

Gonzaga Preparatory School



COACH'S HANDBOOK

2024-2025

**PRAYER FOR GENEROSITY
~ST. IGNATIUS LOYOLA**

Lord Jesus, teach me to be generous,
teach me to serve as you deserve
to give and not to count the cost
to fight and not to heed the wounds
to toil and not to seek for rest
to labor and not to seek reward
except that of knowing that I do Your will.

**THE FIRST PRINCIPAL AND FOUNDATION
~ST. IGNATIUS LOYOLA IN THE *SPIRITUAL EXERCISES*
(Paraphrased by David L. Fleming, SJ)**

The goal of our life is to live with God forever.
God, who loves us, gave us life.
Our own response of love allows God's life
To flow into us without limit.

All things in this world are gifts of God,
presented to us so that we can know God more easily
and make a return of love more readily.

As a result, we appreciate and use all these gifts of God
Insofar as they help us develop as loving persons.
But if any of these gifts become the center of our lives,
they displace God
and so hinder our growth toward our goal.

In everyday life, then, we must hold ourselves in balance
before all of these created gifts insofar as we have a choice
and are not bound by some obligation.
We should not fix our desires on health or sickness,
wealth or poverty, success or failure, a long life or a short one.
For everything has the potential of calling forth in us
a deeper response to our life in God.

Our only desire and our one choice should be this:
I want and I choose what better leads
to God's deepening in his life in me.

TABLE OF CONTENTS

Athletic Mission Statement.....	4
Athletic Philosophy.....	4
General Responsibilities	
Head Coach.....	5
Assistant Coach.....	9
Sub-Varsity Head Coach.....	10
Volunteer Coach.....	11
WIAA Coaching Standards.....	12
Options for fulfilling Standards.....	14
Coaching Standards Worksheet.....	15
Coaching Standards Example Worksheet.....	16
Transportation Policy	17
Supervision Responsibilities.....	18
Clean-up/Securing Facilities	18
Fund Raising.....	18
Logo Guidelines.....	18
Travel Policy.....	19
Social Media Site Policy.....	19
Team Meal Procedures.....	19
Evaluation Forms (optional unless stated otherwise)	
Coach Self Evaluation.....	20
Coach Self Evaluation-long form.....	22
Player Evaluation of Head Coach.....	23
Senior Evaluation of Head Coach.....	25
Athletic Forms	
Emergency Release Contract.....	27
Athletic Code.....	28
Transportation Release Form.....	29
WIAA Physical Form.....	30
Concussion Information Release.....	32
Sudden Cardiac Arrest Awareness Sheet.....	34
Commitment to Mission.....	35

GONZAGA PREPARATORY SCHOOL ATHLETICS MISSION STATEMENT

Jesuit Schools Network
National Document
January, 1999

An interscholastic athletic program as a co-curricular activity is an integral part of the total education and growth experience at a Jesuit high school. Athletics is designed to affirm and promote the Ignatian values as stated in the Profile of the Graduate at Graduation and engage student-athletes fully in mind, body, and spirit. Student-athletes, coaches, and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which those Ignatian values can be revealed, tested, and proven relevant both to participants and the entire school community.

Through participation in athletics at a Jesuit high school, students will mature physically, emotionally, socially, and spiritually. They will learn to take responsibility for personal growth by developing loyalty, pride, integrity, and commitment. Athletics provides the opportunity for the student-athlete to exhibit a progression of physical skills and knowledge of a particular sport, enabling him/her to apply these skills and knowledge to new situations in a variety of learning formats. Through participation in athletics, the student-athlete learns that God is active in all things and that individual and liturgical prayer will bring him/her closer to God. The student-athlete comes to trust that he/she is known and loved by God: that love invites a personal response, which is an expression of movement within the human heart beyond self-interest or self-centeredness. The student-athlete is called to be conscious of the call to be a leader in service and to acknowledge his/her active commitment toward fostering a just society. Every member of a Jesuit high school community must seek to encourage, instill, and foster such growth and development in all student-athletes.

GONZAGA PREPARATORY SCHOOL ATHLETICS PHILOSOPHY

The Mission Statement of Gonzaga Prep states that the school “educates students according to Gospel values, inspiring leaders who create a more just and loving world.” In support, the athletic department sets forth the following goals:

1. To support and contribute to the goals of a student’s Jesuit education.
2. To promote high standards and involvement in school activities.
3. For a student to experience a transformational experience beyond the sport.
4. To develop good sportsmanship, fair play, discipline, and Ignatian leadership.
5. To develop physical excellence and understanding of the value of competition in our society.

GENERAL RESPONSIBILITIES OF VARSITY HEAD COACH

1. Provide and Ignatian experience for each player in the program and assist sub-varsity head coaches in this endeavor. Fr. JK Adams, S.J., jadams@gprep.com is available to assist your program in any way.
2. Maintain compliance with the Gonzaga Prep employee Code of Conduct.
3. Understand the policies and procedures of the WIAA and Greater Spokane League and be familiar with each handbook.
4. Develop goals for each level of the entire program so that those coaches would know what an expected skill is for the athletes at each level.
5. Provide the Athletic Director with direction and be accountable for the program. This includes budget items and personnel.
6. Be a positive and visible member of our Gonzaga Prep community.
7. Be viewed as an educational leader among the faculty and staff.
8. Create a space where all are welcome.
9. Understand that our student-athletes possess an amateur standing. They need to be treated as such with businesses and in the media.
10. Communicate with other Head Coaches regarding program development and the sharing of athletes.
11. Utilize the Gonzaga Prep website to communicate appropriate information.
12. Maintain contact with athletes out of season in regards to their weight room attendance and citizenship in the school community.
13. Pursue opportunities for coaching education and provide opportunities for entire coaching staff, while maintaining compliance with WIAA coaching standards.
14. Maintain compliance with the Gonzaga Prep Transportation Policy.

PRE-SEASON:

Administrative -

1. It is mandatory the head coach attend a pre-season meeting conducted by the Athletic Director.
2. Conduct staff meetings prior to the season to discuss with assistants coaching assignments, practice responsibilities, and scouting responsibilities.
3. Make sure the entire staff has up to date First Aid cards, WIAA, and required certifications.
4. Coordinate completion of annual WIAA Rules Clinic and HB 1824 (Concussion Law) and SB 5083 (Sudden Cardiac Arrest Law) and requirements for staff.
5. Work with Rose Wysocki or Gonzaga Prep Treasurer's office to organize contracts for each paid coach in the program. This also includes submitting personal information on ANY volunteer coach for a background check.
6. Conduct a pre-season meeting where schedules, team rules, copies of the Athletic Code of Conduct and clearance/consent forms are available.

