



# TRENTON CATHOLIC ACADEMY

at McCorristin Campus

175 Leonard Avenue φ Hamilton, NJ 08610-4899

Tel: (609) 586-3705 φ Fax: (609) 586-6584 φ [www.trentoncatholic.org](http://www.trentoncatholic.org)

# ATHLETIC DEPARTMENT

# HANDBOOK



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Trenton Catholic Academy  
Athletic Department

Dear Trenton Catholic Academy Student-Athletes, Parent/Guardians, Coaches, Faculty, and Staff,

On behalf of the Trenton Catholic Academy Athletics Department, welcome to the new school year. We are proud you have chosen Trenton Catholic Academy to further both your education and athletic career.

As a member of the Trenton Catholic Academy athletic family, our expectations for you are similar to your own personal family's expectations.

- Act responsibly as you represent Trenton Catholic Academy.
- Study, go to class, practice hard, and do your best to excel.
- Take pride in the opportunity to represent your school and community in a first class manner.

The Athletics Department holds the philosophy that the athlete's most important tasks are pursuit of personal growth through academic work and team experiences and the development of a sense of ethical responsibility. The department strives to maintain an outstanding athletics program conducted in a manner that sets an example for good sportsmanship. The department recognizes that its primary commitment is the education and athletic growth of the student-athlete.

Attached to this welcome letter you will see the Trenton Catholic Academy Athletic Department Handbook. Please read it in its entirety. By signing the TCA Unified Consent Form student athletes, parents/guardians indicate that they have read, understand, consent to, and agree to comply with and be bound by the terms, provisions, requirements, and content of the Athletic Department Handbook.

Please remember that the coaches and administrators are here for you. Our goal is to help you succeed in life. We are happy to have you as a part of the Trenton Catholic Academy family of student-athletes. Please feel free to contact us should the need arise.

Sincerely,

*Giancarlo G. Riotto*

Giancarlo G. Riotto: M.S. B.S. CPT EMT  
Athlete Director  
Business Education Teacher  
Trenton Catholic Academy  
175 Leonard Avenue, Hamilton, NJ 08610  
Phone: (609) 586-3705

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# ***TCA VARSITY LETTER REQUIREMENTS***

- Student Athlete must be listed on the Athletic Department Official Varsity Team Roster.
- Full participation in practices and the rigors of the entire season.
- Attend and sit on the bench with the team at every game / event.
- Compete and play in five or more Varsity level contest if the sport has a JV and Varsity team. If the sport only offers Varsity, the player must be listed on the roster all season and participate in all practices and attend every game. Scrimmages do not count toward the “playing time” criteria. Senior athletes on every Varsity team will always receive a Varsity Letter as long as the other criteria is met.
- Injured athletes who meet the “playing time” criteria for the contests held up to the time of the injury may receive a Varsity Letter as long as the other criteria is met. If a student athlete “Lettered” in the same Varsity sport the previous season at the school and does not meet the “playing time” criteria, a Varsity Letter will be given as long as all other criteria is met.
- Finish the season in good standing.
- Varsity Letters can be awarded for special circumstances on a case by case basis at the discretion of the Athletic Director.



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## NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

The NJSIAA is a private, non-profit, voluntary organization which is responsible for regulating interscholastic athletics in New Jersey. The NJSIAA governs and controls all the sports programs offered to high school boys and girls.

Over the last few years the Association has broken new ground in a number of areas, including a dramatic increase in women's sports, considerable streamlining of eligibility requirements so as to focus on academic consideration, and more regulation of leagues and conferences throughout New Jersey to provide an opportunity for all member schools to become members of athletic conferences suitable to their geographic location and size.

We must provide a sufficient number of quality activities to meet the needs of our student-athletes in New Jersey and continue to ensure those activities are conducted within an educational atmosphere. The quality of those experiences depends largely on those coaches and officials who interact regularly with our young people. We must provide training of these leaders as role models through workshops, clinics, videos, and other educational resources.

The member schools, their communities, and the whole of society desire academic excellence and recognition, activities free from unsportsmanlike acts, and a culture free of substance abuse. These issues must be addressed by this Association as part of its responsibility to New Jersey's leaders of tomorrow.

The Association is made up of public, private and parochial high schools in the State who choose to become members. Today, approximately 440 schools belong to the NJSIAA.

The headquarters is located in Robbinsville, approximately 12 miles from Trenton (609-259-2776).  
[www.njsiaa.org](http://www.njsiaa.org)

Effective September 2007, NJSIAA established a mandatory steroid and random student drug testing program for athletes involved in post-season play.

### PARTICIPATION LIMITATIONS

The NJSIAA Constitution, Bylaws, Rules and Regulations have for all intents and purposes defined the 12 Month sequence of participation in the following manner: All coaches are responsible to read, know and follow all NJSIAA rules and regulations. They can be found on this page  
<http://www.njsiaa.org/resources/njsiaa-handbook>

**(A) In Season**

**(B) Out-of-Season**

**(C) Summer Recess**

**(A) IN-SEASON:**

Athletes are able to participate on their desired sport team within the following datelines:

**Fall**.....August 12th Start  
**Winter**..... Monday Before Thanksgiving  
**Spring**.....March 6th Start

**Fall** – Boys Soccer, Girls Soccer, Girls Tennis

**Winter** – Boys Basketball, Girls Basketball, Cheerleading

**Spring** – Baseball, Softball, Boys Tennis, Boys and Girl Track & Field

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## **(B) OUT-OF-SEASON:**

- ~ During this period, athletes may not be involved in intramurals in which they have attained team status.
- ~ Open gym and recreation participation are permitted for players as long as their coaches are not present. Camp/clinic participation is permitted for players provided their coaches are not involved.
- ~ Athletes may participate in local community sponsored recreation programs as long as their coaches are not involved. Athletes may be involved with a non-school team with the approval of their school.

## **(C) SUMMER RECESS:**

Practice sessions during the summer recess period may be conducted by schools. Athletes are permitted to participate in any school sponsored practices but participation is not required. During the summer recess period, an athlete may not be sponsored or supported by a school or school related group (Booster Club) when team-interscholastic or individual competition takes place as part of the activity in camps, clinics or recreation programs.

The first school day following the last NJSIAA spring championships to the first day of the next school term, all restrictions are rescinded for practice for all sports. Schools may issue any and all equipment for practice use during the summer recess and the local school district may determine to what extent the school, the coaches, and the students are to be involved in the “summer recess” program. Athletes and coaches may participate at their own individual risk.

## **CONTEST DISQUALIFICATION NJSIAA:**

An athlete who displays unsportsmanlike flagrant misconduct, physical or verbal, will be disqualified from the next two regularly scheduled games/meets, with the exception of football which will carry a one game disqualification. Any player with two or more disqualifications in the current season, prior to the start of an NJSIAA tournament will be ineligible to compete in said tournament. Disqualification is a judgment call by the official and 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 disqualification (not to be present in the locker room, on the bus, on the sidelines, or in the bleachers/stands before, during, or after the game).

