

St. John Paul II Catholic High School



Athletic Department Handbook

GUARDIANS 2025/2026

ST. JOHN PAUL II CATHOLIC HIGH SCHOOL ATHLETICS

The purpose of this athletic staff handbook is to have one place for all policies, procedures, and expectations for coaches and athletic programs.

As with all school handbooks, the administration reserves the right to revise this handbook at anytime.

VISION AND PHILOSOPHY

As leaders and teachers, we are always striving to maximize potential. We know that God has placed inside all of us, and most especially, inside our athletes, gifts and talents to be developed now, for use to transform our world into God's Kingdom.

Our job is to connect with our students and to help them discover how to develop these potentials. In so doing, through modeling Christ, living out our core virtues of humility, faith, courage, and love, and following our school motto – Be not afraid – we will be fulfilling the vision and philosophy of St. John Paul II Catholic High School.

In athletics, our vision and philosophy is simple: Strive to be the best in everything we do. We will focus on building character and leadership on and off the field, and not solely on outcomes. Successful outcomes will be a result of a focus on our core virtues and vision. By focusing on the mental development, as well as the physical development of our student-athletes, we are working towards our ultimate goals of maximizing potential and creating opportunities for competitive excellence. In the end, we will establish a culture of mentally tough competitors with a great work ethic.

OUR CORE VIRTUES:

1. Humility
 - a. Be mindful of your words and actions.
 - b. GOD FIRST. FAMILY FIRST. SCHOOL FIRST. TEAM FIRST. Me second.
2. Faith
 - a. Tend to your spiritual growth: prayer, Mass, reflection, confession.
 - b. Pray for your team. Pray with your team.
3. Courage
 - a. Do your job. Focus on your role on the team, in the drill, on the field.
 - b. Compete to be the best version of yourself daily.
 - c. Believe in your teammates
4. Love
 - a. Be a great teammate – love your teammates through sacrificing your time and desires for the good of the team.
 - b. Show respect to everyone, opponents, teammates, classmates, coaches, fans, parents, and officials.

CORE VIRTUE INCLUSION

We expect that all coaches will develop ways for the inclusion and modeling of our core virtues in our athletics programs. Our first and last and ultimate goal is that our programs build character and virtue in our athletes, and so it is important that we are intentional and direct about how this happens. There are a few program-wide expectations that begin this:

- All practices, games, and meetings begin and end with a prayer.
- As a part of team leadership structures, there will be team chaplain.
- At least one all-team mass will be incorporated into the season plan.
- At least one team service project
- As part of team structure, there will be a team saint and scripture.

Beyond these minimum expectations, each coach and team can decide what fits for their program. Suggestions would be readings or reflections, and team meals or gatherings.

CHAIN OF COMMAND

Following the chain of command is absolutely essential in any organization. It is also a part of Catholic social teaching: subsidiarity. It is finding a solution at the most local and direct level. Failure to follow the proper chain of command may result in dismissal.

1. High school assistant coaches report athletically to the head coach of their particular sport and academically to the relevant campus administrator.
2. High school head coaches report athletically to the Athletic Director.
3. The Athletic Director reports directly to the Assistant Principal.

CONCERN FROM ATHLETE/PARENT

Any issues have your athlete go to the head coach first. If no resolved...

Set up a meeting with Athlete and Head Coach. If no resolution...

Set up a meeting with Athletic Director, Athlete, and Head Coach. If no resolution..

Set up a meeting with Assistant Principal, Athletic Director, Athlete, and Head Coach

ATHLETIC DIRECTOR'S GENERAL RESPONSIBILITIES

1. Coordinates the athletic program in collaboration with assistant principal and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to insure consistency of program.
2. Supervises and evaluates all coaches
3. Assist coaches in scheduling athletic contests, issues contracts for the contest, and maintains the proper and necessary records.
4. Ensures officials are scheduled and contracts are issued for all high school contests. Maintains an active file of officials under contract and submits paysheets to business office to pay officials following the contact.
5. Supervises the preparation and verifies all athletic eligibility lists.
6. Supervises high school athletic contests and acts as the host to officials and visiting schools. Oversees the supervision of contest employees and volunteers who work the athletic contest. Arranges for personnel to supervise contests as needed.

7. Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to the administration.
8. Advises and ensures all coaches conform with TAPPS policies and regulations. Attends league and district meetings. Ensures all coaches have successfully completed required training.
9. Provides leadership for and serves as liaison to high school parent group and coordinates, with the coaches, the support group for specific athletic programs.
10. Collaborates with coaches to maintain an effective off-season program.

COACH'S GENERAL RESPONSIBILITIES

1. Coaches are expected to follow all directives from the athletic office.
2. Coaches need to make arrangements to attend any meetings scheduled by the athletic office.
3. All coaches must make the Athletic Director aware of any potential absences as early as possible.
4. Coaches need to keep immediate supervisor and athletic office informed on potential problem situations and injuries that may have occurred with an athlete.
5. Any injury requiring emergency room care must be communicated to the athletic trainers. The trainer will pass the information to the Athletic Director.
6. Any athlete with an injury must have a follow-up from a coach of that sport. A phone call to a parent, or a visit to the hospital, (or both) is appropriate follow-ups.
7. All coaches are expected to enforce the policies in the St. John Paul II Catholic Student/Parent Handbook.

POLICIES

Participation in Various Sports

Every student-athlete will be encouraged to participate in as many sports as his/her interest and abilities will allow. Athletes in team sports may not compete in their next team sport until they have turned all of their school issued gear for the previous sport and completed at least 1 practice. If an athlete wants to drop a sport, he/she should first be directed to the head coach in that sport, who should discuss the matter with him/her.

When a student makes the decision to drop or quit a sport, the parents should be contacted about the decision their child is making. An athlete who quits a sport cannot participate in another sport until the initial sport's season is completed, unless mutually agreed upon by the head coaches of the sports in question. This applies only in the year he/she quits.

No coach shall attempt to influence an athlete to give up participation in one sport to devote greater concentration to another sport. Recruiting athletes for individual gain will not be condoned nor tolerated. Our program should be discussed in terms of we and us, not me and you.

ACADEMICS

Academics will always take precedence over athletics. We believe very strongly that athletics is a vital part of the overall education process. We should strive to be champions in the classroom, as well as on the playing field. It is the reason for the school.

1. Academics is our athletic priority! The head coach will make this evident to athletes and also to staff members. The staff members will assume responsibility of motivating their respective athletes and monitoring their progress.
2. Coaches will conduct **weekly** grade checks to monitor the academic progress of our athletes to ensure that they are striving for the best education. Every Thursday a RenWeb grade report will be run. If an athlete has below a 75 in any course, the athlete is required to attend tutoring in the class(es) in which the athlete needs support. The athlete will check in during "Team Huddle" to receive a pass to attend tutoring in classes they support in or classes they need to make up work in. The expectation is the athlete will return with the pass signed and time stamped by the teacher to the coach they received the pass from by the start of practice.
3. Coaches will work in conjunction with the school faculty and administration to ensure that our athletes are conducting themselves in a manner conducive to learning in the classroom.

ELIGIBILITY

In order to participate in athletics and extra-curricular activities, students must be making consistent academic progress, passing their classes and adding to the overall program of the school. The minimum passing grade is 70 in all courses. Any significant or repeated discipline issues can result in removal or suspension from athletic or extra curricular activities.

The school will use the academic quarters first, second (end of the first semester), and third quarter to determine ineligibilities.

Students may not fail a class (receive a grade below a 70) and maintain eligibility.