7. It is mandatory that a parent meeting be held for all levels during the first two weeks of the season.
8. Understand student eligibility requirements and be sure all players have been cleared to play.
9. Set appropriate goals for the program, as well as yourself.

Inventory and Equipment -

1. Inventory all incoming equipment.
2. Communicate with the Athletic Director equipment needs for the program.

DURING SEASON:

1. Emphasize and model ethical competition, sportsmanship, leadership and citizenship among athletes and coaches.
2. Is responsible to see that all students participating in the sport have received complete clearance from the Athletic Director.
3. Have a thorough knowledge of all players' strength and weakness and establish a fair and consistent means of selecting and evaluating players and team.
4. Organize and maximize the skills of your high school assistant coaches and delegate responsibility accordingly.
5. Be educated of proper conditioning, training and injury procedures.
6. Keep accurate reports on injured players and maintain lines of communication with the trainer, parents, Athletic Director, or others in charge of injuries or back-to-play releases.
7. **In the event of an accident**, see to it an accident report is filed within 24 hours and turned into the Treasurer's Office.
8. Assume responsibility for the constant care of equipment and facilities.
9. Maintain proper supervision of fields, locker rooms, weight room and other facilities from the time athletes report for practice until they leave for home.
10. Work to promote your program and all athletes through the press remembering the importance of a positive relationship with the media.
11. Discipline athletes in a consistent manner while providing a means for parents and athletes to discuss concerns with you.
12. Maintain a neat and orderly locker room facility and be a presence there.
13. Be a positive, motivating and enthusiastic member of our coaching staff and present yourself in a professional manner when dealing with parents and students.
14. Be responsible for the actions of coaches and players conduct during practice and games.
15. Must report any illegal activities or wrong doings in which the coach either knows about or has suspicion.
16. Provide means of obtaining and distributing to assistants coaching attire that is professional and suitable for the environment.
17. Report game scores promptly to the Spokesman Review, as well as any other social media outlets required by your sport SOP's. See the Athletic Director for the contact people and phone numbers.

POST-SEASON:

1. Conduct a post-season meeting with players relating to equipment turn in procedures, awards and banquet information.
2. Conduct individual evaluation sessions with each of your assistant coaches.
3. Work with the Athletic Director to have an end of the season colloquy.
4. Collect, inventory and store all uniforms and equipment.
5. Clean and organize areas: office, locker room, storage area(s), supply room(s), etc.
6. Collect keys from assistant coaches who will not be using them.
7. Prepare a record keeping system that keeps on file all practice plans and injury reports.
8. Prepare and present to the Athletic Director a rotating system for safety equipment; i.e. helmets and shoulder pads.
9. Assist Athletic Director with scheduling the following year's opponents.
10. Conduct an appropriate end of the year banquet.
11. Meet with players and gain feedback on their experience. Allow your players the opportunity to fill out evaluations of you and your staff relating to their experience.

GENERAL RESPONSIBILITIES FOR THE ASSISTANT COACH

The assistant coach must recognize his/her responsibility for conducting his/her team activities within the policies and regulations established by the WIAA, GSL and Gonzaga Preparatory School.

1. Support the high school in all of its programs and strengthen relations with the educational system as well as the coaching profession.
2. Conduct him or herself in a professional manner, which does not bring embarrassment and/or disgrace to Gonzaga Preparatory School.
3. Be loyal to and support the head coach in conducting the athletic program of that particular sport.
4. Be knowledgeable and aware of rules and regulations concerning their sport.
5. Assume any duties assigned to him/her by the head coach pertaining to the overall athletic program of that particular sport and the responsibilities of the head coach in the absence of the head coach if so designated.
6. Be accountable to the head coach, Athletic Director, and principal.
7. Take WIAA rules clinic online within the first three weeks of the season.
8. Accompany and direct the assigned team to all games and practices, when required.
9. Hold a current first aid and CPR card.
10. Must report any illegal activities or wrong doings in which the coach either knows about or has suspicion. Illegal activities include harassment, questionable and immoral behavior.
11. Keep current on all clock hours depending on coaching level and take responsibility to keep digital file current.
12. Be held to the same sportsmanship expectations as the head coach.
13. Maintain compliance with the Gonzaga Prep Transportation Policy

GENERAL RESPONSIBILITIES OF SUB-VARSITY HEAD COACH

1. Work with the varsity coach to provide and Ignatian experience for each player in the program and assist sub-varsity head coaches in this endeavor. Fr. JK Adams, S.J., jadams@gprep.com is available to assist your program in any way.
2. Understand the policies and procedures of the WIAA and Greater Spokane League and be familiar with each of the handbooks.
3. Be a positive and visible member of our Gonzaga Prep community.
4. Attend staff meetings prior to the season to discuss coaching assignments, practice responsibilities, and scouting responsibilities.
5. Possess an up to date First Aid/CPR card.
6. Coordinate completion of annual WIAA Rules Clinics, HB 1824 (Concussion Law), SB 5083 (Sudden Cardiac Arrest Awareness), and any other required topics related to your sport. Keep current on all clock hours depending on coaching level and take responsibility to keep digital file current.
7. Understand student eligibility requirements and be sure all players have been cleared to play.
8. Keep accurate reports on injured players and maintain lines of communication with the trainer, parents, head coach, or others in charge of injuries or back-to-play releases.
9. In the event of an accident, see to it an accident report is filed within 24 hours and turned into the Treasurer's Office.
10. Assume responsibility for the constant care of equipment and facilities.
11. Maintain proper supervision of fields, locker rooms, weight room and other facilities from the time athletes report for practice until they leave for home.
12. Discipline athletes in a consistent manner while providing a means for parents and athletes to discuss concerns with you.
13. Maintain a neat and orderly locker room facility and be a presence there.
14. Be responsible for the actions of coaches and players conduct during practice and games.
15. Must report any illegal activities or wrong doings in which the coach either knows about or has suspicion.
16. Report game scores promptly to the Athletic Director or update webpage individually.
17. Collect, inventory and store all uniforms and equipment.
18. Turn in keys to head coach.
19. Conduct an appropriate end of the year banquet.
20. Meet with players and gain feedback on their experience. Allow your players to fill out evaluations of their experience.
21. Maintain compliance with the Gonzaga Prep Transportation Policy.

GENERAL RESPONSIBILITIES FOR THE VOLUNTEER COACH

Volunteer coaches are subject to all regulations and procedures established. A volunteer is defined as a person from the community who contributes his/her services on a regular basis without receiving any monetary compensation.

