

ACADEMY  
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HOLY ANGELS

FOUNDED 1879



2023 – 2024  
Athletic Handbook

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***The purpose of the Athletic Handbook is to acquaint the student-athlete and parents of the student-athlete with the athletic program of The Academy of the Holy Angels.***

This handbook is being presented to you because your daughter wishes to participate in interscholastic athletics at the Academy of the Holy Angels. You have also expressed your willingness to permit her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

The Academy of the Holy Angels encourages the development of young women through athletics. We feel that a properly controlled, well-organized sports program meets students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parent or guardian of an athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad based community support to be fully effective. This is achieved only through communication between the Athletic Department and the parents or guardians of our athletes. It is our hope to accomplish this objective through this athletic handbook for students, parents and coaches.

***The handbook should be used as a guide to aid and orientate the student-athlete and to provide for a successful athletic experience.***

## PHILOSOPHY

The program of interscholastic athletics is justified by the contributions it makes to educational objectives. The program of interscholastic athletics must not exist for the amusement or entertainment of the public; it must not exist to advertise a school or community, nor must it exist for vested interests. The program must exist to provide educational experiences for the participants as part of the school's total educational curriculum.

The Athletic Program at The Academy of the Holy Angels is an integral part of the total educational structure and must not be considered as an end in itself. The program will provide each participant with an educational experience in which she can develop emotionally, intellectually, physically and socially. Emphasis will be placed on positive learning experiences for each athlete. Development of self-discipline and emotional maturity will be gained through respect for rules and regulations and those in authority. Participation in the program will encourage the athlete to use her ability to think as an individual and to act as a member of a group. The program will help develop in the athlete such attributes as loyalty, determination, honesty and dedication, while at the same time develop physical coordination, muscular strength, and increased athletic skill.

While winning is an important goal in athletic competition, it too is not an end in itself. "Winning at any cost" is an attitude that must be discouraged, and will not be tolerated. Attempts to beat rules, to take unfair advantage of an opponent, or to show unsportsmanlike conduct have no place in athletics. Winning without boasting and losing without bitterness, along with a desire to succeed and excel as an individual and as a member of a team, will be considered more important.

It is the belief of the athletic department that every student, either through active participation or spectator interest, will benefit from the interscholastic program.

***"The most important thing in sports is not to win but to make the effort to be a part, just as the most important thing in life is not the triumph, but the struggle. The essential thing is not to have conquered but to have fought well."***

***-Olympic Creed***

## **Core Principle - VALUES AND SPORTSMANSHIP**

*Athletic participation must be healthful, positive and safe for everyone involved, conducted in an environment that teaches values and ethics, strengthens the community, promotes competition without conflict and enriches the lives of the athletes.*

At their best, school sports provide an opportunity to teach good sportsmanship and other values. As public activity with clear rules, immediate accountability and a real outcome, *this philosophy* creates an environment which promotes and instills core values such as discipline, respect, responsibility, fairness, trustworthiness and good citizenship. Positive competition and a spirit of excellence are defining values promoted through sports. Given their entrenched popularity and capacity for shaping character, effectively implemented sports programs are a positive social force in our school's culture.

## **Core Principle – SPORTS AND LEARNING**

*Learning and personal growth form the foundation for interscholastic sports.*

The intrinsic qualities of sports create a strong learning dynamic that complements the academic program. On the playing field, student-athletes learn skills, strategies, relationships, leadership and responsibility. They also learn the importance of planning, of setting goals – for one's self and for the team. They learn to make plans for achieving those goals. Young people who play sports make a voluntary—and often passionate—commitment to their activity, enhancing their learning opportunities. Sports provide a performance-based, real-life experience, not an abstract concept. Sports also provide students with an opportunity to shine in a different setting, and to increase their engagement with school. Athletic events improve the learning potential and offer opportunities for the personal growth of the individual athlete.

## **Core Principle – PARENTS AND LEARNING**

*Parents are actively involved in creating and supporting an environment that fosters positive athletic experiences for student-athletes.*

Regardless of the size of the field or gym, the magnitude of the game or the volume of the cheers, it is the attitude displayed by the athletes, their parents and their student peers that constitute the real arenas in which young people play.

The involvement of parents in school sports enhances the experience for young people when the engagement is positive and when it reflects an understanding of the developmental levels of the athletes. Also critical to a well-run program is respect exhibited by adults for coaches, for officials and for student-athletes. The sports programs that thrive are characterized by strong mutual support offered in a positive spirit by parents, coaches and the student community.

## **Core Principle – THE QUALITY OF COACHING**

*The coach is the key to making the student-athlete experience appropriate, positive and educational.*

The most important factor in a successful, educationally sound athletic program is a well-qualified coach. The autocratic coaching model of the past will no longer suffice. Today's coach must have multiple skills—in organization, communication, motivation and especially in teaching. The coach must understand the holistic needs of young people and know how to balance the needs of individual student-athletes with the promotion of continuous improvement, competitive spirit and the pursuit of excellence. The 21st century coaching environment is complex and stressful. Coaches assume more roles and deal with more issues than ever before. Young people are participating in sports in record numbers and the role of the coach has never been more important.

## **Core Principle – OPPORTUNITY TO PLAY**

*Each student who meets the eligibility standards has the opportunity to participate and learn through sports. **This does not necessarily translate into playing time in games at the Varsity Level or guarantee a position on an interscholastic team.***

Opportunities and participation in sports have expanded greatly during the past two decades. More students are participating in more sports. The lessons of sports must not be denied to any student whose grades and behavior merit the privilege of participation. Athletics—and other co-curricular activities—are an important component of education. Effective interscholastic sports programs provide students with athletic and personal skills while building positive lifetime values.

## **Core Principle – HEALTH AND FITNESS**

"If I had one wish to guarantee the future good health and well-being of our country, I would hope to instill in our youth the value of commitment to one's self, one's family and one's team. That commitment to a healthy mental and physical lifestyle is enhanced by participation in athletics at any level. The lifetime legacy of such early decisions makes not only the individual, but all those whose lives are touched by sports, enjoy healthier, more productive lives." - **Robert McAfee**, MD, Retired Surgeon; former President of the American Medical Association

*Participation in sports builds self-confidence while teaching good health and fitness habits to last a lifetime.*

Done appropriately, athletics provide the instruction, incentive, and setting for developing and maintaining sound, active minds and bodies. Participation in sports can build a sense of personal responsibility for making healthy lifestyle choices and can help to combat the deteriorating fitness of American youth, a deterioration that, in adulthood, contributes to increased levels of chronic disease and premature death and disability. Being part of a

team also creates a sense of belonging and offers a supportive network that contributes to emotional well-being and positive interactions in society.

## **Core Principle – LEADERSHIP, POLICY AND ORGANIZATION**

*High-quality athletic programs are built upon a foundation of strong leadership, clear policy, adequate resources and effective organization.*

Athletic program quality and effectiveness are contingent upon strong leadership, adequate resources and effective policy and decision-making procedures that combine to create a robust organizational structure.

Leadership at the school and team levels assures that the values, beliefs, expectations and goals of the athletic program are developed and maintained. Structures and procedures are clearly written and easily available, enabling all players, coaches, and parents to understand how the program is organized.

Adequate resources must be available in order to provide every student with an “opportunity” (tryout) to earn a place on a team, and every coach and athletic administrator with the training and equipment to deliver a safe, healthy and developmentally appropriate experience for each student-athlete.

Policy and decision-making structures create expectations and procedures to direct the athletic program, assuring compatibility with the philosophy and goals of the school. To provide continuous improvement, periodic evaluation of the sports program and the adequacy of its support must be ongoing.

## **Expectations for Parents and Student-Athletes**

We recognize that healthy sports experiences take commitment from student-athletes and their parents. We have agreed upon the following Core Practices to support quality sports experiences in our school community:

- Student-athletes and parents exhibit good sportsmanship and show respect for everyone associated with the program, including teammates, coaches, support staff, opponents and officials.
- Student-athletes and parents understand the value of competition-without-conflict and how to handle success with grace and failure with dignity. The spirit of excellence replaces a "win at all costs" mentality.
- Student-athletes and parents recognize that opportunities for college scholarships and professional play are possible but severely limited.
- Student-athletes and parents commit to upholding substance abuse policies endorsed and enforced by the school.
- Student-athletes and parents commit to a focus on lifetime health and fitness, including habits of fitness and good nutrition.

- Student-athletes and parents appreciate sports opportunities regardless of the degree of success, the level of skill or time on the field.
- Student-athletes and parents respect coaches and appreciate the importance of contributing to the team and its success, even when there may be differences of opinion.
- Student-athletes and parents attend relevant school meetings to build relationships and support with coaches and administrators, and to learn first-hand about the expectations for participation in interscholastic athletics.
- Parents serve as role models, see the "big picture," support all programs and athletes and help their student-athletes to do the same.
- Student-athletes seek, and parents encourage, participation in multiple sports and activities, with academics placed first and foremost. We know that school sports experiences can contribute greatly to the values and ethics of each player, and that positive sports experiences teach important life skills, encourage teamwork, help shape character and citizenship and encourage an active lifestyle.
- Parents leave coaching to coaches and do not criticize the coaches, the strategies or the team performance. They avoid putting pressure on their children about playing time and performance.

## **Expectations for Coaches**

- We recognize that school sports experiences can contribute greatly to the values and ethics of each player. Positive sports experiences teach important life skills, encourage teamwork, help shape character and citizenship, encourage an active lifestyle and often contribute to success in academics.
- We are dedicated to making healthy and positive sports programming accessible to every eligible student in our school community. We know that coaches are pivotal to quality sports experiences.
- The coach promotes the connection between sports and academic learning, sports and character development, and sports and life-long learning.
- The coach offers motivation and positive communication and assists student-athletes to make good decisions.
- The coach is a role model at all times, recognizing his/her profound influence on student-athletes.
- A coach maintains the flexibility required to work successfully with a diverse group of students. Each coach supports the complex needs of maturing adolescents, assisting student-athletes to develop physically, mentally, socially and emotionally.
- A coach is sensitive to the fact that different approaches will be needed for different individuals, according to their needs and backgrounds, including their age, gender, size and culture.
- A coach must master the fundamentals of the game and continue to learn, using professional development and mentor relationships. The learning goes beyond



techniques and strategies to include the teaching of ethics and sportsmanship and effective communication with parents and the public.

- Coaches recognize the need for balance in the lives of student-athletes, a balance that respects the needs of the family.
- The promise of participation in sports helps to shape our young people. We pledge to provide exceptional opportunities for our students to experience the very best of interscholastic athletics in a setting where "sports are done right."
- We are actively and positively contributing to what our student-athletes know and the character of who they are – helping to fulfill the vision of *graduating smart students who are good people*.