- In cases where the failing class is an AP class, the student is provided a 10 point cushion (grade must be a 60 or higher).
- For students who fail a class, once a semester (for one class only), they may fill out an Eligibility Waiver form and not lose their eligibility. The student should acquire the form from an Athletic Director and fill it out in its entirety. Once the form has been completed and returned to the Athletic Director, eligibility may be reinstated. The Eligibility Waiver form will be kept on file in the Athletic Director's office.

Students are eligible for one academic week after the end of the grading period. The period of ineligibility begins at 4:00 p.m. the following Monday. In most cases, a grading period will end on a Friday and the ineligibility will begin, not the following Monday, but at 4:00 p.m. a week from it. In cases where a grading period is followed by a holiday, the student will remain eligible over the holiday period, and the following week after returning to school.

The period of ineligibility will remain in place for three full academic weeks. On Monday of the fourth week the student should schedule a meeting with the Athletic Director to

petition for reinstatement. If in that meeting it is determined that the student is now passing all of their classes (grade above a 70, or 60 in a case of an AP class), their eligibility is restored.

This eligibility policy is consistent with TAPPS rules and consistent with schools within our districts.

DISCIPLINE

Discipline is the foundation for our athletic program, both on and off the field. We expect and demand that our athletes follow the rules and regulations set forth by the Administration, Athletic Department, and Athletic Team.

There are two disciplines for an athlete. The first type of discipline is defined in athletics as doing what is necessary or right in any and all circumstances. We will never sacrifice the welfare of the team for an individual. The other type of discipline is an individual's self-discipline. This occurs when an individual can discipline himself when team discipline is not in effect. We will continually strive to develop self-discipline in our athletes.

Coaches have the right to discipline athletes on their individual team, but should exercise sound judgment in evaluating specific penalties, keeping in mind the welfare of the team, as well as the individual. Above all, coaches must be consistent with their discipline.

No coach should dismiss an athlete from a team until first discussing it with the head coach and athletic director and also allowing a twenty-four-hour evaluation period.

WORKOUTS

In Season

1. TAPPS does not set daily practice limitations for In-Season Activities
 1. Schools shall define practice limitations for each activity
2. TAPPS does not set weekly practice limitations for In-Season Activities
 1. Schools shall define practice limitations for each activity
3. School teams shall not practice outside the specific allowable practice dates except during the one in-school day practice period.

Off-season

Activities before or after the school day or during the lunch periods are expressly prohibited.

1. **Exception:** The 7th, 8th or zero period (immediately after school or before school) for athletics is considered part of the school day.

Summer

Summer is defined as the last day of classes at the member school through the first day of Dead Week.

1. Schools are allowed a maximum of 15 contact hours per week with student athletes.
 - a. The contact hours include conditioning, weight training and all athletic activities.

2. The 15 contact hours may be used for
 - a. Strength and Conditioning
 - b. Agility Training
 - c. Sports Specific Instruction
3. The division of time for these activities shall be made by the TAPPS member school.
4. Summer League and Tournament games shall not be included in the 15 contact hours per week.
5. Participation in summer leagues or attendance at summer athletic camps are not considered school workouts even though there may be several members of a TAPPS school playing on one team in a summer league (or attending the same camp).
6. TAPPS coaches may coach their own athletes in these leagues or camps.

TRANSPORTATION

Teams will travel by school bus or shuttles to all athletic contests unless specifically cleared through the athletic office. Coaches will travel with their respective teams to and from any contest. If a athlete is not riding bus to the school on the bus, they must be signed out by an immediate family member prior to leaving the game location.

SOCIAL MEDIA

As a school, SJPII is required to have a written release form from every family in order to publish images of their student. That document grants permission to the school, and only the school, to publish images of it's students in print, online, or through social media. Therefore, all scores and photos for social media should be texted or emailed to the sport's Athletic Director. Any parent or team volunteer tasked with taking pictures at athletic events should be directed to follow this procedure as well.