1. All volunteer coaches shall be under the direct supervision of the head coach who shall be responsible for their directions and be accountable to the Athletic Director, and principal.
2. It is a requirement for all volunteer coaches to complete a background check **prior** to stepping onto the practice field/court and working with Gonzaga Prep students.
3. Support the high school in all of its programs and strive to improve his/her professional
4. All volunteers must fill out the appropriate forms with the Treasurer's Office.
5. A volunteer is liable for his/her actions as any citizen in conjunction with injuries, transportation, etc., of athletes and must report any illegal activities or wrong doings in which the coach either knows about or has suspicion.
6. It is mandatory that volunteer coaches hold a current first aid and CPR card.
7. Keep current on all clock hours depending on coaching level and take responsibility to keep file current.
8. Maintain compliance with the Gonzaga Prep Transportation Policy.

COACHING STANDARDS

WIAA Handbook 2024-2025

20.3.0 COACHES EDUCATION COMPLIANCE - Only paid and/or volunteer coaches who have met the coaches standards are eligible to coach or be involved in a practice or competition.

If a school district has more restrictive coaching standards, the coach will be held to the more restrictive standard.

20.4.0 SUPERVISION - A school appointed coach, or another appointed member of the school faculty, must accompany any school team (or individual) at any time in connection with school sponsored interscholastic competition.

20.5.0 COACHING REQUIREMENTS - For initial employment as a paid and/or volunteer interscholastic coach, an individual must meet the following requirements: (Also refer Coaching Standards Checklist in Appendix 17).

20.5.1 Be a high school graduate or have completed a graduation equivalency diploma (GED) program.

A. Be at least 21 years of age to be a head coach.

B. Be at least 19 years of age to be an assistant coach except as in c. below.

C. High school students may serve as middle level volunteer assistant coaches during the designated middle school season when under the direct supervision of the middle level coach. These high school students must meet WIAA coaches standards minimum requirements and hold a valid First Aid Certification and a valid CPR card.

20.5.2 Annually complete the WIAA general rules clinic and the WIAA approved rule clinic for the sport being coached.

A. All high school and middle level paid coaches and volunteers acting as head high school head coaches.

B. Volunteer assistant coaches – recommended, but not required.

20.5.3 Hold a valid current First Aid Certification or have completed a School District approved Athletic Training/Sports Medicine course equivalent to the Red Cross First Aid Card training or be enrolled in a First Aid class. A Sports Medicine course is to include prevention of injuries, recognition of injuries, emergency on-site procedures including transporting the injured, and rehabilitation of injuries. If a Sports Medicine course is used to fulfill this requirement, it must be renewed every three (3) years.

20.5.4 Hold a valid current CPR Certification or be enrolled in an approved CPR Course.

20.5.5 Have successfully completed Concussion recognition and management with Return to Play Protocols training as required by Washington State Law that must be renewed every three (3) years.

20.5.6 Have successfully completed Sudden Cardiac Arrest Awareness and Training as required by Washington State Law that must be renewed every three (3) years.

20.5.7 Before the beginning of the third year of coaching, a member school coach (paid or volunteer) must complete a school district approved Coaching Principles training that requires a minimum of five (5) hours of instruction, or complete the NFHS Coaches Fundamentals Course, or attend all sessions of the WIAA Coaches School, or other Coaches School as approved by the WIAA or the local school district. After initial completion, coaches will be required to repeat this training every three (3) years. The training must include a minimum of one (1) hour in each of the following categories:

A. Medical aspects of coaching - Health and Welfare

- Care and Prevention of student injury
- Athletic Training/Sports Medicine
- Chemical and Substance Abuse
- Injury Rehabilitation
- Nutrition
- Kinesiology
- Exercise Physiology

B. Legal Aspects of Coaching - Litigation, Liability

- School Physical Education, Sports, or Athletic Law
- Annual review of rule changes and application of rules
- School Board Policies, WIAA Rules, School Law
- Bullying, Hazing, Harassment

C. Psycho/Social Foundations

- Sociology and Psychology of Sports (adolescent psychology, sports sociology and psychology, motivation, dealing with substance abuse.)
- Philosophy of Interscholastic Activities Programs
- Coaching Techniques Instructional methods in physical education/activities
- Instructional methods in physical education for handicapped
- Instructional methods in interscholastic sports
- Philosophy/Sports Management/Pedagogy
- Social, Emotional Learning strategies and procedures
- Restorative Practices
- Mental Health
- Suicide Prevention

D. Diversity, Equity and Inclusion

- Anti-Racism
- Discrimination in Sport / Examining implicit bias
- Gender equity
- LGBTQ and Gender Identity
- Recognizing and eliminating barriers to participation
- Supporting students from diverse backgrounds
- Supporting students impacted by income disparities
- Unified Sports / Including students with disabilities

20.5.8 Red Cross Safety Training for Swim Coaches or Lifeguard Certification is required for all swim coaches. Red Cross Safety Training for Swim Coaches, U.S. Diving Safety certification or Lifeguard Certification is required for diving coaches.

A. Each team must have a certified swim coach on site during practice and competition in order for an athlete(s) to be eligible to participate in swimming.

B. Each team must have a certified dive coach on site during practice and competition in order for an athlete(s) to be eligible to participate in diving.

20.5.9 "Hands on" Pole Vault Coaches Training is required for pole vault coaches. Coaches must be recertified every two (2) years with "hands on" training to be required the first two (2) two-year cycles and either the "hands on" training or completion of WIAA-approved online courses during the next two-year cycle. Each team must have a certified pole vault coach on site during practice and competition in order for an athlete(s) to be eligible to participate in pole vault.

20.5.10 "Hands on" stunt Certification is required for cheer coaches who intend to have their cheer squad(s) perform stunts. The certification program must be approved by the Washington State Cheer Coaches Association, and the WIAA. Coaches must be recertified every two (2) years with "hands on" training Each team must have a stunt

certified coach on site during practice and competition in order for an athlete(s) to be eligible to stunt.

20.5.11 “Hands on” lift Certification is required for dance/drill coaches who intend to have their squad(s) perform lifts. The certification program must be approved by the Washington State Dance/Drill Coaches Association, and the WIAA. Coaches must be recertified every two (2) years with “hands on” training. Each team must have a stunt certified coach on site during practice and competition in order for an athlete(s) to be eligible to stunt.

20.5.12 All Middle School and High School football coaches must complete school-district approved technique specific safety training similar to “Heads Up Football”. The training must include, but is not limited to, “hands on” Safer Tackling Techniques and Drills, Helmet and Shoulder Pad fitting, Concussion management with Return to Play Protocols following a concussion, Heat and Hydration training and Sudden Cardiac Arrest training. Football coaches will be required to repeat this training every two (2) years.

20.5.13 Washington State Patrol Criminal History Information – The employing school district is required by RCW 43.43.830 to file the Washington State Patrol Criminal History Information for paid and/or volunteer coaches.