## **Parent/Athletic Department Relationship**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, parents and coaches are better able to accept the actions of the others and provide greater benefit to children. Parents, who have daughters in the Holy Angels athletic program, must understand the expectations of their athletes in these programs. This begins with clear communication from the coach.

### **Communication you should expect from your child's coach:**

- Expectations the coach has for your child as well as all the players on the squad
- Locations and times of all practices and contests
- Team requirements-school and team rules, special equipment, off-season expectations
- Procedure to be followed should your child be injured during participation
- Discipline that results in the denial of your child's participation

### **Communication coaches expect from players:**

- Notification of any schedule conflicts well in advance.
- Specific concerns in regard to a coach's philosophy and/or expectations.
- As your daughter becomes involved in the programs at Holy Angels, she will experience some of the most rewarding moments of her life. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

### **Appropriate concerns to discuss with coaches:**

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

**Issues not appropriate to discuss with coaches:** It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students

involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those following must be left to the discretion of the coach.

- Playing time
- Team strategy
- Play calling
- Other student-athletes
- There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary an appropriate procedure should take place. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

### **Complaint procedure**

- Student-athlete and coach should discuss the concern
- Parent should call to set up an appointment with coach
- Parent, student-athlete and coach meet
- Parent, student-athlete, coach and Athletic Director meet
- Parent, student-athlete, coach, Athletic Director and Dean of Students meet

### **Informational Meetings**

There will be a team parent meeting with the coaching staff and the Athletic Director at the beginning of each season. Each coach will inform their team of the date and time of the meeting.

### **Code of Conduct**

1. Student-athletes that represent The Academy of the Holy Angels on an athletic team are expected to conduct themselves in such a manner as to reflect credit on school.

2. All participants in the athletic program must understand that they are students' first and athletes second. Participation in athletics is a **privilege** to a student, not a right guaranteed to them. Students have rights regarding athletics. They have the right to participate at a level commensurate with their maturity and ability. They have a right to qualified and adult leadership. They have a right to share in the leadership and decision-making of their sports participation. They have a right to participate in a safe and healthy environment. They have a right to proper preparation for participation in sports. They have a right to an equal opportunity to strive for success. They have a right to be treated with dignity and a right to have fun in sports. Participation, however, still remains a privilege.

3. Being a member of an athletic team does not entitle any student to any special privilege in school. Rather, it may be a burden in the face of peer pressure when asked to be involved in some action that might violate school rules. The athletes at The Academy of the Holy Angels are expected to be examples of good citizenship and cooperation, involved in actions that will reflect positively upon themselves as individuals and upon all our athletes in general.

## **Goals and Objectives**

It is the desire of the Athletic Department to achieve the following goals and objectives:

- To develop the student-athlete physically, socially, mentally and emotionally.
- To develop in each student-athlete the concepts of loyalty, cooperation, fair play, dedication, determination and self-discipline through individual and team participation.
- To develop a positive sense of self-respect and self-confidence in each individual.
- To develop positive attitudes that will enable students to function as responsible citizens.
- To develop in each student-athlete healthy and constructive attitudes towards winning and losing.
- To develop in each student-athlete the desire to develop his or her talents to the best of his or her ability; to strive to be the best that they can be.
- To develop a high degree of sportsmanship and respect for fellow athletes, coaches and officials.
- To develop in each student-athlete positive habits of good health, personal hygiene and safety.
- To develop in each student-athlete a sense of pride in oneself, the team, the school and the community.

## INFORMATION, POLICIES AND PROCEDURES

The Academy of the Holy Angels is a member of the New Jersey Interscholastic Athletic Association (NJSIAA) and the BIG NORTH Conference and therefore adheres to the rules and regulations of these governing bodies. The athletic program is under the supervision of the Athletic Director.

### Sports Offered

Season	Sport	Levels	Start Dates
Fall	Soccer	V, JV	August 21, 2023
Fall	Tennis	V, JV	August 16, 2023
Fall	Volleyball	V, JV	August 21, 2023
Fall	Cross Country	V, JV	August 21, 2023
Fall	Gymnastics	V	August 21, 2023
Winter	Basketball	V, JV	November 20, 2023
Winter	Indoor Track	V, JV	November 27, 2023
Winter	Fencing	V, JV	November 27, 2023
Winter	Bowling	V, JV	November 20, 2023
Spring	Softball	V	March 14, 2024
Spring	Outdoor Track	V, JV	March 14, 2024
Spring	Lacrosse	V	March 14, 2024
Spring	Golf	V, JV	March 14, 2024

The various levels of our programs have differing functions

**Junior Varsity:** By league policy, seniors are not permitted to compete on the junior varsity level. *Students capable of making the JV will all be given the opportunity to play in every contest.*

**Varsity:** This is the program designed to compete against the best teams from other schools. It is possible for students from grades 9 through 12 to compete at this level. The varsity program should be the school's showcase, and it should always represent the best we can put forward at any given time. The excellence we seek from coaches and athletes in our athletic programs are no less than the excellence we seek from students and teachers in the classroom.

## Team Selection

1. In each program, a coach and/or coaches who are qualified individuals are responsible for team selections. The head coach establishes criteria for selection possibly with input from the entire coaching staff. This may be a highly subjective process.
2. In some situations, we are not able to place every student on a team who wishes to participate. While this is not our desire, it is reality. The hardest thing our coaches have to do is to tell young people they will not be on a team.
  - a. Please be sure when your child tries out for a team, both you and your child understands there is a very real possibility they may not be selected. If selected, both you and your child should be prepared to accept placement at any team level, i.e., Freshman, Junior Varsity or Varsity. It is disturbing to have students try out for a team and then quit because they were not placed where they think they should be. By doing this, they have taken away someone else's opportunity to be on a team.
  - b. Normally, coaches have a very short amount of time to make team selections. They try to do the very best they can in keeping the most talented athletes, filling positions for play and appropriately placing them on the proper team. They are under a good deal of pressure to assemble the most competitive team possible. Any one of us might select different athletes for the team. We believe it is the coaches' responsibility and right to select the team with whom they will work for the entire season.
3. In order to make a varsity team as a senior, a player must be outstanding and also play a position the team needs. Underclass student-athletes possessing these qualities have the same opportunity to make a team as does a senior. Our team structure (Junior Varsity, and Varsity) dictates there will always be more underclass players than upper class in the total program. At selection time, it will be the coaches' decision as to what team the student-athlete is placed.
4. A main goal of our competitive athletic program is to put the most talented member of the team in competition to win the contest. Starting positions and playing time are not guaranteed to seniors making the team or anyone else for that matter. Each member of a team is very valuable to the team's overall progress. Some student-athletes may play a great deal of time in a contest, while others may not see any playing time or what a parent would consider "significant" playing time. Each student-athlete should have personal improvement as one of his or her goals.

## ELIGIBILITY

**Academic:** Any athlete who receives a Progress Report indicating she is failing a subject will be put on probation. During this time she is encouraged to seek academic help. She will remain on probation until her grades improve to a passing average in that course. During that probation the athlete will not be allowed to attend any practices or games until reinstated. Any athlete who receives an F on a Report Card will be suspended for the remainder of the season

The NJSIAA also has an eligibility requirement to participate. It states that students must pass three subjects per semester. This is interpreted as 13.75 credits per semester or at least 27.5 credits per year. All incoming freshmen have no credit requirements for the first semester and, therefore, can participate. No student shall be eligible for high school athletics after the expiration of eight consecutive semesters following his/her entrance into the 9th grade. A student becomes ineligible for high school athletics when the class in which he/she was originally enrolled has graduated.

**Age:** An athlete becomes ineligible for high school athletics if he/she attains the age of nineteen prior to September 1. However, any athlete attaining age nineteen on or after September 1 shall be eligible for the ensuing school year. A birth certificate, issued at the time of birth, is the normal proof of age; in the absence of this, other proofs may be used. The records used will be baptismal records or the earliest school records.

### **Transfer Rule:**

The NJSIAA has amended the Transfer Rule effective June 1, 2023. The new rule would allow one free transfer under certain circumstances. Existing rules addressing bona fide change of residence, the thirty-day period of ineligibility, and transfers for athletic advantage have been deleted.

### Transfers

(1) Purpose. The NJSIAA's mission is to administer education-based interscholastic athletics, which support academic achievement, good citizenship, and fair and equitable opportunities. Transfers for athletic reasons undermine the stability of sports programs, elevate athletics over academics, lead to disparities in competitiveness, and erode the level playing field that the NJSIAA seeks to foster. Multiple transfers within a high school career disrupt a student's education. Transfers after a sports season has started not only disrupts the team, but also the competitive balance among schools. This rule is designed to discourage transfers for athletic reasons, multiple transfers, and transfers after a sports season has begun, by imposing short but predictable periods of ineligibility for those transfers while providing one penalty-free transfer under certain conditions. Because the periods of ineligibility set forth in this rule are among the shortest in the nation, and the purpose of the rule is designed to deter inappropriate transfers, there shall be no waivers of this rule.

(2) Definitions. Transfer: A “transfer” occurs when a student who has previously enrolled in a secondary school leaves that school and enrolls in a new one. The date of transfer shall be the earlier of the first day of class or the first day of sports participation at the new school.

Senior Transfer: A “Senior Transfer” is a student-athlete whose first transfer occurs during or after their third season of eligibility in a particular sport in which they participated in during the 12 months preceding the transfer.

Start of Practice Date: “The Start of Practice Date” is the first day of practice for each sport as set forth annually in the Program Regulations.

Competition Start Date: The “Competition Start Date” is the first day of competition for each sport as set forth annually in the Program Regulations.

HIB Transfer: Under the Anti-Bullying Bill of Rights Act, a state law that public schools are required to follow and non-public schools are encouraged to follow, harassment, intimidation and bullying (HIB) are matters that are investigated and addressed by the school. The NJSIAA does not hold hearings to determine whether a student was bullied. A “HIB transfer” will exist when a school, after investigating a HIB complaint, determines that the proper action to remediate the complaint is an alternative placement or a school transfer.

Maximum Number of Contests: The “Maximum Number of Contests” for each sport are as set forth in the Program Regulations.. For sports without a maximum number of contests listed in the Program Regulations, the period of ineligibility shall be the number of days specified in each section below.

(3) A student’s first transfer. Students are entitled to one penalty-free transfer during the first six semesters after their initial high school enrollment, provided that the transfer occurs on or before the Start of Practice Date of the sports season in which the transfer occurs.

