



ATHLETICS HANDBOOK

2023-2024

Oakland Catholic
High School

ATHLETICS ADMINISTRATION



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ANOTHER YEAR! MORE EXCITEMENT

On behalf of the Oakland Catholic Athletics Department, we are proud of you, and we want your time here as an Eagle student-athlete to be filled with success, growth, and memories to last a lifetime.

You are the heart and soul of our athletics department and seeing you achieve your hopes and dreams academically, personally, and athletically is important. Our administration, faculty, staff, and support team will work tirelessly to provide you with the best holistic experience possible. Help with all aspects of your OC educational experience.

Representing OC and wearing the OC logo and uniform is a great privilege that carries great responsibilities. The standards to which you are held as an OC Student Athlete, and the responsibilities that accompany the uniform you wear, are listed within this handbook. As an Eagle, you embody our core values and pillars of Spirituality, Scholarship and Service. As OC student athletes, parents, families, and coaches, we always represent ourselves and our teams with class, excellence, respect, dignity, and integrity.

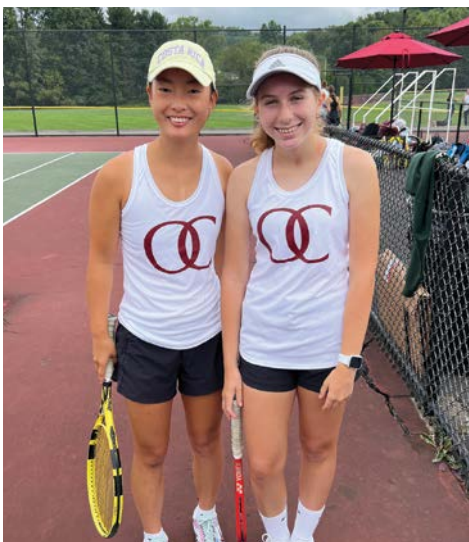
The OC Athletics Department is committed to your success and will employ every resource available to help you maximize your talent, reach your aspirations, and fulfill your goals.

Have a terrific 2023-2024 and an incredible athletic experience! It is a new day!!!

Go Eagles!

Dr. Karen Hall

DR. KAREN HALL
OC Athletic Director



MISSION STATEMENT

Oakland Catholic High School is a Christ-centered, college preparatory school for young women of diverse backgrounds committed to an environment that promotes spiritual formation, excellence in education, a wide range of activities and athletics, and service to others. Formed under the patronage of St. Joan of Arc, Oakland Catholic is dedicated to teaching young women to lead lives of faith, courage, and commitment as they lay the foundation for their future as responsible and respected global leaders.

VISION AND CORE VALUES OF THE ATHLETICS DEPARTMENT

It is the overriding vision of the Athletics Department to promote the respect and dignity of each individual Student Athlete, Coach, Opponent, and Parent, while preparing Student Athletes to compete at the highest level and excel both individually and as a team. Healthy competition and team spirit are essential components, but they do not displace the foundational Christian values of an Oakland Catholic educational experience. Our Athletics Department is committed to fostering the core values of Spirituality, Scholarship, and Service in our students through experience and example.

PURPOSE OF ATHLETICS HANDBOOK

The purpose of this handbook is to provide student athletes, coaches, parents, and administrators a centralized guide to the policies, procedures, services, activities, and events supported and sponsored by OC Athletics and the OC Athletics Staff to facilitate the Student Athletes' success in academics and athletics. With a consistent, cohesive, and school-wide understanding, there will be less room for error, confusion, and individual interpretation of policies, procedures, that can lead to the distribution of erroneous information.

With that said, this handbook does not cover every single protocol for all teams. Teams may have rules that address issues not covered in this handbook. However, should any team rule conflict in any way with this handbook, the rules set forth in this handbook govern. All rules shall be consistent with the policies and procedures of Oakland Catholic High School, the Diocese of Pittsburgh, Western Pennsylvania Athletic Interscholastic League (WPIAL) rules, and Pennsylvania Interscholastic Athletic Association (PIAA) rules. Should there be any questions, the **Student Athlete** is encouraged to seek guidance directly from her coaches, the Assistant Athletics Director, or the Athletics Director.

ATHLETICS DEPARTMENT AT OAKLAND CATHOLIC HIGH SCHOOL: OVERVIEW

COMMITMENT TO EXCELLENCE

Oakland Catholic High School provides 18-sports teams for student athletes to develop, learn, grow, and experience competition. Student athletes' discernment to play a sport and actually make a team takes commitment—a commitment to be engaged, a commitment to growth, a commitment to team. We want our student athletes to consider time, academic responsibilities, outside schedules, and other commitments when deciding to try out or be a member of one of our teams.

Teammates rely on each other; coaches rely on their student athletes. Together, they form a team. Our coaches are experts in their respective sports. The equation of *Expert Coaches + Committed Student Athletes = High Level Winning on and off Playing Surface*.

ROLE OF ATHLETIC DIRECTOR (A.D.)

The role of the A.D. is to provide programmatic oversight. The A.D.'s goal is to ensure the department's mission and core values are reflected within each individual sports program.

OC SPORTS PROGRAMS

WPIAL and Club Sports—*Club sports noted with an asterisk (*)*

- Fall Season: Crew*; Cross-Country; Field Hockey; Golf; Soccer; Tennis; Volleyball
- Winter Season: Basketball; Fencing*; Indoor Track; Sideline Cheerleading; Step*; Swimming & Diving
- Spring Season: Lacrosse; Track & Field; Softball; Ultimate*; Flag Football*

RECOGNITION OF ATHLETIC EXCELLENCE: SPORTS LETTERS AND AWARDS

Letters and awards are presented to athletes who have fulfilled the sport specific criteria determined by the Head Coach. The following awards will be presented at the end-of-season sports banquet:

- First year of lettering: Chenille letter with sports pin
- Second year of lettering: Pennant and bar
- Third year of lettering: V-neck pull-over and bar
- Fourth year of lettering: OC Blanket and bar

Achievements/Championships will be recognized in the following manner:

- Section Championship: Individual shirts
- WPIAL Championship: Individual fleece pullovers
- State Championship: Individual rings

ATHLETIC SIGNINGS

Athletic Fall and Spring NCAA signings are celebrated with the following procedures in order to respect the strict regulations around when commitments can be released.

- A Press Conference: Date, time and location will be announced.
- The A.D. will send out forms to the signing Student Athletes. Invitations, location details, and procedures will be communicated to Parents/Guardians of signing Student Athletes.
- Student Athletes may wear the athletic gear of their committed college/university.
- Families and Varsity Team of the signing student athletes are welcome to attend. Athletes should communicate which OC friends will be present to the A.D. and School Office so their friends won't be marked late or absent by teachers.
- Photographs taken at the signing are the property of Oakland Catholic. Photos will be posted to the school website and used in all Oakland Catholic publication platforms.
- If weather, school assembly, or event-related changes happen that impact the above procedures, student athletes and all attending will be issued immediate notice.



SEASON PLAYBOOK FOR STUDENT ATHLETES AND COACHES

What to expect pre-season, regular season, post-season

PRE-SEASON

Meetings between coaches and teams should cover/include:

- PIAA Physical Forms to be verified and on file for each athlete. *Parents, please note the deadlines for physical forms that are due prior to each sport season in order for an athlete to participate. Important Dates:
 - June 1: First day ALL SPORTS are eligible to receive a physical for the upcoming year
 - June 7: First day Fall Sports have access to upload documents to Final Forms for upcoming year
 - August 15: Last day Fall Sports are able to upload a physical to Final Forms
 - October 9: First day re-certification forms for Winter Sports may be uploaded to Final Forms
 - November 21: Last day Winter Sports are able to upload a physical to Final Forms
 - January 30: First day re-certification forms for Spring Sports may be uploaded to Final Forms
 - February 27: Last day Spring Sports are able to upload a physical to Final Forms
- Pre-season Parent Meeting to review team policies.
 - Oakland Catholic Athletics Handbook Policies, in addition to applicable school handbook policies.
 - Lettering requirements.
 - Social media usage and their consequences.
 - Transportation expectations.
 - Progressive discipline approach for all violations and their consequences.
 - Team rules specific to the sport.
- Any changes the Head Coach plans to make to the schedule. (Changes should be made at least a month prior to the start of the regular season, to the greatest extent possible.)

