athletic achievement.
- Responsible for pursuing a level of certification that enhances their knowledge of their sport including all requirements from the Archdiocese, CIFSS, and Paraclete HS.
- Responsible for notifying and monitoring their athletes with regard to securing belongings in a locker with a lock. Personal belongings should never be left unattended in the locker room or any athletic facility.
- Responsible for ensuring that notification of release and departure times of teams is given to athletes well in advance of departure.



- Responsible for making sure athletes and parents are aware of post-contest plans on away trips, i.e stopping for a meal or not.
- Responsible for making sure that all the assistant coaches and volunteer coaches in their program have completed the required clearance in Home Campus before the coaches work with any players.
- Responsible for creating and sending team announcements, before and after contests, to the front office.
- Responsible for performing other duties as designated by the Athletic Director, Assistant Athletic Director, and the Vice Principal.
- Responsible for always upholding the standards of Paraclete HS in word and action.

EXPECTATIONS OF ASSISTANT ATHLETIC DIRECTOR

The Assistant Athletic Director organizes, coordinates, and supervises the athletic program and all of its constituents under the direction of the Athletic Director and is responsible for the following:

- Represents the Athletic Director in their absence.
- Coordinates all athletic department personnel files including verification of Home Campus Clearance, Virtus, and CIF-SS mandated coaching certifications which may include Play Like a Champion (PLAC).
- Oversees orientation process of all new head coaches and assistant coaches including distribution of athletic handbook, necessary keys, as well as Parent/Student Handbook after the coach is cleared through Home Campus.
- Manages coach & student-athlete clearances on Home Campus.
- Works with head coaches to maintain team schedules (game and practice), rosters, and results in Home Campus.
- Helps AD coordinate scorekeepers, PA announcers, ticket takers, security, and timers for home contests as needed.
- Helps AD request all security, maintenance, custodial, and set-up work orders as needed.
- Helps AD coordinate postseason awards ceremonies for each sports team along with the head coach including preparation of all school, league, and CIF certificates and awards.



- Helps AD coordinate Senior Night activities for all sports along with the head coach.
- Helps AD serve as the banner fundraiser representative for the Athletic Department in conjunction with the Director of Advancement and the Dean of Athletics in charge of PR and Fundraising.
- Helps AD supervise and work with the Athletic Trainer regarding injury reports and physicals.
- Greets and makes visiting teams feel welcome upon arrival at the school.
- Helps AD coordinate set-up and clean-up of facilities for all athletic department events.
- Assists with the college signing ceremonies.
- Attends pre-season coaches' and parents' meetings prior to each of the three seasons.
- Helps AD coordinate the setup for Open House in conjunction with the Admissions Department.
- Attends, in a supervisory capacity, all home football and other athletic contests assigned by the Athletic Director.
- Assists the Athletic Director in other areas as designated by the AD.

EXPECTATIONS OF ATHLETIC DIRECTOR

The Athletic Director organizes, coordinates, and supervises the athletic program and all of its constituents under the direction of the Principal and Vice Principal and is responsible for the following:

- Serves as a member of the Paraclete HS School Leadership team and Facilities team and attends all related meetings.
- Provides leadership, mentorship, supervision, and support for all members of the athletic department.
- Assesses the overall program and makes strategic changes when necessary.
- Administers league, school, CAA, CIF-SS, and CIF State rules and regulations.
- Coordinates all paperwork regarding transfers and transfer eligibility through Home Campus.
- Promotes athletic programs to media outlets, in conjunction with Head Coaches.
- Creates annual athletic department budgets.
- Creates and edits Athletic Department handbook.



- Attends Admissions and Alumni events throughout the year.
- Coordinates all summer youth camps.
- Represents the school at all league, CIF-SS, and California Association of Athletic Directors meetings/functions.
- Works with the Dean of Students, coaches, parents, and student-athletes on issues of discipline.
- Approves all tournaments, team travel/lodging for out of area contests/trips.
- Coordinates annual All Coaches Meeting and attends pre-season coaches' and parents' meetings prior to each of the three seasons.
- Approves check requests / purchase orders for the athletic department.
- Coordinates with coaches on scheduling of all games on all levels.
- Coordinates the hiring of all Head Coaches in conjunction with the Vice Principal and/or Principal
- Works with Head Coaches on the hiring of all volunteer and paid assistant coaches.
- Serves as the school's liaison with officials.
- Serves as the liaison with sports apparel companies/Paraclete HS Branding representative in conjunction with the Executive Director of Ministry of Student Support
- Performs the duties of Sports Information Director which includes the athletic website maintenance along with the assistant AD.
- Coordinates with the Director of Operations regarding the maintenance/upgrading of the athletic department facilities.
- Coordinates outside group use of Paraclete HS athletic facilities.
- Performs other duties as designated by the Principal and Vice Principal.