(4) Transfers occurring after the Start of Practice. Students who transfer after the Start of Practice Date will be subject to a 30-day period of ineligibility (or ½ the Maximum Number of Contests in that sport, whichever is less).

(5) Transfers occurring after the Competition Start Date. In addition to the period of ineligibility set forth in Section 4 above, any student who transfers after the Competition Start Date will not be eligible for NJSIAA postseason competition in that sport.

(6) A student’s second or subsequent transfer. Students who transfer a second or subsequent time will be subject to a 30-day period of ineligibility (or ½ the Maximum Number of Contests, whichever is less) for all NJSIAA sanctioned sports in which the student participated during the 12 months preceding the transfer.

(7) Senior transfers. Senior transfers, as defined above, are subject to a 22-day period of ineligibility (or 1/3 the Maximum Number of Contests, whichever is less) in each sport in

which they participated during or after their third season of eligibility, during the 12 months preceding the transfer.

(8) General application. a. This Transfer Rule applies to all athletes at all levels of participation (not just varsity athletes) and is applicable to all NJSIAA-sanctioned sports in which the student participated during the 12 months preceding the transfer.

Transferring students may participate in a new sport without penalty. b. The period of ineligibility will begin on the Competition Start Date of each sport. For students who transfer after the Competition Start Date, the period of ineligibility will begin on the date of enrollment. c. When calculating the period of ineligibility using the Maximum Number of Contests, NJSIAA will round down to the nearest whole number if the number of contests is not divided evenly. For example, if the Maximum Number of Contests were 14, then the calculation for a Senior Transfer (14 divided by 3) would be 5.67 and rounded down to a 5 contest sit.

(9) Exceptions. Immediate eligibility, without penalty, will be granted for transfers resulting from DCP&P placement, court placement, HIB transfers, and military transfers.

(10) Enforcement. The NJSIAA monitors transfers with the cooperation of the member schools. To that end, the NJSIAA maintains an online Transfer Portal. For each transferring student, the sending school and the receiving school must enter the required information into the Transfer Portal.

**Physicals:** No student will be permitted to participate without an up-to-date physical evaluation by a physician. Physicals must be conducted yearly to ensure student wellness and safety while participating in athletics at The Academy of the Holy Angels. It is mandatory that the athlete have her physical after June 1<sup>st</sup>. Physical evaluation paperwork must be presented to the school nurse prior to the beginning of each season in which the athlete intends to participate in. An updated clearance form must also be presented prior to the start of each and every season.

**Parental consent:** All student athletes and parents must sign a required contract that establishes guidelines for expected behavior and the promotion of good sportsmanship at all times, a release form and a steroid testing form that is mandated by the NJSIAA. A copy of these forms can be found in the back of this handbook.

## **Attendance Policy for Athletics**

**School:** No student will be permitted to participate in any extracurricular activity unless she is in school by 8:30 am. No student will be permitted to participate in any extracurricular activity if not present for the entire day from 8:30 am until the end of school.

**Conflicts with other school functions:** Activities require students' full commitment and participation. Enrolling in activities with overlapping commitments compromises the integrity of both programs. Students who are talented in both the arts and athletics face



particular challenges. Students must be able to work out a schedule that maintains the integrity of each program, and is acceptable to the moderators involved. In the event it is not possible to compromise schedules, students will be asked to choose between the two activities. There is mandatory attendance at any practice, game, meet, or match before any prom or dance. On the day before or after any prom or dance, the athlete must attend the game, meet, or match or she will be removed from the team. The only excuses that will be accepted are religious obligations, official college visits, or death in the family. If an athlete participates in another school activity or event, and misses the start of the game, meet, or match, that athlete may not participate in any part of the already started athletic contest.

**Guidelines for practices/games:** team expectations may vary, however the following Athletic Department expectations and guidelines will exist for all athletic teams:

1. Student-athletes are expected to be at all practice sessions, scrimmages, team meetings and scheduled contests, throughout the season.
2. Student-athletes are expected to be on time.
3. Injured student-athletes are expected to attend all practices, team meetings and athletic events unless physically unable or suffering from a concussion..
4. **Student-athletes will NOT be excused for family vacations during the season. It is the student-athletes' responsibility and commitment to the team to be at all practice sessions and games. Failure to comply will result in dismissal from the team.**
5. The use of alcohol, tobacco, and drugs are not permitted.
6. Student-athletes are expected to maintain high ideals of citizenship and sportsmanship. Improper conduct and any violation of federal, state, local or school laws may result in suspension from the team.
7. The following are considered excused absences from practice or games. Any other type of absence is considered unexcused: Medical Emergencies, Family Emergencies, Academic Reasons (after all other avenues of extra-help, etc. have been exhausted)
8. Absences or lateness to PRACTICE will be excused or unexcused by the Head Coach. Penalties will be made at the discretion of the Coach. Athletes should note that unexcused absences or lateness might result in decreased playing time. Continued unexcused lateness may result in a dismissal from the team.
9. All student-athletes are encouraged to attend academic extra help if needed. If a student-athlete attends academic help and will be late to practice, the student-athlete should bring a note from the teacher.

## **Suspension or Dismissal from an Athletic team**

Suspension or dismissal from an athletic team is at the discretion of the Head Coach. Violations for suspension or dismissal from an athletic team shall include, but not he

limited to, insubordination, profanity, fighting, unsportsmanlike conduct, unexcused absence from practice, unsatisfactory attitude or failure to follow any additional rules and regulations that the Head Coach deems necessary to maintain discipline and to facilitate the efficient execution of daily procedures.

If an athlete is suspended or dismissed from a team, the Head Coach will notify the Athletic Director. The Head Coach and the Athletic Director will counsel the athlete and the athlete's parents will be informed of the suspension or dismissal.

## **Disqualifications**

**NJSIAA Rules:** An athlete who displays unsportsmanlike flagrant misconduct, physical or verbal, will be disqualified by the NJSIAA from the next two regularly scheduled games/meets. Disqualification is a judgment call by the official. The decision is final and may not be appealed. A disqualified player may not be present at any contest in that sport during the period of the disqualification (not to be present in the locker room, on the bus, on the sidelines or in the stands/bleachers before, during or after the game). Any player disqualified a second time during a 365 day period from the first disqualification will have the penalty doubled. In addition to NJSIAA penalties there may be additional disciplinary action taken by the administration. Poor Sportsmanship will not be tolerated. Any second disqualification by an athlete will result in permanent removal from the Holy Angels athletic program.

## **Care and Collection of Uniforms**

All student-athletes are responsible for the care and maintenance of their uniforms from the time they are issued until the time that they are collected. Check with your coach regarding the proper care and maintenance of your uniforms when they are issued. The following guidelines should be used when caring for your uniforms:

1. When uniforms are issued, check for any damage and notify the coach immediately if any damage exists.
2. Athletic uniforms should be worn during practices, scrimmages and games only.
3. When a student-athlete leaves a team, he or she should inform the Head Coach and turn in all equipment immediately.
4. At the conclusion of the season, student-athletes should turn in all equipment and uniforms to the Head Coach immediately after the last athletic contest or on an announced date by the Head Coach.
5. If uniforms are not returned on time to the Head Coach at the conclusion of the season, detentions will be issued. If uniforms are lost, the student will be responsible for the cost of the uniform.
6. Game uniforms and warm-ups must be worn to and from games. They must be worn properly at all times. When the team exits the bus, all players must be properly attired. No player will remove her uniform until she leaves the vicinity of the court, gym, field, track, etc.
7. Team warm-ups and team sweats will be available to order at the start of every season. In most cases, coaches make these clothing items mandatory. The

warm-ups may be used for every sport, so there is no need to buy multiple items for every sport.

8. Team T-Shirts may be ordered with the approval of the Athletic Director.

## **Travel**

Transportation to and from **most** away contests is provided. Students must ride the bus provided for all away contests unless prior authorization has been obtained. A copy of the Holy Angels Transportation form can be located in the back of this handbook.

## **Early Dismissal for Athletic Events**

Every effort will be made to avoid early dismissal for athletic events so that student-athletes miss as little classroom time as possible. There are certain times however, because of tournaments, or excessive travel time, when it will be necessary to dismiss student-athletes early. When an early dismissal does become necessary, **it is the student-athlete's responsibility to make up any and all work or assignments missed.**

## **Inclement Weather**

If there is an **early dismissal from school** because of weather conditions, practice and athletic events scheduled for that day will be cancelled. When **school is closed** because of weather conditions, practice and games are often cancelled, but may be held. The Director of Athletics will make the final decision regarding practices and athletic events on snow days. Notification will be posted on the Athletic Section of the School Web-Site. **This decision will be based entirely on the safety and well-being of the student-athlete.**

## **Athletic Schedules**

Athletic Schedules are available on the internet. You can log onto <http://www.bignorthconferencenj.org/g5-bin/client.cgi?G5genie=242> (and click the link of AHA on the right side) to see schedules, rosters and sign up for the notification service. If an event is cancelled in the sport you choose, you will instantly receive an email with the cancellation/postponement. Daily athletic schedules and information on cancellations may also be obtained by calling the Athletic Director @ 201-768-7822 ext. 222.

## **Student-Athlete Conduct**

Student-athletes that do not meet the standards of conduct of

The Academy of the Holy Angels shall forfeit the privilege of participating in their practices or games. Student detentions take precedent over all other school activities, including sports.

## **Sports Outside the Realm of the High School Athletic Season**

If a student-athlete chooses to participate in a sport outside of the high school in-season sport (this can even mean AAU Basketball during High School Basketball Season, etc), or attend outside instruction from private coaches, and if there is a scheduling conflict, the student-athlete must attend the high school event (this includes, but is not limited to practices, games, or any other team-related event). Not doing so may result in dismissal from the team and could result in the withholding of a Varsity or JV letter.

## **Parents Athletic Association**

**Purpose:** The PAA is a volunteer organization of parents that supports Holy Angels' athletic program by sponsoring fundraising events that generate revenue which it utilizes to enhance the athletic program through the purchase of various equipment and/or facility upgrades. The PAA works collaboratively with the school's administration and athletic director to determine appropriate needs.

### **Fundraiser:**

Golf Outing (September 25, 2023)

Each fund raiser must have a committee which plans, organizes and runs the event. The committee should consist of a chairperson(s) and an appropriate number of parent volunteers from all sports teams. The chairperson need not be a member of the PAA board of trustees. However the chairperson(s) is responsible for reporting to the PAA board of trustees as to the status of the event and working with parent team liaisons to solicit volunteers.