**It is the responsibility of EACH coach to keep their file up to date. This file is kept in the Athletic Director’s office, as well as in each coach’s individual FinalForms account through the WIAA.

OPTIONS FOR FULFILLING COACHING STANDARD CERTIFICATION REQUIREMENTS

- NFHS Learning Center – The National Federation of High School sports (<http://www.nfhslearn.com/>)
- ASEP – American Sports Education Program (<http://www.asep.com/index.cfm>)
- First Aid/CPR Online - <http://www.profirstaid.com/en-US/>
- WIAA Coach’s School - <https://www.wiaa.com/subcontent.aspx?SecID=367>

Any educational workshop relating to your sport will count as hours toward coaching standards. Please keep agendas for your records and have Athletic Director approve clinic before adding to your file.

COACHES STANDARDS SUMMARY SHEET

Name: _____

COACHING HISTORY

SEASON	SPORT	HIGH SCHOOL OR MIDDLE SCHOOL	HEAD OR ASSISTANT COACH
Fall 1997	Cross Country	H S	Assistan t
Spring 1998	Track	M S	Head
Fall 1998	Cross Country	H S	Assistan t
Spring 1999	Track	M S	Head
Fall 1999	Cross Country	H S	Assistan t
Spring 2000	Track	H S	Assistan t
Fall 2000	Cross Country	H S	Assistan t

COACHING EDUCATION

DATE	COURSE - COURSE DESCRIPTION	AD APPROVAL/ DOCUMENTATION ENCLOSED	HOURS	RUNNING TOTAL OF HOURS
8/97	First Aid/CPR Training	X	8	8
3/98	Track Rules Clinic	X	2	10
8/98	CPR Renewal	X	2	12
3/99	Track Rules Clinic	X	2	14
8/99	WIAA Coaches School	X	18	32
9/99	CPR Renewal	X	2	2
2/00	PEMCO Clinic	None <i>PJM</i>	12	14
3/00	Track Rules Clinic	X	2	16
8/00	First Aid/CPR Training	X	8	24
8/00	Pre-Season Coaches Meeting	X	3	27

GONZAGA PREP ATHLETIC TRANSPORTATION POLICY

Often times, events or practices will not occur on the Gonzaga Prep campus. In many of those cases, it is the coaches are responsible for transporting students to and from these events/practices. Transportation **must** be provided for events occurring in the afternoon. For events that occur later in the evening, several different options for transporting students are available.

Transportation Options:

- Shuttle Busses – carry 14 passengers plus a driver. No special license is required to operate these vehicles. This is the recommended method for transporting students.
- 15 Passenger Vans – carry 14 passengers plus a driver.
- School Bus – carry 44 passengers, but requires a CDL to drive.

Transportation Procedures:

- Vehicles must be requested at least 1 week in advance through the Gonzaga Prep website. Please double check to be sure your request has been processed. Priority will be at the discretion of the Assistant Athletic Director or the Athletic Director
- If a school bus is requested, the driver must have a CDL. If requesting a bus and the coach does not have a CDL, it is the programs responsibility to secure a driver. Each program is strongly encouraged to have a driver on the staff.
- CDL drivers will be paid a stipend for driving outside of the school day.
- Drivers must be 21 years of age to be covered by the Gonzaga Prep Insurance Plan.
- **Seat belts** are *required* in the Transports and Vans.
- At least one adult **Chaperone** (*cannot* be the bus driver) and is a coach is required for all bus trips. It is strongly recommended that all coaches ride the bus. Supervision is every coach's responsibility.
- If charter services are being used, monitor what films are watched on bus TV's. No rated R movies are to viewed.
- Secure and lock the vehicles when they are not being used.
- Return the vehicles to their proper parking spaces.
- Return keys immediately upon return to the slot in the Athletic office. Vehicles frequently are needed the following morning.
- Please **clean up** after yourself.

Students Driving Themselves:

In some situations, students will be transporting themselves and others to events off campus. It isn't always sensible to leave from Gonzaga Prep in school transportation for an entire group. In this case, students may transport themselves to and from events. They **MUST** have turned in the Extra-Curricular Transportation form. This form is to be turned into the **coach** and kept in his/her team files. It is a coach's responsibility to be sure that every student driving themselves has turned this form in.

APPROPRIATE COMMUNICATION POLICY

All digital communications with students must be done using a school-approved platform, such as Google Chat, Team Snap, or Remind.com. **Text messaging** to an individual or group is prohibited as outlined in Virtus Certification. Additionally, coaches shall not engage with students inappropriately through digital means which would include sending, following, private/direct messaging, commenting or liking student posts on any social media platform.

SUPERVISION RESPONSIBILITIES

Supervision of your athletes is your responsibility for the duration that they are in your presence. Please be diligent in supervising your students at all times, but especially at away events, during transporting team, and in the locker rooms. Remember that your team's actions represent the entire Gonzaga Prep community in a public setting. It is your responsibility to correct them if they are not acting appropriately. Additionally, you should be the first one there, and the last to leave. Never leave an athlete waiting for a ride, whether at Prep or an away site. It is also your responsibility to drive the school vehicle, or ride the school bus. This should not fall on someone else but you. Finally, please know that it is your responsibility to walk through the locker room and be sure that your players are behaving appropriately. Many problems with occur in an unsupervised locker room.

If a coach allows a group use of the facility, all proper facility requests must be made through the facilities coordinator and that coach must be present throughout the outside group's time on campus. Also, any outside group must fill out the Lystedt Law paperwork available in the Athletic office.

CLEAN-UP/SECURING THE FACILITY

It is the responsibility of each coach to be sure that their practice/game area is set up appropriately and safely for games or practices. If chairs or benches need to be put out for a contest, please be aware of safety issues. Similarly, it is also the coach's responsibility to be sure that their practice/game supplies are put away in the proper storage place.

When leaving the facility, be sure that all lights are turned off and all doors and equipment are properly secured. Never prop a door open. In the case that this happens, please remove the prop and allow the door to lock properly.

FUND RAISING POLICY

Gonzaga Prep, as a private school, raises funds through tuition, fees, and donations. While school budgets should normally cover anticipated needs, special or unique expenditures may be needed or desired. For specific targeted reasons, teams, clubs, or other school groups may solicit funds to meet such needs. To avoid duplication of efforts, or to avoid burdening the school's constituencies, the school may decide that it is not in the best interest of Gonzaga Prep to allow such fund-raising efforts. All [Fundraising Requests](#) need to be approved by the Principal's Council and communicated with the Advancement Office. If the amount sought is greater \$250 per athlete, the administrative team, under the direction of the President, must give permission for such activity.

Fundraiser application forms are available [HERE](#).