ATHLETIC CODE OF THE STUDENT-ATHLETE

The purpose of the Athletic Code is to present guidelines for all student-athletes at Paraclete High School. The student-athletes are a direct and important representative of the school and the educational mission of Paraclete. Their conduct and behavior are governed by the rules and regulations of the Parent/Student Handbook, the rules of the California Interscholastic Federation, the Catholic Athletic Association, and the constitution of the Camino Del Rey Association. A coach should report any violation of the norms of student conduct to the Athletic



Director. The violation will be discussed by the coach, Athletic Director, and Vice Principal, and an appropriate course of action will be determined as to their participation in athletics. Participation in athletic activities is a privilege not a basic right of all students. It is the belief of Paraclete HS that a strong athletic program creates and maintains positive school spirit and fosters student responsibility. Each student must meet the following academic, athletic, and disciplinary standards set by the school.

ELIGIBILITY

To be eligible to participate on any athletic team at Paraclete High School, the student must:

1. Complete an Athletic Clearance through Home Campus (including a yearly physical).
2. Be a student in good academic standing in accordance with the following standards:

A student athlete must maintain a 2.0 GPA with no more than one F for their coursework during any given grading period. This is in compliance with Rule 205 of the CIF-SS Bluebook. Failure to achieve this standard will cause a student-athlete to be ineligible to participate in any sport, in any manner, during the following grading period at Paraclete HS. Student athletes may appeal to the Vice Principal through Paraclete academic protocol. Coaches are required to follow and support the Paraclete academic standard and protocol.

CONDUCT & APPEARANCE

Participation on an athletic team involves discipline and willingness to make a sacrifice. For this reason, those who wish to participate in interscholastic sports at Paraclete must always present themselves as outstanding young student-athletes. Any student whose conduct or appearance is not in compliance with the school's policy may be declared ineligible by the Athletic Director or Vice Principal for an indefinite period. Any member of a Paraclete team involved in a fight during a contest will be suspended from the team and is subject to disciplinary action as prescribed in the disciplinary regulations of the school and possibly the local authorities.

The use of tobacco and/or vaping, along with any dangerous/illegal drugs and/or performance enhancing drugs, and the consumption of alcohol are inconsistent with both the goals of this school and the requirements of any athletic team. Any violation of the drug and alcohol policy of



the school will result in a report of the violation to the Athletic Director and PHS Deans and a discussion between the coach, Athletic Director, PHS Deans and Vice Principal to formulate an appropriate action by the school and athletic department.

COMMITMENT

Contrary to a great number of youth athletic programs, in-season practice at the high school level is not optional. Once you commit to going out for an athletic team, you will be expected to be at all practices. The only excused absences are when you are absent from school (for an excused reason) or you are personally excused by a coach beforehand. In cases where practices are scheduled over a weekend or vacations, it is the responsibility of the student-athlete to plan ahead to avoid missing and to be proactive in talking to the coach about any unavoidable missed practices well in advance. Please note the following:

- **Off-season/Summer Activities** - ALL PHS sports teams may provide the opportunity for this commitment. Some may be more intense than others. See specific team rules regarding participation.
- **Holidays & School Breaks** – ALL in-season programs have a commitment during holidays and school breaks. All team rules apply during this time. Student-athletes are expected to be at all scheduled practices and contests during these school breaks.
- **School Attendance** - Student-athletes must be in school for the full school day in order to participate/play in that day's contest(s) unless they have an appointment and have turned in a note to the office 24 hours ahead of time. If a student athlete does not comply with this policy, they may not attend the contest.
- Student-athletes must be in school by the morning break of that school day in order to be able to participate in practice that day unless they have turned in a note to the office 24 hours ahead of time. If a student athlete does not comply with this policy, they may not attend the practice.
- Student-athletes must be at all practices and games unless excused by the coach. Unexcused absences may result in immediate disciplinary action that involves not starting, limited or no playing time, and/or being excused from the team.

GAME DAY ATTIRE & ATTENDANCE

The minimum standards shall be followed:



- Dress code
- Failure to dress appropriately may result in the student-athlete not participating in the day's contest.
- Hair code: Must be within school guidelines.
- Members of athletic teams are expected to understand that uniforms are to be worn appropriately at all times.
- If athletes remain for the next game, they should change back into their game day attire. Uniforms are for game time only and should be cared for accordingly.

QUITTING A SPORT

When an athlete quits the team to which they have been selected, they forfeit the following:

- Trying out or participating in another sport that same season.
- The use of the weight room or other school athletic facilities (i.e., gym, batting cages, etc.).
The Athletic Department feels that a student has made a commitment to the school, team, and coach. Quitting has disrupted team unity and deprived another student of participating. Any student who remains on a team after minor disciplinary action and who continues to demonstrate poor team morale can be dismissed by the coach with the approval of the Athletic Director and be subject to the same suspension. The Athletic Department feels strongly that a student makes a serious commitment to a team before trying out.
- Student-athletes who quit a sport before it is over may be asked to sit out their next season of sport.

There is a grace period for quitting a sport, with no penalty, which is from the beginning of the season up to the day following the first contest of that sport.

Should there be extraordinary circumstances for quitting a team, the above penalties may be waived with final approval of the Athletic Director and Vice Principal.

ATHLETIC ATTENDANCE

All absences will be either excused or unexcused.