**Parent Team Liaisons:** As a volunteer organization, the PAA requires parental involvement. It is imperative that parents take an active role in the PAA events which benefit the student athletes. The role of a liaison is to create a formal link between sports parents, coaches and the athletic department. Each sports team must have a minimum of one parent liaison appointed by either the respective coach, athletic director or self appointed. The liaison will organize / coordinate sports parents on their respective team to participate in and/or contribute to each PAA sponsored event. Liaisons should attend the monthly PAA meeting in order to address the needs of various PAA fund raising events and initiatives.

**Scholarships:** The PAA awards annual scholarships to senior student athletes that meet the scholarship criteria. The school administration selects the scholarship winners from the group of student athletes that submit the scholarship application by the deadline date set by

the school administration each year. The PAA also funds a scholarship for the Angel Award, as selected by the administration.

## **Awards**

Athletes, who excel in a particular sport, may receive All League, All County, and All State Honors. The coaches of each respective sport will present statistics and information regarding their athletes during the selection process of the League awards. The coaches in Bergen County vote for All County Honors. All State Honors are chosen by NJ.com. No athlete will be nominated for All League, All County, or All State honors if she has become ineligible and has not returned to eligible status by the end of the season, or if she portrays poor sportsmanship, or exhibits a negative attitude.

## **Senior Awards**

### **Retiring of a Jersey**

This honor will be bestowed on the exceptional athlete who has achieved an extremely high level of recognition in their particular sport. Without question, the selection criteria for this honor shall include, but is not limited to: All-League, County or State status; School, County or State records broken or held; “Athlete of the Week” recognition; or other prestigious awards garnered. The key word here is “exceptional”.

### **The Angel Award**

This is the most prestigious award given to any athlete at Holy Angels. A student, who is a varsity athlete and has demonstrated exceptional dedication, spirit and leadership throughout her four years of participation, will be selected by the administration. The recipient is awarded a scholarship, funded by the PAA.

### **National Girls and Women in Sports Luncheon**

The NJSIAA has a luncheon in February honoring girls and women in sports. A student will be nominated by the Athletic Director and/or coach each year.

### **NJSIAA Student/Athlete Award**

The award is given to a senior from each school in the state that has played a varsity sport and has the highest GPA among student athletes in their graduating class. The student will be honored at a luncheon in May.

### **BCWCA Scholarship**

This monetary scholarship is given by the Bergen County Women Coaches Association to a female senior athlete. The student will be nominated by the Athletic Director.

### **The BCWCA Multi-Sport Award**

This award is given by the Bergen County Women Coaches Association to a female senior athlete. The student will be nominated by the Athletic Director.

## **SPORTS MEDICINE POLICIES**

1. **All injuries must be reported to the Head Coach and the Athletic Trainer as soon as possible.** It is the job of the Athletic Trainer to determine the extent of the injury and proper treatment of the injury. Reporting the injury to the Head Coach and the Athletic Trainer will greatly improve communication between both and allow the Athletic Trainer to be more successful in the treatment process.
2. Following an evaluation by a physician, a note from the physician is required to document the injury. **A physicians release will be necessary to resume participation in an activity under these circumstances.**
3. The Athletic Trainer will notify the coaches on a daily basis of those athletes who are injured and their injury status.

### **Athletic Trainer:**

- Will apply standard first aid and basic life support techniques for the management of athletic injuries.
- Will perform treatments including exercise therapy and the use of available modalities as indicated, under the direction of a physician.
- Will make medical referrals for injured athletes as indicated.
- Will communicate if necessary with the injured athlete's physician.
- Will communicate with the school nurse regarding athletic injuries.
- Will implement preventative techniques, i.e. taping, bracing, padding, equipment as indicated. Inform athletes of proper training protocols to follow. Assist coaches with stretching, conditioning and strengthening programs.
- Will be available to treat athletes after school and during Saturday and/or Sunday regular and tournament games.
- Any other additional requests must be made through the athletic director.
- Parents/guardians will be notified when necessary according to the injury and individual situation to discuss the well-being of their student athlete. If a parent/guardian chooses to decline treatment for their child from the Certified Athletic Trainer or chooses to decline the advice given by the Certified Athletic Trainer to follow their own procedure they must sign a waiver created by the Academy of the Holy Angels indemnifying the Certified Athletic Trainer and the Academy of the Holy Angels from any consequences arising from that decision. This is especially important if a parent/guardian declines the advisement of transportation via ambulance of their child.

## **Weight Room/Fitness Center**

The fitness center at the high school is located above the gym next to the locker room. Various teams utilize the room during the season, at the discretion of the coaches. Also, during the school year, the room will be open to those athletes not involved in a sport. No student is permitted to use the room without supervision. All participants are given programs of instruction and safety procedures to develop the health and fitness of our student athletes.

## **NCAA Information**

The NCAA Clearinghouse is an agency established in 1993 to certify a student-athlete's eligibility for college athletic participation. The Clearinghouse must certify a student-athlete planning to participate in a Division I or Division II college athletic program. Please refer to the [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) website for more detailed information. Forms and information are also available in the Guidance Office. It is best for potential college athletes to register through the Clearinghouse during the junior year after grades have been posted on transcripts by the Guidance Department.

## **Policy on Tobacco, Drugs and Alcohol**

The selling, distribution, possession and use of drugs, including marijuana and alcohol, on the school grounds or at any school-sponsored function are serious offenses which will result in expulsion.

If any athlete is found in violation of the policy set forth by the Academy of the Holy Angels, the situation will be handled according to the predetermined protocol which can be found on pages 69-71 in the AHA Student Handbook.

## **NJSIAA's Anabolic Steroid Testing Protocols 2023-2024**

### **I. Organization**

1. The New Jersey State Interscholastic Athletic Association (NJSIAA) Executive Committee has selected Drug Free Sport International (Drug Free Sport), Kansas City, MO, to be the official administrator of the NJSIAA Anabolic Steroid Testing Policy.
2. The NJSIAA Executive Committee has selected the UCLA Olympic Analytical Laboratory in Los Angeles, CA, to be the official accredited laboratory of the NJSIAA Anabolic Steroid Testing Policy. The administrator may utilize another laboratory if required, so long as the laboratory is accredited by the World Anti-Doping Agency (WADA).

### **II. Championship and Student-Athlete Selection**

1. Selection of specific championship teams and events for anabolic steroid testing will be recommended by Drug Free Sport and approved by the NJSIAA.
2. Selection of sports for anabolic steroid testing will occur prior to the commencement of the championship seasons for those sports.
3. All student-athletes competing in state championship competitions are subject to testing.
4. Student-athletes may be tested before, during, or after any phase of the state championship competition. If testing occurs after the competition is held and the selected student-athlete did not advance to the next round in the championship, the selected student-athlete is still required to test. If testing occurs after the final round of the state championship competition, the selected student-athlete is still required to test, even if they are graduating/have graduated.

### **III. Championship and Student-Athlete Notification**

1. Upon notification that their school has been selected for drug testing, schools participating in NJSIAA championship competition will be required to submit an accurate and current roster of the student-athletes on the varsity team that qualified for the championship competition to the email mentioned in the notification as soon as possible.
2. Student-athletes selected for testing will be notified of their selection by the school representative or Drug Free Sport. The student-athlete's coach or an administrator from the student-athlete's school will be notified as well.
3. The student-athlete will be instructed to read and sign the NJSIAA Anabolic Steroid Testing Student-Athlete Notification Form (notification form). The notification form will instruct the student-athlete to report to the collection station (location where the drug test will occur) at the appointed time with an official representative of the school (e.g., administrator, coach, athletic trainer).



4. The student-athlete may select a witness (e.g., parent or guardian) to accompany them to the collection station. Any witness must remain in the collection station through the entire collection process.

#### **IV. Specimen Collection Procedures**

1. The Doping Control Officer (DCO) oversees the drug test, the drug-testing collection crew, and collection station under the direction of Drug Free Sport.
2. Only those persons authorized by the DCO or school representative/site coordinator will be allowed in the collection station.
3. Upon entering the collection station, the student-athlete will provide photo identification, and/or the school representative will identify the student-athlete.
4. The DCO and/or the school representative/site coordinator may release a student-athlete from the collection station if they are sick or injured, to return to competition, or to meet academic obligations, and this will only occur after appropriate arrangements to have the student-athlete tested have been made and documented.
5. A member of the drug-testing collection crew will retrieve the student-athlete's notification form and complete the check-in process by confirming their name, grade, sport/activity, and gender on the iPad. The student-athlete will select a set of beaker barcodes that will be assigned to them for the testing process. One of the beaker barcodes will be placed on the student-athletes notification form in the designated location. After check-in is completed, the student-athlete will be instructed to wait in a designated area of the collection station before continuing with the specimen collection process.
6. A member of the drug-testing collection crew serving as a monitor will determine the student-athlete's readiness to provide a specimen. Monitors must be of the same gender as the student-athlete providing the specimen. When ready, the monitor will instruct the student-athlete to select a sealed beaker from a supply of such. Beakers must be adequately secured in the collection station and closely observed by the collection crew at all times.
7. The monitor will take the notification form from the student-athlete and then escort them to the restroom, having the student-athlete keep the beaker in the monitor's view at all times.
8. Student-athletes may not carry any items other than their beaker into the restroom when providing a specimen. The student-athlete must remove all outer clothing (e.g., jackets, sweaters, etc.) before proceeding to the restroom. Any problems or concerns should be brought to the attention of the DCO or school representative for documentation.

9. The monitor must secure the restroom being used for the monitored collection so that no one can enter until after the collection has been completed. Dyeing agents will be added to toilet bowls to prevent specimen substitution and any unsupervised access to water will be eliminated during the collection process.
  10. After entering the restroom, the student-athlete is required to empty all contents from their pockets, turning the pockets inside out, and place any contents removed in a container. The container will be left in a location where it can be observed by the student-athlete and the monitor. The monitor must request that the student-athlete raise their shirt high enough to observe the mid-section area to rule out any attempt to manipulate or substitute a specimen.
  11. The monitor will instruct the student-athlete to rinse and dry their hands without using soap.
    12. The student-athlete will then remove the selected beaker from the plastic wrap and place the remaining beaker barcode on top. The monitor will instruct the student-athlete not to flush the toilet once they have finished.
  13. The monitor will allow the student-athlete to enter the stall and close the door for privacy during the voiding process. If the monitor hears sounds or makes other observations, indicating any attempt to tamper with a specimen, an additional collection must be performed.
  14. The student-athlete should provide a specimen volume of at least 90 mL.
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15. Once a specimen is provided, the student-athlete is responsible for keeping the beaker closed and controlled. The student-athlete is encouraged to wash their hands with soap. Before returning to the collection station, the monitor will inspect the volume and temperature of the urine in the beaker. If the volume is inadequate, the monitor will place a line with a marker at the urine volume level on the outside of the beaker while not touching the beaker with their hands. If the temperature is outside of 90.5-99.8 degrees Fahrenheit, the monitor will notify the DCO, the specimen will be discarded, and the student-athlete will start the process over from the beginning.
  16. The student-athlete can place the contents from the container back into their pockets if applicable.
  17. The monitor must then escort the student-athlete back to the collection station keeping the student-athlete and their beaker in full view the entire time. The monitor will provide the student-athlete with their notification form and must instruct them where to sit, how to maintain the integrity of the specimen, and the notification form. The monitor should also advise the student-athlete on fluids and/or food.
  18. Fluids and food, approved by the DCO and given to student-athletes who have difficulty voiding, must be from sealed containers that are opened and consumed in the collection station. These items must be free of any banned substances.

