

HOLY NAMES ACADEMY

ATHLETIC DEPARTMENT HANDBOOK

2017–2018



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About This Handbook

Welcome to the athletic program at Holy Names Academy!

This *Athletic Department Handbook*
contains valuable information for parents and student-athletes.

It is intended
to assist all participants in understanding their roles and responsibilities
and
to contribute to making athletics at Holy Names Academy
an enriching experience for every athlete.

Please read the entire *Handbook*.
All parents and student-athletes
are expected to follow its guidelines.

Thank you!

HOLY NAMES ACADEMY ATHLETICS MISSION STATEMENT

The athletics program at Holy Names Academy is committed to excellence in interscholastic sports while supporting the educational mission and traditions of Holy Names Academy: to prepare educated women for a life that proclaims the love of God for the human person. Student-athletic activities are conducted as an integral part of the Holy Names Academy educational experience. We seek to foster the personal development and growth of the individual through athletics by creating a positive environment for teams representing the Academy. We aim to develop the whole person—intellectually, spiritually, ethically, physically, and socially. We wish to foster a culture that emphasizes the importance of respect, sportsmanship, teamwork, integrity, healthy competition and pride.

TABLE OF CONTENTS

SECTION I: ATHLETIC PROGRAM PHILOSOPHY

Holy Names Academy Athletics Mission Statement	2
Holy Names Academy Mission and Philosophy Statement	4
Holy Names Academy Policy of Nondiscrimination	4
Holy Names Academy Policy of Non-Harassment	4

SECTION II: HNA ATHLETIC PROGRAM

Program Overview	5
Program Goals	6
Expectations	7
Avenues of Communication	8
Program Evaluation	9

SECTION III: ATHLETIC DEPARTMENT POLICIES

Student Eligibility	9
Return-to-Play Protocol	10
Information on Concussions and Sudden Cardiac Arrest	10
End of Season Events and Gifts	13
Practices	13
Out-of-Season Practice Restrictions	14
Community-Service Requirement	14
Team-Bonding Activities	14
Gym and Training Areas, Fitness Center	14
Uniforms and Team-Branded Apparel Items	15
Safety of Personal Possessions	16
Food Policy	16
Transportation	16
Team Travel	16
Sports Schedules	17

SECTION IV: SCHOOL POLICIES

Weapons, Substance Abuse, Tobacco-Free Policies	17
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SECTION I: ATHLETIC PROGRAM PHILOSOPHY

All programs at Holy Names Academy, including athletics, function in accordance with the school's Mission and Philosophy Statement and Policies of Nondiscrimination and Non-Harassment. By setting goals and creating policies consistent with the values of the Academy, the athletic program aims to provide a positive experience for all athletes and teams representing HNA in interscholastic sports.

HOLY NAMES ACADEMY MISSION AND PHILOSOPHY STATEMENT

Holy Names Academy, the oldest continually operating school in the State of Washington, was founded by the Sisters of the Holy Names of Jesus and Mary on November 9, 1880. This Catholic secondary school serves young women of diverse ethnic, economic, and religious backgrounds. The unique character of a Holy Names education is achieved in various complementary ways.

We teach, model, and promote Gospel values. This heritage is transmitted to students through school policies, academic programs, and co-curricular activities that encourage personal growth and respect for others. The Academy seeks to prepare young women for lives of leadership and loving service through excellent academic offerings and meaningful student life programs. The academic curriculum challenges students to develop their scholastic capabilities and individual talents through a four-year program of college preparatory courses. An extensive student leadership program offers multiple avenues for participation.

Holy Names Academy seeks to prepare educated women for a life that proclaims the love of God for the human person. Instructed in an atmosphere that fosters the formation of a conscious ethical stance, young women who graduate from the Academy will discover the power that is theirs to direct their lives in peace, justice, and mercy—a manner befitting those whose faith inspires others. We pledge ourselves to preserve the lasting values of our tradition while we design the Academy of the future.