Excused absences are those caused by:

- Illness



- Doctor's appointment
- Death in the family
- Family emergency

All other absences will be considered unexcused. Athletes are allowed two (2) unexcused absences. Upon the third unexcused absence, the athlete may be removed from that program. Students and parents must notify the head coach, as far in advance as possible, of an upcoming excused absence, or risk the absence being an unexcused absence. If a student gets ill during the school day and goes home, their absence will be excused. If a student feels ill and stays in school, they should go to practice. If their illness accelerates, then the coach may excuse them to go home.

When a student gets an unexcused absence from practice, parents should be notified by phone. When a student gets a second unexcused absence from practice, parents will be notified by phone that one more unexcused absence from practice will result in that student's possible removal from the program. Coaches must document this action and give a copy to the A.D..

When a student has an unexcused absence from a contest, they may be immediately removed from the program and parents will be notified by phone by the head coach of that program. Students and parents will be informed of these policies, in writing, by their respective head coaches, at the beginning of each season, during the program's pre-season parent meeting.

Tardies to practice/contests will also be either excused or unexcused. Coaches will have the authority to decide whether a tardy is excused or not. Three (3) unexcused tardies will equal one unexcused absence.

DISCIPLINARY PROCEDURES

Disciplinary infractions of school rules while in attendance at, or while being transferred to or from, an athletic event or practice comes under the jurisdiction of the regular school disciplinary procedures. The Head Coach must inform the Athletic Director and Dean of Students of such infractions. The Head Coach may add to the punishment from the school, with the approval of the Athletic Director, but cannot bypass ordinary procedures.

Since discipline is a vital ingredient to a team's success, athletes may be disciplined for the following infractions:

- Unexcused absence from practice or game
- Failure to attend team meetings



- Being tardy to a practice
- Lack of sportsmanship
- Failure to hustle
- School disciplinary reasons for missing practice are unexcused
- Breaking training rules

Sanctioned disciplinary procedures:

- Suspension or expulsion from the team. (Should only be instituted with permission from the Varsity Head Coach of the sport and the Athletic Director)
- Extra Conditioning that does not affect the safety of the student athlete
- Benching

ATHLETIC DEPARTMENT POLICIES & INFORMATION

AWARDS NIGHT / BANQUETS

Each team's Athletic Awards Ceremony is a time to recognize the achievements of teams, coaches, and individual athletes. Team, league, and CIF honors will be presented at this time. In general, it is the last function you will perform as a team member and your attendance will greatly enhance the success of the ceremony. If you are unable to attend the awards ceremony, please inform your head coach as early as possible so that they can plan accordingly. The athletic department will pay for three awards per team, typically MVP, Most Improved & Coach's Award. These titles can be changed with the approval of the Athletic Director. All other award ceremony costs will be paid from that sport's fundraising account.

ADMISSION PRICES

Admission prices for all league contests are determined by the Camino Del Rey Association following the guidelines below. ***Paraclete HS students are admitted free to all home contests by showing their student ID, with the exception of CIF Playoff contests.***



· FOOTBALL:	General Admission	\$10
	Children Ages 5-12	\$5
	Students from participating schools w/ ID	FREE
	Children 4 and under	FREE
· VOLLEYBALL / BASKETBALL	General Admission	\$7
	Children Ages 5-13	\$3
	Students from participating schools w/ ID	FREE
	Children 4 and under	FREE

For non-league games and/or tournaments, the individual schools determine the admission prices. For CIF playoff contests, admission prices are determined by the section and/or state office.

CIF SOUTHERN SECTION

The CIF Southern Section (CIF-SS) is the governing body for high school sports in Southern California. For more information regarding CIF playoffs rules and regulations, please refer to the CIF Blue Book Article 340 which is updated on an annual basis. All CIF-SS guidelines can be found in the Blue Book.

OUTSIDE COMPETITION

SEE CIF BYLAW 600

https://www.cifstate.org/governance/constitution/600_Series.pdf

PHS student athletes may not participate in the same sport during their high school season.

DEPARTMENT MEETINGS

The Athletic Department will hold regular head coach meetings during the school year. These meetings are scheduled by the Athletic Director and are mandatory for Head Coaches of all sports. A coach may be excused from attending the meeting by the Athletic Director by obtaining permission ahead of time.



RELEASE TIMES

The head coach should work with the Athletic Director to develop a schedule of travel that allows the students enough time to adequately warm-up and check equipment but minimizes the amount of time away from school. The Athletic Director will work with the Vice Principal/Office Manager to make sure these release times are posted and distributed to all faculty/staff through the Weekly Bulletin and should be followed accordingly. Student athletes must check with their teachers to obtain any necessary assignments and reschedule any exams missed prior to the release time. The head coach should encourage each student athlete to do this. On-campus coaches must arrange for substitutions of any classes to be missed.