REGULAR SEASON

Practices need to be noted on the school calendar system for accountability purposes. It is NOT permissible for Coaches and/or booster groups to add additional competitions to the season without prior approval of the Athletics Department. Sunday activities should be avoided whenever possible. If a Sunday activity is deemed necessary, it must not take place prior to noon of that Sunday, unless you are holding a team Mass obligation WITH practice.

It is the Head Coach's responsibility to clearly communicate the practice schedule and any subsequent changes to that schedule to parents in advance. It is not acceptable to send out an email the night before, or the morning of, and expect all Student Athletes to receive notification. The booster groups should assist the Coaches with establishing the most effective means of communicating changes with Parents. Changes should also be communicated directly to the Athletics Department by Coaches to ensure current school calendar system can be updated.

Overnight travel for any sport requires a signed permission slip from the parents and a completed roster of participating athletes two weeks prior to the trip. Administration needs to approve each student for travel and sport participation; this approval includes a review of academic, behavioral, and financial eligibility to participate in travel. The student must remain current on all financial obligations to the school (tuition, fees, cafeteria account) in order to continue active participation in a sports program.

**Additional information on travel and transportation is noted on page 14 of this handbook.*

POST-SEASON

All Coaches are expected to complete certain end-of-season duties to successfully close the season. All student athletes are expected to comply with uniform and equipment return by the deadline set by the coach. Coach responsibilities include, but are not limited to:

- Collection of uniforms.
- Inventory report on equipment that indicates the condition of equipment used/returned, location of inventory, lost uniforms, and damaged/lost equipment.
- Completion of End of the Year Report/Checklist – provided by the Athletics Department.
- List of Sports Letters, season records, and other notable accomplishments of athletes and the team.
- Scheduled end-of-season evaluation with the A.D.

PLAYER RULES & EXPECTATIONS – PRE, REGULAR, POST SEASON

All rules and expectations will be clearly outlined by the Head Coaches prior to the start of each season. Here are some basic rules and expectations. Additional expectations will be clarified at the pre-season meeting.

- Student athletes are expected to follow all school rules outlined in the school handbook and work diligently towards earning good grades in academic courses.
- A completed physical packet must be on file with the athletic trainer prior to ANY athletic participation.
- Participation is at the discretion of the coaching staff and school administration and may be denied for academic or disciplinary reasons at any time.
- Student athletes are to treat all teammates, coaches, officials, spectators, and other players with respect and courtesy.
- It is the responsibility of the student athlete to notify the head coach if she elects to leave the team.
- Practice is necessary for team and individual success. Players are expected to make the commitment to attend every practice unless they are absent from school due to illness or injury. The student athlete must contact the coaching staff prior to the missed practice. Failure to do so will result in an unexcused practice for that player.
- All players should arrive on time for each practice or competition.
- Only the coaching staff can cancel a practice.
- Student athletes are to report any injury of any type to the and athletic trainer immediately.
- If a student athlete sees a physician for an injury, they are not permitted to practice or compete until the Athletic Trainer receives a note cleared by their doctor.
- The student athlete is responsible for all equipment/uniforms issued for the season. Families will be charged for any equipment or uniform that is lost, damaged or stolen.
- There is a zero-tolerance policy for violence, criminal activity, or the use of illegal drugs, alcohol, and/or tobacco. This policy is applicable to all players and coaches of all teams, both WPIAL and club. Violations will result in the student athlete being denied participation in practices and competitions. Please refer to the Student/Parent Handbook for specific policies.
- Drugs, Alcohol, Vaping and excessive behavior will not be tolerated; use of such are grounds for immediate dismissal from teams.
- Student Athletes, as well as Parents/Guardians, must comply with the school's handbook, Code of Conduct, and Acceptable Use Policy, including those pertaining to social media.

SOCIAL MEDIA POLICY

Social media is a tremendous tool used to showcase positivity and comradery of athletic players. Team abusing use will result in immediate removal of social media page and access.

COMPETITION EJECTIONS WITH REGARD TO COACHES AND PLAYERS

Ejection from competition has no place in Oakland Catholic athletics. The Athletics Department follows the National Federation of State High School (NFHS) Association in accordance with their rules for coaches returning to play after ejection. Coaches are expected to uphold the NFHS Rules Penalty (all articles) for their athletes, which provides that a player charged with a single flagrant technical foul, or a second technical foul will be disqualified from the team bench.

After the game/match/competition, it is the coaching staff's responsibility to consider when it is appropriate for that student to return to play if their flagrant foul was intentional to do harm to another person.

****Any Oakland Catholic Coach or Student Athlete ejected from a contest will meet with the Athletics Director to complete a PIAA Ejection Report and will be subject to additional game suspension(s) beyond the PIAA mandated one-game suspension at the discretion of the A.D. and in consultation with the Head Coach.***

STUDENT ATHLETE HEALTH AND WELL-BEING

Training room/athletic trainer/concussion protocol

GENERAL PHILOSOPHY

The safety of the student athlete is at the forefront of every decision made within the Athletic Training Room. The healthcare provided to the student athletes will maximize the available resources and offer the most advanced and updated practice of Sports Medicine.

WHAT IS AN ATHLETIC TRAINER?

Athletic Trainers are highly qualified, multi-skilled healthcare professionals who render services under the direction of, or in collaboration with, physicians, to evaluate and treat athletic injuries and other health-related issues. Services provided by OC Athletic Trainers through UPMC include injury and illness prevention, wellness promotion and education, emergency care, examination and clinical diagnosis, therapeutic intervention, and rehabilitation of injuries.

STUDENT ATHLETE OBLIGATIONS TO THE ATHLETIC TRAINING ROOM

In the event that a student athlete sustains an injury in their respective sport, that injury must be disclosed to the Athletic Trainer ASAP. Pending an evaluation, a plan of care will be created. From that point, the student athlete has the responsibility to themselves as well as their team to follow the plan of care and return to play. The Student Athlete is obligated to report daily, immediately after school, to the Athletic Training Room for check-ins and/or treatment & rehabilitation. This obligation should be considered mandatory as this will expedite their safe return to play. Should any outside care occur, (Ex: PCP evaluation; Emergency Room visit; X-Ray or MRI Imaging) appropriate communication and documentation is mandatory for clearance. Physical forms prior to the start of each season and additional doctor orders/notes are to be shared with the OC Athletics Department in order to ensure that student athletes receive optimal care. Friends of student athletes are not to socialize inside the Athletic Training Room.

