



**Salesian College  
Preparatory  
Athletic Handbook  
2024-2025**



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## **Salesian College Preparatory Athletic Handbook**

### **Vision**

To be a leading college preparatory Catholic school in the San Francisco Bay Area by providing a safe, welcoming, and nurturing environment for a diverse student body in the Salesian tradition.

### **Mission**

Salesian College Preparatory is a Catholic school that educates young men and women to develop into good citizens for the betterment of society and the glory of God. Salesian combines the experience of Church, School, Playground, and Home in a supportive and caring environment in accordance with St. John Bosco's educational philosophy of reason, religion, and loving-kindness.

Salesian College Preparatory intends:

- To educate students from diverse socio-economic backgrounds;
- To encourage students to develop their unique gifts and abilities;
- To value the innate talents and dignity of all students;
- To develop self-worth within each individual and respect for one another in a Christian community of faith, love, and fellowship;
- To collaborate with all members of the Salesian family - students, parents, administrators, teachers, staff, alumni, and benefactors.
- To celebrate the School's rich diversity of talent, ethnicity, religion, and socio-economic background.

### **Athletic Philosophy**

Salesian College Preparatory recognizes the value of participation in sports, especially on the interscholastic level. Athletics teaches a student such values as self-discipline, self-confidence, perseverance, teamwork, sacrifice, dedication, and leadership. Salesian College Preparatory subscribes to and supports the ideals and standards of the California Interscholastic Federation (CIF) and its North Coast Section (NCS). Salesian College Preparatory is a Tri-County Athletic League charter member (TCAL). The School competes in football, cross-country, volleyball, basketball, soccer, tennis, baseball, softball, swimming & diving, golf, and track & field.

### **Coach Selection Process**

Selection of the head coach is primarily the responsibility of the Athletic Director, together with the Principal of the School. All persons interested in applying for a coaching position should apply to the Athletic Director.

### **Coach Evaluation Process**

Coaches will be evaluated in two ways. First, parents and students can complete an online survey regarding the coaches' program at the end of each season (Fall, Winter, Spring). This online survey will focus mainly on the coaches' support of the Salesian mission and the school's values in the specific sports program. These evaluations will be collated, and copies will be given to the Athletic Director and the Principal. The second evaluation will be the responsibility of the Athletic Director to meet with each coach and review their performance in the specific sport, focusing on skills, practice drills, etc. The Athletic Director will share the program surveys with the coach as well as the performance reviews.

### **Coach Evaluation Process (continued)**

*Student-athletes and their parents will complete an evaluation of the coach based on four areas and will also have the opportunity to comment on these areas:*

1. *Salesian Mission and Values*
2. *Leadership*
3. *Leadership and Assistant Coaches*
4. *Scheduling and Meetings*

#### **Salesian Mission and Values**

- a. The coach supports the mission and values of Salesian College Preparatory (as mapped out in the Student-Family Handbook): For example: 1) To encourage students to develop their unique gifts and abilities, 2) To value the innate talents and dignity of all students; 3) To celebrate the gifts and talents of all students.
- b. The coach models the Salesian mission and values through his/her attitude, respect for each one, and capacity to create a good relationship between student-athletes and assistant coaches.
- c. The coach models good behavior in terms of his/her communication (e-mails, language, one-on-one dealings).
- d. The coach is mindful of his/her language used with and in front of the players.
- e. The coach encourages all players to be successful students in the classroom while participating in athletics.

#### **Leadership**

- a. Coach inspires and motivates student-athletes to give their best at all times.
- b. Coach teaches values such as teamwork, self-sacrifice, responsibility, and discipline.
- c. Coach takes appropriate responsibility in losing situations and shares credit with players for winning.
- d. Coach promotes skill building throughout the course of the athletic season.

#### **Leadership and Assistant Coaches**

- a. The head coach ensures that the assistant coaches model the Salesian mission and values through their attitude, respect for each student-athlete, and capacity to create a good relationship between student-athletes and assistant coaches.
- b. The head coach ensures that the assistant coaches are mindful of their language used with and in front of the players.
- c. The Head Coach ensures that all assistant coaches support the mission of SCP.

#### **Scheduling and Meetings**

- a. Are schedules for practices and games communicated in a timely manner?
- b. Are schedule changes communicated in a timely and easily accessible manner?
- c. Was the mandatory pre-season parent and student athlete meeting helpful?