LOGO/BRANDING GUIDELINES

In an effort to unify the look and mark of Gonzaga Prep, please refer to the logo and [Branding Guidelines](#) before present the name, logo, or mark on anything.

TRAVEL POLICY

Any contests that involve travel out of the Spokane area need to be approved. Please see the [TRAVEL POLICY](#).

SOCIAL MEDIA ACCOUNTS FOR ATHLETICS/ACTIVITIES

Teams may create and maintain an account on a social media platform. The guidelines can be found in the [Social Media Account Policy](#).

TEAM MEAL POLICY

Teams are encouraged to build community through team meals. Guidelines and procedures can be found in the [Team Meal Policy](#).

Coach _____ Sport _____

Coach's Self Evaluation

1=Needs improvement	2=Below Average	3=Average	4=Satisfactory
---------------------	-----------------	-----------	----------------

1. _____ I make an effort to coach all players. I continuously evaluate my players and their abilities and play them in positions that benefit the team.
2. _____ I make a point of trying to praise players for things done well rather than dwelling on the negative. I attempt to motivate in a positive manner and instill self-confidence in my players.
3. _____ I plan thoroughly for my practices, so to use the time available for practice as beneficial as possible.
4. _____ I design my practices to get the most out of all the assistant coaches.
5. _____ I meet with my players on a regular basis and communicate with them on how to improve.
6. _____ I attempt to maintain an open line of communication between my players and myself.
7. _____ I vary my drills, routines and practice format so they do not become boring and remain challenging for all players.
8. _____ My meetings and practices are run in such a manner that I tolerate nothing that distracts from learning.
9. _____ I expect my players to represent their school, parents and community in a high standard of behavior. I see to it that each player understands my standards and expectations.
10. _____ I am running a program that contributes to the total education of my student athletes. My players will take away from this program much more than the physical skills of the game. I am proud of the atmosphere that I maintain.
11. _____ I do not hesitate contacting parents if a serious problem comes up regarding his/her daughter/ son.
12. _____ I make certain my players are at practice on time.
13. _____ I feel it important to keep student athletes aware of their academic performance and do not hesitate to hold them accountable for school time behaviors.
14. _____ My self-respect comes before my desire to win. I do not rationalize that a star performer should be treated any differently then any other team member.
15. _____ I see myself as a teacher with a responsibility for teaching values that improve people. Players come first and winning comes second.
16. _____ I use good judgment in discussing internal matters and do not pass on rumors and or information that may be harmful to my team or school.
17. _____ When I have a problem with a player or a coach, I feel comfortable to discuss the problem.

18. _____ I maintain a professional atmosphere with other staff members and do not isolate myself with just the coaching staff.
19. _____ I keep accurate of equipment and inventory.
20. _____ I promptly had my fine list turned in to the Athletic Director and actively pursued the athletes to turn their equipment in.
21. _____ I provided an opportunity for newspapers, development staff, the yearbook staff, the Athletic Director and professional photographers to photograph my athletes for various publications.
22. _____ I am attentive to the liability that surrounds my sport and very aware of the supervision responsibilities the other coaches and I have.
23. _____ I personally see that the locker rooms have supervision any time my players are using it.
24. _____ I work hard at maintaining a good working relationship with the people responsible for transporting our athletes. I demand reasonable bus conduct and make certain it will be enforced.
25. _____ I have a positive relationship with the parents in their booster activities and assist them in their endeavors.
26. _____ I actively raise money for my sports program.
27. _____ I conduct myself in a manner that reflects positively on my program, players, school and community.
28. _____ I do not hesitate to confront coaches and players that demonstrate the type of behavior not accepted at Gonzaga Preparatory School.
29. _____ I am known throughout the community as a person that has and maintains a high standard of excellence.
30. _____ I work hard at being looked upon by other staff members as an educator and not just “the Coach”.
31. _____ I can handle constructive criticism and am not threatened by questions regarding my decisions or methods.

Coach _____

Sport _____

Head Coach Self Evaluation – Long Form

Number of years in current position: _____

Please answer the following questions on a separate sheet of paper and attach it to this form.

Rank your organizational skills on a scale of 1-10 (10 being highest) and give reasons for your answer. If your answer is not a 10, what can you do to increase your score? What could I do to assist you in increasing your score?

1. Describe your relationship with coaches of other sports during your season. What coaches do you work with the best? What coaches do you not work with very well? What are some issues you need to address with this coach?
2. Share your vision for your program? Identify mile-markers along the way to your ultimate vision? What more could you do to increase the likelihood of your visions reality?
3. What was your goal for the team this past season? Was it achieved? If not, what else could you have done to increase the likelihood of achieving the goal?
4. How would you describe your relationship with the parents of your athletes? Give some examples to support your answer.
5. Do you spend time during the off-season discussing your philosophy with your assistants? What sort of productivity would you say comes from such discussions?
6. How would you rate your relationship with all your athletes? Were there relationships with athletes that struggled? What could be done in the future to avoid such things?
7. Specify some instances where you encouraged/enforced sportsmanship.
8. What sort of summer activities do you have planned for your athletes? Where are they? What are the costs? How are athletes expected to pay for these?
9. Additional Comments.

Coach _____

Sport _____

Player Evaluation of Head Coach

PURPOSE: This form is designed to provide your coaching staff with additional information to aid in the evaluation of coaches. Please take the time to respond honestly and thoughtfully. **Do not sign this form.** Thank you.

Please respond using the following scale

1. STRONGLY AGREE

2. AGREE

4. DISAGREE

5. STRONGLY DISAGRE

In this program, I think my coach...

1. 1 2 4 5 Knows how to make participation in this sport fun, interesting, and exciting for young people.
2. 1 2 4 5 Provides well-organized and productive practices.
3. 1 2 4 5 Knows how to motivate individual athletes in a manner which helps improve performance
4. 1 2 4 5 Works with team and individuals in developing appropriate goals.
5. 1 2 4 5 Knows how to build team's spirit, unity, and morale.
6. 1 2 4 5 Took a personal interest in me and made me feel a part of the team.
7. 1 2 4 5 Provides rules and expectations to team members in writing and enforces with equality. Has good team discipline.
8. 1 2 4 5 Gives positive feedback when evaluating and instructing athletes.
9. 1 2 4 5 Keeps importance of wins and losses in perspective with personal growth of athletes.
10. 1 2 4 5 Is a good role model for young people and is a good teacher and communicator.
11. 1 2 4 5 Has the confidence and respect of student athletes.
12. 1 2 4 5 Is knowledgeable in this sport.
13. 1 2 4 5 Develops positive rapport with the athletic coaching staff.
14. 1 2 4 5 Displays enthusiasm and exhibits a high degree of interest in coaching.
15. 1 2 4 5 Is fair in dealings with all team members.