19. If the specimen volume is incomplete, the student-athlete must remain in the collection station until the specimen is completed. During this period, the student-athlete is responsible for keeping the beaker closed and controlled.
20. If the student-athlete must leave the collection station, any incomplete specimen will be discarded. The DCO will document the reason for the student-athlete's departure as well as the time at which they will return.
21. Upon return to the collection station, the student-athlete will start the collection process from the beginning.
22. Once adequate specimen volume is provided, the monitor will initial in the space provided on the notification form and confirm the temperature is within range. The monitor will escort the student-athlete to the specimen processing table.
23. A member of the drug-testing collection crew serving as specimen processor will verify, with the student-athlete verbally, that the beaker barcode number on top of the beaker and on the notification form match and assures the student-athlete's name on the notification form is correct. The specimen processor will instruct the student athlete to closely observe the specimen processing steps.
24. The specimen processor will pour less than 5 mL of urine from the beaker into a small cup and measure the specific gravity using a refractometer.
25. If the urine has a specific gravity below 1.005, the value will be recorded on the notification form, and the specimen will be discarded in the restroom by the student-athlete with the monitor observing. The student-athlete should remain in the collection station until another specimen is provided. The student-athlete will start the collection process from the beginning.
26. If the urine has a specific gravity of 1.005 or higher, the specimen processor will record the value on the notification form.
27. Once the specimen processor has determined the urine specimen meets the required measurements, the specimen will be processed and sent to the laboratory.
28. The laboratory ultimately makes the final determination of specimen adequacy. If the laboratory determines that a student-athlete's specimen is inadequate for analysis, another specimen may be collected at the NJSIAA's discretion.
29. If a student-athlete is suspected of manipulating a specimen (e.g., via dilution), the school will have the authority to perform additional tests on the student-athlete.
30. Once an adequate specimen has been provided, the student-athlete will select a specimen collection kit and a uniquely numbered set of specimen seals from a supply of such. The student-athlete will need to confirm that the numbers on each of the specimen seals match before proceeding.
31. The specimen processor will open the specimen collection kit, demonstrate to the

student-athlete that the vials are securely sealed, remove the plastic seals, and open the lids on the A and B vials. The specimen processor should pour a minimum of approximately 60 mL of urine into the A vial and a minimum of approximately 25 mL of urine into the B vial and close the lids.

32. The specimen processor will verify the lids on the vials are securely closed and then seal each vial using specimen seals the student-athlete has selected. The specimen processor will ensure that the specimen seals have tightly adhered to the vials with no tears or loose areas.
33. The specimen processor will place the sealed vials into the plastic transport bag, seal the bag, place the bag in the specimen collection kit and then seal the kit with a specimen seal. The specimen processor will place a specimen seal on the student-athletes notification form and have the student-athlete verify the number on the specimen seals placed on the specimen collection kit and the notification form match.
34. Once this is complete, the specimen processor will retain the sealed specimen collection kit, give the student athlete the notification form and send them to the drug-testing collection crew member in charge of check out.
35. At check-out, a drug-testing collection crew member will record information from the notification form (specific gravity, temperature, and specimen number) and will collect all necessary signatures (student-athlete, monitor, and collector) on the iPad. Any deviations from the procedures must be described and recorded. If deviations are alleged, the student-athlete will be required to provide another specimen.
36. The student-athlete can be released from the collection station by a member of the drug-testing collection crew.
37. After the collection has been completed, the DCO will secure all samples into a shipping case and forward them to the laboratory. The DCO will provide the school representative/site coordinator with the completed notification forms for each student-athlete tested.
38. If the student-athlete does not comply with the collection process, the DCO will notify the school representative/site coordinator and Drug Free Sport.
39. All specimens become the property of the NJSIAA.

#### **V. Chain of Custody**

1. The DCO or their designee will deliver the shipping case to the carrier.
2. Upon receipt at the laboratory, a laboratory employee will record that the specimens have been received and whether the specimen seals on each vial arrived intact.
3. If the vials arrive at the laboratory with specimen seals not intact, the NJSIAA may collect another specimen from the student-athlete.
4. The laboratory will document the handling of the vials throughout the analytical

process.

5. If the chain of custody is broken at any point in the process, NJSIAA and/or Drug Free Sport may collect another specimen.

## **VI. Notification of Results**

1. The vials received at the laboratory will be referenced as sample A and sample B. The laboratory will use a portion of sample A for its initial analysis.
2. The designated laboratory certifying scientist will review all results showing a banned substance and/or metabolite in sample A.
3. The laboratory will inform Drug Free Sport of the results by each respective specimen number.
4. Drug Free Sport will notify the school of all negative test results.
5. If sample A is positive, Drug Free Sport will contact the NJSIAA Medical Review Officer (MRO) as soon as possible. The MRO will provide a final review of sample A results.
6. The MRO will contact the parent/guardian of the student-athlete with a positive finding on sample A to discuss the result and determine if a medical exception shall be granted to the student-athlete. The MRO will decide whether to grant a medical exception within nine (9) business days of receiving the result from Drug Free Sport, unless good cause is shown for extending that time. The MRO will forward the decision to Drug Free Sport who will contact the school, the parent/guardian, and the NJSIAA regarding the MRO's decision.
7. Drug Free Sport will further notify the parent/guardian that they may request that sample B be tested, and may request to be present or represented at the opening of sample B. The parent/guardian must inform Drug Free Sport within 72 hours if they request to have sample B tested.
8. If the parent/guardian does not request that sample B be tested, the findings of sample A will be final.
9. If the parent/guardian requests that sample B be tested, the results of sample B will be final.
10. Results of all tests shall be considered confidential and shall only be disclosed by the NJSIAA, the student athlete and their parents/guardian, the school, and the MRO.
11. The NJSIAA Steroid Testing Policy treats a student-athlete who fails to provide a

urine specimen the same as a student-athlete who tests positive. For that reason, any student-athlete who refuses to sign the notification form, fails to arrive at the collection station at the designated time without justification, fails or refuses to provide a urine specimen according to protocol, leaves the collection station before providing a urine specimen according to the protocol or attempts to alter the integrity or validity of the urine specimen and/or collection process will be treated as if there was a positive test result for a banned substance.

## **VII. Appeal**

1. If the student-athlete desires to appeal the results of a positive anabolic steroid test, a written request for an appeal must be received by the NJSIAA no later than 20 days after the student-athlete receives the notification of the positive result from the NJSIAA. A written statement indicating the grounds for appeal, and any related documentation supporting the appeal, must be submitted to NJSIAA no later than 7 calendar days prior to the hearing date.
2. Appeals shall be conducted according to the provisions of NJSIAA's Anabolic Steroid Testing Policy as approved by the NJSIAA Executive Committee.
3. A student-athlete who tests positive will not be eligible to participate in sports pending their appeal.

A Consent to the Random Testing form can be found in the back of this handbook. Information on the NJSIAA's banned substance list can be found here:

### Banned Substances 2023-2024

It is the student athlete's responsibility to check with the appropriate or designated athletic staff before using any substance.

#### The NJSIAA bans the following drug classes:

1. Stimulants
2. Anabolic agents
3. Beta-blockers
4. Diuretics and other masking agents
5. Narcotics
6. Cannabinoids
7. Peptide hormones, growth factors, related substances and mimetics
8. Hormone and metabolic modulators
9. Beta-2 agonists

Note: Any substance chemically/pharmacologically related to any of the classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g. drugs under pre-clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. All drugs within the banned-drug

class shall be considered to be banned regardless of whether they have been specifically identified. There is no complete list of banned substances.

Substances and Methods Subject to Restrictions:

1. Blood and gene doping.
2. Local anesthetics (permitted under some conditions).
3. Manipulation of urine samples.
4. Beta-2 agonists (permitted only by inhalation with prescription).
5. Tampering of urine samples.

NJSIAA Nutritional/Dietary Supplements:

Before consuming any nutritional/dietary supplement product, review the product and its label with your school's athletics department staff.

1. Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.
2. Nutritional/dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test.
3. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
4. Any product containing a nutritional/dietary supplement ingredient is taken at your own risk.

Athletics department staff should consider providing information to student-athletes about supplement use and the importance of having nutritional/dietary products evaluated by qualified staff members before consumption. The NJSIAA has identified Drug Free Sport AXIS™ (AXIS) as the service designated to facilitate student-athletes and schools review of label ingredients in medications and nutritional/dietary supplements. Contact AXIS at 816-474-7321 or [axis.drugfreesport.com](https://axis.drugfreesport.com) (password: njssports).

There is no complete list of banned substances. The following are some examples of substances in each of the banned drug classes. Do not rely on this list to rule out any labeled ingredient. Any substance that is chemically/pharmacologically related to one of the below classes, even if it is not listed as an example, is also banned.

### 1. Stimulants

Amphetamine (Adderall) Caffeine (Guarana) Cocaine Dimethylbutylamine (DMBA; AMP) Dimethylhexylamine (DMHA; Octodrine) Ephedrine Heptaminol Hordenine Methamphetamine	Methylhexanamine (DMAA; Forthane) Methylphenidate (Ritalin) Mephedrone (bath salts) Modafinil Octopamine Phenethylamines (PEAs) Phentermine Synephrine (bitter orange)
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Exceptions: Phenylephrine and Pseudoephedrine are not banned.