### **Job Description for Head Coaches**

The primary responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches; these should be delegated by the Athletic Director.

#### Head Coach's Program Responsibilities

1. Has full responsibility for the overall supervision of their program, including Freshmen, Junior Varsity, and Varsity.
2. Is in charge of assignments and duties of assistant coaches working in their sport.
3. Is responsible for the general upkeep and protection of equipment used for their sport, to be made at the end of the season.
4. Is directly responsible for a complete inventory of the equipment used for their program and makes recommendations for improvements.
5. Is responsible for drafting and submitting a budget for their sport.
6. Keeps abreast of all rules and regulations of the NCS/CIF and TCAL, and sees to it that their sport complies with these regulations.
7. Rosters: Publishes the full-team roster on [MaxPreps](#) prior to league play; eMails the roster to the Athletic Director ([cnightingale@salesian.com](mailto:cnightingale@salesian.com)) and to the Front Office Assistant ([zguardado@salesian.com](mailto:zguardado@salesian.com)). Updates the roster with all as needed.
8. Submits, well in advance to the Athletic Director, schedules of their sport, both home and away, for approval.
9. Schedules: Publishes the approved schedule two weeks prior to league play on MaxPreps. Includes in the "more details" section on [MaxPreps](#) the time for additional levels (i.e., JV game at 5:30 p.m.). eMails the schedule to the Athletic Director ([cnightingale@salesian.com](mailto:cnightingale@salesian.com)), the Front Office Assistant ([zguardado@salesian.com](mailto:zguardado@salesian.com)), and the Marketing Director/Website Manager ([crivera@salesian.com](mailto:crivera@salesian.com)).
10. Scores: Immediately update [MaxPreps](#) with the scores; eMail the scores to the Athletic Director ([cnightingale@salesian.com](mailto:cnightingale@salesian.com)).
11. Has the main responsibility for striving to build good sportsmanship and developing good relations in the School and community.

Head Coaches must be fingerprinted, have their tuberculosis test result on file, and a Certificate of Completion from VIRTUS online training. This is a requirement.

**Head Coaches must be familiar with crowd behavior and crowd control addressed later in this handbook.**

## **Job Description for an Assistant Coach**

### Assistant Coach's Responsibilities

1. Is responsible for students' general health and welfare in their sport and gives appropriate attention to athletes who are injured or ill, or otherwise incapacitated.
2. Is responsible for the actions and conduct of their team whenever they are under their jurisdiction.
3. Establishes the discipline of the team and teaches Christian sportsmanship and a sense of fair play.
4. Is responsible for seeing that their team members are dressed appropriately for trips to other schools.
5. Is responsible for clearing with the Principal ([kfarr@salesian.com](mailto:kfarr@salesian.com)) and Athletic Director the departure time for trips that involve loss of school time and for seeing that the faculty are given adequate and appropriate notice.
6. Is responsible for seeing that all participants have transportation home when returning from road trips in the late evening hours.
7. Is responsible for the care and safety of the school vans while in their care.
8. Inform the Athletic Director at the end of the season of the chosen award winners and attend the Sports Awards Night to give them out.
9. Shall take appropriate actions to see that their play areas, showers, and locker rooms are clean and safe for student participation.
10. Is responsible for explaining all North Coast Section and TCAL policies to all members of the team as well as all parents.
11. Is responsible for providing a climate for students so that all who are willing and able can participate.
12. An Assistant Coach may be held responsible for the behavior of their personnel. Repeated misbehavior by team personnel may be considered a reflection of the coach's inability to control the team.
13. Assistant Coaches shall acknowledge the official's primary responsibility for the conduct of contests, authority to make final decisions regarding rule interpretation during a contest, and authority to discontinue a contest and award a default for harassment or other unprofessional conduct by a coach.
14. Proper behavior for a coach would preclude: disrespectfully addressing an official, disrespectfully addressing or baiting/taunting an opponent, indicating their objection to an official's decision using gestures, or charging onto the playing field/court, or doing anything that might incite undesirable crowd reactions, violating rules listed in the official rule book of the sport.