HOLY NAMES ACADEMY POLICY OF NONDISCRIMINATION

Holy Names Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, ethnicity, or national origin in its administration or policies.

HOLY NAMES ACADEMY POLICY OF NON-HARASSMENT

Holy Names Academy strictly prohibits harassment of any kind. Holy Names Academy believes that all students, faculty, and staff members must be allowed to work in an environment free from harassment, discrimination, intimidation, hazing, or bullying. Such actions include any systematic or repeated attempts to inflict emotional, psychological, or physical distress on another person. The school reserves the right to discipline students or coaches for conduct occurring on or off school property.

SECTION II: HNA ATHLETIC PROGRAM

PROGRAM OVERVIEW

Sports at Holy Names Academy

HNA offers 13 interscholastic sports teams: 10 compete in the Seattle Metropolitan High School 3A League and three (crew, lacrosse, and Ultimate Frisbee) are independent.

Affiliations

The Metro League consists of 17 schools:

Bainbridge High School	Franklin High School	O’Dea High School
Ballard High School	Garfield High School	Rainier Beach High School
Bishop Blanchet High School	Holy Names Academy	Roosevelt High School
Chief Sealth High School	Ingraham High School	Seattle Preparatory School
Cleveland High School	Lakeside School	West Seattle High School
Eastside Catholic School	Nathan Hale High School	

In post-season play, Metro League teams compete in 3A District II (Sea-King) and in 3A State tournaments in each sport. The Metro League is under the auspices of the Washington Interscholastic Activities Association (WIAA) and adheres to the policies outlined in the [WIAA Handbook](#).

Seasons and Teams

The Holy Names Academy athletic year is divided into three seasons. The fall season extends from the end of August to early November, the winter season from mid-November to mid-March, and the spring season from the end of February to the end of May.

<u>SPORT</u>	<u>SEASON</u>	<u>TEAMS</u>
Basketball	Winter	Varsity, JV, JVC
Crew	Fall/Winter (conditioning)/Spring	Varsity, JV, Novice (no cut – fall only)
Cross Country	Fall	Varsity, JV (no cut)
Golf	Fall/Spring	Varsity
Gymnastics	Winter	Varsity, JV
Lacrosse	Spring	Varsity, JV (if sufficient interest)
Soccer	Fall	Varsity, JV, JVC
Softball	Spring	Varsity, JV (if sufficient interest)
Swimming	Fall	Varsity, JV (no cut)
Tennis	Spring	Varsity, JV
Track	Spring	Varsity, JV (no cut)
Volleyball	Fall	Varsity, JV, JVC
Ultimate Frisbee	Spring	Varsity, JV

Varsity Teams provide a competitive program in which skilled athletes are selected to represent HNA at the highest levels of competition. The main goal of varsity teams is to achieve team success.

JV and JVC Teams provide skill development, increased knowledge of the sport, and extensive opportunities to participate.

PROGRAM GOALS

For Teams

- Establish and maintain a program that will provide competitive athletic opportunities in interscholastic sports for a large number of participants.
- Provide Varsity teams in each sport, and, when feasible, offer Junior Varsity and JVC teams.
- Offer one no-cut sport each season.
- Establish maximum and effective squad sizes based on facilities, equipment, and available coaches.
- Organize the Athletic Department in a way that will assist each coach in the optimum management of his/her program.
- Develop competitive goals that are consistent with the desired accomplishment.

For Student-Athletes

- Provide an opportunity for students to develop physical excellence and to engage in competition.
- Develop physical vigor and desirable habits in health and safety.
- Develop qualities of good citizenship, sportsmanship, and respect for rules and authority.
- Develop social competence through relationships with teammates, coaches, officials, and athletes from other schools.
- Develop valuable personal qualities of responsibility and leadership.

For the Student Body and School

- Support the mission and philosophy of the school.
- Integrate the athletic program into the total educational program.
- Provide a medium for unity and school morale.
- Develop student interest by encouraging their support of the program.