Important dates for mandatory physical forms due prior to the start of each season:

- June 1: First day ALL SPORTS are eligible to receive a physical for the upcoming year
- June 7: First day Fall Sports have access to upload documents to Final Forms for upcoming year
- August 15: Last day Fall Sports are able to upload a physical to Final Forms
- October 10: First day re-certification forms for Winter Sports may be uploaded to Final Forms
- November 21: Last day Winter Sports are able to upload a physical to Final Forms
- January 30: First day re-certification forms for Spring Sports may be uploaded to Final Forms
- February 27: Last day Spring Sports are able to upload a physical to Final Forms

SERVICES PROVIDED BY THE OAKLAND CATHOLIC ATHLETIC TRAINING ROOM TO STUDENT-ATHLETES

Student Athletes can increase their level of competition by utilizing the resources of the Athletic Training Room. Listed below are resources available:

- Corrective exercise program
- Rehabilitation treatment plans
- Therapeutic exercise & functional movement assessment
- Manual therapy
- Therapeutic modalities and recovery devices
- Weight Room access

CONCUSSION MANAGEMENT PROTOCOL

If a student has been removed from competition or practices because of signs or symptoms of a concussion, the following **Concussion Management Protocol** must be followed:

- Emergency medical treatment should be pursued if there is a deterioration of symptoms including seizure, altered level of consciousness, vomiting, altered pupillary finding, or direct neck pain associated with the injury.
- All appropriate school officials should be notified of the event, including the Athletic Trainer, Athletic Director, Administrators, School Nurse, School Counselors, and Faculty. *It will be the responsibility of Administration to notify faculty members, school counselors, and school nurse.*
- Coaches or school officials must make contact with the student athlete's parent(s)/guardian(s) and inform them of the suspected sports-related concussion or head injury.
- Coaches or school officials shall provide the student athlete and her parent(s)/guardian(s) with information on the continuing care of a person with a concussion. This material is available through the Pennsylvania Department of Health or Education, or the Centers for Disease Control and Prevention (www.cdc.gov).
- When appropriate, a referral should be made to the regional BrainSTEPS Team by the athletic trainer. This team will consult with the school teams and families in the development and delivery of educational services for the student who has suffered a concussion.
- The student athlete must be evaluated by an appropriate medical professional who has been trained in the evaluation and management of concussions.
- The student athlete must receive written clearance from an appropriate medical professional, trained in the evaluation and management of concussions that states the student athlete is asymptomatic at rest and may begin a carefully controlled return-to-play protocol.

- Complete physical, cognitive, emotional, and social rest may be advised while the student athlete is experiencing symptoms and signs of a concussion/traumatic brain injury that may include, but is not limited to: minimizing mental exertion; limiting overstimulation; limiting cell phone/computer/television/screen usage; reducing/altering testing times and academic pursuits; limiting video gaming; controlling multi-tasking; etc.
- **Return to Classroom:** Temporary learning support accommodations may be needed for student athletes with Sports-Related Head Injuries to return to the classroom.
- **Return to Play:** After written medical clearance is given by an appropriate medical professional and conveyed to the Athletic Directors and School Administration, the student athlete may begin a graduated and individualized return-to-play protocol supervised by an athletic trainer or Licensed Physical Therapist. **If concussion symptoms recur during the graduated return-to-play protocol, the student athlete will return, at a minimum, to the previous level of activity that caused no symptoms, and the attending physician should be notified. In this situation, a new written medical clearance will be required.**
- Rest is the “best medicine” for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration and speed of processing significantly impact learning. Further exposing the concussed student athlete to the stimulating school environment can/may exacerbate symptoms and delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries. Students who return to school after a concussion may need to:
 - Take rest breaks as needed.
 - Spend fewer hours at school. (Potentially shortened day at school.)
 - Be given more time to take tests or complete assignments. (All courses should be considered.)
 - Receive help with schoolwork. (Pre-teaching, outlines, notes provided, etc.)
 - Reduce time spent on the computer, reading, or writing.
 - Be granted early dismissal from each class to avoid crowded hallways.

ADDITIONAL RESOURCES

PIAA: <http://www.piaa.org/resources/forms/default.aspx>

Oakland Catholic Sports Medicine: <https://www.oaklandcatholic.org/athletics/sports-medicine>



ATHLETICS DEPARTMENT: GENERAL POLICIES AND EXPECTATIONS

FERPA / HIPPA

Both FERPA and HIPPA are educational and health/wellness acts that state it is not permissible for Coaches and/or Administrators to discuss academic or health issues related to a student athlete without express written permission from their parent or guardian. At no time may a student's health, academic, behavioral, or financial situations be discussed with other students and other parents.

CONCUSSION POLICY AND PROCEDURES

These protocols, as outlined under the Student Athlete's Health and Wellbeing section of this handbook, will be covered with each team prior to season start. Each Coach will complete the concussion management certification training course provided by the Athletic Department. Authority is granted to game officials, Coaches, Athletic Trainers, licensed physicians or other medical professional trained in recognizing the signs and symptoms of a concussion to determine whether a Student Athlete has incurred a concussion/traumatic brain injury. If a Student Athlete demonstrates concussion/traumatic brain injury symptoms, the Coach must immediately remove the athlete from the all further athletic participation and notify the Athletic Trainer and/or Athletic Department.

The Student Athlete cannot return to practice or play until the she has been evaluated and cleared for return to participation **in writing** by an appropriate medical professional (as defined in the Safety in Youth Sports Act) who has training in the evaluation and management of concussions. Any violation of this policy will result in a discussion with the Athletic Department regarding the student's participation in OC sports and activities. Refer to page 11 for concussion protocol.

PHYSICALS

Physical exams are required of all Student Athletes in order to participate in P.I.A.A. sports and need to be on file with the Athletic Trainer. There are no exceptions. This policy is in agreement with Article V, Section I of the P.I.A.A. Handbook. The physical packet, deadlines for each sport season, and detailed instructions can be found in this handbook under multiple sections and on the Oakland Catholic website at www.oaklandcatholic.org. Refer to page 10 of this handbook. Student Athletes without complete physicals are not permitted to engage in athletics/team practiced games, until the Athletic Trainer has paperwork.

SPORTS MEDICINE

Oakland Catholic High School has a contract with UPMC Sports Medicine Center. This contract allows our contact sports teams (basketball, soccer, lacrosse, field hockey, softball and volleyball) to have an Athletic Trainer available for competitions and some regular season practices. For all other sports teams, injured student athletes can make arrangements with the UPMC Athletic Trainer to be evaluated as needed.

In the event that a Student Athlete sustains a severe injury and needs immediate medical attention, the head coach must call 911 and then notify the Parent/Guardian. The Athletic Director must report the injury to the A.D./School Administration and file an accident report within 24 hours of the injury. The Athletic Trainer or the injured student athlete's personal doctor will be the sole authority for the active return to participation in sport. In all cases, the Parents/Guardians of the injured Student Athlete will be the decisive authority for the treatment and rehabilitation of their daughter.

If a Student Athlete sees a physician for any reason, a note must be provided to the Athletic Trainer regarding return to play status.

POLICY ON HAZING / BULLYING

This type of behavior has no place in OC Athletics and Oakland Catholic High School maintains a zero-tolerance policy in this regard. Hazing is defined as any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, **and** is directed against a student or group of students for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletics team. This behavior is completely banned on all levels by Oakland Catholic High School and the Diocese of Pittsburgh.

It is the responsibility of all students and all supervising adults to communicate to the administration if they observe hazing. Silence condones these activities and makes the observer an accomplice to the hazing activity. If a Student Athlete or supervising adult witnesses a hazing incident, the incident should be reported immediately to a Coach, Athletic Director, and/or School Administrator. Individuals or groups found in violation of this policy will be subject to severe disciplinary action that could include suspension or expulsion from the school, and permanent dismissal from a leadership position and/or employment.

Bullying, both in-person or cyber, is in direct conflict with the values and teachings promoted at Oakland Catholic. Incidents of bullying, or suspected incidents of bullying in relation to athletics, should be immediately reported to a Coach, Athletic Director, Administrator, or other supervising adult. Perpetrators of bullying will be dealt consequences as outlined in the Oakland Catholic Parent/Student Handbook.

Consequence of bullying can result in dismissal from athletic teams.

In general, all incidents of hazing/bullying or suspected incidents should be immediately reported to the Athletic Director or Assistant Athletic Director.

ATHLETICS POLICY AGAINST SEXUAL HARASSMENT

Oakland Catholic High School is committed to maintaining an environment that is conducive to Spirituality, Scholarship, and Service, and free from sexual harassment.

Definition of sexual harassment: Conduct is sexual harassment if it is an unwelcome sexual advance; request for sexual favors; and other visual, verbal or physical conduct of a sexual nature.

