

Padua Academy Athletic Department



Athletic Handbook

*Revised 4/2025

Padua Academy Athletic Handbook

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Dear Parents and Students,

I would like to congratulate and thank you for committing to represent Padua Academy as a member of our Athletic Program. I am very proud of our student-athletes and know that each of you will commit to dedication, determination, and integrity as you seek to achieve excellence in your chosen sports.

Our athletic program focuses on teaching Christian character in a competitive environment. This competition will prepare you for the life you will lead after your playing days are over. Our goal is to teach you to compete with the highest level of respect for the competition, the officials, the spectators, and yourself. The Athletic Department understands and respects the challenges you face as you strive to maintain a healthy balance between the classroom, the athletic field, and your spiritual development.

The purpose of this handbook is to help Padua Academy parents and student-athletes become familiar with the policies and procedures of the Athletic Program at Padua Academy. The Athletic Handbook constitutes an agreement between the school, the parents, and the student. By enrolling in Padua Academy and signing the required Athletic Handbook Agreement each year, students and parents agree to abide by the policies of the school. The Head of School and the Director of Athletics retain the right to amend this handbook for just cause. Additional administrative policies apply in some circumstances. The Athletic Handbook is also posted on our website, www.pandassports.com.

I look forward to working with you this year and know that our tradition of excellence will continue through your hard work and dedication. I hope this Athletic Handbook will be a valuable resource for you, defining your role as a Padua parent and student-athlete. If you have any questions, please do not hesitate to contact me. I am always willing to listen and assist with your questions and concerns.

Sincerely,

Rick Shea

Rick Shea

Certified Athletic Administrator
Director of Athletics
Padua Academy
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Mission

Rooted in the Catholic faith, Padua Academy offers young women a transformational college-preparatory education, challenging them to live Christ-centered lives of leadership and service.

Philosophy

The goal of Padua Academy is to educate young women in the spirit of love of neighbor flowing from a love of God, rooted in the Gospel of Jesus Christ, and modeled on the gentle strength of St. Francis de Sales and the loving respect for the creation of St. Francis of Assisi. We accept young women from various educational and socio-economic backgrounds and educate them according to the Christian values taught by the Catholic Church. We encourage our students to recognize and develop their inherent talents while challenging them to explore new capabilities in an atmosphere that fosters personal growth through effective decision-making.

Padua Academy provides an academic curriculum designed to meet the varied intellectual abilities and interests of students and a Catholic value system that permeates the religious, academic, and social programs. We incorporate physical development and health values into these academic and social programs. Recognizing the challenge of women's changing role in the world and Church today, we stress not only the basic skills needed to live in today's society but also provide a background for future career endeavors. While promoting individuality and self-expression, we stress respect for authority, character formation, and discipline. The social programs offer opportunities for students to express themselves and to interact with others to grow in Christian maturity. This positive social formation not only strengthens communication skills but also motivates students to involve themselves in community functions and services.

By combining the spiritual, academic, social, and physical dimensions, we strive to take a personal interest in our students and to encourage their individuality. Faculty, staff, administrators, parents, alumnae, and students work together to achieve these goals as a community in the hope that the students will continue to grow and affect society in a positive manner.

Memberships

Padua Academy is a Division I athletic school and is a full member of the Delaware Interscholastic Athletic Association (DIAA) and the Catholic Conference.

Program Description

Padua Academy values a broad-based curriculum that exposes students to a variety of experiences. We offer two or three levels in each sport. Some sports, depending on the number of players in the program, have a Freshman, JV, and Varsity team.

The following are athletic offerings during each of the three sports seasons:

Fall

Cheerleading, Cross Country, Dance Team, Field Hockey, Flag Football, Volleyball

Winter

Basketball, Competitive Cheerleading, Dance Team (full year), Indoor Track & Field, Swimming & Diving

Spring

Golf, Lacrosse, Soccer, Softball, Tennis, Track & Field

*Crew is a CLUB sport that is offered all year. We are affiliated with Newport Rowing Club and Wilmington Youth Rowing Association. If you would like more information on Crew please contact the Director of Athletics.

Freshman, JV, and Varsity Expectations

With appropriate instruction and interscholastic competition, Freshman, JV, and Varsity level teams are provided with a variety of athletic opportunities that challenge and motivate each student to do her best and further her interest at the next level.

Fundamentals, tactics, and strategies of the game, sportsmanship, teamwork, and cooperation are stressed. At the Varsity level, winning takes on a greater focus, and not all players will play in every game.