Coach _____

Sport _____

Senior Evaluation of Head Coach

Please take the time to fill this form out. The intent of this form is to make our school's sport's programs more productive. The honest opinions of the senior participants will help us to be better as a coaching staff and to do a good job in preparing next years teams.

1. Did you feel practices were well organized? Why or why not. Give examples.

2. Were drills well taught? _____

Which drills did you feel were most beneficial? _____

Which, if any, were of little help? _____

What was the highlight of the season?

3. Do you feel the coaching staff did a good job in preparing you and the team for the next opponent? Why or why not.

4. Was the season a personal success for you? _____ Why or why not.

5. What opponents did you feel well prepared for? _____

What opponents did not feel well prepared for? _____

6. If you had it to do over again, what would you have done differently?

7. What do you wish the coach could have done differently?

8. What advice would you give your former teammates who are returning?

9. What suggestions would you offer the coach to improve the overall program?

10. Is there anything else you would like to add?

GONZAGA PREPARATORY SCHOOL STUDENT-ATHLETE EMERGENCY INFORMATION/RELEASE

Student's Name _____ Grade _____

Birthday _____ SSN _____

Please list primary emergency contact:

Name _____ Relationship _____

Preferred Phone _____ Other Phone _____

Please indicate work/home/cell

Please indicate work/home/cell

Please list secondary emergency contact:

Name _____ Relationship _____

Preferred Phone _____ Other Phone _____

Please indicate work/home/cell

Please indicate work/home/cell

Please list any allergies to food/medications etc. _____

Please list any medications student is currently taking: _____

Please list any medical conditions student has (diabetes, asthma, migraines, etc)

INSURANCE COMPANY: _____ POLICY NUMBER _____

POLICY HOLDER'S NAME: _____ PREFERRED HOSPITAL _____

I understand that my child cannot participate in boys' or girls' interschool athletics unless he/she is covered by the School Accident Coverage Plan or other health care insurance. The insurance company listed above covers my child and I will continue to keep it in force throughout the sports season. I give my permission for my child to receive emergency treatment of an injury by any physician designated by a school official. I accept full responsibility for the cost of treatment for any injury that he/she may suffer while taking part in the program. Please permit him/her to take part in athletics and sports days. I understand that my child must have a current physical examination form on file in the activities coordinator's office in order to practice or compete.

Signing this document verifies accurate information and consent to the Emergency Release, as well as having read the Athletic Code/Contract for your son/daughter sport(s).

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

GONZAGA PREP ATHLETIC CODE/CONTRACT

GOALS: The Mission Statement states that the school provides "in concert with the parents and community, an educational opportunity which seeks to form Christian leaders spiritually, intellectually, physically and culturally." In support, the athletic department sets forth the following goals:

- 1) To support and contribute to the goals of the total education program.
- 2) To promote high standards and involvement in school athletics.
- 3) To promote the development of good sportsmanship, fair play, discipline, and leadership.
- 4) To develop physical excellence and understanding of the value of competition in our society .

ELIGIBILITY REQUIREMENTS: In order to turn out for and/or remain a member of any Gonzaga Prep athletic team, a student must meet the following requirements --1) be under 20 years of age at the beginning of the sport season, 2) have passed five full time subjects in the previous semester, and currently be passing in at least five full time subjects, 3) have been in attendance the previous semester, 4) have passed a physical examination and yearly update, 5) have proof of insurance coverage on file in the AC's office, 6) be in attendance for all classes on the day of a practice or interscholastic competition (exceptions to this require permission of the principal/designee prior to participation.), and 7) have not exceeded or reached the limit of four consecutive years of eligibility after entering the 9th grade.

RULES AND REGULATIONS: All students participating in after school sports are required to comply with the rules and regulations of the school and will submit to the reasonable discipline of school authorities. Any athlete who willfully performs any act which materially interferes with or is detrimental to the orderly operation of the school's athletic program shall be subject to athletic discipline, athletic probation or athletic expulsion. Such acts shall include, but not be limited to, those enumerated below. The following acts by an athlete on school premises or off school premises at any school-sponsored activity shall constitute sufficient cause for athletic discipline, athletic suspension, or athletic expulsion: **disruptive conduct; disobedience of reasonable instructions of school authorities; refusal to identify oneself; unauthorized absence from turnout or game; cheating; immoral conduct; vulgarity or profanity; destruction or defacing of property; extortion or intimidation of another student or staff member; assault of another student or staff member; stealing; lack of athletic performance consistent with the student's ability; possession or use of any dangerous weapons or objects; and the commission of any criminal act as defined by law.**

SUBSTANCE ABUSE POLICY

Gonzaga Prep expects all students to abide by the **Substance Abuse Policy** (see **Handbook section III, Behaviors & Consequences, sections A-E.**) Violations of this code by athletes shall constitute sufficient cause for athletic discipline, athletic probation, or athletic expulsion. All students, whether an athlete or not, shall also incur stated disciplinary consequences for violations of the Substance Abuse code. Coaches and activity advisors may place additional behavioral requirements (eg off-campus drug/alcohol use) on participants. However, these additional requirements must be clearly stated in writing before the beginning of the activity's season.

School owned equipment checked out by an athlete is his/her responsibility. Loss or misuse of this equipment will be the financial obligation of the athlete.

The athlete must use school provided transportation unless other school-approved arrangements have been agreed to by the coach. In addition to this athletic code contract, teams or participants may be required to adhere to rules which are unique to a particular activity. Such rules will be given to the athlete at the beginning of the season and shall have been approved by the school administration.

PENALTIES: The use of legend drugs/anabolic steroids is penalized through RCW 69.41.020- 69.41.050. On the first violation, the athlete is ineligible for the remainder of the season. On the second violation, the athlete is ineligible for one calendar year. On the third violation, the athlete is permanently prohibited from participation. ,

Violations of the school's substance abuse policy regarding alcohol, drugs, or tobacco will result in the following athletic disciplinary actions:

1ST OFFENSE: The athlete will be on probation for the remainder of the season and is ineligible for the next event for a sport with 10 or less events, or the next two events for a sport with more than 10 events. The athlete will be required to attend in a timely manner an education course specific to the violation at the direction of the Dean of Students.

2ND OFFENSE: The athlete will be expelled from participation in the athletic program for the remainder of the season.

3RD OFFENSE: The athlete will be prohibited from participation in the athletic program for the remainder of the school year.

GRIEVANCE AND APPEAL PROCEDURE:

Any athlete, parent, or guardian who is aggrieved by any athletic probation, or expulsion has the right to an informal conference with the principal or his/her designee and any other staff member involved.

Yc



ic Code/Contract card signify that you have read these rules and regulations.