Determining what constitutes sexual harassment under this policy will be accomplished on a case-by-case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported and may include disciplinary processes as stated above.

In general, all incidents of sexual harassment or suspected incidents should immediately be reported to the Athletic Director or Assistant Athletic Director.

COMPETITION TRAVEL LIST

For all competitions, coaches will provide a travel list of student athletes who are eligible to compete in a particular competition. Each student athlete must sign the travel list next to their name.

TRANSPORTATION

Transportation is provided via approved vans, buses, and sometimes, carpools for practice transportation. Students may drive to practices in their personal vehicles. If practice locations are off-campus, carpools are strongly recommended. (See Car Pool Policy on the next page.)

Teams will have the option to travel to competitions together by bus, school van, or car pools. The buses used for athletic events are contracted with transportation carriers and are directly associated with Oakland Catholic. Improper behavior such as: hanging out of the windows, yelling from the bus to other vehicles or pedestrians, posting signs to be viewed by those outside of the bus, criticism of the bus driver or damage to the vehicle will be subject to disciplinary action by the school. Oakland Catholic vans are not permitted to transport more than nine (9) passengers and one driver. Please refer to the Student Handbook with any questions as to the consequences for behavior of this nature.

The insurance coverage of each student athlete is in effect from doorstep to doorstep when she travels with the team in the approved mode of transportation, i.e., from the time the student athlete leaves the school building until she is returned to the school building. If a student does not travel with the team, she is not covered by school insurance. If a Student Athlete has alternative transportation home from a match, game, or event with another approved Parent/Guardian, she must communicate with her Coach prior to the event. If no documentation is presented to the Coach, the student must travel to and from the event with the team.

The Head, Assistant, or Volunteer coach will ride the bus with the team. If transportation on the bus to and from an event is required, the Coaching staff must clearly communicate that with student athletes and Parents/Guardians.

GAME COMPETITION

Student athletes are required to ride bus or van to/from the competition site with the team UNLESS an Alternate Ride Form or Car Pool Form has been signed and submitted to the Athletics Department at least 2-3 days in advance. See *below*.

ALTERNATE RIDE FORM

Student athletes riding to/from a game competition site by a means other than the team transportation MUST obtain an ALTERNATE RIDE form from the Athletics Department. This form require signatures from the student athlete and her parent/guardian. Form MUST be submitted to the Athletics Department TWO/THREE Days prior to game competition and departure from campus.

CAR POOL FORM - LEGAL

Student athletes can request the Car Pool Form from the Athletic Department. This form will require signatures from both the student athlete and her parent/guardian. This form must be submitted in advance of the Competition Travel List.

OVERNIGHT TRAVEL FOR A COMPETITION

At times, overnight travel is necessary for an approved competition. Approval for competition of this nature is granted by the OC Athletics Department in consultation with coaches. Adult chaperones are required and must have their clearances on file with the Main Office/Diocesan database well in advance of departure. Only Student Athletes who are in good academic standing, discipline, and financial obligations to the school may participate in overnight trips. It is incumbent on Coaches to clearly articulate this policy and student requirements when announcing the trip to the team.

Permission slips for an overnight trip must be completed and submitted to the main office one week prior to the overnight trip; otherwise, participation may be rejected. Student Athletes are responsible for informing teachers IF they are missing any classes. They are also expected to make up any work missed, including tests. It is the responsibility of the Coach to provide time for studying and completing assignments during overnight trips. *Overnight permission slips will be available with the Athletics Department or School Office.

Anyone who participates in an overnight trip is expected to return to school on the next available school day following the trip. Exceptions to this policy are extenuating circumstances such as: flight cancellation, return after midnight, or other unforeseen situations.

SPORT DUES

Each sport has designated amounts for dues. Dues amount(s) and dues deadline are set by booster leads of each sport. In cases in which the deadline of dues payment is not met, the student athlete will be pulled from respective sport until dues are paid.

ADMISSIONS TO HOME COMPETITIONS AND TICKET SALES

Athletics has transitioned to on-line ticketing. Process will be explained during a specific meeting.

During Middle School and Specialty nights girls also enter free of charge. Parents/Guardians pay regular admission cost via online.

If available and arranged well in advance between the Athletics Department and the Booster Group, season tickets for any sport will be sold online. Ticket price for home competitions will be determined prior to the start of each season. Ticket admissions will close at halftime of competition. At that point, any cash boxes managed by parent volunteers will be returned to the on-site Game Manager.

STUDENT ATHLETE: POLICIES, PROTOCOLS, EXPECTATIONS

Student Athlete as an OC Representative—Conduct and Behavior

It is a privilege, not a right, to participate in interscholastic athletics. A student who participates in interscholastic athletics becomes a member of a team. OC Student Athletes are high profile community members. Accepting the privileges of being an OC athletic team member, a student also accepts the many responsibilities of representing Oakland Catholic as a Student Athlete.

In addition to WPIAL, PIAA, school, and athletics rules, student athletes are expected to follow team rules and practices set forth by coaches. Student Athletes are expected to conduct themselves in a manner which respectfully represents the athlete, her family, her team, and OC, **both on and off campus**.

Personal conduct is an important aspect of how other people, fellow students, and administrators will interact with you. Good judgment, ethical behavior, and compliance with all WPIAL, PIAA, and school rules should be demonstrated at all times. Student Athletes are expected to conduct themselves responsibly, honestly and with integrity. Student athletes who do not conduct themselves in a manner consistent with these expectations may be subject to discipline.

At a minimum, OC Student Athletes are expected to:

- Comply with all athletics rules and regulations;
- Participate in designated workshops/sessions and ask questions if there is any confusion regarding the material discussed;
- Read all forms thoroughly before signing;
- Comply with all WPIAL and PIAA rules;
- Comply with all team rules, policies, and practices
- Adhere to all codes and policies stated in the student/parent handbook;
- Display good sportsmanship;
- Protect their health, both mentally and physically; and
- Report promptly any health concerns that arise.

COMMUNICATION PROCESS AND PROTOCOLS

Communication and the expression of differing views is valuable to the growth and development of our student athletes, but only when this communication is handled in a respectful manner. An understanding of this process best serves the individual student athlete, the Athletics Department, and the school. To that effect, the following progressions have been developed. Please note: It is important that the communication progressions are followed as outlined. If a level is skipped or by-passed, the communication will be redirected to the Athletic Director. This process is also clearly stated on our **website**.

STUDENT ATHLETE COMMUNICATION PROGRESSION

The athletic communication hierarchy is designed for student athletes to advocate for themselves within their respective sports, and to implement proper communication procedures to manage any team or student athlete situations, issues, or concerns. Part of the growth and development of a student athlete is to provide her a system or process that she can clearly follow when she has a question, concern, or problem. Most issues are resolved in the early stages of this chain of progression, building the confidence of the student athlete in her ability to resolve issues independently. Please note: **Playing time issues are matters between the student athlete and her coach.** This matter is perhaps the most sensitive in the eyes of a parent; however, playing time is outside the parent's role in high school athletics.

The communication progression for student athletes with questions or concerns follows the process below in the order outlined.

1. Student Athlete and Head Coach
2. Student Athlete, Head Coach, and Assistant Coach
3. Student Athlete, Head Coach, and Assistant Athletic Director
4. Student Athlete, Head Coach, and Athletic Director
5. Student Athlete, Parent, Head Coach, and Athletic Director
6. Student Athlete, Parent, Head Coach, Athletic Director, and Principal

MANDATORY SEASONAL STUDENT-ATHLETE ORIENTATION MEETINGS

Beginning at some point in the 2023-2024 school year, and at the discretion of the Athletic Director, teams will meet with the Athletics Administrators for a mandatory student-athlete orientation at the start of their sports season. The purpose of this seasonal orientation is to provide an educational forum for student athletes to complete all the necessary paperwork required to practice and compete in interscholastic athletics. In addition, the orientation affords student athletes the opportunity to ask questions regarding services, programs, policies and procedures, and academic assistance. **Student athletes are required to complete the orientations prior to being permitted to participate in interscholastic athletics, once orientations are established.**

ACADEMIC RESPONSIBILITY AND ELIGIBILITY TO PLAY

The student shares the responsibility with her teachers and school counselors for her academic success. The student's responsibilities in this partnership include, but are not limited to:

- Communicating goals, needs, wants and concerns to her school counselor/teachers in a respectful and sincere manner;
- Keeping track of her own academic progress and requirements related to her courses and academic programs;
- Making, keeping, and being prepared for appointments with the school or college counselor, teachers, and/or school administrators;
- Informing her school counselor of changes in plans and/or circumstances that might impact academic performance.