Assistant Coaches must be fingerprinted, and have on file their tuberculosis test result and a Certificate of Completion from VIRTUS online training. **This is a requirement.**

**Assistant Coaches must be familiar with the Salesian Parent-Student Handbook that covers an athlete's behavior.**

### **Principles of Pursuing Victory with Honor**

1. The essential elements of character-building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It's the duty of School Boards, superintendents, school administrators, parents, and school sports leadership, including coaches, athletic administrators, program directors, and game officials - to promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling these "six pillars of character."
3. To promote sportsmanship and foster good character development, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical, and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School Boards, superintendents, school administrators, parents, and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents, and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics, and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents, and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators, and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must ensure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressured to win.
10. All employees of member schools must be directly involved and committed to student-athlete's academic success and the school's character-building goals.
11. Everyone involved in the competition, including parents, spectators, associated study body leaders, and all auxiliary groups, has a duty to honor the sport's traditions and treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting, and inappropriate celebrations. Furthermore, all coaches and assistant coaches will refrain from drinking alcohol or ingesting any drugs of any kind (except prescribed medication by a licensed doctor) during any on or off-site athletic tournaments that Salesian students are participating in. This

prohibition of the use of alcohol or drugs is in effect for the duration of a tournament, whether students are present or not, or whether students are being directly supervised by a coach or assistant coach.

12. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of 1) The character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of the age group coached as well as the first aid. 3) Coaching principles and the rules and strategies of the sport.

13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.

14. To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs, and performance-enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the School's name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependence on particular companies or sponsors.

16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring, and good citizens.

### **Conduct**

All players, coaches, parents, spectators, and staff are required and expected to: Act in accordance with the stated philosophy of the program, which emphasizes the importance of learning and growth of all people, commitment to good moral, ethical, and social values, deep respect for the human dignity and uniqueness of every individual, and the perseverance for upholding what is right and just. All people affiliated with Salesian College Preparatory athletics are expected to promote and exemplify the Salesian spirit and its values and uphold the policies of the School. This requires mutual respect in all relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the participant's sense of appropriateness will indicate to them.

The Athletic Director reserves the right to determine the appropriateness of action if any doubt arises. Items such as, but not limited to, questionable books and pictures, knives or weapons of any kind, matches, cigarettes, radios, toys, cell phones, laser lights, or anything that will detract from a learning situation or in any way endanger anyone are not allowed at Salesian College Preparatory practices or events. Furthermore, no social media accounts of any coach, assistant coach, etc., can be affiliated with Salesian College Prep. Absolutely no photos of students of any kind (including game shots, practice photos, etc.) should be posted on any social media site at any time for any reason by any coach or assistant coach of any team associated with Salesian College Prep. Coaches are expected to follow the Diocesan Code of Conduct involving Interactions with Minors in the Diocese of Oakland (see Code of Conduct Involving Interactions with Minors, page 13).

**Additionally, Salesian coaches are to refrain from:**



- using personal social media accounts to communicate with Salesian students (including Instagram, Snapchat, Facebook, TikTok, etc.)
- messaging (DM) or friending Salesian students at any time using personal social media accounts
- posting any photos (individual or group) of Salesian students using personal social media accounts
- text messaging students individually (group texts are OK to communicate cancellation of a practice or change in time for an event as long as another adult is part of the group text, such as an assistant coach or co-moderator)
- using personal websites or blogs to communicate with Salesian students other than Schoology, Aeries, or Salesian eMail.

### **Salesian Athletic Team Social Media Account Guidelines**

Athletic teams at Salesian College Preparatory can set up a Team Social Media Account to post schedules, game time or venue changes, and/or positive messages. Only an **authorized** team parent, coach, assistant coach, or individual can set up the account with their individual and unique Username and Password. The username and password information should not be shared with anyone else on the team (and/or affiliated with the team) at any time. This authorized Team Social Media Account representative will be solely responsible for any/all postings, which should never include photos of individual student-athletes or negative commentary or quotes. The Athletic Director and Principal reserve the right to request certain messages or posts to be removed, or even request that the account be closed if any Team Social Media Account does not follow these guidelines. Contact the Social Media Manager, Gabriella Zaragoza ([gzaragoza@salesian.com](mailto:gzaragoza@salesian.com)), or see Salesian's Social Media Policy Guidelines, Advancement Department.

### **Finances and Purchases**

- Purchases are to be made by the Head Coach.
- The Head Coach must complete a purchase order and have it approved by the Athletic Director prior to engaging in any purchases. Purchase orders may be obtained from the Athletic Director or Accounts Payable in the Finance Office.
- Any questions regarding your budget, please coordinate through the Athletic Director.
- All invoices/reimbursement of expenses must be submitted within 30 days from the end of the sport's season. No exceptions.