Parent/Guardian High School Extracurricular & Athletic Transportation Form

Name of Student *(Please Print)*

Name of Parent/Guardian *(Please Print)*

Extracurricular Activity in which Student wishes to participate

School Year

I am the parent or guardian of the student identified above. I wish for my student to participate in the elective extracurricular program identified above.

I understand that games and practices for this elective activity may be conducted at a location away from Gonzaga Preparatory's school campus. I understand that in certain circumstances Gonzaga Prep may provide transportation to and/or from such games and practices. In requesting that my student be permitted to participate in this elective activity, I agree that my student will ride in School-provided transportation when the school requires my student to do so.

I further understand that in certain circumstances Gonzaga Prep may not provide, or I would choose not to utilize the School's transportation for such games or practices. In requesting that my student be permitted to participate in this elective activity, I agree that in those circumstances where the School does not provide, or I choose not to utilize transportation to such games or practices, I assume full responsibility for personally transporting, or arranging transportation of my student, to and from such games or practices.

I acknowledge that if I elect not to personally drive my student to and from a game or practice any decision I make to instead to allow my student to drive him or herself, or to ride in a vehicle driven by the parent or guardian of another student participant, or to ride in a vehicle driven by another student participant, is solely an exercise of my discretion as a parent or guardian. I acknowledge that the assessment and decision whether it is safe to allow my student to drive to or from a particular game or practice, or to ride with another parent or guardian or student driving, is a family assessment and decision to be made by me or between me and my student.

By requesting permission for my student to participate in this elective activity, I agree that no person driving my student to or from a game or practice shall be considered an agent or servant of the School, in any respect or for any purpose, while driving my student to or from such a game or practice. Further by

requesting permission for my student to participate in this elective activity, I agree that should any claim be made against the School based on the driving conduct of any such person, including my student, while they are providing transportation, I will defend, indemnify, and hold Gonzaga Preparatory School harmless as to such claim.

X _____
Parent/Guardian Signature

Date Signed

Signed Original: To be filed with Athletic Director prior to start of practices for activity
Copy: Coach/Advisor



PREPARTICIPATION HISTORY AND PHYSICAL EXAMINATION

This form is not required as long as the conditions of 18.13.0 are met.

Name: _____ Birth Date: _____ Exam Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Sport: _____

HISTORY

- | | Yes | No | |
|-------|--------------------------|--------------------------|--|
| 1 a. | <input type="checkbox"/> | <input type="checkbox"/> | Have you had any illness/injury recently, or do you have an illness/injury now? |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Have you had a medical problem, illness or injury since your last exam? |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | Do you have any chronic or recurrent illness? |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had any illness lasting more than a week? |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been hospitalized overnight? |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | Have you had any surgery other than tonsillectomy? |
| g. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had any injuries requiring treatment by a physician? |
| h. | <input type="checkbox"/> | <input type="checkbox"/> | Do you have any organ missing other than tonsils (appendix, eye, kidney, testicle, etc.)? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Are you presently taking ANY medications (including birth control pill, vitamin, aspirin, etc.)? |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Do you have ANY allergies (medicines, bees, foods, or other factors)? |
| 4 a. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had chest pain, dizziness, fainting, passing out during or after exercise? |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Do you tire more easily or quickly than your friends during exercise? |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had any problem with your blood pressure or your heart? |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | Have any close relatives had heart problems, heart attack or sudden death before they were age 50? |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Do you have any skin problems (acne, itching, rashes, etc.)? |
| 6 a. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had fainting, convulsions, seizures or severe dizziness? |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Do you have frequent severe headaches? |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a "stinger" or "burner" or "pinched nerve"? |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been "knocked out" or "passed out"? |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a neck or head injury? |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had heat exhaustion, heat stroke, heat cramps or similar heat-related problems? |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Have you had asthma, or trouble breathing, or cough during or after exercise? |
| 9 a. | <input type="checkbox"/> | <input type="checkbox"/> | Do you wear eyeglasses, contact lenses or protective eye wear? |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Have you had any problem with your eyes or vision? |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Do you wear any dental appliance such as braces, bridge, plate, retainer? |
| 11 a. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a knee injury? |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had an ankle injury? |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever injured any other joint (shoulder, wrist, fingers, etc.)? |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a broken bone (fracture)? |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a cast, splint, or had to use crutches? |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | Must you use special equipment for competition (pads, braces, neck roll, etc.)? |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Has it been more than 5 years since your last tetanus booster shot? |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Are you worried about your weight? |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | FEMALES: Have you any menstrual problems? |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Have you any medical concerns about participating in your sport? |

***** ATHLETE SHOULD NOT WRITE BELOW THIS LINE *****

EXAMINER'S COMMENTS ON ALL "YES" ANSWERS (refer to question number):

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

<ul style="list-style-type: none"> ● Headaches ● “Pressure in head” ● Nausea or vomiting ● Neck pain ● Balance problems or dizziness ● Blurred, double, or fuzzy vision ● Sensitivity to light or noise ● Feeling sluggish or slowed down ● Feeling foggy or groggy ● Drowsiness ● Change in sleep patterns 	<ul style="list-style-type: none"> ● Amnesia ● “Don’t feel right” ● Fatigue or low energy ● Sadness ● Nervousness or anxiety ● Irritability ● More emotional ● Confusion ● Concentration or memory problems (forgetting game plays) ● Repeating the same question/comment
--	---

Signs observed by teammates, parents and coaches include:

<ul style="list-style-type: none"> ● Appears dazed ● Vacant facial expression ● Confused about assignment ● Forgets plays ● Is unsure of game, score, or opponent ● Moves clumsily or displays incoordination ● Answers questions slowly ● Slurred speech ● Shows behavior or personality changes ● Can’t recall events prior to hit ● Can’t recall events after hit ● Seizures or convulsions ● Any change in typical behavior or personality ● Loses consciousness
--

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new “Zackery Lystedt Law” in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

“a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time”

and

“...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider”.

You should also inform your child’s coach if you think that your child may have a concussion Remember its better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

_____	_____	
Student-athlete Name Printed	Student-athlete Signature	Date
_____	_____	
Parent or Legal Guardian Printed	Parent or Legal Guardian Signature	Date



Sudden Cardiac Arrest

Information Sheet for

Student-Athletes, Coaches and Parents/Guardians

SSB 5083 ~ SCA Awareness Act



What is sudden cardiac arrest? Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop beating and the individual to collapse. SCA is the leading cause of death in the U.S. afflicting over 300,000 individuals per year.

SCA is also the leading cause of sudden death in young athletes during sports

What causes sudden cardiac arrest? SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult. SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player (called "commotio cordis").