- Students must not take, use, share, publish or distribute images of others without their permission, and this should be monitored (to a reasonable degree) by the coaching staff. If permission is given, or reasonably assumed, the images are limited for personal use only. Special care should be taken to ensure that students are appropriately dressed (never allow cameras/phones to be out in locker rooms) and are not participating in activities that might poorly represent the individuals or the school.
- Private groups for the purpose of team communication may be setup, but all communications should be done to the entire team. At no time should coaches directly message an individual athlete or their parents.
- Individual teams should not set up their own social media pages. Only Mrs. Gonzalez, or other representatives appointed by her, have the authority to create and maintain any social media pages that purport to represent JPII.

PARENTS

Frequently our parents wish to give “advice” to our coaching staff. While our coaches appreciate the opportunity to discuss their teams specifically and their sports in general we have instructed all of our coaches to observe the “24 hour rule”. The “24 Hour Rule” precludes our coaching staff from participating in any discussion of issues or concerns with our parents or fans within 24 hours of the completion of a competitive event. Experience has taught us that this enables a much more productive discussion and generally reduces the emotional aspect of any encounter that occurs.

Parents should accept that it is not a personal affront if a coach refuses to discuss issues or concerns immediately following a competitive event. They are simply under strict instructions from the school to do so.

We ask our parents to follow the “chain of command” in pursuing resolution of any issue regarding their student athlete. The process should first be initiated with the respective coaching staff. If the issue cannot be resolved at that level then it can be elevated to the Athletic Director, then the Assistant Principal, and finally the Principal is the last level of elevation.

TRAINING ROOM

Only athletes that require treatment or have business with the athletic trainer should be in the training room. The training room should not be a place where athletes and students congregate for social purposes. Training room hours are 3:00PM-4:30PM on academic days.

SAFETY PROTOCOLS

CONCUSSION PROTOCOL

Protocol will be run through our Athletic Trainer, Geoff Gowens, in conjunction with team or student’s doctor.

1. InPACT Testing
 - a. Baseline testing completed on each athlete prior to their first practice of the year.
 - b. If there is a suspected concussion
2. [Return to Participation From Concussion Protocol](#)

WEATHER PROTOCOL

Cold Weather Caution: When temperature or wind-chill (which is lower than actual temperature) is from 45°F -40°F.

- No modification of practice, but a warning will be given to coaches and athletes.
- Watch those “high risk” athletes. Factors that influence an athlete to cold weather illness include: wet skin, dehydration, anemia, diabetes, hypotensive individuals, and those with sickle cell disease.

Cold Weather Warning: When temperature or wind chill is from 40°F - 35°F, there may be modified participation of outside practices and games.

- Instruct athletes on how to properly dress for the cold weather- warm-ups, hoods/knit caps, and gloves if athlete has them
- Warm-up to start indoors (stretching, etc.) not to reduce the 45 minutes of outside time.
- Practice should keep an individual moving and all involved. Practices should avoid a big sweat in the first 20 minutes, and eliminate the athletes from being wet and sitting around watching in the cold temperatures.
- Keep very close watch on those “high risk” athletes.

Cold Weather Termination:

- DRY - When temperature or wind chill reaches below 32°F, there may be a termination of outside practices and games.
- WET – When temperature or wind chill reaches 35°F or below, there may be termination of outside practices and games.

To decrease the risk of heat illness/emergencies: Gradually Acclimatize Athletes-getting them accustomed to working out in the heat. For example:

- Football-the first 4 days of practice must be in shorts and helmets only and then proceed on the 5th day to full pads. (Each athlete must complete the 4 days of Acclimation)
- Cross Country-these athletes MUST be monitored closely at all times. Running distances should be increased gradually. Monitor weather conditions closely with staff Athletic Trainers as outlined below.
- Volleyball and Basketball (indoor sports)-coaches should be aware that heat problems could occur indoors if the athletes are not properly hydrated. If the indoor sports coaches choose to practice outdoors they should be aware of the weather conditions. These athletes will not be accustomed to the heat outdoors. They MUST be monitored very closely and water should be readily available. The first 3-4 practices (indoors or out) should not be overly strenuous.
- Soccer, Track, Tennis, Baseball, Swim and Softball-the first 3-4 practices should not be overly strenuous. Overuse/friction injuries will be dramatically decreased in these sports if these athletes start workouts at 50% and ease up to a full 100%. This usually takes two to three weeks for track athletes.
- Golf-weather conditions need to be monitored daily.
- Identify Susceptible Athletes-those athletes who are obese or have a larger muscle mass tend to have more heat related problems. Keep a close eye on these athletes.
- Uniforms-should be lightweight, breathable jerseys/pants in hot weather months. Watch for athletes wearing unnecessary extra clothing.
- Allow Fluid Replacement-Athletes should have unlimited access to cold water at all times. DO NOT RESTRICT WATER AS A FORM OF MOTIVATION!
- Encourage a Good Diet-Athletes MUST eat lunch to workout in extreme heat. Fat intake should be somewhat decreased. Salt intake can be slightly increased. Athletes should stay away from carbonated beverages during season.
- Alter Practice Schedule According to Temperature/Humidity/Heat Index Readings- We will use instrumentation at the campus level in conjunction with the

national weather service to determine what precautions need to be taken. Practices may be altered according to the following conditions:

- Athletic Trainers will have necessary supplies on the field/court for hydration and cooling of the athletes.

Temperature is between 90 – 99 and / or a heat index below 105 degrees:

- Football – Athletes will receive a 5 minute break every 30 minutes with water available. Athletes should be closely monitored. Helmets will be allowed to be removed during breaks or instructional non-contact drills.
- Cross Country/ Track – Athletes will receive a 5 minute break every 30 minutes with water available. Athletes are to be monitored closely.
- Baseball/Softball/Soccer/Tennis/Golf and SWIM– Athletes will receive a 5 minute break every 30 minutes with water available. Athletes are to be monitored closely
- Off-season programs – 45 minutes total heat exposure with 1 water break
- Indoor sports – Coaches must have athletic trainer's approval to practice outside.

Temperature is between 100 – 102 and / or a heat index below 109 degrees:

- Football – Pants may be worn for a limited time during practice at the discretion of the Athletic Director and Athletic Trainer. After the time limit is reached, athletes will be in shorts/shoulder pads/helmets. Athletes will receive a 5 minute break every 30 minutes with water available. Athletes should be closely monitored. Helmets will be allowed to be removed during breaks or instructional non-contact drills. Practice will not exceed 2 hours of total exposure.
- Cross Country/ Track – Athletes will not be allowed to run off campus. Coach must not lose eyesight. Athletes will receive a 5 minute break every 30 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 2 hours of total exposure.
- Baseball/Softball/Soccer/Tennis/Golf and SWIM– Athletes will receive a 5 minute break every 30 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 2 hours of total exposure. Off-season programs – 45 minutes total heat exposure with 2 water breaks
- Indoor sports – No outside practices.

Temperature is between 102 – 105 and / or a heat index between 110-115 degrees:

- Practice in morning if possible.
- Football – Pads may be worn for a limited time during practice at the discretion of the Athletic Coordinator and Athletic Trainer. After the time limit is reached, Athletes will be in shorts, T shirts, and helmets only. Athletes will receive a 5 minute break every 20 minutes with water available. Athletes should be closely monitored. Practice will not exceed 1.5 hours of total exposure.
- Cross Country/ Track – Athletes will not be allowed to run off campus. Coach must not lose eyesight of any athlete. Athletes will receive a 5 minute break every 20 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 1.5 hours of total exposure.
- Baseball/Softball/Soccer/Tennis/Golf and SWIM – Athletes will receive a 5 minute break every 20 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 1.5 hours of total exposure.