TO BE NOTED: According to the P.I.A.A. Handbook, Article X, titled CURRICULUM, student eligibility for athletic participation states that a Student Athlete must be passing a minimum of four (4) full credit subjects. *The complete Article X taken from the PIAA Constitution and By-Laws can be found at the end of this handbook.* As a college-preparatory high school, Oakland Catholic holds its students to higher than minimum standards. In order to be eligible for practice and play, OC Student Athletes must comply with all academic policies, including any policy regarding Academic Integrity, stated in the Oakland Catholic Student/Parent Handbook.

If/When a Student Athlete finds herself on academic probation, the Athletics Department will notify Head Coaches and those individual Student Athletes when they may return to play. In addition, on the day of an athletic practice or competition, all participating athletes must be in attendance for at least five (5) periods of the school day in order to be eligible for participation.

Refer to the Student/Parent Handbook for all details regarding academic probation, eligibility/ineligibility for extracurricular participation, and clarification on resources to support the academic success of students.

ACADEMIC DISCIPLINE POLICIES

The policies at Oakland Catholic are designed to help students develop responsibility and have respect for oneself and respect for others. Students are expected to know and abide by the policies and procedures contained in this handbook. If infractions occur, consequences may be issued by Faculty and/or Administration. This includes all technology policies and Oakland Catholic's Acceptable Use Policy (AUP). Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously in jest or online) face detention, suspension, and/or expulsion.

Infractions

Each infraction will be documented in our school Student Information System (SIS).

Level 1 Infractions

Level 1 Infractions will result in an after-school detention. Consequences for repeated Level 1 infractions will be determined by Administration.

- Disruptive behavior
- Dress Code Violation, including not having or properly wearing your school ID
- Failure to follow cafeteria policy
- Inappropriate behavior in general
- Elevator usage without a pass
- Loitering in restroom or other unapproved area

Level 1 Infractions (Continued)

- Misbehaving at assemblies
- Public display of affection
- Talking during prayer/announcements
- Unexcused tardy to class, study hall, activity, or detention
- Lying
- Air pods worn during assemblies/Mass
- Failure to utilize electronic hall pass as instructed

Level 2 Infractions

Consequences for Level 2 Infractions will be determined by Administration.

- Cheating, plagiarism, or copying work
- Cutting class, study hall, or required activity (Tardy over 10 minutes)
- Disrespectful toward teachers/staff/peers
- Failure to fulfill private penalties assigned by a teacher or administrator
- Failure to report for detention
- Failure to report to school by 7:55AM
- Falsifying a phone call or message
- Forgery of note/excuse
- Minor Offense of the Technology Acceptable Use Policy
- Parking in school lot without a permit
- Profanity
- Removal from classroom, study hall, or school activity due to inappropriate behavior
- Tobacco, e-cigarette, vapes, vaping material, etc. possession or usage
- Violation of school attendance policies

Level 3 Infractions

These infractions will result in parents/guardians being notified. Administration will determine proper action. Students who earn a suspension are automatically placed on disciplinary probation. All guidelines for disciplinary probation will be followed.

- Abuse: physical, psychological and/or verbal
- Bullying—verbal, written, social media
- Destruction or defacement of school property
- Fighting (verbal or physical)
- Hazing/Harassment—verbal, physical, written, or through social media
- Instigating a fight
- Leaving campus during school hours without permission from school office
- Major offense of technology Acceptable Use Policy
- Possessing and/or transmitting obscene material
- Possession, distribution, or use of controlled substance, including alcohol and drugs
- Possession or use of weapon ∞ Racial discrimination (on campus or off campus including school related events). Examples include, but are not limited to intimidating gestures, threats of injury due to person's race/ ethnicity, derogatory comments about a person's physical appearance or cultural background, racist jokes/slurs.
- Theft
- Threatening others
- Truancy

DETENTIONS

Detentions are normally held afternoons from 2:33 to 3:30 p.m. once a week on a designated day arranged by the Assistant Principal. Unexcused “cuts” from detention will result in an additional detention. A detention must be served at the assigned time unless arrangements have been made and approved by the Assistant Principal or Principal. Detention takes precedence over appointments, practices, lessons, tutoring, sports activities, work, etc.

*After the second detention in a grading quarter, a parent conference may be requested. A fourth detention in a grading quarter results in an in-school suspension.

Those offenses which could result in major or lasting harm to members of the school community are considered deserving of the most severe penalties while those with lesser negative effects on the learning environment would normally result in less severe punishments. The Administration and school faculty will be the sole judge regarding the specific punishment to assign a student, depending upon the unique circumstances surrounding each case.

DISCIPLINE REVIEW/ GENERAL COMPORTMENT

At the end of the school year, a review of all student discipline records is made. As a result of that review, a student may not be invited to continue her education at Oakland Catholic High School or a student's return may be made probationary.

Off-Campus Conduct

The Administration of Oakland Catholic High School reserves the right to discipline its students for off-campus behavior (including behavior on social media accounts) that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyberbullying/harassment.

Disciplinary Probation

A student who has accumulated four (4) detentions or has received a suspension in a grading quarter may be placed on disciplinary probation. This means that:

- A parent conference is required.
- A student may become ineligible or possibly forfeit membership in National Honor Society, Student Council, JOA, Student Ambassadors or other positions of leadership.
- The student may be ineligible to participate in all extracurricular activities including athletics, clubs, and social functions while on disciplinary probation.
- A student will remain on disciplinary probation for a minimum of 10 school days from the date of notification.

Suspension

Depending on the severity of the infraction(s), students may be suspended by the Administration. If a student receives an In-School Suspension, she must report to the school office before 7:50 a.m. on the day of the suspension. She will be given assignments and work by her teachers which must be completed during the school day.

If a student receives an Out-of-School Suspension, a meeting will take place between the Administration and the family, and the student will be responsible for all academic material that is covered during the time of the suspension. Any exams, tests, or quizzes given during the time of the suspension, and permitted to be made up, must be made up within three days following her return to school.

While under suspension, a student is absolutely not permitted to attend or participate in any school-related activity, including athletics. No prior notice to parents is needed for a suspension. Students receiving a suspension will be placed on disciplinary probation and must be documented on the Common Application for college admission.

Expulsion From School

Expulsion is a permanent separation of student from attendance at Oakland Catholic due to persistent and willful disregard of school rules or a single serious incident, event, or situation. The following examples are illustrative but not exhaustive: chronic undesirable conduct detrimental to the physical and/or moral well-being of self or other students; continued malicious disobedience or disrespect for school authority; or continued refusal by parents and/or student to comply with school policies. Single serious incident, event, or situation: An expulsion may also be necessary for a single serious incident, event, or situation involving disregard for or a clear violation of a school rule or regulation.

The following examples are illustrative but not exhaustive: selling or using drugs or alcohol, arson, theft, indecent behavior, physical abuse of other students or staff or violation of the Weapons Policy. An expulsion is a severe punishment and will only be applied in very serious circumstances. Every attempt will be made during earlier offenses, if any, to provide guidance and counseling to the student and parents under the direction of the Administration

Competition: Academic Early Dismissal

Early dismissals due to athletics competition will be at the discretion of the respective sport head coach and athletics administrators. Early dismissals do not excuse student athletes from their academic responsibilities, including assignments, class notes, handouts, tests, project deadlines, etc. NOTE: Teams/student athletes will be held accountable, with consequences, if departure from class occurs prior to time specified.