### **Team Equipment**

Uniforms are checked out to individual team members who have qualified under eligibility requirements and who have been identified on a team by a coach.

Depending on the sport, each athlete will be given, on loan from the athletic department, equipment/uniform for the duration of that sport. At the time the equipment/uniform is issued, the athlete is instructed to return said equipment/uniform at the end of the season, or be required to pay the current cost of replacing the item.

A financial hold will be placed on the account of any student-athlete that does not return athletic equipment or uniforms or until lost/stolen items are paid for.

### **Keys and Keypad Codes**

Prior to your season, the Athletic Director will assist you in checking out needed keys and receiving a keypad code from the Facilities Coordinator's office. The keys/keypad code checked out to you are meant only to meet your official needs. Misuse of these keys/keypad code can jeopardize the security and liability of the School. Therefore, do not loan or make keys or your keypad code accessible to others (especially students).

### **Van Use**

Only drivers who have completed “Driving Paperwork” and have been cleared through Human Resources are authorized to drive. Only eight people can ride in a van (1 driver and 7 passengers). Keys to the vans should be picked up from the Athletic Director. Return the van (clean, locked, and parked in the Salesian Parking lot in the designated area), push the keys through the mail slot at the foyer entrance, or place the keys in the van key mailbox in the Staff Breakroom. The coach is directly responsible for actions in the van. Each van must be equipped with a first aid kit.

### **Security**

It is the responsibility of each coach to closely monitor the security of school facilities. Therefore, it is incumbent upon each coach: 1) to ensure all lockable facilities are secured after use, 2) to make sure all equipment is returned to its proper storage facility, and 3) to make sure the storage facility is locked.

Any coach conducting practice on weekends and holidays must ensure all facilities are locked and secure before leaving. If you are practicing on the weekends, be sure to contact the Facilities Manager in writing so that the alarm will be turned off. The Facilities Manager may be contacted at (510) 234-4433 extension 1104 or [maintenance@salesian.com](mailto:maintenance@salesian.com).

If holding practice in the gym, make sure the door is closed and locked during practice to keep non-roster players out.

The coaches are responsible for picking up all athletic gear, towels, water bottles, candy wrappers, trash, and materials left by a practicing team.

### **Player Eligibility**

Eligibility requirements originate from three sources:

1. CIF/NCS By-Laws
2. TCAL By-Laws
3. Salesian College Preparatory's Student-Parent Handbook

All students are expected to maintain a total GPA of 2.00 in all classes attempted during each grading period. If the student fails to maintain a 2.00 GPA, they will be placed on probation. A student will only be placed on probation for a maximum of three times during their years at Salesian. Students will not be placed on probation in consecutive grading periods, so students are ineligible if they fall below a 2.00 after their probation period. Students must achieve a 2.00 or higher after being ineligible to utilize their next probation period. Academically Ineligible means the student is no longer able to participate in athletics and school activities until their grades are raised to a 2.00 in any of the subsequent grading periods. The academic school year has four grading periods: First Quarter, Fall Semester, Third Quarter, and Spring Semester. Ineligibility and probation last for one grading period. There is no exception for athletic participation because of NCS/CIF eligibility rules.

### **Official Roster**

All Salesian sports teams will have an official roster, which will list each participant with their grade level and other relevant information. This roster must be sent to the league prior to the deadline. All participants must be on this official roster in order to be eligible for play.

### **Attendance**

If a student was not in School or missed the majority of the school day, they may not practice or play in an athletic event. The coach should make it clear to their team their policy on missed practices during the season. Exceptions to this rule can be made by the Principal or, in their absence, any administrator on the Executive

Council. Exceptions may include but are not limited to funerals, doctor's/dentist's appointments, college visitations, and field trips.

### **Quitting or Dismissal from a Team**

Dismissal from a team is the last action a coach should take in attempting to discipline an athlete. Suspension, additional work, counseling, etc., are alternative ways of dealing with discipline problems.

Any athlete who quits or is dismissed from a team after the final official roster is published must appeal to the Principal in consultation with the Athletic Director and coach to petition to play on another sports team during that calendar year. Each appeal will be handled on a case-by-case basis. If an athlete is cut from one of the teams before the league season starts, they may try out for another sport immediately.