- Off-season programs – 30 minutes total heat exposure with 1 water break.
- Indoor sports – No outside practices.

Temperature is greater than 107 and/or a heat index is greater than 115:

- Practice in morning if possible.
- Football- Practice will be at the discretion of the Athletic Coordinator and Athletic Trainer. Athletes will wear shorts and shirts only with 5 min break every 20 min. Practice will not exceed 1.5 hours.
- Cross Country/ Track – Practice will be at the discretion of the Athletic Director and Athletic Trainer. Athletes will not be allowed to run off campus. Coach must not lose eyesight of any athlete. Athletes will receive a 5 minute break every 20 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 1.5 hours of total exposure.
- Baseball/Softball/Soccer/Tennis/Golf and SWIM – Practice will be at the discretion of the Athletic Coordinator and Athletic Trainer. Athletes will receive a 5 minute break every 20 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 1.5 hours of total exposure.
- Indoor sports – No outside practices.

TEAM RULES

Every coach has team policies, rules, etc. and has given a copy to the Athletic Directors before the date of the first practice. All Head Coaches will have a parent meeting to go over these policies and rules. Involvement of parents is essential for success.

CONDUCT

The most visible members of our school are our athletes. Our school is often judged on the conduct of these young people. The athletic programs are most often the perception people have of the entire school. This is not just winning and losing but more importantly the conduct on and off the field. Because athletes are on the field of play and in the public eye they become role models for the young people in our feeder schools. This is an awesome responsibility, and one which cannot be taken lightly.

1. Athletes will be made aware of the responsibility that goes with participating.
2. Athletes will have responsibilities to present themselves as positive role models for our community and young students.

REMOVAL OF CONTEST

TAPPS Executive Board has unanimously approved to increase the penalties in the cases of a coach, athlete or fan being removed from an athletic contest. In addition, the board agreed to address the issue of fans rushing the field, court or pitch.

The Following Changes And Additions Are In Place For The 2023-24 School Year:

FAN – School Is Fined \$250

PLAYER – 1 Game Suspension (1st Half Of Next Game In Football) And A \$100 Fine (\$200 Fine For Playoffs)

COACH – 2 Game Suspension (1 Game In Football), Public Reprimand And A \$300 Fine (\$500 Fine For Playoffs)

After 3 Ejections (Player Or Coach) In A Sport/5 Ejections As A School:
In Addition To A Required Meeting By The Coaches And Ad With Tapps, The Ad Will Receive A Public Reprimand And Probation.

Fans Rushing The Field/Court/Pitch At The Buzzer With No Incident (Players And Officials No Longer On The Court):

First Offense - Warning

Second Offense - \$1500 Fine

Third Offense - \$1500 Fine And No Fans At Next Game

Fans Rushing The Field/Court/Pitch At The Buzzer With Players And Officials Still On The Court:

First Offense - \$1500 Fine

Second Offense - \$1500 Fine And No Fans At Next Game

Third Offense - Additional Sanctions To Be Determined By Tapps

FORMATION

Once during the season each team should plan:

- A team service project
- A team mass (at a local parish)
- A team meal (possibly after the team mass)
- A series of 3 short virtue talks followed by a commitment to virtue formation ceremony.

Every week when in season, the coaches should:

- Attend the “Coaches Huddle” meeting.
- Meet with their team captains/chaplains for a formative talk.
- Ensure that their team captains/chaplains lead a team gospel reflection.
- Have a designated coach who will supervise their athletes daily in a “Team Huddle” in a designated area of the school. This is a daily period of time when team bonding activities can occur, team formation activities, athletes can get homework done, or athletes can be given passes to go to tutoring.

TMS

Prior to athletes first practice or off season workout, they must be clear to participate! Every school year TAPPS online forms are completed in TMS and a current physical and medical history on file, physicals expire 1 year from the date of completion. You can complete/check the status of your paperwork through the link below.

<https://tms.tapps.biz/login>