General Student-Athlete Participation Rules

To participate in athletic practices or games at Padua Academy, the student-athlete must adhere to the following rules:

Student Handbook Policies

All students must adhere to all school policies as stipulated in the Student Handbook. This applies to all student-athletes participating in practice, and games, and while being transported to and from practices and games. Failure to comply may result in disciplinary action.

Physical Exams

DIAA physical exam requirements are spelled out in DIAA Reg. 1009 3.0 which states:

3.1.1 A student shall not be eligible to try out, practice, scrimmage, or compete in an interscholastic contest unless he/she has been adequately examined by a licensed physician (M.D. or D.O.), a licensed nurse practitioner, or a licensed physician's assistant on or after April 1 and before beginning such athletic activity for the current school year. A student who participates in a contest without a pre-participation physical evaluation shall be considered an ineligible athlete and the school is subject to the penalties.

3.1.2 A DIAA-approved form certifying the examination as well as the parent's, legal guardian's, or Relative Caregiver's consent, shall be on file with the administrative head of the school before the student participating in a practice, scrimmage, or game.

Students will **NOT** be permitted to try out for a sport if the DIAA physical form is not completed online each year. The DIAA form covers all sports through every season for one school year. Every year, student-athletes must complete a new physical to participate in any sports. DIAA physicals can be uploaded to our online Magnus Health SMR and should be updated each year. For more information on Magnus Health SMR and our online electronic physicals, please contact the Director of Athletics or the school nurse. **All fall and winter sports athletes must have a physical on file with the school's nurse by August 1. Only spring sports athletes must have a physical on file with the school nurse by February 1.**

Daily Attendance

All students are expected to be in attendance during the regular school day to be eligible to participate in the athletic activities for that day, per DIAA rule 2.3.5. A student who is not legally in attendance at school due to illness or injury shall not be permitted to participate in a practice, scrimmage, or contest on that day. **For a student to be considered eligible for practice or competition she MUST be in school for half of the school day (3 hours and 10 minutes).**

Athletes are expected to maintain excellent attendance throughout the year to participate in a sport. It is the policy of the Padua Academy Athletic Department that students who exceed the absence rate of 10% of current school days for the last four quarters of enrollment, may be ineligible for participation in sports. Those who have had documented medical absences who exceed the limits must obtain administrative approval to participate in a sport.

Academic Eligibility for Sports

The Delaware Interscholastic Athletic Association (DIAA) sets specific standards for academic eligibility for participation in athletic activities. In addition, DIAA Reg. 1009 2.6.5 allows districts and nonpublic schools to adopt more stringent requirements for academic eligibility than the minimum requirements established by the DIAA.

Padua Academy's academic eligibility for athletic activities includes semester grades. A marking period extends from the date the report card with the failure is issued until the report card for the next marking period is issued.

The following policies apply when a student has any academic failures:

****Academic Support Time and Extracurricular Eligibility Policy****

At Padua Academy, we believe that each student's primary responsibility in school is to her academics and this commitment to academics supersedes involvement in athletics or other extracurricular activities. As such we will be actively monitoring student's academic progress throughout the school year to help students manage both academics and extracurricular activities.

Effective October 1st, 2024, for the first semester and February 15th for the second semester, any student with a grade of 70 or below in any class will be required to attend mandatory AST tutoring sessions for that class on a specified day. The list of students required to attend the Academic Support Center will be established based on grade reports printed on Thursdays at 3:00 p.m. Students will be notified on Fridays if they need to report to the Learning Commons on a specified day the following week. This process will repeat weekly, and students will be required to attend mandatory AST tutoring sessions until their

grades improve, as determined by the Thursday grade reports, and they are no longer on the list.

The tutoring schedule is as follows:

- Monday: History, Religious Studies
- Tuesday: Math, Arts, and Media
- Wednesday: Science, Health, PE, and Driver Education
- Thursday: English, World Language
- Friday: Make-up Day for missed AST sessions

Additionally, students who receive a failing grade on their report card must attend the Academic Support Center in the Learning Commons on the specified day for that class from the start of the second semester until February 15th, when weekly grade reports will resume.

Academic Eligibility

Academic Eligibility based on grade reports will be determined by the Registrar exclusively through Thursday grade reports. Recalculations done by anyone other than the Registrar or grades newly posted to the OnCampus grade book before next Thursday's grade report will not be considered when determining eligibility.

Academic Eligibility is based on a comprehensive look at the student's grade report, therefore, grade reports will be calculated to include those assignments that are missing or marked as late.