For the HNA Community

- Establish the value of the HNA athletic program in creating community and loyalty.
- Promote community interest and involvement in school athletics.
- Encourage commitments from the community in support of athletics.
- Involve parents through a parent booster club.

EXPECTATIONS

Sportsmanship

Participation in interscholastic athletics is an elective activity and, therefore, a privilege, not a right. Holy Names Academy expects high levels of sportsmanship from all players, coaches, and parents, reflecting their commitment to the goals of the school. Each person is expected to set a good example through his/her behavior, attitude, and self-control. Demeaning or inappropriate language aimed at referees, officials, players, or coaches is unacceptable, as is interference by any party in the responsibilities of the participants.

Three basic guidelines for good sportsmanship are:

- Allow the players to play.
- Allow the coaches to coach.
- Allow the officials to officiate.

Expectations: Student-Athletes

It is a goal of Holy Names Academy that all student-athletes have the opportunity to have a positive experience in the athletic program. It is both a privilege and a responsibility to participate in a team sport. Specifically, a student is expected to:

- Treat team members and coaches with respect.
- Be on time to practices and games.
- Commit to putting forth her best effort at all times.
- Put the team's goals ahead of personal goals.
- Exercise good sportsmanship toward other players and officials at all times.
- Follow a healthful diet, get proper rest, and avoid harmful substances.
- Follow the published avenues of communication.

Expectations: Parents/Guardians

Parents/guardians are an important component of a successful athletic experience for students. In order to involve parents in their daughter's experience in a positive manner, parents are expected to:

- Attend the annual Sports Information Night. Required of all parents of athletes. A Sports Information Night meeting is held at the beginning of the school year, and provides important information on the HNA athletic program. Parents have an opportunity to meet the Athletic Director and coaches.
- Support HNA teams and give positive reinforcement to their daughters.

- Refrain from interfering with the responsibilities of coaches and officials before, during, and after competitions.

Expectations: Coaches

Coaches are expected to set a good example for student-athletes at all times. The character-building potential of athletics is closely related to the character of the coach. Specifically, a coach is expected to:

- Model sportsmanship and professionalism at all times, particularly in his/her relationships with parents, athletes, officials, and other coaches.
- Use appropriate language, without profanity.
- Control his/her temper, retaining poise even in difficult situations.
- Refrain from constantly challenging decisions of officials, particularly judgment calls.
- Organize his/her work well in advance, make a work schedule, and carry it out promptly and without undue commotion.
- Provide leadership training opportunities for athletes.
- Develop players into a team unit that can perform at a level approaching the maximum abilities of individuals and of the team, and can do so in the best sense of the word *sportsmanship*.

AVENUES OF COMMUNICATION

Resolution Procedure

Holy Names Academy supports open and honest communication between the Athletic Director and all players, coaches, and parents. If a problem should arise in an interscholastic athletic program, the following procedure is to be followed in this order:

1. The player approaches the coach and discusses the problem.

If this does not remedy the situation, then:

2. The player, coach, and Athletic Director will discuss the issue.

If the matter is still unresolved, then:

3. The player, coach, Athletic Director, and parent will meet.

As a final step:

4. The Athletic Director will contact the Principal.

Resolution Procedure Regarding Playing Time

Any concerns having to do with playing time are matters for discussion between the athlete and her coach(es) only. Neither parents nor the Athletic Director nor other school administrators will be involved in these discussions.

PROGRAM EVALUATION

At the end of every season, each athlete has an opportunity to comment on her sport's program and coaches by filling out an evaluation form. Questions cover such areas as the coaches' knowledge, organization, and professionalism, and the athlete's comfort level in discussing concerns with coaches.

SECTION III: ATHLETIC DEPARTMENT POLICIES

STUDENT ELIGIBILITY

Parental/Medical Clearance Forms

Before a student may turn out for a sport each year, she and a parent must complete the following two steps:

1. Register at the FamilyID website and complete three online forms:

<https://www.familyid.com/holy-names-academy>.