## **Sportsmanship Philosophy and Guidelines:**

The Athletic Department believes that interscholastic competition involving member schools of the New Jersey State Interscholastic Athletic Association (NJSIAA) should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players.

An additional component to consider is coaches' ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We, therefore, expect school administrators, coaches, athletes, and spectators to know and embrace the following fundamentals of sportsmanship. Respect should be demonstrated for an athletic opponent and for their school at all times. Our school will treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.

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Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants at all time. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the “letter” of the rules.

All participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.

All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

**Coaches:** The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Follow all areas outlined in coaching contract, athletic department handbook, and maintain the proper coaching credentials as set forth by the school, league, conference, and the NJSIAA.
2. Teach the value of conforming to the spirit as well as the letter of the rules. Instruct their players in the fundamentals of sportsmanship.
3. Make sportsmanship behavior a matter of team discipline, with appropriate consequences for team members who display unacceptable behavior.
4. Remind the student body at every opportunity that visiting teams are guests and, as their hosts, they should be polite and courteous. Respect the officials’ judgment and interpretation of the rules.
5. Must wait with students after practices/games until all students are picked up by parents/guardians.
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials and opposing coaches before and after contests.
7. Coaches are responsible for all school equipment, uniforms, and materials that are issued to them. NO Coach may give their keys out to anyone or make copies of school keys. All issued items must be returned at the end of season to the Athletic Director. Coaches are not allowed to drive students in their personal vehicles. All diocese, school, and NJSIAA rules and regulations must be followed at all times.
8. Coaches can only use their TCA email account or school messenger to contact students. Personal email or personal cell/texting between a coach and a student is not allowed.

The PRESIDENT/ATHLETIC DIRECTOR wishing to terminate the contract of a coach may do so immediately for misconduct of a coach, or for any other reason. Misconduct of a coach shall include but not be limited to:

1. Failure to fulfill professional responsibilities associated with your specific sport as listed in the handbook;
2. Conduct unbecoming a coach within a Catholic school system;
3. Inefficiency or incapacity;
4. Failure to subscribe, to teach, participate in, and/or comply with the Catholic philosophy of Trenton Catholic Academy, as well as religious and ethical directives; Coaches must follow all NJSIAA and BCSL rules and regulations at all times.
5. Failure to support and enforce the academic or disciplinary code for the students.

#### RESPONSIBILITIES OF ALL COACHES:

1. Check to be sure that all athletes on your team have received a SPORTS PHYSICAL. Anyone who has not received a physical and who has not turned in all required paperwork is FORBIDDEN to participate. Hand out, collect, and return to the Athletic Director any sport related parent permission forms / physical packets.
2. Coaches must attend practices, games/matches, and tournaments. Coaches must ride the bus to all away games, matches, events. Coaches must take and document attendance at all practices and

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- games. Student athletes must be supervised at all times. Coaches must communicate all practice start and pick up times with the Athletic Director, Athletic Trainer, Student Athletes, and Parents/Guardians in advanced. Coaches must also communicate pick up times for games, matches, meets, and events in advanced to the Student Athletes & Parents/Guardians in advanced.
3. Prepare playing area and bleachers for games, matches, and practices, secure and clean all equipment/items on the ground after games and practices, send results of each game via email to Athletic Director. Coaches cannot drive students in their personal vehicles.
  4. Assist the Athletic Director in securing scrimmage games. All Coaches must have the required NJSIAA / Diocese Coaching Credentials.
  5. Purchasing and ordering of equipment will be done exclusively by the Athletic Director.  
NO COACH MAY ORDER ANY SUPPLIES OR EQUIPMENT. Coaches must also organize and cooperate with school fundraising efforts.
  6. When leaving the school, check all lights and lock all doors. NO coach may leave until all students athletes are picked up. NO coach may give TCA issued keys to students or anyone else.
  7. A team roster must be submitted to the Athletic Director prior to the first game. Rosters and game results must be posted to the required New Jersey Athletic websites by team coaches. Coaches are required to check and respond to their TCA email address accounts.
  8. At the end of each season, the head coach must submit to the Athletic Director the following before stipends are issued:
    - a. team statistics (wins/losses, team/individual records, etc.)
    - b. inventory of equipment and uniforms and keys that were issued
    - c. the package of equipment and uniforms
    - d. other related information
  9. All major equipment requests should be made at least five months in advance.
  10. All coaches must attend the TCA coaches meetings, the BCSL pre-season meeting, the BCSL All-Star Selection meeting, and the TCA Sports Awards Ceremony or send a representative – failure to do so will result in a \$100.00 reduction in coaching salary for each required event missed. Coaches can only use their TCA email address to contact students/parents/guardians or their team school messenger account. Personal email, texts, and personal cell phones/land line phones cannot be used to contact students/parents/guardians. Coaches are required to read and keep a copy on file and a copy on them at all times of the Athletic Department Handbook and Athletic Department Emergency Action Plans.

### **Fundraising Athletic Department / Athletic Department Teams / Student Athletes:**

All fundraisers involving the TCA Athletic Department, TCA Athletic Department Teams and TCA Student Athletes must be approved by the TCA President before they can begin. An Athletic Department Fundraising form must be filled out for each fundraising idea and submitted to the school President for approval. After approval is given fundraising may begin. All money raised during any fundraisers must be submitted to the Business Administrator in the Business Office.

### **Official Team Practice Location:**

With the exception of the Girls and Boys Tennis Teams who practice off site, ALL other Athletic Department teams will hold team practices at Trenton Catholic Academy fields and facilities. Any practice / workout held off site are not sponsored by Trenton Catholic Academy or the Trenton Catholic Academy Athletic Department.