COMPETITION: ACADEMIC EARLY DISMISSAL

Early dismissals due to athletics competition will be at the discretion of the respective sport head coach and athletics administrators. Early dismissals do not excuse student athletes from their academic responsibilities, including assignments, class notes, handouts, tests, project deadlines, etc. NOTE: Teams/student athletes will be held accountable, with consequences, if departure from class occurs prior to time specified.

ABSENCE FROM SCHOOL AND SPORT PARTICIPATION

A student athlete's absence due to athletics does NOT excuse a student athlete from submitting homework assignments on time. If a student athlete misses school, they are not permitted to practice that day. If the day of absence is a game day, the student athlete is NOT permitted to dress in uniform or participate in game day competition. As noted above, on the day of an athletic practice or competition, a participating athlete must be in attendance for at least five (5) periods of the school day in order to be eligible for participation.

STUDY HALLS FOR STUDENT ATHLETES

Coaches will institute study hall for respective sports prior to practice and game departures. Expectations will come directly from coaching staff. Student Athletes are expected to comply with their coaches' instructions and policies regarding these designated study periods.

STUDENT ATHLETE ADVISORY COMMITTEE. COMING IN THE 2023-2024 SCHOOL YEAR!

The Student Athlete Advisory Committee (SAAC) is a pilot program being developed within the OC Athletics Department. Once initiated, SAAC will consist of a group of student athletes with at least one representative from each of the varsity teams. The committee will serve as a forum to address the concerns and needs of student athletes, will participate in community outreach programs, and will facilitate communication regarding rule changes, deadlines, and programs between the student athlete and the OC campus. Additionally, this committee will be involved with various initiatives and ideas within the OC Athletics Department, WPIAL, and the PIAA. More SAAC information to follow!

TRANSPORTATION TO GAMES/COMPETITIONS

Student-Athletes are required to ride the bus or van to the competition site with their team unless a signed form indicating an alternate mode of transportation has been submitted to the Athletics Department well in advance of a competition. Please refer to these transportation policies on pages 14-15 of this handbook.

EQUIPMENT

Receiving athletic equipment is a privilege at OC. Student Athletes will be provided with a vast array of items that are given with the expectation that the athlete will take appropriate care of what is received, wear OC gear respectfully, and return any loaned items, including uniforms, on time and in good condition at the end of the season. It is not permitted to destroy, mutilate, or alter the appearance of OC gear, nor may OC gear be sold or casually given away. Doing so may result in disciplinary consequences for the student athlete.

OC Student Athletes are required to wear only OC-issued gear during competitions unless otherwise determined by coaches and equipment personnel. In order to receive gear, an OC Student Athlete must be in good standing with regard to all policies of the school, including financial obligations.

QUIT/DISMISSAL FROM ATHLETIC TEAM

Due to the nature of sports, conflicts sometimes arise. Communication is key to resolving these conflicts. If a Student Athlete is considering quitting her team, we encourage a conversation with the head coach prior to making this decision. Coaches want what is best for all student athletes and will respect the student's decision if it is in her best interest. If a student athlete remains convinced that quitting is her preference, **she is required to return all OC-issued practice or game day equipment and any other issued sport-related material to the coaching staff.** Items not returned may result in a financial obligation or other measures.

Dismissal from a team is rare and will be the absolute last option that a head coach exercises. The communication hierarchy protocol and process stated in this handbook on page 16, and on our website, will be exhausted before such a decision is made.



PARENTS/GUARDIANS: COMMUNICATION, PROTOCOLS, EXPECTATIONS

Parent Role as an OC Representative and Supporter of OC Teams, Athletes, and Coaches

Dear Parents/Guardians:

Welcome to the Athletics Department at Oakland Catholic High School! I am Dr. Karen Hall, the Athletic Director. In my role, I lead our student athletes and coaches, manage 16 interscholastic sports teams, and oversee the business of the OC Athletics Department as we enter a new era.

My approach to the athletic development of young women is guided by three fundamental beliefs:

1. We are most effective when we educate the whole person.
2. Extracurricular activities provide ample opportunity to apply this holistic approach.
3. Our teaching and learning should be guided by the teachings of God.

Through dedication to sport, our student athletes evolve inwardly and outwardly—developing physical, emotional, and mental strength, amid challenges and successes. The OC Athletics Department is committed to achieving individual success and accomplishing larger goals for the overall sports program through modernization and improved cooperation. Under my leadership, respect, honesty, open communication, and adherence to the rules and policies of OCHS, WPIAL, and PIAA will be paramount. Decisions within the Athletics Department will be made in the best interest of both present and future student athletes—they are our priority. **Respectful communication** is necessary and expected.

The **Communication Progression** noted in this handbook and on our website outlines the process that allows parents, coaches, student athletes, and all stakeholders interested in a thriving OC sports program to express views appropriately and in the best interest of the student athletes and the school. To read my whole letter to families, including a snapshot of my vision for OC Athletics, please click [here](#) or refer to the Athletics section of the OC website at www.oaklandcatholic.org/athletics.

Time to get to work!



DR. KAREN HALL

OC Athletic Director

P.S. A word about our OC Coaches: *Oakland Catholic Coaches are the leaders and experts of our athletic teams. They are former high school, collegiate, and professional athletes. Many achieved enormous accolades in their respective sports. In addition to their coaching successes, they are successful professionals across many different industries. OC is blessed to have caring, compassionate, and highly competitive coaches. They share their knowledge and expertise to teach life lessons through sport, develop talent, and give young student-athletes an opportunity to experience the thrill of victory and manage the agony of defeat.*

Communication with the Athletic Director

- *Emails are best*
- *Phone calls are welcome*
- *Impromptu meetings are difficult due to nature of work*
- *Scheduling of meetings are required*

COMMUNICATION PROCESS AND PROTOCOLS

Communication and the expression of differing views is valuable to the growth and development of our student athletes, but only when this communication is handled in a respectful manner. An understanding of this process best serves the individual student athlete, the Athletics Department, and the school. To that effect, the following progressions have been developed. Please note: It is important that the communication progressions are followed as outlined. If a level is skipped or by-passed, the communication will be redirected to the Athletic Director. This process is also clearly stated on our website.

STUDENT ATHLETE COMMUNICATION PROGRESSION

The athletic communication hierarchy is designed for student athletes to advocate for themselves within their respective sports, and to implement proper communication procedures to manage any team or student athlete situations, issues, or concerns. Part of the growth and development of a student athlete is to provide her a system or process that she can clearly follow when she has a question, concern, or problem. Most issues are resolved in the early stages of this chain of progression, building the confidence of the student athlete in her ability to resolve issues independently. Please note: Playing time issues are matters between the student athlete and her coach. This matter is perhaps the most sensitive in the eyes of a parent; however, playing time is outside the parent's role in high school athletics.

The communication progression for student athletes with questions or concerns follows the process below in the order outlined.

1. Student Athlete and Head Coach
2. Student Athlete, Head Coach, and Assistant Coach
3. Student Athlete, Head Coach, and Assistant Athletic Director
4. Student Athlete, Head Coach, and Athletic Director
5. Student Athlete, Parent, Head Coach, and Athletic Director
6. Student Athlete, Parent, Head Coach, Athletic Director, and Principal

PARENTAL/ADMINISTRATION COMMUNICATION PROGRESSION

The parental/administration communication progression is designed to ensure respectful, productive, and direct interaction between parents of student athletes, athletic administration, and school administration when deemed necessary. The intention of the resolution process is to provide concise responses and concrete solutions to issues. The welfare and sport experience of the student athletes remain a priority and at the forefront of all athletic matters, including those involving individual parental concerns.