### 2. Anabolic Agents

Androstenedione Boldenone Clenbuterol DHCMT (Oral Turinabol) DHEA (7-Keto) Drostanolone Epi trenbolone Etiocholanolone Methandienone	Methasterone Nandrolone Norandrostenedione Oxandrolone SARMS [Ligandrol (LGD-4033); Ostarine; RAD140; S-23] Stanozolol Stenbolone Testosterone Trenbolone
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### 3. Beta Blockers

Atenolol Metoprolol Nadolol	Pindolol Propranolol Timolol
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### 4. Diuretics and Masking Agents

Bumetanide Chlorothiazide Furosemide Hydrochlorothiazide	Probenecid Spironolactone (canrenone) Triamterene Trichlormethiazide
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Exceptions: Finasteride is not banned



5. Narcotics

Buprenorphine Dextromoramide Diamorphine (heroin) Fentanyl, and its derivatives Hydrocodone Hydromorphone Methadone	Morphine Nicomorphine Oxycodone Oxymorphone Pentazocine Pethidine
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6. Cannabinoids

Marijuana Synthetic cannabinoids (Spice; K2; JWH-018; JWH-073)	Tetrahydrocannabinol (THC, Delta-8)
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7. Peptide Hormones, growth factors, related substances, and mimetics

Growth hormone (hGH) Human Chorionic Gonadotropin (hCG) Erythropoietin (EPO)	IGF-1 (colostrum; deer antler velvet) Ibutamoren (MK-677)
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Exceptions: Insulin, Synthroid, and Forteo are not banned.

8. Hormone and Metabolic Modulators

Anti-Estrogen (Fulvestrant) Aromatase Inhibitors [Anastrozole (Arimidex); ATD (androstatrienedione); Formestane; Letrozole] PPAR-d [GW1516 (Cardarine); GW0742] SERMS [Clomiphene (Clomid); Raloxifene (Evista); Tamoxifen (Nolvadex)]
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9. Beta-2 Agonists

Bambuterol Formoterol Higenamine	Norcoclaurine Salbutamol Salmeterol
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**Recruitment-NJSIAA Rules:** The granting of “athletic scholarships,” free tuition, or other assistance of monetary value at any level is forbidden when there is evidence that such grant was offered to induce a student to attend a school for athletic reason.

- The total value and dignity of the individual should not only guarantee to all an equal opportunity to participate in athletics, but should also preclude any excessive emphasis on the importance of athletics.
- The proselytizing and recruiting of grammar school students for athletic reasons is strictly forbidden.
- Such proselytizing and/or recruiting shall be understood as attempting to induce a student to attend a particular school for athletic reason by means of:
  - Mail, in the form of letters and brochures, news media, comparing high schools and contrived to point out the assets of the sender and sending district;
  - Proselytizing interviews, initiated by school personnel or associates, and often further aggravated by the offering of an “athletic scholarship” either from the school directly or indirectly through some affiliated body individual;
  - Recruitment by Student-Athletes to attend a school for athletic reasons, with the knowledge of that school’s administration.

**Hazing:** Holy Angels requires the mutual respect of all students, staff and visitors. To this end, the Athletic Department requires your compliance against hazing or team initiations of any kind. Any coercive interactions among students, especially when such interactions make even one student uncomfortable is considered hazing and will be subject to disciplinary action. In particular, initiations requiring students to participate in any disagreeable or unpleasant activities-are considered hazing. No hazing or initiation will be tolerated, either on or off campus and will be dealt with severely.

**Out-of-Season Period:** Out-of-season practice is not permitted under the direction of an instructor or coach, or student leaders. The object of this explanation is to make clear the point that there shall be absolutely no practice during the out-of-season period for a particular sport. Any subterfuge shall be construed as a violation of this rule.

- **Coaches/Student Athletes:** Coaches may not instruct their Student-Athletes during the out-of-season period; neither may they hold meetings nor any other way be involved with the Student-Athlete, including Open-Gym Programs. For seniors, all rules apply through the last date or an interscholastic event for that school during the Spring Sports Season. Coaches may not exchange supervisory and/or coaching duties in their sport to circumvent the out-of-season rule.
- **Coaches’ meetings:** Coaches may hold one, non-instructional meeting for the purpose of distributing try-out schedules, medical forms, parent permission slips, etc. to returning lettermen and prospective team candidates. Strategy or techniques may not be discussed and neither may any physical activity take place.

- **Summer Recess:**
  - **Practice:** That period from the last NJSIAA scheduled championship to the first day of the next school term all restrictions are rescinded for practice for all sports.
  - **Games/Scrimmages:** Interscholastic competition is not permitted outside of the dates provided for Rule 2, Sections 7, 8, and 10 of the NJSIAA handbook; therefore, a school may not sponsor a team/individual, pay entry fees, provide transportation, or in any way have a team/individual represent their school outside the seasonal datelines for that sport in competition against other schools. School equipment may be provided. A coach/team or Student-Athlete may not be sponsored or supported by a school or school-related group when team-interscholastic or individual competition takes part of the activity in camps, clinics, recreation programs, independent play, or tournaments. Scrimmages consistent with the Early Season Opening or Regular Season Opening provisions are permitted.
  - **Non-School Teams:** A member of a high school's coaching staff may not be involved in any way with a non-school team on which there are team members who participated on the freshman, junior varsity, or varsity team of the coach's high school team(s) in that sport until the day after the date of the latest scheduled date for NJSIAA championships in the Spring Sports Season.

**Summer Workouts & Captain's Practices:** all activities during the summer months are completely non-mandatory and attendance will **NOT** influence or affect selection of team members.

### **Information for Coaches**

- All athletes must have completed signed physicals before clearance will be issued by the school nurse. All athletes must be cleared by the scheduled date set by the Athletic Director or they cannot try out.
- Rosters with uniform numbers are due as soon as you are ready to announce them. Please discuss the rosters with the Athletic Director before posting them.
- Any changes to rosters during the season must be communicated to the Athletic Director.
- School compliance forms will be in the Athletic office and ready for distribution. They must be completed.
- Distribution, collection and inventory of all uniforms is your responsibility.
- Inventory of all equipment must be handed to the Athletic Director at the close of each season.
- Equipment needs for each season must be communicated in a timely manner so the department can order and acquire what you need.

- Parents meetings MUST be scheduled as soon as possible each season. Try to pick a date and time that is convenient for you and the parents.
- Communication with students should be done through the school E-Mail address that you have been assigned. Phone calls should be kept to a minimum...and absolutely no be-friending students on Facebook.
- All coaches must attend pre-season and post-season league meetings.
- All coaches must supply the athletic director with a list of their letter-winners prior to the Sports Dinners.
- All Varsity coaches will submit rosters and pre-season evaluation forms to the Bergen Record.
- All coaches must keep good statistics and records. The results of each game or match must be communicated to the Athletic director either by E-Mail or phone after each and every contest.
- Scores and Stats MUST be called into the RECORD. Traditionally, the winner calls in the score, however if you are in doubt, or if the school is not in Bergen County, it is your responsibility to call. The number is: 201-646-4700.
- Scores, Stats and rosters must be reported to the State web-site [www.njschoolsports.com](http://www.njschoolsports.com)
- A season summary and wrap up must be submitted at the end of each season.
- On weekends or school holidays, we will not be supplying buses for events...unless there are special circumstances.
- All coaches will be issued keys to the school. It is your responsibility to safe-guard these keys and return them after your season is over.
- Upon return from a night contest, no athlete is to be left, waiting for a ride, unsupervised. If you are placed in a continual situation of waiting an unreasonable amount of time by the same athlete, please follow-up with the Athletic Director.
- Have athletes clean up track and field at the end of games and practices
- File timely accident reports
- Only coaches and authorized supportive personnel will be allowed on the sideline or bench. There will be no exceptions to this rule.

## Staff

Jessica Hogan	Athletic Director	201-768-7822 ext. 222	athletics@holyangels.org
Julia Moschetti	Athletic Trainer	201-768-7822 ext. 264	jmoschetti@holyangels.org
Bill Potkulski	Coach	Varsity Soccer, LAX	bpotkulski@holyangels.org
Sean Liddy	Assistant Coach	Varsity Basketball, Soccer	sliddy1@holyangels.org
Meaghan Williams	Coach	Varsity Tennis	mwiliams@holyangels.org
Sue Liddy	Coach	Varsity Basketball & Softball, JV Tennis	sliddy@holyangels.org
Stacey Shapiro	Coach	Varsity Gymnastics	sshapiro@holyangels.org
Rosie Spano Lambert	Assistant Coach	Varsity Gymnastics	rspano@holyangels.org
Howard Schuman	Coach	Varsity Winter, Spring Track, XC	hschuman@holyangels.org
Stacey Price-Munson	Assistant Coach	Winter, Spring Track, XC	spricemunson@holyangels.org
Stephen Munson	Assistant Coach	Spring Track	smunson@holyangels.org
Patrick Dunne	Coach	Varsity Bowling & Golf	pdunne@holyangels.org
Danielle Holmes	Assistant Coach	Winter, Spring Track,	dholmes@holyangels.org
Megan Delasandro	JV Coach	Soccer, Basketball	mdelasandro@holyangelws.org
Patrick Curran	Coach	Varsity Fencing	pcurran@holyangels.org
Alyssa Lane	Assistant Coach	Varsity Softball, JV Basketball	alane@holyangels.org
Brynn Buonanno	Coach	Varsity Volleyball	bbuonanno@holyangels.org
Hunter Debellis	Coach	JV Volleyball	hdebellis@holyangels.org

# NJSIAA Compliance Form

To: Student-Athletes and Parents  
From: Jessica Hogan, Athletic Director

To comply with New Jersey State Interscholastic Association (NJSIAA), the following requirement must be met:

Good physical condition, freedom from injury and full recovery from illness shall be prerequisites to participation in athletics, whether in practice or in competition. Each candidate for a place on a school athletic squad or team shall be given a (complete) comprehensive physical examination by the medical doctor prior to the first practice session. If a pupil participates in more than one sport, the initial physical examination must be comprehensive. If the pupil has not sustained any serious injuries or illnesses prior to participation in another sport, the succeeding physical assessment may be of a more general nature. Each candidate must undergo at least one comprehensive physical examination per year. The parent or legal guardian shall receive a certificate or record card signed by the medical doctor testifying the candidate's physical fitness or lack of physical fitness for the sport she has selected. The reasons for the medical doctor's approval or disapproval for the candidate's participation shall be registered thereon. The health findings of the medical examination for participation in athletics shall be made part of the general medical examination record.

The NJSIAA strongly recommends that (1) students make application for participation in interscholastic athletics, and (2) for affixing the signatures of the parent/guardian to the parent permission form, the following should be considered for inclusion on the forms to comply with requirements of N.J.A.C. 6:29-6.4.

Realizing that such activity involves the potential for injury which is inherent in all sports, I/we acknowledge that even the best coaching, use of protective equipment and strict observance of the rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death. I/we acknowledge that I/we have read and understand the warning.