After submitting a one-time family registration with FamilyID, parents and their athletes must then complete the registration for the athlete's intended sport AND complete online acknowledgement of four agreements:

- Parent Permission for Athletic Participation and Emergency Medical Treatment
- Acknowledgement of Concussion/Head Injury and Sudden Cardiac Arrest Information
- Acknowledgement of Athletic Department Handbook

2. Submit an Annual Physical Evaluation Form:

http://www.holynames-sea.org/forms/Athletics/7-27-12_AthleticPhysicalForm.pdf

Once a year, each student athlete must also download the printed form WIAA Preparticipation Physical Evaluation and History from the HNA website or obtain a copy from the Athletic Office, undergo a physical examination by a physician licensed in the State of Washington, and submit the form (signed by the physician) to the Athletic Office. This form is valid for 13 months from the date signed; a new form must be on file with the Athletic Office each year the student intends to participate on any HNA athletic team(s).

Re-Register for Each Sport

Athletes trying out for additional sports later in the school year or in subsequent years for the same sport must return to the FamilyID website to re-register for each sport in each year, and, if necessary, update their contact, medical, or insurance information. Because the student's information is stored online with FamilyID, this re-registration process will normally be brief.

At the start of each season, a list of students cleared for participation will be available to coaches.

Academic Clearance

All students participating in HNA athletic programs must meet the Metro League academic standard of a 2.0 GPA, and must not be failing any course. Academic checks will be done periodically to assure that all athletes remain eligible to participate.

School Day Attendance Requirement

In order to participate in a game or competition, a student must be in full attendance all day on the day of the game or competition, even if it is a special-event school day (such as Peace & Justice Day, Career Day, or class retreat day) or is an authorized school-activity day (such as a field trip or community-service experience). Exceptions may be granted by pre-arrangement with the Vice Principal of Academics or her/his designee. For further information on HNA's attendance policies, please see the *2015-2016 HNA Parent/Student Handbook and Calendar*.

Practice Requirement

Each athlete must attend 10 practices before becoming eligible to play in WIAA-sanctioned non-league or league games. Each day of practice is considered to be only one practice, even when double practices are held on the same day. NOTE: Gymnastics requires 15 practice days before the athlete becomes eligible to compete.

AP Testing and Spring-Sport Contests

Student-athletes who take Advanced Placement courses may encounter schedule conflicts during the spring season due to AP exams, which are given on national testing dates. Athletes will not be excused from AP testing for team practices. However, a student-athlete who has a conflict due to regular-season or post-season competition may, with the permission of the Athletic Director, be granted the option to take AP exams during designated make-up time periods. The student should communicate with the Athletic Director and her Academic Mentor well in advance to discuss her options. Students who opt to miss competition in order to take a scheduled AP exam may do so without any athletic consequences.

RETURN TO PLAY PROTOCOL

If a student-athlete sees a physician for an injury or illness, the student must provide the Athletic Trainer with a clearance note before she will be allowed to return to play.

INFORMATION ON CONCUSSIONS AND SUDDEN CARDIAC ARREST

CONCUSSIONS

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

Symptoms of concussion may include one or more of the following:

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

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

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

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

If you think your daughter has suffered a concussion:

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The 2009 Zackery Lystedt Law in Washington requires the

consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

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

and

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

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

Return-to-participation protocol

If your child has been diagnosed with a concussion, she MUST follow a progressive return-to-participation protocol (under the supervision of an approved health care provider) before full participation is authorized.

The return-to-play protocol may not begin until the participant is no longer showing signs or symptoms of concussion. Once symptom free, the athlete may begin a progressive return to play. This progression begins with light aerobic exercise only to increase the heart rate (5-10 minutes of light jog or exercise bike), and progresses each day as long as the child remains symptom free. If at any time symptoms return, the athlete is removed from participation.