Issues relevant to athletics, coaches, or athletic administration are to be communicated in the following manner/order of communication:

- a. Parent and Head Coach
- b. Parent, Head Coach, and Assistant Athletic Director
- c. Parent, Student Athlete, Assistant Athletic Director, Athletic Director

Please note: Calls or emails to the Athletic Director about coaches will be shared with the Head Coach of the sport in question. Open, direct, and honest communication is the only way growth and improvement can occur.

In addition, as stated under the Student Communication Progression, playing time issues are matters between the student athlete and her coach. Although a very sensitive issue in the eyes of a parent, playing time is outside the parent's role in high school athletics. If your daughter expresses concerns with her playing time, please support her in her growth as a student athlete by advising her to communicate her concerns with her coach.

ADULT VOLUNTEERS AND CLEARANCES

Any adult who volunteers more than one time per year, or who serves as a chaperone on an overnight trip, **must** obtain PA State clearances and comply with Diocesan policy. This policy requires that the necessary PA State clearances are filed on the Diocesan database and that the volunteer attends a 3-hour diocesan online workshop on Protecting God's Children. Adult volunteers should consult the Oakland Catholic High School website under Parent Resources for links to obtain the appropriate clearances. Adult volunteers may contact the school office for direction regarding how to file these clearances on the database and how to attend a session on Protecting God's Children.

Any faculty member, Administrator, Coach, or other school representative who is soliciting adult volunteers must inform the proposed volunteers of the above procedure. Clearances remain in effect for 36 months according to the most recent Pennsylvania statutes on adult volunteers. After that, new clearances must be obtained. Protecting God's Children clearances do not expire.

PIAA HANDBOOK – CONSENT AND CONDUCT

In order for a student to be eligible to participate in practices, interscholastic practices and competitions, scrimmages, and/or contests, parent permission must be obtained prior to the Student Athlete's participation in each sport through the signed documents provided by the PIAA that remain on file with the Athletic Trainer. This is in accordance with Article IV, Section 1 of the PIAA handbook. The PIAA Parent's/Guardian's Certificate is the only valid certificate of consent for WPIAL/PIAA participation. This form will be provided to all parents and student-athletes prior to the start of a sports season.

These forms indicate that the parents/guardians will conduct themselves in accordance with both PIAA and individual school policies and expectations. As a Catholic high school in the Diocese of Pittsburgh, Oakland Catholic expects all parents/guardians to conduct themselves in a Christ-like manner as an extension of their daughter's athletic participation.

PARENT EXPECTATIONS OF THE HEAD COACH AND COACHING STAFF

Parents can expect the following information from the Head Coach:

- When/where practices and contests are held and advance notification of changes.
- About his/her coaching philosophy.
- Expectations that the Coach has for all student athletes on the team.
- What is required to be a part of the team, i.e., fees, equipment, conditioning, Varsity lettering, etc.

ROLE OF PARENTS

The role of Parents/Guardians and expectation of their commitment to their daughter's program, including how the parent/guardian plans to contribute to the program's success. (e.g., ensuring that your daughter arrives at practice and events on time; supervising your daughter's nutrition and rest at home; picking up your daughter on time from practices/events; following the proper guidelines if your daughter is injured; reacting appropriately if academic or disciplinary measures must be taken; adhering to the communication protocols and all other policies outlined in this handbook and the school handbook, etc.)

PURCHASES

Purchases for reimbursement must be approved and signed off by the Athletic Director before any purchase(s) is/are made. In general, purchases by parents for a particular sport are handled by the team's Booster Group (see below) that works in close association with the OC Athletics Department.

APPROVALS

Once a purchase has been officially approved and made, ALL receipts are to be clearly marked on the back and placed in an envelope with the name of the sport team, name of the purchaser requesting reimbursement, date of submission, and total reimbursement amount clearly indicated. Receipts must be turned into the Athletics Department within one week after a game or event. Receipts not turned in on time will not be honored.

Purchases made without the approval of the OC Athletic Director, or her designated representative, are subject to not being reimbursed and may not be used/distributed if the item does not align with the goals and objectives of the Athletics Department, School Administration, or the branding guidelines of the school. Equipment, uniforms, and gear for sports teams must be approved through the OC Athletics Department, otherwise payment will be the responsibility of that particular coach or booster group, and purchases may be destroyed. **It is not in the authority of a coach, parent, or booster group to directly place orders in the name of Oakland Catholic High School without the prior approval and consent of the OC Athletics Director.**

BOOSTER GROUPS

Parent booster groups contribute to the success of the athletic program through volunteerism, service, communication facilitation, and support. The following list illustrates some examples of how a team's booster group can support the Coach, the Team, and the OC Athletics Department.

- Obtain approval for all purchases through the OC Athletics Department PRIOR to placing orders.
- Develop a zero-sum operating budget for booster operations and provide to the Athletics Department each season.
- Take directives and work with Head coach of respective programs to support his/her efforts.
- Ensure that payments from team members and families for uniform deposits, sport dues if applicable, and travel expenditures are made in a timely fashion.
- Provide gate workers, manage 50/50 and concession sales for all home contests, and drop off of cash boxes with the on-site Game Manager before the end of each contest.
- Solicit assistance from parents as requested by the coach.
- Communicate with the parents of each sport if any Student Athlete has food allergies, and maintain an emergency care plan for said student(s).

The following are examples of how a team's booster group or volunteer parents might overstep their authority as parent volunteers and supporters:

- Participating in gossip that spreads negative and potentially slanderous opinions of a Coach, his/her strategy, playing time for Student Athletes, or the school.
- Overzealous behavior at practices or competitions directed to either the Oakland Catholic team/players/coaches or the opposing team/players/coaches.
- Maintaining an unofficial team website or social media outlet that does not have the express written approval of the OC Athletics Department and School Administration.
- Acting as an authorized agent of Oakland Catholic High School by making purchases in the name of the school, using/changing/redesigning school branding materials, maintaining financial accounts in the name of a team or the school, creating/writing policies, or hiring/evaluating/dismissing coaches.

BOOSTER COMMUNICATION

All communication goes through the Athletic Director. Approval to call school departments is subject to The Athletic Director's discretion.

BOOSTER LEADERSHIP

Each Team Booster Group will operate with a Lead and Second Lead parent volunteer. The Booster Lead oversee booster operations of the team's booster group. The Booster Second Lead will assist the Lead and take charge in absence of the Lead. All other parent volunteers of a particular team booster group will be considered general members of the booster group. **Positions of Lead and Second Leader are subject to the A.D.'s approval.**

BOOSTER HOME GAME PROTOCOL IN DONAHUE PAVILION/AUXILIARY GYM

The Booster Leads of teams that use the Donahue Pavilion or Auxiliary Gym for home games must supply at least 5 parent workers for each home contest:

- 2 parent workers at the gate/50-50 ticket table;
- 2 parent workers at the lobby concession stand near entrance to the gym;

Ticket sales will consist of three different colored and numbered tickets. One color for adults, one color for students/children, and one color for Oakland Catholic /Central Catholic students. Oakland Catholic/Central Catholic students enter free of charge. **During Middle School Nights, middle-school girls also enter free of charge.* If available and arranged well in advance, season tickets will be sold online. Ticket price will be determined prior to the start of each season. Ticket admissions will close at halftime of competition. At that point, cash boxes will be returned to the site Game Manager.