Student Signature \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Coach \_\_\_\_\_

Date \_\_\_\_\_

## ELIGIBILITY QUESTIONS FORM

- Did you attend grammar school/middle school in any state other than New Jersey ?

yes / no

- If the previous answer is yes, did you participate on a **high school** team as a 7<sup>th</sup> or 8<sup>th</sup> grader ?

yes / no

Name: \_\_\_\_\_

Sport: \_\_\_\_\_

# EMERGENCY FORM

Student/Athlete Name \_\_\_\_\_

Parent(s) Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Parent's Telephone Number \_\_\_\_\_  
Home

\_\_\_\_\_ Work

\_\_\_\_\_ Cell

Homeroom \_\_\_\_\_

Name and Telephone Number of Person to contact in case of emergency.

\_\_\_\_\_ Name Telephone Number

Please list any allergies, including medicine or inserts. If none, please write none.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your cooperation



# TRANSPORTATION RELEASE FORM

TEAM \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

I certify that my daughter has my permission not to return to Holy Angels on the team bus after the athletic event.

I will be responsible for her transportation at that athletic event.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

# GENERAL RELEASE FORM

This Release dated \_\_\_\_\_ 200\_\_\_\_ is given

BY: Each person who signs this release (Referred to as "I")  
TO:

The Academy of the Holy Angels and any parent, subsidiary, related or commonly owned company, as well as any teacher, instructor, coach, driver or other person acting on behalf of the Academy of the Holy Angels, (collectively referred to as "AHA").

If more than one person signs this Release, "I" shall mean each person who signs this Release.

1. Release. I release and give up any and all claims and rights which I may have against AHA. This releases all claims, including those not mentioned in this Release. This Release applies to claims resulting from anything which has happened up to now and anything that may happen in the future (together, referred to as "Claims" ). I specifically release the following Claims:

Those related to the participation of \_\_\_\_\_  
(referred to as the "Student") in \_\_\_\_\_  
(referred to as the "Activity") including transportation to and from the Activity.

2. Who is Bound. I am bound by this release. Anyone who succeeds to my rights and responsibilities, such as my heirs or the executor of my estate, is also bound. This Release is made for AHA's benefit and all who succeed to AHA's rights and responsibilities.

3. Insurance. I understand that AHA has made available to us, for the payment of a premium, certain insurance coverage with regard to injuries that might be sustained by the Student while participating in the Activity.

4. Permission to Participate. This release is given in consideration of AHA permitting the Student to participate in the Activity.

5. Agreement. I understand and agree to the terms of this Release.

Parent \_\_\_\_\_

Parent \_\_\_\_\_

Student \_\_\_\_\_

## General Rules and Regulations Form

1. Each student-athlete must have a physical before the first day of practice. The physical must be dated after June 1 and uploaded onto the Magnus platform. If the student-athlete has no physical, she may not try out or participate in any way.
2. To be eligible to participate in athletics, each student-athlete must maintain a passing grade. If a player receives a Progress Report at any time during the quarter that she is failing, the student-athlete is suspended from practice and games until the grade is brought up to passing. Any student-athlete who receives an F on a Report Card is suspended for the remainder of the season.
3. Each player will attend and be on time for all games and practices unless the coach is notified and gives his/her permission. There must be sufficient cause for a student-athlete to be excused. (Proms, vacation, Big/Little Sister Day, doctor appointment, etc. are NOT excuses.) General rule: miss a game or practice...you will sit the next game.
4. No basketball student-athlete will be allowed to ski during the season, from the day after Thanksgiving through the last game of the season.
5. Each student-athlete is encouraged to attend all levels of every game, meet, or match in her particular sport. All student-athletes must attend all games after the regular season is completed (County and State Tournament games, meets, and matches).
6. Each student-athlete will obey the Code of Conduct at all times. She must portray good sportsmanship and a positive attitude toward her coaches as all as to other teams, officials, and teammates.
7. If a student-athlete has been invited to attend a Prom, holiday dance, semi-formal, or any other dance, or Holy Angels function, the student-athlete will attend the game, meet, or match, or practice first and then the function.
8. No student-athlete will receive a JV or Varsity letter or be nominated for All League or All County team status if she has become ineligible and has not returned to eligible status before the end of the season, portrays poor sportsmanship, exhibits negative attitude, continually breaks the rules of her sport.
9. Each student-athlete will have a 10:30 pm curfew the night before all games, meets, and matches. If a social engagement is involved (i.e. Prom), the student-athlete is to be home immediately following the function.
10. A student-athlete may NOT drive to any away competition. The only exception is for seniors who live in the town where the competition is taking place. Permission to drive must be obtained 24 hours prior to the event in the form of a letter from the student-athlete's parents to the Administration. The approved note will be given to the Athletic Director.
11. No student-athlete will be able to go away during the season. (i.e. Labor Day weekend, Columbus Day weekend, Christmas break, February break, Easter break, Memorial Day weekend, etc.) Failure to comply with this rule will result in removal from the team.
12. Each student-athlete is required to be present in her particular sport until after the State finals. This includes SENIORS ON SPRING SPORTS. Failure to comply with this rule will result in removal from the team.

13. Student-athletes who receive instruction from a professional in their sport are to see the pro on their own time, not during practice. Lateness or leaving early because of a private lesson will not be tolerated.
14. All game uniforms will be on and properly worn to and during warm-ups. At away games, when the team exits from the bus, all players will be properly attired. A student-athlete will not remove her game uniform until the game, meet, or match is finished.
15. All student-athletes must abide by the rules in the Handbook
16. If a student-athlete is involved in a Rules Violation:  
First Offense – suspension for next game, meet, or match  
Second Offense – suspension for two games, meets, or matches  
Third Offense – removal from team

**DRUGS, ALCOHOL, AND/OR SMOKING WILL NOT BE TOLERATED AT ANY SCHOOL RELATED ACTIVITIES AND WILL RESULT IN THE IMMEDIATE REMOVAL FROM THE TEAM.**

I will abide by all the above Rules and regulations.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **NJSIAA STEROID TESTING POLICY CONSENT TO RANDOM TESTING**

In Executive Order 72, issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New Jersey State Interscholastic Athletic Association (NJSIAA) to develop and implement a program of random testing for steroids, of teams and individuals qualifying for championship games. Beginning in the Fall, 2006 sports season, any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances on the attached page, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.

By signing below, we consent to random testing in accordance with the NJSIAA steroid testing policy. We understand that, if the student or the student's team qualifies for a state championship tournament or state championship competition, the student may be subject to testing for banned substances.

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Print Student-Athlete's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Parent/Guardian's Name

\_\_\_\_\_  
Date

## **NJSIAA Sports-Related Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form**

A concussion is a brain injury that can be caused by a blow to the head or body that disrupts normal functioning of the brain. Concussions are a type of Traumatic Brain Injury (TBI), which can range from mild to severe and can disrupt the way the brain normally functions. Concussions can cause significant and sustained neuropsychological impairment affecting problem solving, planning, memory, attention, concentration, and behavior.

The Centers for Disease Control and Prevention estimates that 300,000 concussions are sustained during sports related activities nationwide, and more than 62,000 concussions are sustained each year in high school contact sports. Second-impact syndrome occurs when a person sustains a second concussion while still experiencing symptoms of a previous concussion. It can lead to severe impairment and even death of the victim.

Legislation (P.L. 2010, Chapter 94) signed on December 7, 2010, mandated measures to be taken in order to ensure the safety of K-12 student-athletes involved in interscholastic sports in New Jersey. It is imperative that athletes, coaches, and parent/guardians are educated about the nature and treatment of sports related concussions and other head injuries. The legislation states that:

- All Coaches, Athletic Trainers, School Nurses, and School/Team Physicians shall complete an Interscholastic Head Injury Safety Training Program by the 2011-2012 school year.
- All school districts, charter, and non-public schools that participate in interscholastic sports will distribute annually this educational fact to all student athletes and obtain a signed acknowledgement from each parent/guardian and student-athlete.
- Each school district, charter, and non-public school shall develop a written policy describing the prevention and treatment of sports-related concussion and other head injuries sustained by interscholastic student-athletes.
- Any student-athlete who participates in an interscholastic sports program and is suspected of sustaining a concussion will be immediately removed from competition or practice. The student-athlete will not be allowed to return to competition or practice until he/she has written clearance from a physician trained in concussion treatment and has completed his/her district's graduated return-to-play protocol.

### **Quick Facts**

- Most concussions do not involve loss of consciousness
- You can sustain a concussion even if you do not hit your head
- A blow elsewhere on the body can transmit an “impulsive” force to the brain and cause a concussion

### **Signs of Concussions (Observed by Coach, Athletic Trainer, Parent/Guardian)**

- Appears dazed or stunned
- Forgets plays or demonstrates short term memory difficulties (e.g. unsure of game, opponent)
- Exhibits difficulties with balance, coordination, concentration, and attention
- Answers questions slowly or inaccurately
- Demonstrates behavior or personality changes
- Is unable to recall events prior to or after the hit or fall

### **Symptoms of Concussion (Reported by Student-Athlete)**

- Headache
- Nausea/vomiting
- Balance problems or dizziness
- Double vision or changes in vision
- Sensitivity to light/sound
- Feeling of sluggishness or fogginess
- Difficulty with concentration, short term memory, and/or confusion

### **What Should a Student-Athlete do if they think they have a concussion?**

- **Don't hide it.** Tell your Athletic Trainer, Coach, School Nurse, or Parent/Guardian.
- **Report it.** Don't return to competition or practice with symptoms of a concussion or head injury. The sooner you report it, the sooner you may return-to-play.
- **Take time to recover.** If you have a concussion your brain needs time to heal. While your brain is healing you are much more likely to sustain a second concussion. Repeat concussions can cause permanent brain injury.

### **What can happen if a student-athlete continues to play with a concussion or returns to play to soon?**

- Continuing to play with the signs and symptoms of a concussion leaves the student-athlete vulnerable to second impact syndrome.
- Second impact syndrome is when a student-athlete sustains a second concussion while still having symptoms from a previous concussion or head injury.
- Second impact syndrome can lead to severe impairment and even death in extreme cases.

### **Should there be any temporary academic accommodations made for Student-Athletes who have suffered a concussion?**

- To recover cognitive rest is just as important as physical rest. Reading, texting, testing-even watching movies can slow down a student-athletes recovery.
- Stay home from school with minimal mental and social stimulation until all symptoms have resolved.
- Students may need to take rest breaks, spend fewer hours at school, be given extra time to complete assignments, as well as being offered other instructional strategies and classroom accommodations.

### **Student-Athletes who have sustained a concussion should complete a graduated return-to-play before they may resume competition or practice, according to the following protocol:**

- **Step 1:** Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without reemergence of any signs or symptoms. If no return of symptoms, next day advance.
- **Step 2:** Light Aerobic exercise, which includes walking, swimming, and stationary cycling, keeping the intensity below 70% maximum heart rate. No resistance training. The objective of this step is increased heart rate.
- **Step 3:** Sport-specific exercise including skating, and/or running: no head impact activities. The objective of this step is to add movement.