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## Hydration Policy for All Practices, Games, Workouts, Meets and Matches:

- All Coaches are required to make sure water is present at practices, games, matches, meets, and workouts. **DO NOT** start a practice, game, match, meet, or workouts without having water present and available for the student athletes/participants. Water must be available at all times during athletics. If a student asks for water you must let them hydrate. Work with our Athletic Trainer on this.
- You are required to have **mandatory** water breaks based on the NJSIAA Policy. Reinforce this with your teams/student athletes. Be sure all student athletes are hydrating during the mandatory breaks. Here is the link to the policy: <https://d2wldr9tsuuj1b.cloudfront.net/14114/documents/2019/1/Heat%20Participation%20Policy%20Guidelines%20BP-R08-28-18.pdf.pdf>
- If you are a coach of a sport that takes place outside (Fall and Spring Sports) you are required to grab your radio for **EVERY** practice / home game/meet from our Athletic Trainer in the training room. We all have each other's cell phone numbers, but radio communication is very important.
- Make sure all water bottles and water jugs are returned to the Athletic Trainer daily for cleaning purposes.
- The following Performance Hydration fact sheet has been distributed to all students at TCA and it is also posted on our website. Please reinforce this with your student athletes. <https://d2wldr9tsuuj1b.cloudfront.net/14114/documents/2019/4/Performance%20Hydration%20Fact%20Sheet.pdf>
- You must communicate your practice/workout times with our Athletic Trainer for sports medicine coverage in advance. With the exception of winter sports all practices should be taking place immediately after school and should not exceed 3 hours max. The school is not saying you have to have 3 hour practices. They can and in most cases should be less than 3 hours, but 3 hours is the max you can practice at one time. That is plenty of time to get everything accomplished. The exception for winter sports practicing immediately after school is because the winter sport programs share the gym/indoor facility and have to work with each other for which team has the gym/indoor facility first immediately after school. ALL other athletic teams have access to their own outdoor fields and can start immediately after school.

### After School Procedures:

All Student Athletes must report to the cafeteria after school at dismissal and wait their until one of their coaches comes to the cafeteria to take their team up to the locker rooms to change and get ready for practices, games, matches, or events. The same procedure will go for students who are going to workout with our Strength and Conditioning Coach, and for those student athletes who need to go see the Athletic Trainer. The gym will be locked. Students will also not be cutting through the gym to catch a bus.

The after school cafeteria coverage will be open until 5pm each regular school day. On half days or early dismissal it will be closed. Also on half days and early dismissal all weight room and strength and conditioning workouts will be canceled/closed.

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## **Incident / Accident / Fight / Injury Reporting Policy for Athletic Department**

In the event of an Incident / Accident / Fight / Injury and our Athletic Trainer is not there, coaches must fill out an Incident Report form. The Athletic Trainer will be the primary person to fill these forms out for home games, home tournaments, and home events; however in the event the Athletic Trainer is absent or the team is at an away game/event not at our home site it becomes the coaches' responsibility. Please send the completed Incident Report forms to the Athletic Director, Principal, Business Administrator, Athletic Trainer, School Nurse, and the School President when completed via email. Please be as detailed as possible and email the completed forms out within 24 hours of the incident/injury and copy all people listed above to the same email. Coaches and the Athletic Trainer should notify and inform the parents/guardians of the student **immediately** and document the contact.

Any student athlete / person involved in a physical altercation **MUST** be looked at by our Athletic Trainer and or school nurse. Any and all Incidents, Accidents, Fights, and Injuries that required an Incident Report form to be completed must be reported to the Athletic Director, Principal, Athletic Trainer, and the School President **immediately** via email to update the administration. You will then have 24 hours to complete your detailed report on the Incident Report form to submit to the Athletic Director, Principal, Business Administrator, Athletic Trainer, School Nurse, and the School President. In addition if outside medical treatment or outside medical follow up is needed (Example Hospital Emergency Room Visit /Doctor Appointment) an insurance form must be completed by the Athletic Trainer for home games/events and the coaches for all away games/events and given to the Business Administrator for review and a signature. The insurance forms are located in the Athletic Training room to pick up and complete.

### ***Summary of Athletic Department Incident / Injury Reporting Policy:***

- 1) Immediately notify the Athletic Director, Principal, Athletic Trainer, and School President, via email of the incident/injury/situation. Then immediately contact the parents/guardians of the student and inform them of the situation. Document your contact with the parents/guardians.
- 2) Complete your detailed Incident Report form within 24 hours and submit it via email to the Athletic Director, Principal, Business Administrator, Athletic Trainer, School Nurse, and the School President.
- 3) If outside medical treatment or outside medical follow up is needed an insurance form must be completed by the Athletic Trainer for home games/events and the coaches for all away games/events and given to the Business Administrator for review and a signature. The insurance forms are located in the Athletic Training room to pick up and be completed.

## **Fan Code of Conduct:**

Trenton Catholic Academy in association with the NJSIAA promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials and fans. As a fan/spectator of the school we want you to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game. Failure to be an example of these athletic practices and/or ejection from an athletic contest will result in the following procedures to be taken:

**First Offense** – Removal from the next two home athletic contests and/or one calendar week (7 days) of the same sport. A letter will be sent by the Athletic Director to the spectator in question notifying them of the ejection and the dates that they must be absent from the contests.

**Second Offense** – Removal from all home athletic contests for that season. If applicable, relinquishing their season pass to the athletic department. A letter of ejection will be sent from the office of the Athletic Director notifying the spectator of the ejection.

**Third Offense** – Removal from all home athletic contests for the year. If applicable, relinquishing their yearly pass (if applicable) to the athletic department. A letter of ejection will be sent from the office of the Athletic Director notifying the spectator of the ejection.

**Any athletic official, including but not limited to, officials, athletic directors/coordinators, principals, assistant principals, site directors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.**

## **PARENT/COACH COMMUNICATION**

### **RELATIONSHIP – PARENT/COACH**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **COMMUNICATIONS - YOU SHOULD EXPECT FROM YOUR CHILD'S COACH**

1. Philosophy of the coach
2. Expectations and goals the coach has for your child as well as for the team/season
3. Locations and times of all practices and contests.
4. Team requirements, special equipment, strength and conditioning programs
5. Procedure if your child is injured during participation
6. Team rules, guidelines and consequences for infractions
7. Lettering criteria
8. Team selection process

### **COMMUNICATION COACHES EXPECT FROM ATHLETES/PARENTS**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts in advance.
3. Notification of illness or injury as soon as possible.

As your child becomes involved in the school programs, he or she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

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## **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

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

It is very difficult to accept your child not playing as much as you hope. Coaches are professional. They make decisions based on what they believe to be the best for all student-athletes involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important that all parties involved have a clear understanding of the other persons' position. When a conference is necessary, the following procedure should be used to help resolve any concerns.

## **IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH – THE PROCEDURE YOU SHOULD FOLLOW IS BELOW:**

1. Call the Athletic Director and coach to set up an appointment.
2. The Trenton Catholic Academy telephone number is (609) 586-3705, plus the extension.
3. If the coach cannot be reached, call or email the Athletic Director. He will set up the meeting for you.
4. 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 usually do not promote positive resolutions.

## **THE NEXT STEP**

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

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting, the appropriate next step can be determined.