- Students with two-course averages below 70 will be ineligible for extracurricular activities, including athletics. This ineligibility will remain until their grades in all but one class are above 70, as determined by the Thursday grade reports.
- Students with two or more failing grades on their January report card will be ineligible for extracurricular activities from the date report cards are issued until at least February 15th. They will be required to attend the Academic Support Center during this period and will continue to be ineligible if their grades in more than one class remain below 70 after February 15th.
- Seniors who fail a semester class that is required for graduation will remain ineligible until the recovery credit is finalized.
- Any student with an "I" (incomplete) on their report card will remain ineligible until all academic obligations are satisfied, and the grade is posted.

Academic Eligibility applies to: Athletics, Non-Academic performances, Non-Academic Field Trip, Class Days

A. Single Failure – Term or Semester

Any student with a single (first) failure may continue to participate in a sport if the parent or guardian signs and submits the required authorization form to the Athletic Director. In accordance with DIAA regulation, seniors are ineligible to participate in a sport for a marking period if there is a quarter or semester failure in any course that is being taken to satisfy an unmet State of Delaware graduation requirement.

B. Multiple Failures, Consecutive Failures, Second Failures

Any student with two or more failures, a consecutive failure in the same course, or a second failure (i.e. failed a science class for the first quarter and a world language class in the second quarter) is automatically excluded from participation in the athletic program for one marking period. If tryouts occur during the period of ineligibility, the student-athlete will be ineligible to tryout and unable to participate in any sport for the season.

C. Incompletes

Following DIAA regulations, if any student receives an Incomplete in a course for a marking period or a semester due to illness, injury, or other extenuating circumstances, the student becomes ineligible to participate in interscholastic athletics beginning the day that the Incomplete is issued. The student will regain her athletic eligibility when all required assignments have been submitted, and a passing grade is recorded by the administration.

D. Academic Concerns

The Director of Athletics, administrators, coaches, guidance counselors, or teachers can require a student-athlete to attend a mandatory study hall scheduled before school, during Flex, or after school, when any serious concern for the academic success of the student is identified. Parents will receive notice from the Athletic Director regarding the academic concern and required study hall. If the student does not attend the study hall as assigned, complete all work, and have passing grades in all courses, an immediate suspension or dismissal from the team may result.

Tryouts

A student-athlete is entitled to a minimum of three tryouts (3 separate tryout sessions, not 3 days of tryouts) opportunities before a coach makes the final decision as to their status.

Student-athletes may be afforded more than a three-session tryout for a team, at the discretion of the coach. Please be aware that each year, season, and team is a new beginning. There are no guaranteed spots for any athlete regardless of the prior year's status. A coach reserves the right to cut a senior. All tryouts will be at the start of the respective season. All tryouts are mandatory and must be attended. The Director of Athletics may excuse a student-athlete in extreme cases; however; the family must notify the Director of Athletics before tryouts. **Family vacations are not an extreme case.**

Start Dates for Practice and Competition 2025-2026

2025-2026	Practice	Competition
Fall	Monday, August 11, 2025	Wednesday, September 3, 2024
Winter	Monday, November 10, 2025	Monday, December 1, 2025
Spring	Monday, March 2, 2026	Monday, March 23, 2026

Pre-Season Parent Meeting

Sometime in May before the end of the previous school year, there will be a mandatory Parent/Student-Athlete meeting. It is expected that at least one parent be in attendance. The purpose of this meeting is to inform the parent and student about the department policies and procedures and answer any questions about athletics and the upcoming season. Immediately following the Athletic Department meeting, parents and student-athletes will meet separately with the coaching staff of the sport in which the student hopes to participate, during which the coach will provide information about their program and sport-specific expectations and guidelines. Some teams chose to have their parent meeting before tryouts and after the Athletic Department meeting and some chose to hold their parent meeting until after tryouts. In either case, one parent or guardian must be in attendance at the individual sports meetings.

Attendance Expectations during the Season

Attendance at all practices, scrimmages, and games is required for all student-athletes during the season. Student-athletes who miss more than three (3) practices or games for unexcused reasons during the season can be dismissed from the program at the discretion of the Head Coach and Director of Athletics. Incidents regarding health, academics, funerals, court appearances, or family events such as weddings, will be considered excused; however, the family must notify the Director of Athletics before tryouts. The Director of Athletics may excuse a student-athlete in extreme cases. **Family vacations are not an excuse.**

Conflicts with Participation on a out of School Team

Students, while participating on a school team, are permitted by the DIAA rules to participate in the same sport outside of school during that sport's season. **Participation on any outside-of-school team should not conflict with the game or practice schedule of the school-sponsored team.** Padua Academy strongly adheres to DIAA rule 6.5.1 stating the following:

A student may participate on a non-school team or in a non-school individual event both during and out of the designated sports season. However, the student owes her primary loyalty and allegiance to the school team of which she is a member. The school shall have the authority to require attendance at practices and contests and students not in compliance shall be subject to disciplinary action as determined by the school.