For more information on concussions, see the Centers for Disease Control and Prevention: *HEADS UP to Youth Sports* <http://www.cdc.gov/headsup/youthsports/index.html>. Concussion information adapted from the CDC and the 3rd International Conference on *Concussion in Sport* Document, created June 15, 2009.

SUDDEN CARDIAC ARREST

What is sudden cardiac arrest?

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

What causes sudden cardiac arrest?

SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult. SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player (called “commotio cordis”). While a heart condition may have no warning signs, some young athletes may have symptoms but neglect to tell an adult. If any of the following symptoms are present, a cardiac evaluation by a physician is recommended:

- Passing out during exercise
- Chest pain with exercise

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

How to prevent and treat sudden cardiac arrest?

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

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

Sudden cardiac arrest information from *Information Sheet for Student-Athletes, Coaches, and Parent/Guardians*, SSB 5083 – SCA Awareness Act: UW Medicine, Washington Interscholastic Activities Association, Nick of Time Foundation, July 2015.

END OF SEASON EVENTS AND GIFTS

A team's coaches are responsible for coordinating any end-of-season celebration events, and may ask parents to help organize. Coaches may coordinate an event at the school on selected dates or at a reasonably priced restaurant on a no-host basis. If an end-of-season event is held at the school, it is subject to school safety rules as outlined on page 16 (food must be store-bought rather than home-made, and not require refrigeration or reheating).

All end-of-season gifts to coaches should be modest in price and approved by the Athletic Director. All monies for the gifts must be given directly to the Athletic Director.

PRACTICES

The following policies are in place regarding athletic team practices and team bonding retreats:

- A student-athlete must practice with her team in order to represent her school at interscholastic competitions. Each athlete must attend all practices unless excused by the coach.
- Practices for a school team take precedence over practices for select or other sports teams to which an athlete may belong. **Metro League rules state that athletes may not miss school practices or games in order to practice or play for non-school teams.** Should a student wish to be excused from an HNA practice or game for this reason, she must notify the HNA Athletic Director who will, in turn, seek the required permission from the Metro League.
- Practice schedules are set by the coach in accordance with WIAA guidelines. Practices are to be carefully planned in order to maintain a healthful environment for the athletes, and should run approximately two hours, excluding dressing time before and after. Teams may not practice

more than six days consecutively at any time during the season. Sunday practices are not permitted, nor are practices on Thanksgiving Day (November 23, 2017), Christmas Day, New Year's Day, the evening of Holy Thursday (March 29, 2018), or Good Friday (March 30, 2018).

- Practices over vacations should be minimized. The coach is expected to let his/her team know well in advance if athletes are expected to be in town for practices or games during vacations.

OUT-OF-SEASON PRACTICE RESTRICTIONS

Holy Names Academy requires all coaches to observe WIAA restrictions on out-of-season coaching. During those calendar periods restricted by the WIAA, coaches may not coach present—or potential future members—of any athletic team they coach at Holy Names Academy.

The WIAA defines the out-of-season periods for all high-school sports as follows: From August 1 until the first day of the specific sport turnouts, and from the final day of the WIAA state tournament in that classification for that sport until the conclusion of the final spring sport state tournament.

Additional information, including specifics on what activities constitute out-of-season coaching, can be found in the *Washington Interscholastic Activities Association Handbook*, available [on the WIAA website](#).

COMMUNITY-SERVICE REQUIREMENT

Each head coach will coordinate one community-service experience for the team during each season.

- Coaches may choose a community-service project for individual teams to perform or for the entire sport program (varsity, JV, JVC) teams to perform together. The community-service project will be one to two hours in length.
- Team members may count this project toward their annual service-hours requirement. (11th-grade students should consult their Religion teachers for service-hours guidance.)