## **PARENT CODE OF CONDUCT**

1. Make sure our child understands that win or lose, you love him or her.
2. Be realistic about your child's physical ability.
3. Help your child set realistic goals.
4. Emphasize "improved" performance, not winning.
5. Provide a safe environment for training and competition.
6. Don't relive your own athletic past through your child.
7. Control your emotions at games and events.
8. Be a "cheerleader" for your child and other children on the team.
9. Respect your child's coaches. Communicate with them in a positive way. Encourage others to do the same.
10. Be a positive role model. Be sensible, responsible and keep your priorities in order. There is a lot more at stake than a win or loss record.
11. It is your responsibility to pick your child up at the time that is set by the coach after every game and practice. Communicate with the coaches about pick up times for games and practices. Please be prompt!

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## **Athletic Code of Conduct, Rules and Regulations**

### **Athletic Policy**

All participants in extracurricular activities must present themselves in the manner which reflects the values and ethics of Trenton Catholic Academy. Participation in an activity or sport is an important part of one's total education. Participation is also a privilege which requires exemplary behavior. Students who participate in athletics must work harder and longer than non-participants. Student athletes must be disciplined and dedicated to focused goals and offer unselfish efforts to those team mates, coaches and the community. The coaches and administration are sincerely dedicated to providing a positive growth environment in which to showcase a young adult's talent.

### **Athletes Code of Conduct**

1. All students must complete a SPORTS physical packet and have parents/guardians sign a required permission slips/forms before they may participate in any phase of athletics. A personal physician may examine an athlete, but the SPORTS PHYSICAL FORM must be completed and given to the school athletic trainer.

2. Students must be in good academic standing in order to be eligible for participation according to Trenton Catholic Academy and NJSIAA standards. No student may participate in athletics or activities if he/she has failed two (2) classes from the previous marking period. For example, if a student fails two classes in the first marking period, he/she is ineligible to participate in athletics or activities for the winter season. This includes the fourth marking period of the previous year. If a student fails two classes in the fourth quarter, he/she is ineligible to participate in the fall season. 1. A student can petition to return to an athletic team or club for the season only one time during an academic year. The petition will be in writing at the time of progress reports and submitted to the Athletic Director. If the student has at least a 70 average in all classes, he/she may return to the activity or sport with a recommendation from the Athletic Director. No student may participate in athletics or activities if he/she has not complete 30 credits from the previous academic year and 15 credits from the previous semester. If a student has a failure at the end of the previous academic year, it must be made up prior to September 1 of the following year. Student athletes must always keep in mind that their first priority is their school work. Many studies show that athletes can maintain a high level of performance in the classroom and on the field if they make effective use of their unscheduled time. If students are having difficulty in a specific subject, they are encouraged to attend the after school tutorial program staffed by our teachers.

3. Students must be in good disciplinary standing in order to participate. Excessive lateness, detentions, absence, and disciplinary referrals will affect the student's opportunity to participate. Any athlete who is ejected from a game may be banned from further participation in that sport for that season. Absolutely no profanity or obscene gestures will be tolerated. A student who is absent or suspended from school may not participate in athletics that day. This includes In School Suspension (ISS). A student who violates athletic policies may also be subject to school disciplinary action.

4. Athletes must function as a team unit at all times. Athletes are expected to travel to and from schools on the bus with the coaches. When traveling to an opponent's field or gym, all team members must stay together as a unit. An athlete should never leave the coach's supervision. If an athlete is injured and cannot play in a game, match or event, he/she is still expected to be with the team and dress in team attire. Athletes are expected to interact only with their teammates and their coaches. Unless there is an emergency, athletes should not be distracted by anyone else.

5. Athletes are to abstain from alcohol, illicit drugs, and tobacco use. Any athlete found in violation will be dealt with in accordance with the student handbook. The athlete will be suspended from the team pending an investigation. The Athletic Director reserves the right to dismiss the athlete from the athletic team.

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6. Athletes and spectators are expected to display good sportsmanship at all times. Anyone who is in attendance at an athletic contest may not participate in booing, shouting negative comments or displaying rude gestures. Officials should always be treated with respect. An individual maybe asked to leave an event if he/she does not cooperate. The athletic department reserves the right to refuse admission to any party that engages in offensive behavior.

7. Athletes are expected to care for school property and equipment. Athletes are to care for school uniforms, team equipment and facilities. Athletes are expected to keep the bus, their locker room facilities and field areas clean. Spikes are never to be worn in the gym or building.

8. The training room is for injured athletes only. The trainer is available during athletic practices and for home games. Athletes should report all injuries to their coaches and athletic trainer.

### **CAUSE FOR SUSPENSION FROM AN ATHLETIC TEAM**

Any violation of the substance abuse policy, random drug and alcohol policy will result in discipline in accordance with the Athletic Department Handbook and the Student Handbook which can be found on the school website. Any cause for Suspension from participation other than the above mentioned, is at the discretion of the coach and Athletic Director with the final decision made by the Athletic Director. These violations include, but are not limited to: insubordination, profanity, fighting, unsportsmanlike conduct, and unexcused absence from practice, unsatisfactory attitude, and a failure to follow the code of conduct, or any additional rules and regulations that the coach or administration deems necessary to maintain discipline and facilitate the efficient execution of daily procedures. Imposed suspensions in excess of one week require consultation with the athletic director. Parental notification will be required in all cases of suspension. Discipline referrals and school suspensions are justification for suspension or removal from a team.

### **TRANSFER RULE - the following NJSIAA RULE applies to all students:**

A student-athlete transferring from one secondary school to another, without a bona fide change of residence by that student's parent or guardian, shall be ineligible to participate for a period of thirty (30) calendar days or one half of the maximum number of games allowed in the sport by NJSIAA rules (the ineligibility period) from the beginning of the regular schedule, whichever is less, in any sport in which the student has previously participated at the varsity level. The Parents/Guardians of Student Athletes transferring with a bona fide change of residence must provide proof of residence/address (example a bill with their name and address), and must also sign a notarized residency affidavit with child form.

### **ATHLETIC ELIGIBILITY PROTECTION**

1. Accept only awards of trophies, pins, jackets which are approved by your School.
2. Do not accept merchandise or cash.
3. You may caddie or work in a golf or tennis shop, but may not receive compensation for giving instruction.
4. You may bowl in an adult league, but you may not accept or have anyone accept for your any merchandise or cash.
5. You may not accept free on loan or on a discount basis, any equipment or merchandise for personal use under any circumstances.

### **AGE ELIGIBILITY**

You cannot participate if you have reached the age of 19 prior to September 1st of the current school year.

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## **I. UNIFORMS, EQUIPMENT, AND TEAM TRYOUTS**

Team Uniforms and Equipment issued to a student athlete is to be worn only at scheduled games or practice sessions involving that sport. Game jerseys or parts of the uniform may be permitted to be worn at school or school functions under the direction of the Athletic Director, President, and Principal.

At the end of the sport season, uniforms/equipment issued to a student athlete must be turned in immediately after the last game, match/event to the coach, or paid for if destroyed, lost or stolen. \*

\* Replacement policy: The student athlete must pay the total replacement cost for the destroyed, lost or stolen item(s).