FACILITIES

Athletic Facilities should only be used by students when a Paraclete coach is present for supervision. Lack of supervision can result in an athlete injured or with equipment broken. This is a safety and liability issue. A team reflects its image on and off the field. The team locker room mirrors the attitude and spirit of the team. The team is to be encouraged toward group and individual responsibility. The degree of this responsibility will be manifest in the order, cleanliness, and neatness of the locker room. Teams are responsible for the cleanliness of the locker room and for any damage that might occur while they are in the locker room. Anytime athletes are in a locker room they must be supervised by a coach. Locker rooms should be locked while teams are on the field, and coaches should never allow an athlete to enter the locker room unless a coach is present. Players are responsible for the locker that they are issued. All lockers should be kept locked when not in use. Lockers should be kept clean and not become a storage bin for soiled and unwashed clothing. Tennis shoes or basketball shoes must be worn by anyone using the gym floor. Other types of footwear are NOT permissible. Likewise, students are NOT to play on the gym floor with bare feet.

Student Athletes should respect facilities when visiting another school; critical comments are unacceptable. Vandalism and theft on any part of the premises will result in immediate disciplinary action. You should honor requests for no food and drink in visiting gyms.



FUNDRAISING: [PHS Fundraiser Request and Information Form](#)

Fundraisers may be held by individual sports at the direction of the head coach. All fundraising efforts are subject to the approval of the Athletic Director and/or the Vice Principal by filling out and submitting the Paraclete High School Athletic Fundraiser Request Form.

GAME AND CROWD MANAGEMENT

[CIF-SS Recommended Game and Crowd Management](#)

IDENTIFICATION CARDS

Students are required to have in their possession their Paraclete identification card whenever they are on campus and at all games, dances, and other school activities. All students are expected to know their student I.D. number. All Paraclete students receive free admission to home games with their ID card (CIF playoffs games are not included).

INJURY TO ATHLETES: [PHS Athletic Injury Report Form 8.27.24.docx](#)

The risk of sports injuries for a student-athlete is something that cannot be denied. Statistics reveal that 90% of student athletes report some sort of sports-related injury during their high school career. Injury prevention techniques such as proper stretching, hydration, and rest as well as proper care after being injured can assist in decreasing the amount of time missed due to injury and preventing long term issues. Below are some guidelines for dealing with injuries:

- Medical kits are provided for all teams, and it is the Head Coach’s responsibility to have kits available at all times for all teams in that program. The head coach will be responsible for notifying the trainer for replacement medical kit products.
- All injuries must be reported immediately to the head coach and/or athletic trainer if present. The Head Coach will complete and submit the “PHS Athletic Injury Report Form” to the Vice Principal, Athletic Department and PHS Front Office, within 24 hours, ideally before 8:00am the next school day.
- For all injuries in which treatment is done by a physician, the athlete cannot return to any activity until written authorization is received from the doctor. A copy of this authorization must be given to the Athletic Director, Head Coach and Athletic Trainer.
- The decision for an athlete to return to competition and/or practice, if not seen by a doctor, will be up to the trainer, parent, and Head Coach.



- Athletes should not be punished for sustaining an injury. In general, when an athlete claims they are injured, caution should be used before recommending their return to activity.

RETURN TO PLAY & LEARN

Often injuries may have a serious impact on a student-athlete's ability to return to participation in sport and academics in a timely manner. In particular, concussions are an occurring problem in sports and have the potential for serious complications if not managed properly. Once an athlete has been assessed by a qualified healthcare professional (i.e. certified athletic trainer or other licensed health care professional) to have a concussion, a management program should begin so the athlete may return to school and play.

1. The Head Coach will notify the Athletic Director and Vice Principal/PHS Front Office of the injury and the potential of absence from school due to the injury by submitting the PHS Athletic Injury Report Form.
2. The Vice Principal will inform teachers of the students' situation.
3. A student athlete may not return to athletic participation until they have a written note from a medical doctor releasing them. In addition to receiving written clearance for athletic activities, the note should also include clearance for academic work and return to school. Any adjustments with course work must be stated in the doctor's note. If the initial note does not have any directions for modifications, it is the responsibility of the student athlete to obtain a note within 24 hours so teachers can be made aware.
4. Parents/guardians are to follow up with the teachers so course work can be adjusted should the student athlete miss class due to the injury.

INSURANCE

Paraclete urges families to obtain full medical insurance for every member of the family. In addition to the primary insurance obtained by the family, every student at Paraclete is covered under a secondary insurance policy. If a student is injured during the course of the regular school day or during any school event, they must report the injury to the person in-charge of the event. Any injury requiring medical attention and possible insurance must be reported to the Athletic



Director immediately. Any injury not reported will be considered ineligible for a future insurance claim.

- If a student and their parents file a claim for the student accident insurance coverage, the complete claim form must be submitted to the insurance company within 120 days of the date of the loss or accident. (This is only if the “Report of Injury” was completed and submitted within 24 hours of the accident.) These claim forms may be obtained in the Vice Principal's Office and PHS Front Office.

KEYS & SECURITY

Athletic facility keys will be issued to all Paraclete head coaches and some assistant coaches when warranted. Each coach is responsible for their keys. **Coaches should never give their keys to students or friends.** Each coach is responsible for security in their area of campus. Please make sure that all doors, gates, and windows are locked in that area. If in doubt as to whether a gate, door, or window should be locked—lock it. Head coaches should request keys from the Athletic Director. Head coaches may also request keys for their assistant coaches when needed. Assistant coaches must get them from the Athletic Director as well. Keys will not be issued to any coach until all paperwork is complete, and the coach is cleared through Home Campus. Each coach should work with the Athletic Director in identifying special security needs for contests or events that will attract people to our campus.