TEAM-BONDING ACTIVITIES

Other team-bonding activities should not be expensive, and should not involve an extensive time commitment for the athletes. The activity must be pre-approved well in advance by the Athletic Director. The choice of activity should take into account the need to avoid interfering with the scheduled school day or with family commitments. The head coach must provide parents with sufficient advance notice to plan for the activity.

GYM AND TRAINING AREAS, FITNESS CENTER

The HNA gym and training areas are for the use of HNA teams with their HNA coaches only. The gym and training areas are not available for personal use by HNA coaches, faculty, staff, students, or parents, or to those in the broader community. The following rules apply to the gym and to the adjoining training area, whether used for practices, games, or training:

- The gym and training areas may not be used without supervision, as defined by the Athletic Director.

- Specific rules are:
 - No street shoes are allowed on the playing court.
 - No food or drink is allowed.
 - Water-bottle spills and ice-bag spills must be cleaned up immediately.
 - Book bags and personal items should be locked up in the gym locker room. Locks are available for rental from the Athletic Director.
 - Students are not permitted in the training room without direct adult supervision.
- Students are not permitted unsupervised entry into the equipment storeroom or coaches' office.
- The commons doors must never be propped open.
- After a practice or game or any use of the gym:
 - All equipment must be returned to its pre-use position.
 - All book bags, clothes, and other items not in lockers should be removed.
 - The entire facility must be left clean, picked-up, and swept.
 - Lights must be turned off in the gym, all bathrooms, offices, etc.
 - The door from the commons into the gym must be closed and locked.
 - The doors to the commons must be closed and locked.

Fitness Center

Coaches must schedule all team use of the fitness center with the Athletic Director. Coaches must be present in the fitness center to supervise any use of the facility by athletes. The only exception would be if there is an assigned student athletic assistant present, which normally occurs between 2:30 and 4 p.m. on regular school days. No food or drink is allowed in the fitness center except for clear water.

UNIFORMS AND TEAM-BRANDED APPAREL ITEMS

Uniforms

Athletic uniforms and warm-ups will be issued at the beginning of each season. Uniforms are to be used for the sole purpose of competition. Every athlete should wash and care for her uniform as if it were a personal item of her own. She must return all uniforms and warm-ups clean and in good condition at the end of the season.

Uniforms are to be returned to the coach or to the Athletic Office no later than one week following the end of a sports season. The athlete will serve one hour of detention per day for late uniforms. Athletes are responsible for paying for lost uniforms or parts of uniforms.

Athletic Bags

Students who wish to purchase a sturdy, roomy athletic bag in school colors may order one through the Athletic Office. Students may have bags personalized with their names.

Team-Branded Apparel and Other Items

The school has established a HNA Team Store for each sport, which will be the sole source of individual team-branded apparel and souvenir items, such as sweatshirts, sweatpants, or T-shirts. No other items should be designed or ordered by coaches, athletes, or parents, and money should not be collected for this purpose by coaches, athletes, or parents. The Athletic Director will provide instructions on use of the Team Stores.

Guidelines for Team-Branded Items

In most cases, all team-related apparel and souvenir items should be ordered through the HNA Team Store (see above). In certain situations, such as State playoff tournaments, individual team orders for team items may be allowed—but only with the approval of the Athletic Director. If approved, items must comply with the following guidelines if they are to be worn while representing the HNA team at school, any school-sponsored event, or game:

Designs approved by the Athletic Director must:

- Conform to the approved school color scheme: Maroon, White, Gray, Black.
- Include the words “HNA,” “Holy Names,” or “Holy Names Academy” somewhere on the item. “Cougars” alone will not be approved.
- Employ the school’s official typefont, SquareSlab711, for the name “Holy Names Academy.”
- Be an appropriate reflection of the HNA mission.