A student athlete may not receive awards or try out for another sport until all equipment has been turned in and/or all team and financial obligations have been met.

TCA will always provide team uniforms and all necessary equipment for games/practices. However, teams wishing to purchase their own team uniforms to keep at the end of the season may do so with the permission of the school President and Athletic Director on a case by case basis. TCA does not provide team warm ups to student athletes / teams, however, student athletes, teams, and parents/guardians wishing to purchase team warm ups may do so with the permission of the school President and Athletic Director on a case by case basis. TCA and the Athletic Department are not involved in the purchasing of warm ups. Purchasing your own team uniform and/or warm up does not guarantee a student athlete a spot on a team. In the event of a large turnout of student athletes at tryouts, student athletes may be cut from the team after the tryout performances are evaluated by coaching staff.

## **II. CONDUCT/APPEARANCE**

While representing the high school each student athlete will display proper conduct and appearance that will create a positive image upon himself/herself, teammates, and the student body. Each student athlete will wear the appropriate attire on days of contests, as his/her coach/Athletic Directors require. Student athletes are not permitted to wear jewelry during competition, practice or in the weight room. This policy includes student volunteers (managers, trainers, statisticians, etc.) and injured athletes still on the team.

## **III. ATTENDANCE**

On the day of an athletic event, a student athlete must be counted present at school on both half day sessions of the day to be eligible to participate in that day's contest. Exceptions may be made in the event of an excused absence approved by the Athletic Director.

Penalty: Denial of participation in that day's contest.

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#### **IV. DESTRUCTIVE CONDUCT**

Any destructive conduct that brings discredit to the school or its athletic teams such as, but not limited to; theft, vandalism, physical assault, or destruction of property will not be tolerated. This includes such acts against the school, coach, fellow player, or faculty member.

Penalty:

Denial of participation in all athletic programs for one calendar year from the date of occurrence: the student athlete may request, in writing, a hearing in front of the President, Principal, and Athletic Director or his designee to seek to be reinstated to the athletic program earlier than one calendar year.

#### **V. SPORTS PER SEASON/TEAM TRANSFER**

Student athletes are permitted to participate in up to two sports during the same season as long as one of those sports is considered a non stress sport. A preseason meeting will be held with the student athlete, athletic director, and head coaches of the two sports involved. The athlete will declare a “primary” sport. A mutually accepted agreement regarding practice schedules and game/meet participation for the entire season will be developed by the athletic director and signed by all participants in the meeting.

If a student athlete is “cut” from a team during a try-out period, he/she may try out for another team during the same season with permission from the athletic director and head coach of the second sport. Student athletes may not transfer from one sport to another after the first scheduled contest in that sport has been played. If a student athlete quits or is removed from a team and wants to begin school supervised weight or skills training for an upcoming sport season, permission to do so must be granted by the principal and athletic director.

#### **VI. STRENGTH AND CONDITIONING (WEIGHT ROOM)**

All students and student athletes are encouraged to participate in the strength and conditioning program. The program is adjusted to meet the needs of all student athletes, in season and out of season. This is open to all TCA Upper School Students. All weights and weight room equipment must be put back neatly after being used. Only authorized personnel are allowed in the athletic facilities. All students must have a permission form completed and on file with the Athletic Director in order to take part in any strength and conditioning and weight room activities. The form can be found on the TCA Athletics website. All students must be properly supervised at all times. Please see the weight room hours of operation.

#### **VII. HAZING**

Hazing activities of any type are prohibited at all times. No student, including leaders of student organizations or teams shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subject to hazing does not lessen the prohibition of this policy.

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Penalty:

The principal/athletic director will determine the disciplinary action taken for any student athlete involved in hazing. This is a serious offense and may result in not only denial of participation in athletics, but suspension from school and possible recommendation for expulsion.

### **VIII. SEXUAL HARASSMENT**

Sexual harassment is prohibited at all times. Sexual harassment includes, but is not limited to: sexual advances, touching of a sexual nature, graffiti of a sexual nature, displaying or distributing sexually explicit drawings, pictures, and written materials, sexual gestures, sexual or dirty jokes, pressure for sexual favors, touching oneself sexually or talking about one's sexual activity in front of others, spreading rumors about or rating students regarding sexual activity or performance, and courts have added the acts of mooning and departing as forms of sexual harassment.

Penalty:

The principal/athletic director will determine the disciplinary action taken for any student athlete involved in sexual harassment. This is a serious offense and may result in not only denial of participation in athletics, but suspension from school and possible recommendation for expulsion.

### **IX. REPRIMAND BY THE PRESIDENT, ATHLETIC DIRECTOR, OR PRINCIPAL**

The School President, Athletic Director and Principal retain the right to discipline any student athlete for improper attitude, conduct, or other cause which may reflect unfavorably on the high school's athletic programs, academics, or administration.

Penalty:

Penalty could range from a warning or denial of participation for a length of time up to a maximum of one year from the date of the infraction.

### **X. TRANSPORTATION REGULATIONS**

Student athletes are required to ride the team bus to and from athletic events. Any and all exceptions must have a transportation waiver release form obtained from the athletic director, signed by the parent/ guardian and be on file with the athletic director prior to the dismissal of school on the day of the contest. This form can be found on the TCA website under athletics. Reasons for not riding the team bus must be urgent to family needs to justify not traveling with the team. Student athletes are not permitted to be transported in coaches' personal vehicles. Parents/Guardians must also arrange or provide drop off and pick up transportation for their child(s) to and from all athletic practices and games. Student athletes who cannot be dropped off or picked up on time may not be allowed to participate in athletics.

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## **XI. FACILITIES REGULATIONS**

All student athletes and coaches are required to help maintain and clean the indoor and outdoor facilities they use.

Student athletes and coaches are expected to keep the facilities, including locker rooms and equipment rooms, secured when not in use. All lockers must be locked. Theft will not be tolerated. Trenton Catholic Academy at McCorristin Campus is not responsible for any loss of student belongings from lockers.

School facilities may only be used by authorized personnel. All guests must be signed in at the main office. All students must be properly supervised at all times.

School facilities may be rented for use outside of school hours by outside people/organizations. Please contact the school President for more information and rental rates.

**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 UNIFIED CONSENT FORM, 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.

## NJSIAA Banned-Drug Classes

The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain NJSIAA banned substances. In addition, the U. S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NJSIAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their physician or athletic trainer for further information.