While a heart condition may have no warning signs, some young athletes may have symptoms but neglect to tell an adult. If any of the following symptoms are present, a cardiac evaluation by a physician is recommended:

- Passing out during exercise
- Chest pain with exercise
- Excessive shortness of breath with exercise
- Palpitations (heart racing for no reason)
- Unexplained seizures
- A family member with early onset heart disease or sudden death from a heart condition before the age of 40

How to prevent and treat sudden cardiac arrest? Some heart conditions at risk for SCA can be detected by a thorough heart screening evaluation. However, all schools and teams should be prepared to respond to a cardiac emergency. Young athletes who suffer SCA are collapsed and unresponsive and may appear to have brief seizure-like activity or abnormal breathing (gaspings). SCA can be effectively treated by immediate recognition, prompt CPR, and quick access to a defibrillator (AED). AEDs are safe, portable devices that read and analyze the heart rhythm and provide an electric shock (if necessary) to restore a normal heart rhythm.

Remember, to save a life: recognize SCA, call 9-1-1, begin CPR, and use an AED as soon as possible!



Cardiac 3-Minute Drill

- 1. RECOGNIZE Sudden Cardiac Arrest**
 - Collapsed and unresponsive
 - Abnormal breathing
 - Seizure-like activity
- 2. CALL 9-1-1**
 - Call for help and for an AED
- 3. CPR**
 - Begin chest compressions
 - Push hard/ push fast (100 per minute)
- 4. AED**
 - Use AED as soon as possible
- 5. CONTINUE CARE**
 - Continue CPR and AED until EMS arrives



**Be Prepared!
Every Second Counts!**

UW Medicine
Center For Sports Cardiology
www.uwspportscardiology.org

WIAA
Est. 1905
WASHINGTON INTERSCHOLASTIC
ACTIVITIES ASSOCIATION

HEART OF THE FOUNDATION
SCA Awareness
Youth Heart Screening
CPE/AED in Schools
www.heartofthefoundation.org

COMMITMENT TO MISSION

The following Code of Conduct is a listing of certain expectations for behavior, conduct, and professionalism for faculty members. Failure to comply with these expectations may subject the faculty member to discipline, in form(s) or level(s) that are commensurate with the type and severity of the misconduct and that are appropriate given the considerations set forth in the immediately preceding paragraph. Additionally, it is recognized that it is not possible to list all types of acts or conduct that might subject a faculty member to discipline; the following is therefore a non-exhaustive listing of expectations.

1. A member of the faculty of Gonzaga Preparatory School shall do the following:

- a) Help protect the health, safety, and general welfare of students of the School and other young or vulnerable people involved in school-sanctioned activities.
- b) Comply with legal requirements for the reporting of suspected child abuse or neglect, as set forth at RCW 26.44 et. seq.
- c) Comply with the letter and purpose behind all federal, state, and other civil laws that bear on his or her effectiveness as a teacher and status as an adult role model for students in a Catholic, Ignatian educational atmosphere.
- d) Maintain appropriate professional certification in his or her area of responsibility.
- e) Participate in Ignatian formation programs in a constructive and good faith spirit that enhances her or his individual effectiveness as an Ignatian educator.
- f) Participate in observation/evaluation processes according to the provisions of this Handbook in order to improve his or her effectiveness as an Ignatian educator.
- g) Dress and conduct himself or herself at school and at school-sanctioned activities in a manner consistent with the School's values, identity, and mission.
- h) Obtain the consent of the administration, including the Development Office, before beginning any fund-raising activities.
- i) Use School-owned or -issued computer resources only for legitimate educational purposes that do not contradict the mission or values of the School, including avoidance of sexually-oriented material for actual or apparent personal gratification.
- j) Provide adequate notice to administrators when planning off-campus trips with students.
- k) Provide reasonable and prudent adult supervision of students for all off-campus trips and school-sponsored activities for which the faculty member is responsible.
- l) Check all assigned school mailboxes, voicemail accounts, and email accounts daily during the school year and respond to all parent/guardian communications within no more than two school days.
- m) Speak of and treat all fellow faculty members, staff members, administrators, advisors, coaches, parents, and guardians with respect, especially when within the sight or hearing of students.

- n) Provide required student attendance records and grades at the times required by the School.
- o) Arrive at school thirty minutes before his or her first class and not leave campus until thirty minutes after the end of his or her last class.

2. A member of the faculty of Gonzaga Preparatory School shall not do the following:

- a) Make verbal, written, or physical sexual advances, to any student, other minor, or fellow employee who is not the faculty member's spouse, nor engage in sexually-oriented conduct with or directed toward any such student, minor, or person that makes such student, minor, or person experience objectively reasonable discomfort, especially after having been made aware of such an effect of his or her actions.
- b) Engage in sexual contact of any sort with any student or other minor.
- c) Expose pornography or sexually-oriented written or graphical media to any student or other minor, except as is age- and curriculum-material-appropriate in teaching School-approved subject matters.
- d) Be alone with a student in any area not clearly and readily visible or accessible to other persons, except in unavoidable situations where the secluded condition is limited as much as possible in scope and duration.
- e) Transport students in private vehicles when acting in his or her professional capacity without the expressed (preferably written) permission of a School administrator or said student's legal guardian.
- f) Furnish alcohol or tobacco, or any controlled substance, as defined in chapter 69.50 RCW, to any student.
- g) Be in possession of any weapon or apparent weapon on School grounds or at School-related events, including but not limited to firearms, without legitimate educational purpose and having first taken reasonable steps to assure the safety of all involved.
- h) Participate in actions either on School premises, or at School-sponsored events or away from School that would hamper his or her ability to serve as an effective educator and adult role model in a Jesuit and Catholic institution or harm the public reputation of Gonzaga Preparatory School.
- i) Engage in any activity involving the supervision of students while under the influence of alcohol or any illegal substance.
- j) Possess, use, or consume on School premises or at any School-sponsored activity any illegal substance, or controlled substances without medical need and a prescription from a physician.
- k) Use profane, obscene, sexually-oriented, racist, or sexist language within the hearing of students, except in quoting material used in providing instruction in school-approved subject matters.

- l) Employ corporal punishment or physical force against student(s), (except when and to the extent physical force is reasonably necessary to protect student(s), or the employee herself or himself, or other persons from harm).
- m) Require or unreasonably pressure students or families to purchase equipment or services from the employee, or engage in any commercial transaction with the employee, in a private remunerative capacity.
- n) Make an intentionally false or deliberate misrepresentation (including omission) of a material fact: concerning his or her professional qualifications or years of educational employment experience; or in responding to professional certification inquiries; or in responding to inquiries in the course of a misconduct investigation of the employee or another school employee, whether conducted by the school itself, or by a governmental agency charged with the certification of education practitioners.