### **Playing Time**

Playing time for all participants is left to the discretion of each coach (within the guidelines of the Athletic Director). However, there are some general guidelines that coaches follow in order to assist them in determining playing time for all participants. These are:

1. Regular attendance at practices and games
2. Good attitude
3. Respecting players, parents, and coaches
4. Obeying the rules set by the coaching staff
5. Working hard at practices and games
6. Being on time for practices and games
7. Being responsible to the team by notifying the coach in advance of missing a practice or game.

It is important to know that players who do not listen to the coach, follow directions, hustle, and/or display negative attitudes (including any disrespect of adults and peers) may not receive as much playing time as others who adhere to these guidelines.

With the final approval from the Athletic Director (if needed), the coach will determine playing time for each team member.

Please encourage your players to adhere to the above guidelines; consequently, their playing time may reflect this effort.

### **Process Regarding Complaints**

An individual or team complaint may include any perceived or enacted unfair or prejudicial treatment of a player by a coach. The process regarding the complaint should be handled in the following manner:

1. Set up a time to discuss the issue with the coach. If the situation is not remedied, then,
2. Set up a time to discuss the issue with the Athletic Director (with the exception of Football and Track & Field when the complaint goes directly to the Principal). If the situation is still not remedied, then
3. Set up a time to discuss the issue with the Principal.

### **Health/Physical Requirements**

Salesian sports teams require different degrees of physical activity, ranging from long-distance running to short sprints. Participants must understand the requirements for each sport and ensure they are in appropriate physical condition to play the sport safely.

Unless a medical condition prohibits a participant from doing a certain drill or activity, all participants will be expected to follow the drills and physical activity requirements requested by the coach(es). Please know that these drills are necessary to improve performance on the court/field and are part of the learning and growth of all sports teams. If a medical condition is present that prevents participation in these activities, you must notify the Athletic Director, in writing, as to the nature and extent of the condition. Upon reviewing the information, the Athletic Director reserves the right to deny such participants from participating if it seems it is in the child's best interest and/or other participants.

### **Accident Report Forms**

1. Athletic injuries should be reported to the Athletic Director and athletic trainer as soon as possible.
2. An accident report form, obtained in the Main Office, should be filled out as soon as possible.

### **Athletic Trainer**

Salesian College Preparatory's athletic trainer is available to all student-athletes. Coaches will refer any athlete sustaining an injury in an athletic contest or practice to our certified athletic trainer. The Salesian athletic trainer will:

- Apply protective or injury-preventive devices such as tape, bandages, and braces
- Recognize and evaluate injuries
- Provide first aid or emergency care
- Develop and carry out rehabilitation programs for injured athletes in consultation with medical doctors and/or doctors of osteopathy
- Plan and implement comprehensive programs to prevent injury and illness among athletes
- Perform administrative tasks such as keeping records and writing reports on injuries and treatment programs

The Athletic Trainer reports directly to individual coaches and then meets with the Athletic Director on a regular basis.

### **Scheduling Use of Facilities**

**All fields, gym, court, cafe, or classroom use must be approved and calendared with Bill Mellis ([wmellis@salesian.com](mailto:wmellis@salesian.com)). He manages the Facilities Calendar, and any use of any facilities at Salesian must be approved and calendared in advance.**

## **Crowd Control and Co-Curricular Supervision Overview**

- Wear Salesian attire to identify you as a member of the Salesian community.
- Arrive early to your supervision, and identify yourself with our coach and the opposing coach so that he/she knows who to go to with any concerns.
- Know where fire extinguishers are located and know where emergency medical supplies are located.
- Periodically check restrooms.
- Always stand in a position to observe student behavior in the stands.
- Confiscate all artificial noisemakers, laser pointers, or other devices that could disrupt play.
- Meet with other supervisors if more than one person is assigned to an event.
- Do not hesitate to call 9-1-1 if you deem it necessary.

### **Volleyball (Gymnasium)**

- Keep the students off the stage during volleyball games.
- People should not yell or cheer during serves.
- Make sure to be vigilant with students on the balcony, as they will sometimes yell down at opposing players.
- Make sure people do not congregate around the entrance to the gymnasium.
- Emergency medical supplies and an AED are in the athletic training room.