The following is a list of banned-drug classes, with examples of banned substances under each class:



### (a) Stimulants

amiphenazole  
amphetamine  
bemigride  
benzphetamine  
bromantan  
caffeine<sup>1</sup> (guarana)  
chlorphentermine  
cocaine  
cropropamide  
crothetamide  
diethylpropion  
dimethylamphetamine  
doxapram  
ephedrine  
(ephedra, ma huang)  
ethamivan  
ethylamphetamine  
fencamfamine  
meclofenoxate  
methamphetamine  
methylenedioxyamphetamine  
(MDMA, ecstasy)  
methylphenidate  
nikethamide  
pemoline  
pentetrazol  
phendimetrazine  
phenmetrazine  
phentermine  
phenylpropanolamine (ppa)  
picrotoxine  
pipradol  
prolintane  
strychnine  
synephrine  
(citrus aurantium, zhi shi, bitter orange)

**and related compounds**

### (b) Anabolic Agents

**anabolic steroids**  
androstenediol  
androstenedione  
boldenone  
clostebol  
dehydrochlormethyl-  
testosterone  
dehydroepiandro-  
sterone (DHEA)  
dihydrotestosterone (DHT)  
dromostanolone  
epitrenbolone  
fluoxymesterone  
gestrinone  
mesterolone  
methandienone  
methenolone  
  
methyltestosterone  
nandrolone  
norandrostenediol  
norandrostenedione  
norethandrolone  
oxandrolone  
oxymesterone  
oxymetholone  
  
pregnelone  
stanozolol  
testosterone<sup>2</sup>  
tetrahydrogestrinone  
(THG)  
trenbolone  
**and related compounds**  
**other anabolic agents**  
clenbuterol

### (c) Diuretics

acetazolamide  
bendroflumethiazide  
benziazide  
bumetanide  
chlorothiazide  
chlorthalidone  
  
ethacrynic acid  
flumethiazide  
furosemide  
hydrochlorothiazide  
hydroflumethiazide  
methyclothiazide  
metolazone  
polythiazide  
quinethazone  
spironolactone  
triamterene  
trichlormethiazide  
**and related compounds**

### (d) Peptide Hormones & Analogues:

corticotrophin (ACTH)  
human chorionic gonadotrophin (hCG)  
eutenizing hormone (LH)  
growth hormone (HGH, somatotrophin)  
insulin like growth hormone (IGF-1)  
  
**All the respective releasing factors  
of the above-mentioned substances  
also are banned:**  
erythropoietin (EPO)  
darbypoetin  
sermorelin

### (e) Definitions of positive depends on the following:

1 for caffeine – if the concentration in urine exceeds 15 micrograms/ml  
  
2 for testosterone – if administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine of greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

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# NJSIAA STEROID TESTING POLICY

## FREQUENTLY ASKED QUESTIONS

On June 7, 2006, New Jersey became the first state in the nation to require steroid testing for high school athletes. The testing policy was developed by the New Jersey State Interscholastic Athletic Association (NJSIAA), a private, nonprofit association of public, parochial and private high schools that organizes high school sports in New Jersey. These frequently asked questions address common questions and concerns about the policy.

### *1. How did the NJSIAA's steroid testing policy come about?*

In 2005, then-Governor Richard Cody convened a Governor's Task Force on Steroid Use and Prevention. The task force was chaired by Monsignor Michael E. Kelly, Headmaster of Seton Hall Preparatory School, and included physicians, attorneys, school administrators, coaches and athletic trainers. The task force reported the following: "According to the National Institute on Drug Abuse, 3.4% of high school seniors have used anabolic steroids at least once, and 1.9% of eighth graders admitted to trying steroids. Numerous studies have shown the use of steroids and steroid precursors to be on the upswing. Unfortunately, the compulsions to achieve a desirable body image, to succeed in athletics, or to obtain a college scholarship are strong motivators and influences. These influences cause some young people to risk their long-term health by using performance-enhancing substances as a short cut to meeting their goals." (Task Force Report, page 26.) Based on the task force's recommendations, on December 20, 2005, Governor Cody signed Executive Order 72, which directed the New Jersey Department of Education to work in conjunction with the NJSIAA to develop and implement a program of random testing for steroids.

### *2. Why test for steroids?*

First, using steroids without a prescription can cause serious, adverse health effects. Second, using steroids and other performance-enhancing drugs can give athletes an unfair advantage over their competition, and is cheating. Third, testing for steroids can help deter their use among high school students. Finally, steroids are drugs that should be used to treat medical conditions. Possession or use of most steroids without a prescription is illegal. The NJSIAA recognizes that it will take a community-wide effort by parents, coaches, athletes, teachers and physicians to attack this growing challenge. Random steroid testing is one tool that can be used to help discourage athletes from taking steroids.

### *3. What are some of the specific health problems associated with steroid abuse?*

The Governor's Task Force found that steroid abuse can result in a host of serious health problems. The following is a partial list of health problems associated with steroid abuse: severe acne, excessive hairiness in both sexes, male pattern baldness, deepening of the voice, abnormal permanent enlargement of the clitoris, loss of female body contour, altered menstrual cycling, increased libido in women, testicular atrophy, elevated blood pressure and other adverse cardiovascular effects, thickening of the blood, liver disease, increased aggressiveness, obstructive sleep apnea, enlarged breasts in men and women, impotence, blood clots, diabetes, elevated fats in the blood, premature closure of the growth plates resulting in reduction of height, migraine headaches, premature puberty and infertility.

### *4. How did the NJSIAA develop its steroid testing policy?*

In early 2006, the NJSIAA staff worked with a specially-appointed "Steroid Committee" and with its Medical Advisory Committee to develop a list of banned substances and a policy for testing student athletes. The policy was formally adopted by the NJSIAA Executive Committee on June 7, 2006.

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*5. What does the steroid testing policy say?*

• • The NJSIAA steroid testing policy states, "It shall be considered a violation of the NJSIAA sportsmanship rule for any student athlete to possess, ingest or otherwise use any substance on the list of banned substances, without written prescription by a fully-licensed physician as recognized by the American Medical Association, to treat a medical condition." **In** short, use of performance-enhancing drugs by student athletes **in** New Jersey is considered to be cheating and will be penalized.

*6. What is the penalty for violating the steroid testing policy?*

Any person who tests positive in an NJSIAA-administered test, or any person who refuses to provide a testing sample, or any person who reports his or her own violation, will immediately forfeit his or her eligibility to participate in NJSIAA competition for a period of one year from the date of the test. Any such person will also forfeit any individual honor earned while in violation. No person who tests positive, refuses to provide a test sample, or who reports his or her own violation will resume eligibility until he or she has undergone counseling and produced a negative test result.

*7. What is the consent form?*

Before participating in interscholastic sports, all student athletes and their parents or guardians must consent, in writing, to the random testing. Failure to sign the consent form renders the student athlete ineligible to participate in, interscholastic sports until the form is signed.