- **Step 4:** Non contact training drills (e.g. passing drills). Student-athlete may initiate resistance training.
- **Step 5:** Following medical clearance (consultation between school health care personnel and student-athlete’s physician), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by coaching and medical staff.
- **Step 6:** Return to play involving normal exertion or game activity.

For further information on Sports-Related Concussions and other Head Injuries, please visit:

[www.cdc.gov/concussion/sports/index.html](http://www.cdc.gov/concussion/sports/index.html) [www.nfhs.com](http://www.nfhs.com)  
[www.ncaa.org/health-safety](http://www.ncaa.org/health-safety) [www.bianj.org](http://www.bianj.org) [www.atsnj.org](http://www.atsnj.org)

Signature of Student-Athlete	Print Student-Athlete’s Name	Date
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Signature of Parent/Guardian	Print Parent/Guardian’s Name	Date
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**Academy of the Holy Angels  
Policy on Concussion Assessment, Management,  
And Return-to-Play Guidelines**

The following policy and procedures on neurocognitive baseline testing and subsequent assessment and management of concussions, as well as, return-to-play guidelines has been developed in accordance with the Academy of the Holy Angels Department of Athletics’ Mission Statement to provide quality healthcare services and assure the well-being of each student-athlete at AHA.

**Purpose:**

The AHA Department of Athletics recognizes that sport-induced concussions pose a significant health risk for those student-athletes participating in athletics at AHA. With this in mind, the Department of Athletics has implemented policies and procedures to assess and identify those student-athletes who have suffered a concussion. The Department also recognizes that baseline neurocognitive testing (ImPACT testing) on student-athletes who participate in those sports which have been identified as collision and/or contact sports and/or who have had a history of concussions prior to entering AHA will provide significant data for return to competition decisions. This baseline data along with physical examination, and/or further diagnostic testing will be used in conjunction in determining when it is safe for a student-athlete to return to competition.

**Concussion Definition:**

A violent shaking or jarring action to the brain usually as a result of a direct blow to the head, face, neck, or elsewhere on the body with an impulsive force transmitted to the head. This results in immediate partial or complete impairment of neurological function.

**Signs and Symptoms of Concussion:**

Athletic Trainers, coaches, and parents/guardians need to be aware of the signs and symptoms of concussion to properly recognize and intervene on behalf of the student-athlete. Signs and symptoms can include, but are not necessarily limited to:

**Physical Symptoms**

Headache  
Vision Difficulty  
Nausea  
Dizziness  
Balance Difficulties  
Light Sensitivity  
Noise Sensitivity  
Fatigue

**Cognitive Symptoms Behavioral Symptoms**

Memory Loss	Irritability
Attention Disorders	Sadness
Reasoning Difficulty	Nervousness
	Sleep Disturbance
	Excess Sleep

**Baseline Assessment**

All student-athletes participating in those sports which have been identified as contact or collision sports and/or who have had a previous history of concussions as identified by

their health history will have a baseline computer neurocognitive test performed (ImPACT).

### **Concussion Management and Return-to-Play Guidelines**

In any circumstance where there is a head trauma the athlete is removed from further competition or practice. New Jersey State Law requires any high school athlete with a suspected concussion be evaluated and cleared by a licensed physician prior to return to practice or competition. We recommend that injured student-athletes visit a specialist trained in concussion management. (i.e. neurologist)

Injured student-athletes will be sent home with the Academy of the Holy Angels Concussion Form which asks that the examining physician mark any P.E./Athletic Limitations, as well as, Academic Limitations (i.e. delayed test taking, additional time for work). Without the examining physician requesting that the student-athlete have Academic Limitations, she may not be granted extensions. If there are Academic Limitations put on the student, she will be asked to drop off her computer and cell phone to the Dean of Students at the beginning of each day to ensure that she is allowing her brain the proper time to rest. At that time, she may attend classes as a passive learner and obtain notes from another student in the class.

### **Concussion Guidelines and Return to Play Guidelines Continued**

A. The student-athlete must adhere to the following to return to competition and practice;

1. In any circumstance where there is a head trauma, the athlete is removed from further competition or practice and may not return to play that day. New Jersey State Law requires any high school athlete with a suspected concussion be evaluated and cleared by a licensed physician prior to return to practice or competition.
2. School personnel (Athletic Trainer, School Nurse, Coach, etc.) should make contact with the student-athletes parent/guardian and inform them of the suspected sports related concussion or head injury.
3. The athletic trainer shall provide the student-athlete with local school district information/ medical checklist to provide their parent/guardian and physician or other licensed healthcare professional.
4. The student-athlete must meet with an examining physician trained in the evaluation and management of concussions and receive written medical clearance stating the student is asymptomatic and may begin an individualized graduated return-to-play protocol.

B. It is expressly stated and must be understood by all parties involved that concussive symptoms and signs can be variable in their presentation during the course of recovery. As such, even though a student-athlete may have a “clearance” note from the examining physician, if the student-athlete demonstrates any signs or symptoms that suggest possible recurrent or persistent concussive symptoms, the AHA’s ATC is *required* to withhold the student-athlete from return or further participation until all signs and symptoms are resolved and the student-athlete is cleared by an examining physician.

C. Any student-athlete suspected to have a possible concussion and has written medical clearance from a physician trained in the evaluation and management of concussions to begin a graduated return-to-play protocol, will be required to take the ImPACT computer based test. ImPACT scores will be reviewed by a physician who has been certified by ImPACT Inc. as a “Certified ImPACT Consultant (CIC)”. The examining physician is required, by the state, to complete and sign the NJSIAA Return to Play form. If the examining physician is not a CIC provider, the scores will be reviewed by the AHA’s Team Physician, or other CIC provider as approved by the school. The post-injury scores must be comparable to, or better than, baseline scores prior to return to play. In the absence of available baseline scores for comparison, the student athlete will have repeat post-injury tests at one week intervals until results are considered to be stable and appropriate as would be expected for the student-athlete in question.

D. If the student athlete exhibits a re-emergence of any post-concussion signs or symptoms once he or she returns-to-play, they will be removed from exertional activities and returned to their school/team physician or primary care physician;

E. If concussion symptoms reoccur during the graduated return-to-play protocol, the student-athlete will return to the previous level of activity that caused no symptoms.

F. A student athlete who is progressing through the standard Return to Play Protocol with NO CURRENT symptoms will be permitted to attend practices/games. However, in the event the student athlete is still exhibiting symptoms but is permitted to use low grade aerobic exercises as part of the treatment program prescribed by the treating physician, the treating physician will determine whether the athlete is permitted to attend games/practices on an individual basis.

In the unlikely circumstance where any uncertainty or disagreement as to the presence of a “concussion,” or the resolution (or lack of resolution) of possible concussive signs or symptoms remains, AHA’s ATC, consulting Team Physician, and school administration maintains the final authority to permit or withhold a return to play decision. Specifically, AHA’s ATC and/or the school’s Team Physician can withhold a student-athlete from participation despite a “clearance” note from an examining physician.

Furthermore, in the circumstance of multiple or conflicting notes from multiple examining physicians, AHA again maintains the right of final determination of clearance to play status.

**Summary:**

The AHA Department of Athletics is committed to providing quality health care services for all student-athletes. As such, the athletic training department is very proactive in the assessment and management of concussions. By doing so, we strive to limit the risks of concussions associated with athletics, and the potential catastrophic and long-term complications from concussions.

I have read the above and agree to the *AHA Return to Play Guidelines*.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parent/Guardian,

The Academy of the Holy Angels is currently implementing an innovative program for our student-athletes that participate in the following sports: **volleyball, soccer, basketball, lacrosse, softball and gymnastics**. This program will assist our team physician and athletic trainer in evaluating and treating head injuries (e.g., concussion). In order to better manage concussions sustained by our student-athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed.

The computerized exam is given to athletes before beginning contact sport practice or competition. This non-invasive test is set up in “video-game” type format and takes about 15-20 minutes to complete. It is simple, and actually many athletes enjoy the challenge of taking the test. Essentially, the ImPACT test is a preseason physical of the brain. It tracks information such as memory, reaction time, speed, and concentration. It, however, is not an IQ test.

The initial test results are good for 2 years. As such, your child will only take the exam every other year.

If a concussion is suspected, the athlete will be required to retake the test. Both the preseason and post-injury test data is given to a local doctor, neuropsychologist or a neuropsychologist at the University of Pittsburgh Medical Center (UPMC) to help evaluate the injury. (The UPMC Sports Concussion Program is the founding group of the ImPACT software.) The information gathered can also be shared with your family doctor. The test data will enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete. If an injury of this nature occurs to your child, you will be promptly contacted with all the details.

The information gathered from the ImPACT program may also be utilized in studies currently being conducted by both this school and UPMC. In order to ensure and guarantee your child’s anonymity, we have set-up an anonymous data submission system. This data may anonymously be submitted to UPMC for their research purposes.

I wish to stress that the ImPACT testing procedures are non-invasive, and they pose no risks to your student-athlete. We are excited to implement this program given that it provides us the best available information for managing concussions and preventing potential brain damage that can occur with multiple concussions. The Holy Angels administration, coaching, and athletic training staff are striving to keep your child’s health and safety at the forefront of the student athletic experience. Please return the attached page with the appropriate signatures. **The base-line test results are good for 2 years. As such, your child will only take the exam every other year.** If you have any further questions regarding this program please feel free to contact me at 201-768-7822 ext.222.

Sincerely,  
Jessica Hogan

# Consent Form

For use of the Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT)

I have read the attached information. I understand its contents. I have been given an opportunity to ask questions and all questions have been answered to my satisfaction. I agree to participate in the ImPACT Concussion Management Program.

**Printed Name of Athlete** \_\_\_\_\_

**Sport** \_\_\_\_\_

Signature of Athlete

Date

Signature of Parent

Date

ACADEMY  
— of the —  
HOLY ANGELS

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Dear Parent,

The Academy of the Holy Angels is requesting permission to have your daughter's photo to be placed in our AHA publications, website and marketing materials.

I give permission for my daughter's **image** to be used.

I do not give my permission.

Thank you for your consideration. If you have any questions please call Mrs. Stephanie Dowling, Director of Admission, at 201 768 7822 ex. 216 or email [admissions@holyanimals.org](mailto:admissions@holyanimals.org).

Daughter's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

315 Hillside Avenue, Demarest, NJ 07627  
[www.holyangels.org](http://www.holyangels.org)