Duties/Responsibilities of gate/ticket volunteers:

- Season ticket holders will be stamped only (if applicable).
- Prices for tickets will be determined prior to the start of each season.
- Gate/Ticket workers collect all tickets; Lobby and Gate volunteers ensure that all food and drink is not brought into the gym.
- Gate/Ticket workers provide ticket half to those attending game for the 50/50 raffle.
- The rear entrance worker will secure the back entrance to the gym and keep food and drink out of the gym.
- When the ticket admissions table closes, the Athletic Director or the designated representative and one gate worker will count and verify the money. The Athletic Director or Assistant A.D. will deposit the money and rectify accounts with the Business Office the next business day.
- Booster Summer Camp - conversations with the Athletic Director are necessary regarding compensating coaches for summer camp

PURCHASES BY AND FOR BOOSTER GROUP

As stated above, purchases for reimbursement must be approved and signed off by the Athletic Director before any purchase(s) is/are made. In general, purchases by parents for a particular sport are handled by the team's Booster Group that works in close association with the OC Athletics Department. Once a purchase has been officially approved and made, ALL receipts are to be clearly marked on the back and placed in an envelope with the name of the sport team, name of the purchaser requesting reimbursement, date of submission, and total reimbursement amount clearly indicated. Receipts must be turned into the Athletics Department within one week after a game or event. Receipts not turned in on time will not be honored. Purchases made **without the approval** of the Athletic Director or the designated representative are subject to not being reimbursed and may not be used/distributed if the item(s) does not align with the goals and objectives of the Athletics Department, School Administration, or branding guidelines of the school. Equipment, uniforms, and gear for sports teams must be approved through the OC Athletics Department, otherwise payment will be the responsibility of that particular coach or booster group, and purchases will be destroyed.

It is not in the authority of a coach, parent, or booster group to directly place orders in the name of Oakland Catholic High School without the prior approval and consent of the OC Athletics Director.

MARKETING / BRANDING / FUNDRAISING

All three play a role in athletics, but require direct approval from the OC Athletics Department, the Advancement Office of Oakland Catholic High School, and School Administration prior to production. That includes: all banners, posters, programs, and/or signage for regular season and senior night competitions.

The use of designs and logos for apparel, equipment, communication, gifts is overseen by the Advancement Office and the long-established branding guidelines for the school. There are approved athletics logos available to each team in order to showcase their sport and Oakland Catholic High School. Please request these from the OC Athletics Department when exploring/designing options for team t-shirts and gear orders. No parent-designed or student-designed T-shirt or other branded item can be ordered, purchased, and distributed without prior approval of the OC Athletics Director.

With regard to fundraising, it has been a longstanding policy of Oakland Catholic High School that individual teams, booster groups, clubs, interest groups, and classes do not have permission or the authority to conduct fundraising events and activities in addition to the sanctioned all-school fundraising events. Data and research clearly indicated that this type of individual group/team fundraising had a low-return on the time, money, and labor invested in the activity, while simultaneously undermining the more impactful fundraising efforts of the Advancement Office.

Parents and Student Athletes are encouraged to actively promote and participate in the major school fund raisers—the annual OC Fund supported in part by OC Give Day, the OC Gala, Rainy Day Dress Down Days, and the OC Eagle Classic golf outing. These fundraising events/activities provide significant and essential funding for all school operations, including extensive funding for the athletics budget and athletics purchases.

With that said, and in recognition of the ongoing needs of the Athletics Department, it is highly recommended that teams/coaches create skill session workshops and sports camps open to ALL middle school and elementary school student athletes as a means of exposing them to both the sport and to Oakland Catholic High School. Proceeds from these workshops/camps will funnel directly to the booster group of that particular sport and function as a productive way to fundraise effectively for the sport, while supporting and advancing admissions and branding efforts of the school.

COMPETITION EJECTION – AS RELATED TO OC PARENTS, THEIR RELATIVES, OR THEIR FRIENDS WHO ARE SPECTATORS

OC Parents, their relatives, or their friends ejected from competition by officials or the opposing or home game manager, school administrator, or athletic administrator due to parental tantrums, outbursts, refusal to pay admissions, attack (both verbal and physical) against officials, coaches, another fan, etc. are subject, at the minimum, to any or all of the below:

- Meeting with OC Athletic and School Administrators;
- Immediate ban from designated game;
- Written apology to opposing school administrators;
- Ban from all OC Sports Home or Away contests.

Such outbursts and behavior are completely out of line with Oakland Catholic High School's mission, identity, and standards. They also violate diocesan policies and guidelines. Affirmative actions will be taken if a parent or Oakland Catholic spectator commits any of these inappropriate transgressions against an opponent, Coach, official, Administrator, OC Athletics Department representative, or fellow spectator.

COLLABORATIVE COMMUNICATION

A comprehensive outline of Communication Progression, Process, and Protocols is outlined at the start of the Parent section of this handbook. The student communication progression is also noted under the Student Athlete section of this handbook. In addition, the entire Communication Progression for Athletics can be found on our website. The explanatory information below is a supplement to the communication progression and is provided here to underscore for parents the importance of positive and collaborative communication with OC Coaches. As previously stated, the priority of the OC Athletics Department is the OC Student Athlete and the development of her skills, confidence, leadership, resilience, and independence. The communication processes and protocols stated in this handbook and on our website are built on this premise.

“Collaborative Communication” has the goal of providing important information about an athlete to her coach and/or to the OC Athletics Department because this information is essential to the OC Athletics Department’s priority: the health and development of the Student Athlete.

Appropriate concerns to share with the Coach via a collaborative communication approach might include:

- Any unhealthy mental or physical strain detected by the parent in the student athlete.
- Requests for specific ways the parent might contribute and/or support the student athlete’s skill improvement and development.
- Any dramatic changes detected by the parent in the student athlete’s behavior and/or any traumatic event that might impact a student athlete’s behavior and/or performance. **These types of concerns should also be shared with the student’s School Counselors and School Administrators, as stated in the Student/Parent Handbook.*

The following are examples of inappropriate communications by a parent with a coach. These types of communications undermine the established communication process and protocol:

- Discussions immediately after a game regarding disagreement with a coach’s call, strategy, approach, or decision.
- Complaints or conversations about playing time for the parent’s daughter or for other members of the team.
- Concerns about team strategy or play calling.
- Concerns, comments, or input on student athletes other than the parent’s daughter regardless of the team on which the athlete plays.

Oakland Catholic High School, the OC Athletics Department, and OC Coaches rely on parents and guardians to adhere to and model for their daughters, appropriate ways to address concerns regarding any matter, but pertinent to this handbook, situations involving athletics. We expect parents to encourage their daughters to take on the responsibility of communication on their own, consult the communication progression, and talk to their coaches first, followed by the subsequent steps in the communication progression. If a matter is not resolved, parents should address the issue via the communication process established for them.

COMMUNICATION WITH ATHLETIC ADMINISTRATION ON GAME SITE

Unless nature of conversation is of an urgent matter, communication with the Athletic Administrators is to be set as a meeting.



STUDENT ATHLETE/PARENT ATHLETICS AGREEMENT 2023–2024

Please review the contents of this athletics handbook and return the signed agreement page as indication of your understanding and agreement to respect and comply with all information, policies, and protocols contained within this handbook. A signed agreement must be returned. Participation in athletics is an agreement to be governed by rules and policies in this handbook.

The OC Athletics Department and Oakland Catholic High School Administration retain the right to amend this handbook as necessary and appropriate. If changes are made Parents and Student Athletes will receive prompt written notification.

Your signature on this agreement indicates that you fully understand and will fully support all policies, protocols, and procedures outlined in this handbook. It is essential that Parents/Guardians AND Student Athletes read the handbook thoroughly, understand all policies, and agree to comply with all directives. Failure to be informed will not be an acceptable excuse for possible future violations.

We have read, understand, and agree to be governed by all rules and policies stated in this handbook.

Student Athlete Name: _____

Grade: _____

Date: _____

Student Athlete Signature: _____

Date: _____

Parent(s) / Guardian(s) Signature(s): _____

Date: _____

Student Athletes who do not return the Student Athlete/Parent Athletics Agreement 2023-2024 will remain out of their respective sport until the agreement is received.



Oakland Catholic
H i g h S c h o o l

SPIRITUALITY, SCHOLARSHIP, SERVICE

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