*8. Who will be tested?*

Under the policy, any athlete who qualifies for a state championship tournament can be tested. This means that if a team qualifies for a state tournament, any athlete on the team can be tested, or if an athlete qualifies for a state championship in an individual sport like track and field or wrestling, that individual can be tested.

*9. When will the testing take place?*

Testing begins with the Fall, 2006 sports season. Athletes may be tested before, during or after any phase of state championship competition.

*10. How many tests will be done?*

The NJSIAA will test 500 student athletes during the school year.

*11. What sports will be tested?*

Sixty percent of the tests will be from football, wrestling, track and field, swimming, lacrosse and baseball. The remaining 40% of the tests will be for many of the other NJSIAA sports.

*12. Who will administer the testing program?*

The NJSIAA has contracted with The National Center for Drug Free Sport, Inc. to administer the testing program. The National Center for Drug Free Sport is the official administrator of the NCAA drug testing program and the Minor League Baseball drug prevention program.

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*13. What laboratory will test the samples?*

The NJSIAA will utilize the UCLA Olympic Analytical Laboratory to test samples from student athletes in New Jersey. The UCLA laboratory is the only laboratory in the United States that is fully accredited by the World Anti-Doping Agency.

*14. What type of test will be used?*

The test will analyze a urine sample. The NJSIAA policy does not allow for blood tests.

*15. How will athletes be selected for testing?*

Selection of the individuals to be tested will be done by the program's administrator, The National Center for Drug-Free Sport, by computer-generated random numbers.

*16. What drugs will the NJSIAA test for?*

The NJSIAA has adopted a list that includes four banned-drug classes and 87 examples of banned substances. This list is patterned after the NCAA's list of banned substances, and contains the same types of substances that are banned by the International Olympic Committee and the World Anti-Doping Agency (WADA). During the school year, the NJSIAA will test for steroids, diuretics, urine manipulators, and HCG (in males). Using any substance belonging to a banned class violates the rules of sportsmanship, can be detrimental to the student's health, and is considered cheating.

*17. Why is caffeine on the list of banned substances?*

Caffeine is a stimulant. It is banned by the NCAA. The amount of caffeine needed to result in a positive drug test is the equivalent of drinking 12 cups of coffee over a two-hour period.

*18. Are nutritional and dietary supplements on the list of banned substances?*

No, they are not on the list of banned substances; however, all athletes must be aware that many nutritional and dietary supplements contain NJSIAA banned substances. In addition, the U.S. Food and Drug Administration does not strictly regulate the supplement industry, and therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NJSIAA test. The use of supplements is at the student athlete's own risk. Student athletes should contact their physician or athletic trainer for further information.

*19. How can I find more information about dietary supplements and banned substances?*

The NJSIAA has contracted with The National Center for Drug Free Sport to offer a subscription service called the "Resource Exchange Center," or "REC," to principals and athletic directors of NJSIAA member schools. The REC provides accurate and confidential information about dietary supplements and dangerous or banned substances.

*20. What assurances are there that the results of the steroid test will be accurate?*

The NJSIAA has hired experienced professionals to collect the samples, and will utilize the top laboratory in the country to perform the tests. In addition, every urine sample will be split into an "A" and a "B" sample. If the A sample is positive, the athlete and the athlete's parents or guardian will be notified. They then have the right to have the B sample tested. No result is considered positive unless both the A and the B samples are positive.

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*21. What if a student has a health condition that requires the student to take a drug that appears on the list of banned substances?*

If a test result is positive for a banned substance, the testing company will notify the NJSIAA's Medical Review Officer, who is a medical doctor with experience in the field. The Medical Review Officer will contact the student and the student's family, and, if necessary, review the student's medical records to determine whether there is any medical reason for the positive result. If the Medical Review Officer determines that there is a medical reason for the positive result, no further action will be taken and the NJSIAA will not consider the test to be a positive result.

*22. Will the results of the tests be confidential?*

Yes. Results of all tests will be considered confidential, and will only be disclosed to the individual, his or her parents, and his or her school.

*23. Can a positive result be challenged?*

Yes. If the laboratory reports that the student's sample has tested positive, and the Medical Review Officer confirms that there is no medical reason for a positive result, the student can still challenge the result by proving that he or she bears no fault or negligence for the violation. Appeals will be heard by an NJSIAA committee consisting of two members of the Executive Committee, the Executive Director or his designee, an athletic trainer and a physician. Further appeal of the committee's decision would be to the Commissioner of Education (for public school athletes) or to the Superior Court (for non-public school athletes).

*24. What happens if an athlete tests positive under a school's testing program?*

Many schools have their own drug testing programs. Some of those schools test for steroids and other performance-enhancing drugs. NJSIAA violations found as a result of a school test will be penalized in accordance with the school's policy, and will not be reported to the NJSIAA.

*25. Will a team be penalized if an individual tests positive for steroids?*

No, a team will not be penalized if an individual tests positive for steroids. The NJSIAA has decided that only the individual user will forfeit his or her eligibility.

# Trenton Catholic Academy

## Head Injury Information Sheet

Following a head injury, symptoms may show up immediately after trauma or in some cases several hours may pass before symptoms present themselves. If any of this following signs and symptoms present 24-72 hours after a head injury, the Student Athlete should be taken to an emergency room or to your Primary Care Physician.

1. Severe Headache (deep throbbing)
2. Dizziness or loss of coordination
3. Temporary loss of memory; mental confusion
4. Ringing in the ears (tinnitus)
5. Blurred or double vision
6. Unequal pupil size
7. No pupil reaction to light
8. Nausea and/or vomiting
9. Slurred Speech
10. Convulsions or tremors
11. Unusual sleepiness or grogginess
12. Clear fluid draining from nose and/or ears.
13. Numbness or paralysis (partial or complete)
14. Difficulty to be woken up or aroused
15. Difficulty swallowing

### **Other Instructions:**

- A. Do NOT wake up the athlete; injuries to the brain heal the best while sleeping.
- B. Simply monitor their breathing rate, heart rate, color, and attitude,
- C. Drink plenty of fluids. (64 oz. per day)
- D. Do not allow the athlete to take any medication that may “mask” the symptoms (pain killer) or promote bleeding (aspirin or ibuprofen) during the first 24 hours unless directed to do so by a Physician.
- E. If at any time is a question of the well being of the athlete, seek medical attention immediately.

**Remember:** Please report back to the Athletic Trainer the next day following your injury. If you do seek medical attention please bring a note to the Athletic Trainer of your status.