LETTERING POLICY

The awarding of an athletic letter at Paraclete is an acknowledgement of excellence and achievement. In order to receive a letter, an athlete must abide by the rules and policies stated in this handbook. To letter in a varsity sport, an athlete must participate in at least 60% of their team’s varsity contests throughout the season. Coaches, with the approval of the Athletic Director, may award a letter to players who were unable to meet the standard due to injury or illness.

Athletes who have earned letters are reminded of their responsibility to wear them with honor and dignity. Uniformity of letter jackets is of the utmost importance. Letters and awards are the property of the school until graduation and may be forfeited by any student who is guilty of serious misconduct. Those who violate the rules of the school may be asked to forfeit both their



right to wear a Letter jacket and to return all letters and awards to the school. Information pertaining to the purchase of school letter jackets may be found on the school website.

LOCKERS

Student athletes are strongly encouraged to make use of the lockers. It is their responsibility to make sure their personal items are secure during all practices and games. Coaches will facilitate the use of the locker rooms, but students are responsible for checking out their own lockers through the Athletic Department. Lockers must be cleaned out at the end of each season of sport.

MEDIA RELATIONS

Each varsity head coach should work with the Athletic Director to develop positive media coverage of their team. Good media relations are important to increase school notoriety, awareness of our athletic program, alumni pride, and community interest and support of the school as a whole. Coaches must take the time to educate their team, coaching staff, and self on the following tips of dealing with the media.

Coach Tips

1. Report all varsity scores to local media. Be prepared to report your overall and league record and to give a box score. If the Head coaches wish to have managers call in the scores to local media, coaches should make the first call and let the media know who will be contacting them in the future. Head Coaches should instruct managers to be prepared with the above information when making the call. Coaches should ask their manager to refer any questions regarding quotes for an article to the head coach.
2. Send a copy of your roster and schedule to the news media at the beginning of each season. Always keep a current copy of your roster and current statistics with you for members of the press.
3. Always provide programs free of charge to the media.
4. Maintain school records for your team.
5. Make yourself available to the media whenever possible, but establish and know your limits.
6. You are entitled to a 5-7 minute “cool down” period after a sporting event. Ask for it and use it.



7. Remember, nothing is “off the record.” Anything you say can and probably will be used by the media.
8. If in doubt or uncomfortable after an interview, ask a reporter to repeat back your statement.
9. Listen carefully to the question before you answer; answer only the question the reporter has asked. Do not ramble.
10. Supervise any interview with your student athletes. Do not leave them alone with the media.
11. Discuss and practice with your student athletes the proper interview techniques listed above.

Student Athlete Tips

1. Remember, nothing is “off the record.” Anything you say can and probably will be used by the media.
2. Always be positive about your teammates, coaches, opponents, and situation.
3. If in doubt or uncomfortable after an interview, ask a reporter to repeat back your statement.
4. Listen carefully to the question before you answer. Answer only the question the reporter has asked. Do not ramble.
5. Always have your coach with you during an interview.

MULTI-SPORT ATHLETES

Paraclete encourages all students to participate in multiple sports if they so desire both during the regular and off-season. Students who wish to participate in more than one sport during the same season must have agreement from the head coaches involved. This decision should be discussed with the Athletic Director as well before the decision is finalized. Students may try out for multiple sports during the same season, up to the end of the grace period which ends the day after the first game of that sport. Students that are not in season are permitted to work out with multiple teams as long as they are able to do so and manage their academic commitment. The next season of sport is the next priority in order to prepare for the upcoming season. This takes communication and collaboration amongst head coaches. If there is an issue, the Athletic Director will make the final decision.



CIF-SS SPORTS SEASONS

The CIF Southern Section provides a calendar for each sport season and can be found on their website. This calendar provides the first contest date, the SOP date, the Last League Contest date, the Last Allowable Contest date, # of scrimmages, # of contests and playoff dates for each sport, during each season.

ATHLETIC GRACE PERIOD

There is a try-out Grace Period at the beginning of each season (fall, winter, and spring) for Paraclete student athletes. During this Grace Period, student athletes may try out for multiple teams during the season. This allows students who do not make one team to still have the opportunity to participate in another sport. This Grace Period ends the day after the first game for each sport. Head coaches should communicate with each other so that student athletes can attend tryouts for any sport. Any conflicts should be taken to the Athletic Director.

PERFORMANCE-ENHANCING SUPPLEMENT POLICY

Recently, with the popularity of new and 'legal' performance-enhancing supplements, concern has increased over what message the student athletes at Paraclete are receiving regarding the use of such products. The Athletic Department has developed a policy that will be uniformly applied by all Paraclete extracurricular teams when dealing with the subject of 'legal' performance-enhancing supplements.