SAFETY OF PERSONAL POSSESSIONS

Students are strongly advised not to leave bookbags, sports equipment, purses, coats, or any other personal possessions unattended in the commons, gym hallway, locker rooms, or the gym itself. These are high-traffic areas that cannot be supervised at all times. Students are advised to lock all personal items in lockers in the gym locker room; locks are available for rental from the Athletic Director. During school hours (prior to 2:30 p.m.), sports bags may not be left in the gym atrium or hallway (exception: oversized softball bags may be stored in the atrium during school hours).

FOOD POLICY

There should be no homemade food brought to any organized classroom, club, team, or other student activity. Food for these events should be purchased or catered, and, in general, should not require refrigeration.

TRANSPORTATION

HNA provides transportation to and from most practices and competitions via school vehicles. Only players, coaches, managers, statisticians, and school officials are permitted to ride in school vehicles to athletic practices or competitions. Parents may choose to authorize other options, such as allowing their daughter to drive herself or ride with other students or parents.

TEAM TRAVEL

Decisions on whether or not teams will need group accommodations while attending out-of town, special, or post-season athletic events will be made by the Athletic Director in consultation with the Head of School/Principal.

Travel expenses, including food and lodging, for these events are the responsibility of each athlete and her parents. Financial assistance is available; athletes should fill out an application and return it to the Athletic Office.

Coaches are expected to meet with Athletic Director prior to booking any hotels. The Athletic Director will assist with this process. All funds will be collected by the Athletic Office. In no case, should individual coaches, parents, or students collect funds.

SPORTS SCHEDULES

Schedules for each sport are published at the beginning of each season on the HNA website, www.holynames-sea.org (go to "[Calendar/Athletics](#)"). All sports schedules are subject to change due to weather or other factors; the calendar on the website is updated as needed. The calendar includes an option to be notified automatically by e-mail whenever updates are made to the schedule for a given event, and also to receive reminders via e-mail or text. Up-to-date information is also available by calling the HNA Athletic Office at (206) 720-7831. Locations of playing fields, gyms, and other sport venues are included in the calendar item for each event on the website, along with an online map and directions link.

Results, season records, and standings are available on www.metroleaguewa.org.

SECTION IV: SCHOOL POLICIES

WEAPONS, SUBSTANCE ABUSE, TOBACCO-FREE POLICIES

Holy Names Academy's policies on weapons, substance abuse, and maintaining a tobacco-free environment are stated in the *HNA Parent/Student Handbook and Calendar* as follows:

WEAPONS: Behavior contrary to the philosophy and religious principles that guide our school is unacceptable. A student who possesses a firearm or dangerous weapon—on school premises or at any school-related event—that could be used to intimidate, coerce, threaten, or cause bodily harm will be expelled. Police and parents will be notified. The possession on the school premises, or at any school-related event, of a facsimile of any object that could be used to intimidate, coerce, threaten, or cause bodily harm will be considered a serious violation of school policy and may result in expulsion.

SUBSTANCE ABUSE: In keeping with the mission of Holy Names Academy, all school and school-related events are drug- and alcohol-free. Even as students strive to make the right choices, sometimes peer pressure or other influences can make this difficult. If a student is struggling with alcohol or drug addiction, the school encourages the student to seek help. Students who come forward to a teacher, academic mentor, administrator, or coach will receive support in finding the needed assistance.

Students may not possess, use, distribute, or sell alcohol, drugs, drug paraphernalia, or any facsimile thereof on school property or at any school-related activities. A student may be asked to submit to a drug or alcohol test if use is suspected.

TOBACCO-FREE ENVIRONMENT: Holy Names Academy promotes the health and safety of all by providing a tobacco-free environment. Students may not smoke or use tobacco products on school property or within a mile radius of the school or in any other situation in which a student could be connected with HNA. Students may not smoke or use tobacco products at sports events, field trips, dances, or any other school-related activities. Students socializing with those smoking, or found in situations where there is evidence of such activity, will also be subject to disciplinary consequences.

WIAA tobacco/alcohol and controlled substance guidelines, with which HNA is in compliance, are available from the Athletic Director.