### **Basketball (Gymnasium)**

- Keep fans off the courts before contests, at halftime, and after contests.
- Try and limit foot traffic to bleachers while the ball is in play.
- Make sure to be vigilant with students on the balcony, as they will sometimes yell down at opposing players.
- Make sure people do not congregate around the entrance to the gymnasium.

### **Football**

- During any football game, a certified athletic trainer (or equivalent) will be on the Salesian sideline. Any medical emergency should be directed to a certified athletic trainer.
- Make contact with other supervisors who are assigned to football contests so that a division of duties can be made. See the Head Varsity Coach for specific responsibilities during game day.
- All fans should be directed to the stands.
- Fans (including parents who wish to take pictures) cannot be on the field or track at any time before or during the game.

### **Cross Country (Point Pinole)**

- Identify yourself to the cross-country coach.
- Be observant.

### **Tennis (Tennis Courts on the North side of campus)**

- Make sure non-participants stay off the courts.
- Do not let people heckle the participants.

### **Golf (Richmond Country Club, Richmond)**

- Keep parents and fans from talking to players.

### **Track and Field**

- Keep spectators off of the track and the field and direct them to the stands.

**Baseball**

- Keep fans away from dugouts, except adjacent to bleachers.
- Do not hesitate to let our students know that positive comments should be made to the umpires and athletes at all times.
- Coaches have first aid kits.

**Softball**

- Do not hesitate to let our students know that positive comments should be made to the umpires and athletes at all times.
- Coaches have first aid kits.

**Swimming** (Contra Costa College)

- Keep people from running on the deck.
- Emergency supplies are found in the pool office.
- Contra Costa College Security: (510) 235-7800.

**Soccer**

- Keep fans off of the track and the field at all times. All fans should be in the stands before, during, and after the games.



# **CODE OF CONDUCT INVOLVING INTERACTIONS WITH MINORS AND VULNERABLE ADULTS IN THE DIOCESE OF OAKLAND**

Updated to include Vulnerable Adults February 2019

Updated December 2016

August, 2013

## **PREAMBLE**

As leaders in the Church founded by Christ, priests, deacons, and lay ministers within our parishes and institutions must always seek to uphold Christian values and conduct. In addition to following the Gospel and its mandates, all are always expected to act properly, especially when in contact with young people and those most vulnerable. This Code of Conduct establishes general guidelines and boundaries when ministering to minors. Many items mentioned in this document are applicable to ministry with adults, but this Code addresses explicitly proper contact with persons under 18 years of age; and vulnerable adults (those adults equated to children due to habitual lack of reason which is a permanent state of being or shall mean a person 18 years of age or older whose ability to perform normal activities of daily living is impaired due to a mental illness, long-term physical or developmental disability, and/or is protected by the State of California Adult Protective Services.) Further guidance and advice can be sought from the Chancellor of the Diocese of Oakland or the Coordinator of Safe Environment, as needed.

This Code is applicable to all persons who work or volunteer in any of the parishes and institutions in the Diocese of Oakland. This includes, but is not limited to: priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, School, parish and diocesan volunteers, seminarians serving internships, and lay theology students. This Code is not an attempt to anticipate every situation that might arise, but to provide a set of standards and appropriate behavior to guide all those in pastoral ministry to children, young people and vulnerable adults.

This Code of Conduct is to help create a safe, appropriate, and Christian environment for minors and vulnerable adults and their relationships with adults involved in Church ministry.

## **RESPONSIBILITY FOR COMPLIANCE**

All who disregard this Code of Conduct will be subject to remedial action by the Diocese of Oakland. Corrective action may take various forms – including verbal or written warning, termination of employment, or removal from ministry – depending on the specific nature and circumstance of the offense. Those who witness or who receive reports of suspected abuse (except under the seal of

Confession) are required both legally and morally to report to the appropriate civil (e.g. Child Protective Services, Adult Protective Services or Local Police or Sheriff) and pastoral authorities. If you are an adult who is responsible for children, you are a mandated reporter obligated by civil law to report any suspicious abuse or neglect of a minor to Child Protective Services immediately or as soon as practically possible.

## EXPECTED BEHAVIORS WITH REGARD TO MINISTRY TO MINORS

**MINORS ARE NOT INDEPENDENT INDIVIDUALS:** Any and all involvement with minors is to be approached from the premise that minors should always be viewed – whether in a social or ministerial situation – as restricted individuals, that is, they are not independent. Minors are subject to specific civil laws in the State of California, which prohibits certain activities. They are not adults and are not permitted to make unfettered decisions.