Paraclete recognizes that we cannot prohibit our student athletes from purchasing legal, over-the-counter, performance-enhancing supplements, but we do discourage use of these products. Paraclete does prohibit the possession, use, and/or sale of performance enhancing supplements on school property or during school sanctioned events that may not be on Paraclete property. The Athletic Department of Paraclete supports the goal that student athletes make positive lifestyle choices formed by a Christian conscience and a loving responsibility toward other members of teams. Negative health side effects, especially in the short term, are known to exist with the mega doses commonly used with performance-enhancing supplements. Some of the negative side effects associated with these supplements, for example, include cramps and/or muscle spasms and dehydration just to identify a few.



Based on these moral and medical reasons, the Athletic Department will at all times encourage student athletes NOT to use performance enhancing supplements. At no time will a Paraclete coach or member of the Athletic Department suggest that students use performance enhancing supplements. If students request advice on this issue, do not hesitate to refer them to someone 'objectively' knowledgeable on the subject such as a physician.

PRACTICE / GAMES

In general terms, when practice is held after school, a one and one half to two hour practice is recommended. If coaches wish to extend practices beyond two hours, permission must be obtained from the Athletic Director. Practices should not exceed two hours at a time. If there is more than one practice on a given day, there should be an adequate opportunity for a break. Multiple practices in one day must also have the approval of the Athletic Director. All CIF rules regarding practices must be adhered to.

In the case of inclement weather, coaches should notify the AD that they might or might not practice. Coaches are expected to arrange practices that do not conflict with in-services, faculty meetings, or department meetings. Permission to miss school meetings to attend practices can only be given by the Vice Principal.

No athletic practice and/or contest may be held on the following days without administrative approval:

1. Thanksgiving Day
2. Christmas Day
3. New Year's Day
4. Good Friday and Holy Saturday
5. Day before and Day Semester and Final exam days; Practice may be held at the end of the last exam day.
6. No home games can be held on non-school days other than Saturdays.



PROFESSIONAL DEVELOPMENT

The coaching staff is encouraged to advance their knowledge of their particular sports and athletics in general. The head coach of each sport should work with the Athletic Director to identify opportunities for the staff to pursue this goal. NFHS courses are a great resource.

COLLEGE RECRUITING AND SIGNINGS

Recruiting can occur in many ways, such as face-to-face contact, phone calls or text messaging, through mailed or emailed material, or through social media. Students should be aware that any visits, phone calls, and/or text messages should be arranged with recruiters outside of the regular school hours. If such arrangements have to happen during school hours, prior approval must be made with the Vice Principal. On campus recruiting events must be coordinated with the school office and athletic department. All Senior signing events are produced and coordinated by the head coach and athletic department.

Athletic Scholarships

The head coach, Athletic Director, and the college counseling department will support every Paraclete student athlete deserving of an athletic scholarship. Although many high school student athletes dream of earning a college athletic scholarship, unfortunately this is a difficult and often unrealistic goal. Here is a link to NCAA Recruiting Facts.

https://ncaaorg.s3.amazonaws.com/compliance/recruiting/NCAA_RecruitingFactSheet.pdf

NCAA Eligibility Center

College-bound student-athletes preparing to enroll in a Division I or Division II school need to register with the NCAA Eligibility Center to ensure they have met amateurism standards and are academically prepared for college coursework. In order to make academic records available to potential recruiters, all student athletes submit a completed Athletic Transcript Request Form in the counseling office which will allow the counseling office to send transcripts throughout the recruiting process.

RETREATS AND RELIGIOUS ENCOUNTERS

The spiritual programs of the school are of extreme importance to the school's mission. Coaches are not to prohibit attendance at encounters and retreats, nor should they in any way criticize



retreats or encounters. Coaches should not tell their players that they cannot go on a Paraclete sponsored retreat or religious encounter. If either the coach of a particular sport, the Athletic Director, or any member of Student Life realizes that an in-season athlete has signed up for a retreat, then the coach, Athletic Director, and members of the Student Life team will meet to discuss the situation. The coach should address this topic, perhaps by letter or team meeting during the off-season as far as having the student/athlete decide early when to be part of a retreat or encounter.

SCHEDULING

Coordinating with the Athletic Director, the Head Coach does all scheduling of contests. If there are special requests or additional games by the coach, then such requests are to be submitted to the Athletic Director by email. Home games should not be scheduled on school Holidays

SELECTION PROCESS

All student athletes who try out for any sport team will be given a fair opportunity to make the team regardless of their grade level, previous experience, or whether they played on a team the previous year. Our goal is to field the best teams possible. Therefore, cuts will be made when necessary.

The selection of an athletic team must meet the following criteria. The Head Coach must observe the players trying out for any team for at least two days or four hours. The Head coach must announce their criteria for selection prior to the tryout and announce the day when the final selection will be posted. The Head coach should make themselves available for questions about the decision after the posting of any team. The selection of an athletic team is done at the discretion of the head coach with the approval of the Athletic Director. Before posting, the head coach must present the selection list to the Athletic Director for approval.