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*Trenton Catholic Academy Sports Medicine Staff*

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## **Sports-Related Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form (This is covered by Unified Consent 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 foggy
- 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 too 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)

# Trenton Catholic Academy

## Chest / Abdominal Information Sheet

**This is a medical follow-up sheet for your health and safety. Signs of chest or abdominal injuries may not appear immediately following trauma but can develop hours after the injury. This sheet is to inform you of the significant symptoms following chest or abdominal injuries. These symptoms may develop several hours after you leave school. If you experience one or more of the following symptoms you should seek immediate medical attention.**

### **Chest Injuries:**

1. Difficulty breathing
2. Shortness of breath—inability to catch your breath
3. Pain increasing in chest
4. Vomiting or coughing up blood

### **Abdominal Injuries:**

1. Pain of discomfort increasing in abdomen
2. Rigidity and spasm of abdominal muscles
3. Vomiting
4. Increasing nausea
5. Painful Urination
6. Blood in urine or stool

It is advisable to have someone check on you while you are sleeping for the first 24 hours.

**Remember:** Please report back to the Athletic Trainer the next day following your injury.

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*Trenton Catholic Academy Sports Medicine Staff*

***Expect the Exceptional***

**TRENTON CATHOLIC ACADEMY  
ATHLETIC TRAINING  
EMERGENCY ACTION PLAN**

**When the Athletic Trainer is on Campus:**

Life Threatening Injury/Illness

1. If the Trenton Catholic Academy Athletic Trainer is not already present, send a designated individual to notify him/her immediately. Render any necessary first aid until the Athletic Trainer arrives. During that time, the ABC's should be checked (**A**irway, **B**reathing, **C**irculation) and the injured Student Athlete should be kept calm.
  2. Coaches can assist the Athletic Trainer in the treatment of the injured athlete.
  3. If directed by the Athletic Trainer, call 911. This number connects you with a central dispatcher who will send emergency assistance. The caller should inform the dispatcher of:
    - The name and address of the school (175 Leonard Ave. Hamilton, NJ).
    - The exact location of the Student Athlete.
    - The directions to the injured Student Athlete.
- A. Practice Fields/Track: Rear of school, entrance off Leonard Ave. parking lot.  
B. Alternative Route to Practice Fields/Track: Enter by Lou Gehrig Field or off Newkirk Ave through Kuser Farm Park.  
C. Main gym/Small gym: Enter through the main entrance of school off of Leonard Ave.  
D. Alternative Route to Main gym/Small gym: Go to rear of the school and on your right will be a back entrance. The back entrance will be the right side of steps.  
E. Weight Room/ Athletic Training Room: Go to rear of the school and on your right will be a back entrance. The back entrance will be the right side of steps.  
F. Softball Fields: Located next to the school off of Leonard Ave.  
G. Baseball Fields: Rear of school, entrance off Leonard Ave. parking lot

\*\*Coaches practicing and playing off campus should be familiar with emergency entrances at their locations. \*\*

- Give a brief description of the Student Athlete's injury or illness.
  - Do not hang up the phone until the dispatcher has hung up.
4. Have a designated individual (Assistant Coach or Student Manager) at the gate or entrance to meet emergency vehicle.
  5. The Trenton Catholic Academy Athletic Trainer, designated coach, or Athletic Director will:
    - Contact the parents/guardian using emergency information card and notify them of the injury/illness. (i.e., when it happened, where the athlete was taken for treatment, etc.)
    - If unable to reach parent/guardian, notify the "emergency contact person" as listed on the emergency contact card of the injured Student Athlete.
    - If unable to contact either of the above, contact the Student Athlete's Primary Care Physician.
    - Fill out an accident report and notify the Trenton Catholic Academy's Athletic Trainer.

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### Non-Life Threatening Injury/Illness

1. Contact Trenton Catholic Academy's Athletic Trainer if he/she is not present.
2. Render necessary first aid to the Student Athlete.
3. When the Trenton Catholic Academy's Athletic Trainer arrives, provide any necessary assistance.

### **If the Trenton Catholic Academy Athletic Trainer is NOT on campus:**

This type of coverage involves the Head Coach and/or designated Assistant Coach having primary responsibility for emergency care. The coaching staff should decide prior to each season that will be the designated coach to provide first aid, make calls, meet the ambulance, etc.

### Life-Threatening Injury/Illness:

1. Head Coach or designated Assistant Coaches will provide any necessary immediate first aid. **ABC's** (Open and maintain airway, make sure the athlete is breathing, and maintain circulation and stop profuse bleeding.
2. If the Student Athlete landed on his/her neck (or complains of neck pain), always suspect a neck injury. In such a case, support the athlete's head to prevent any movement of the neck and wait for emergency personnel.
3. If the athlete is unconscious, check the ABC's and always suspect and treat for a neck injury.

If the athlete is not breathing or is pulseless, call 911. Administer CPR; provide chest compressions at a rate of 100 per minute. Provide 30 chest compressions approximately 2 inches in depth and then 2 rescue breaths using the head tilt chin lift method. Pinch nose and blow into their mouth until you see the chest rise. Continue this cycle of 30:2, do not stop until help arrives or you are too exhausted to continue.

4. Direct designated Assistant Coach to call 911.
5. Contact the parents/guardian using emergency information card and notify them of the injury/illness. (i.e., when it happened, where the athlete was taken for treatment, etc.)
6. Fill out accident report and notify Athletic Trainer and Athletic Director.

### Non-Life Threatening Injury/Illness:

1. Provide any necessary first aid (i.e. Ice, splints, etc.)
2. Head Coach or designated Assistant Coach will contact parent/guardian and ask what course of action they want to take regarding method of transportation, to which facility, etc.
3. If unable to reach parent/guardian, notify the "emergency contact person" or Primary Care Physician.
4. Fill out accident report and notify Athletic Trainer and Athletic Director.

Trenton Catholic Academy  
Athletic Training  
Policies and Procedures

1. All injured Student Athletes must check in with the Trenton Catholic Academy Athletic Training Staff. Any injury, illness, or **anything** that involves student athlete health the Athletic Trainer needs to be notified immediately by the Coaching Staff.
2. If a Student Athlete is unable to practice, the following day they must check in. He / She cannot return to practice until they are cleared by a member of the Trenton Catholic Academy Athletic Training Staff.
3. All injured Student Athletes are to report to the Athletic Training Room immediately after school.
4. All Student Athletes receiving treatment and taping are to sign in upon entering the Athletic Training Room.
5. All treatments will be prioritized by Student Athletes that have games before Student Athletes that have practices.
6. A Practice Status Slip will be sent with the Student Athlete to practice or games describing their injury and practice status.
7. All Student Athletes that see a Physician must have a signed clearance before returning to play. Please speak with the Athletic Trainer for a Physician Referral Form before seeing a Physician.
8. The TCA President, Athletic Director, and Athletic Trainer have full authority over the Athletic Training room and supplies.
9. The Athletic Trainer will attend games in the priority of risk management.
10. Coaches will be responsible for having water and injury ice at practice and games.

**“GOOD LUCK – GO IRON MIKES”**

*Expect the Exceptional*