**TRAINING AND SCREENING:** All those in contact with young people in a ministerial role must complete Safe Environment Training and be screened according to the requirements established by the chancellor and the Diocesan Safe Environment Office.

**ADULTS ARE NEVER TO BE ALONE WITH CHILDREN:** Adults (minimum 18 years of age) should avoid situations that place them in a position to be alone with a minor in the rectory, parish residence, School, or in a closed room other than a confessional.

**MEETINGS AND/OR PASTORAL COUNSELING:** In meeting and/or pastoral counseling situations involving a minor, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g., piano lessons, disciplinary meeting with an administrator, etc.), another adult should be informed that the meeting would be taking place. The meeting place must be accessible and visible with the door left open where the meeting is taking place unless there is a clear window built into the door.

**SACRAMENT OF PENANCE/RECONCILIATION:** The Sacrament of Penance/Reconciliation is normally to be celebrated in a place identified for that purpose, e.g., reconciliation chapel, confessional, or other areas with visibility: The location should be acceptable to the confessor and confessee.

**RECTORY RESTRICTIONS:** An unaccompanied minor is allowed only in the professional area of the rectory or parish residence, never in the living quarters.

Minors age 16 and over are permitted to work in the professional area of the rectory, when there are two adults over 18 years of age present.

**THE SACRISTY DOOR:** The sacristy door is always to be unlocked whenever minors are present within the sacristy.

**SUPERVISION AT SPORTS EVENTS AND GAMES:** At least two adults, one of whom is to be the same gender as the participants, are to be present when a group of minors engages in organized games or sports activities. At the High School level (nine-twelve), one adult is sufficient. Sports leagues sponsored by parishes or Catholic schools 8<sup>th</sup> grade and under must be under the supervision of the CYO Office.

**BATHROOMS AND DRESSING FACILITIES WITH CHILDREN PRESENT:** Adults must avoid being the only adult in a bathroom, shower room, locker room or other dressing areas whenever minors are using such facilities.

**TRANSPORTATION IN PRIVATE VEHICLES:** Adults are prohibited from taking youth home or to another location, unless another adult is present in the vehicle.

**UNACCEPTABLE TOPICS AND LANGUAGE:** Comments of a sexual nature are not to be made to any minor except in response to a specific classroom or otherwise legitimate questions from a minor. Topics or vocabulary such as profanity, cursing and vulgar humor must not be used in the presence of a minor/minors.

**YOUTH TRIPS AWAY FROM PARISH FACILITIES:** At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times.

While on youth trips the adults as well as the minors may not use alcohol or controlled substances and anyone under the influence of these substances may not participate in the event.



One adult alone shall never engage in an overnight trip with a minor or minors. While on youth group trips, adults are never to stay alone overnight in the same motel/hotel room with a minor or minors. Any overnight trip for children or youth must include supervision around the clock. If adults are not rooming with the youth, there **MUST** be an adult (over the age of 18) on duty, in the hallways or outside of cabins at all times when youth/children are present in the rooms/cabins. This can be accomplished with live scanned and cleared volunteers, employees of the Diocese, or someone who is hired specifically for security.

**PROHIBITED SUBSTANCES:** It is absolutely prohibited that adults serve or supply alcohol, cigarettes, inappropriate reading material, or controlled and illegal substances to minors. Alcoholic beverages will not be served or consumed at parish or school social activities intended primarily for minors. Minors may not serve alcohol at events. Event leaders should take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs.

**AGE-APPROPRIATE MEDIA:** Audiovisuals, music lyrics, and print resources used in programs must be screened prior to use to ensure their appropriateness for the participants. It is never appropriate to use an "R" rated movie or movies that have been rated with an even stronger designation.

The Diocese of Oakland absolutely prohibits the acquisition, possession and distribution of Child pornography.

**BOUNDARIES OF PHYSICAL CONTACT:** Careful boundaries concerning physical contact with a minor (beyond a handshake) must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way.

**SOCIAL MEDIA:** The Diocese of Oakland prohibits any irresponsible use of technology both at work sites and at home. All users will be held responsible for their published words. If they negatively affect the Diocese or any parish/school site in ways that are contrary to our mission, users will face disciplinary action up to and including termination. Employees and volunteers will be held accountable for use policies that are in place at their local parish or school site.