SENIOR DAY/NIGHT FESTIVITIES/BANQUETS

Senior day/night festivities are designed to recognize seniors for their contributions to their particular program with a small ceremony before, during halftime, or following the game. Just because one game has been designated as the senior game does not mean that all seniors will



have the opportunity to play in that game. Banquets are a time for a more elaborate celebration. Banquet Guidelines Link: [PHS Banquet Guidelines](#)

SPIRITUALITY

Each team should incorporate as many components as possible of our religious experience into their athletic schedule. Team masses, prayer services, and prayers before or after games, etc. are acceptable means by which a coach may add spiritual components to their program.

Points of Emphasis for Catholic Identity on Paraclete athletic teams

All of us at Paraclete are called to represent and embody our identity as a Catholic school and dedication and commitment to our charism: the Holy Spirit. This is our most important function as teachers, coaches, staff, and administration. To instill a religious component in all athletic teams and to help you create team unity, the Athletic Director and Assistant Principal would like to promote at least the following elements:

Team Prayer

- All teams should include a prayer before and after all competitions. In pre-game team huddles, a student-athlete should lead the team in a prayer that emphasizes team unity, inspired play, and physical safety rather than on winning.
- Team prayer should be modeled by coaches but should be the responsibility of team captains. This is an element of leadership that captains should understand as exemplified by the coaching staff.
- It has been a long-standing tradition on Paraclete teams to break huddles with a chant led by the captain of “Holy Spirit, the Paraclete” then the rest of the team responding, “Pray for us”. This should also be done after practices or workouts.
- If team prayer leaders and coaches need resources or ideas for how to lead a team prayer, they are welcome and invited to speak to the Athletic Director or Assistant Principal.

Christian Service

- Every athletic team is strongly encouraged to work together on a Christian Service (CS) project. The Paraclete requirement is: 10 hours or 2 projects per semester for 9th and 10th graders. Fifteen hours or 3 projects per semester for 11th and 12th graders. To avoid



a failing grade on their report card, completing just one of those semester projects as a team is an important step toward completing their Christian Service requirement. In addition, these projects can be excellent opportunities for strengthening team unity and chemistry.

- Christian Service projects can be simple and should stem from the ideas of student-athletes or from the coaching staff. In the recent past, a Paraclete team helped pass out food to the needy during the holidays, and another team spent a morning working at Painted Turtle camp for children with serious illnesses.
- The Athletic Director and Mr. Landa will be reaching out to the local charities and other organizations to see how we can help organize projects for school teams. Parents can also help if they know of an opportunity to serve the needy. A team could create their own project, but it should be approved by Mr. Landa.

SUPERVISION

Lack of proper supervision is cause for serious liability concerns. What constitutes “proper supervision” for coaches varies depending upon many factors: for example, the age of the participants, the participants’ ability levels, the number of participants, and the number of dangerous implements involved in the activity or in proximity to where the activity is taking place. The more dangerous the situation or the more likely an injury is to occur, the more careful and prudent the supervisor must be.

The duty to supervise also includes the duty to properly instruct and warn of possible risks. Therefore, students involved in interscholastic athletics must receive proper instruction as to the correct or most acceptable methods of safely performing the tasks related to a specific activity and must be informed of the possible risks involved in participating in the given activity.

GENERAL SUPERVISION, which for all intents and purposes is the type of supervision coaches at Paraclete experience, means a coach must be within the activity area, overseeing the activity, and must be immediately accessible to the participants. General supervision is most appropriate for individuals who have already received appropriate instruction, screening and approval.

The basic considerations for determining adequate general supervision are:



1. The coach must never leave the premises and must be immediately accessible to anyone who needs them. The coach must be able to oversee the entire program systematically and must rotate to all parts of the activity area.
2. The coach must be alert to conditions that may be potentially dangerous. Coaches and administrators both play a role in identifying potentially dangerous situations. In planning for the activity, it should be made clear who has responsibility for identifying and rectifying potentially dangerous conditions. These conditions may include faulty equipment, lack of protective devices, participants going beyond their capabilities, and misbehavior. A coach should anticipate foreseeable problems and prevent them, if at all possible.
3. All Paraclete coaches, paid or volunteer, must be cleared through Home Campus.
4. Any possible issues, problems, or potential dangers should be reported to the AD and/or Asst. AD and maintenance director.

Parents must check with each coach as to ARRIVAL/DEPARTURE TIMES for student athletes for practice and games. It is imperative that these times be adhered to. Practice dates/times are posted and maintained by the head coach and game schedules are posted and maintained by the Head coach on Home Campus.

CIF-SS Supervision Guidelines Link: [CIF-SS Supervision Guidelines](#)

TRANSFERS

All Transfer student athletes must be cleared through Home Campus before participating in any sport. See CIF-SS Blue Book Bylaw 207: [Transfer - Blue Book 207.pdf](#)

Transfer students/Families should contact the athletic office immediately upon enrollment at PHS. Link to Transfer Flow Chart: [CIF-SS Transfer Flow Chart](#)

TRANSPORTATION

Currently, buses and school vans are used for transportation to most games and some practices. However, there are times when student athletes will need to find their own means of transportation to games and practices including but not limited to competition on non-school days. In these cases, student athletes and their parents are responsible for arranging transportation to and from the designated locations.



When the school provides a bus or a van, the athlete is required to travel with the team. Parents who find it necessary to transport their son or daughter home from a contest must notify the head coach in writing at least one day prior to the contest. In this case, a parent must have direct contact with the coach following the game in order to release the student through a sign-out roster. In the event a parent needs their son or daughter to ride with another student's parent(s), a note must be signed by the student's parent and given to the coach and they can only be released to those adults who are listed in RenWeb as Emergency Contacts / Pick-up with their signature on the team sign out roster. Since a parent signature is required in this instance, an email or text is not acceptable. Meal stops are allowed after away contests. Coaches should communicate with parents so they know if the team will stop or not after the contest. If a coach chooses not to stop after a contest, remind athletes to bring food/snacks for the trip.

TRAVEL ATTIRE & BUS BEHAVIOR

The rules and regulations regarding student decorum and deportment apply to teams as they travel to athletic contests. This must be rigidly enforced due to the visibility that our athletic teams maintain during their travel.

- The coach is responsible for the conduct of his players at all times during transportation, not the bus driver.
- Students should travel in appropriate attire on all athletic events such as school dress code or team warm ups. Student athletes represent Paraclete at all times.

All student athletes are representing Paraclete on and off the court at both home and away games. For this reason they will observe either the school dress code or the team dress code (if the team has a specific dress code, i.e. team polo shirts or warm-ups) before and after competitions when not in uniform.

TRIPS/TOURNAMENTS

The Athletic Director must approve all trips. The school is aware of the financial sacrifices parents make in sending their students to Paraclete and does in no way want to place additional emotional/financial stress upon them. Additional permission forms will be necessary for any overnight trips.



UNIFORMS & EQUIPMENT

Uniforms and equipment issued for practice and competition should be cared for properly. Student athletes are responsible for returning the uniform/equipment that had been issued to them in the same condition as at the start of the season. Uniforms/Equipment must be turned in no later than 1 week after the season has ended.

Loss or failure to return team items at the end of the season (or items returned in poor condition) will result in payment to replace damaged or lost items. Students will not be allowed to participate in another sport until the obligation is met. Parents should be aware that they are financially responsible for the obligation that their child may incur while on a team including lost or damaged sports uniforms/equipment or damage to school property (i.e. broken lockers, food stains, bleaching, or excessive organic stains from neglect).

Proper care of uniforms:

- Wash cold water and inside out
- Do not wash white with colors
- Do not bleach uniforms
- Dry under low heat then finish drying garment by hanging them
- Items are to be returned washed
- Do not wash with anything rough like velcro
- Do not wear uniforms except at games, scrimmages, and as directed by coaches

Issuance of all athletic equipment:

- All athletic equipment is the property of the school. No coach or manager can give away school property.
- Athletic equipment should not be used by personnel for events not directly related to Paraclete athletic events. No personal use of equipment.
- The Head Coach should keep accurate records of equipment issued to each athlete with inventory taken at the beginning and end of each season.

VOLUNTEERS

The Athletic Director and Vice Principal must approve of any individual involved in the instruction and/or care of student athletes at Paraclete High School. **NO EXCEPTIONS!!**



**CAMINO DEL REY ASSOCIATION
THREE LEAGUES**

1. Bishop Amat:	Boys & Girls
2. Bishop Conaty-Loretto:	Girls
3. Bishop Montgomery:	Boys & Girls
4. Bosco Tech:	Boys
5. Cantwell:	Boys & Girls
6. Cathedral:	Boys
7. La Salle:	Boys & Girls
8. Mary Star:	Boys & Girls
9. Paraclete:	Boys & Girls
10. Pomona Catholic:	Girls
11. Ramona Convent:	Girls
12. Sacred Heart:	Girls
13. Salesian:	Boys
14. San Gabriel Mission:	Girls
15. Serra:	Boys & Girls
16. St. Anthony:	Boys & Girls
17. St. Bernard:	Boys & Girls
18. St. Genevieve:	Boys & Girls
19. St. Joseph	Girls
20. St. Mary's Aca:	Girls
21. St. Pius/Matthias Aca:	Boys & Girls
22. St. Monica Prep:	Boys & Girls
23. St. Paul:	Boys & Girls
24. Verbum Dei:	Boys



CAMINO DEL REY ASSOCIATION (3 LEAGUES)

BOYS(16)

BISHOP AMAT
BISHOP MONTGOMERY
BOSCO TECH
CANTWELL
CATHEDRAL
LA SALLE
MARY STAR

GIRLS(18)

BISHOP AMAT
BISHOP MONTGOMERY
CANTWELL
LA SALLE
MARY STAR
POMONA CATHOLIC
RAMONA CONVENT



SALESIAN

SACRED HEART
SAN GABRIEL MISSION
SERRA
ST. ANTHONY

SERRA

ST. ANTHONY
ST. BERNARD
ST. GENEVIEVE
ST. MATTHIAS/ST. PIUS X
ST. MONICA
ST. PAUL
VERBUM DEI

ST. GENEVIEVE
ST. JOSEPH
ST. MARY'S
ST. MATTHIAS/ST. PIUS X
ST. MONICA
ST. PAUL