**GUIDELINES AS APPLIES TO RELATIVES OF THE MINOR:** Some adaptation in applying these guidelines when the minor is a relative ought to be the norm, but appearances in public nevertheless need to be maintained.

### **EXPECTED BEHAVIORS IN PASTORAL COUNSELING OF MINORS**

**SETTING:** Pastoral counseling of a minor must only take place in the professional area of a rectory, never in the living quarters.

Offices or classrooms used for pastoral counseling of a minor must have a window in the door, or the door is to be left open during the counseling session.

**SUPERVISION:** Another adult should be in close proximity during any counseling session.

**PARENTAL NOTIFICATION:** Unless the subject matter precludes their presence or knowledge, parents or guardians of minors must be made aware of the counseling session. If counseling is expected to extend beyond one session, evaluation of the situation should be made with the parents or guardians.

**INAPPROPRIATE ATTRACTION:** The adult is responsible to recognize any personal and/or physical attraction to or from a minor. In such a situation, the minor must be immediately referred to another qualified adult or licensed professional. If the attraction is acted upon, the parents/guardians must be notified and appropriate action taken.

### **ENFORCEMENT / REPORTING**

Violations of the Code will be dealt with by the appropriate employing/appointing organization (e.g., the parish, the religious order, the diocesan bishop) in accordance with Civil Law and this Diocesan policy. Penalties may take various forms ranging from counseling to removal from ministry.

Violations of this Code must be reported immediately to the appropriate parish, diocesan or civil authority.

Allegations of sexual misconduct by priests, church employees, or volunteers must be reported to the local authority (e/g. Police or Sheriff Department, County Child Protective Services). In the cases involving priests or religious, the Office of the Chancellor of the diocese (510-267-8334) will be notified. In cases involving other employees or volunteers, the Office of Human Resources (510-267-8359) will be notified.

The Diocese of Oakland is committed to addressing allegations of sexual misconduct by priests, church employees, and all in ministry, observing the prescriptions of civil and canon law. The diocese has made a commitment to assist victims of sexual misconduct and to cooperate fully with public authorities investigating such allegations.

## **IMPLEMENTATION**

Additional policies and procedures may be adopted and enforced by the various ministries, parishes, institutions, and departments within the diocese. Such policies must be congruent with the spirit and policies contained within this Code, and must be approved in advance by the Chancellor of the diocese or designee.

## Volunteer Agreement

Salesian College Preparatory (The School) is pleased that you have offered to volunteer your services for the upcoming sports season. The purpose of this agreement is to provide you with information about some important School policies that are applicable to volunteers. By signing this agreement, you agree to abide by these policies.

You hereby agree to volunteer for:

<u>Sport</u>	<u>Boys/Girls</u>	<u>Role</u>	<u>Varsity/JV/Frosh</u>

1. A volunteer provides services without compensation for those services. As a volunteer, you do not have an employment relationship with The School. You receive no wages, salary, or other compensation for services. The only payment you will receive is a nominal fee if agreed upon. **You are not eligible for any School benefits, including but not limited to vacation, sick leave, retirement, disability insurance, health insurance, or unemployment insurance.** Your volunteer service is appreciated, but it does not give you priority for School employment, and you should have no expectation of future employment.
2. Service is variable and depends on the sport itself. Actual service will depend on NCS published dates of the season. All sports include supervision of athletes before and after practice or games, in the locker rooms, and at the place of the practice or contest. Without a prior understanding, all volunteers are to travel with the team to all events. Volunteers without a California teaching credential must be fingerprinted before the beginning of service.
3. The volunteer hereby agrees to the following:
  - a. to conduct and be present at all practices and to attend all pre-league and league competitions as and when reasonably requested by the head coach, to the extent that the volunteer is a head coach to conduct and be present or have an assistant conducting or being present at said events.
  - b. to comply with any ethical codes or similar standards applicable to The School
  - c. School policies on safety and security; sexual harassment; drug and alcohol abuse; non-discrimination, etc.
4. You are under no obligation to provide any services to The School and are free to discontinue your volunteer activities at any time. The School may terminate any volunteer relationship at any time without cause or prior notice and at its sole discretion.
5. If your volunteer position requires that you be given keys or other School property, you agree that you will return such property upon request.

**By signing this agreement, I acknowledge that I have read this Agreement, understand the terms it contains, and agree to abide by them as a condition of my volunteer service at The School.**

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date