Any student-athlete who misses a Padua Academy athletic commitment due to an event with an outside team or organization will be disciplined. Communicate with your Padua Head Coach. The Head Coach with the Director of Athletics will review the circumstances. Discipline for this infraction can include suspension or result in dismissal from the Padua team.

Exceptions to this rule exist for any student-athlete who is representing their country in Olympic Development or National Team events. Requests to be excused should be presented in writing to the Director of Athletics and Head Coach, at least two weeks (14 days) before the conflicting event.

Quitting a Team

Students, who “quit” a team after the first official contest of the season will **not** be permitted to participate on another team during that season nor participate in any other sport for the remainder of their High School career. The Padua Administration reserves the right to review all situations and reserves the right to allow the athlete to compete in the next season/year.

Practice Times and Student-Athlete Pick Up

Freshman, Junior Varsity, and Varsity practice times vary; please be aware that for teams to share facilities, some practices are at night. Athletic practices vary in length and are limited to two hours on days when school is in session. Practices occur during holidays and on weekends when deemed appropriate by the coaches and with the approval of the Director of Athletics. The length of holiday and weekend practices may be longer. Practices on Sundays rarely occur and must be approved by the Director of Athletics. Sunday practices will not begin until after 1:00 pm.

Students should be picked up immediately following the conclusion of practice. Coaches are to remain at the school/facility until the last member of his/her team has been picked up following games and practices. **It is requested that parents kindly respect the long hours put in by the teachers and coaches and make every effort to be on time for pick-up following practices and games.** If an athlete is continually picked up late, the administration reserves the right to remove an athlete from a school team.

Early Dismissals and Cancellations

All students who have an early dismissal for any reason must leave through the main entrance, students may NOT leave through the side doors of the building, for safety reasons. **This includes athletics early dismissals.** Additionally, student drivers who have early dismissals at any point in the day will be escorted to their vehicles by a faculty or staff member.

Team members are often dismissed early from classes for away contests. Students are dismissed 10-15 minutes before the scheduled bus departure time. This may vary depending on the distance of the away contest and the availability of the transportation company. During this time, student-athletes should change into team uniforms, gather equipment and personal belongings for the game, and if necessary, see the athletic trainer for treatment/taping. Cancellation of practices and games may be necessary for a variety of reasons. Players, coaches, and parents will be given as much notice as possible when inclement weather causes a last-minute schedule change. The information will be announced promptly at school. Parents can check www.pandassports.com for updated information.

Use of Locker Room, Fitness Room, and Other Facilities

The athletic facilities at Padua Academy should be used appropriately at all times and under the supervision or direction of the Athletic Department and/or coaching staff. Students are expected to act appropriately at all times in the locker room and respect each other and each other's privacy and personal property. Only the locker room should be used for changing and getting ready for practice and competitions. The use of the fitness room, athletic fields, and courts will be under the direction and supervision of the Athletic Department and/or coaching staff. Students who participate in athletics must use designated locker rooms to change from school uniforms into athletic apparel. Students who are found changing clothes in lavatories, parking lots, or other unapproved areas will be disciplined according to the Padua Academy Student Handbook. All athletes are to dress in approved **modest** athletic clothing. **Student-Athletes are NOT permitted to run in a sport bra or take off a practice jersey and change into a game jersey in public.**

Leaving Campus

Student-athletes must observe the rules regarding leaving and returning to campus as stated in the Padua Academy Student Handbook. If an athletic event occurs after 5:00 P.M., a student-athlete has permission to leave campus and return. This exception is granted with the understanding that the student will be completely removed from campus and not

continue to leave and return. This rule is circumstantial, in that it only applies to student-athletes who have a practice or competition on a particular day, this does not apply to student-athletes on all school days.

Transportation

Transportation (Bus or Van) **to** athletic practices and contests will be provided by Padua Academy. Transportation **from** athletic contests is provided only if necessary and is dependent upon the sport. Students are expected to behave properly on buses/vans to and from school-sponsored athletic events. Students whose conduct is unacceptable may be prohibited from participating in a game or practice. Offensive or repeated inappropriate behavior may cause removal from a team.

Uniform and Equipment

Padua provides our teams with the best equipment and uniforms possible. It is the responsibility of our athletes to take care of the equipment that they have been issued. Athletes may be held financially responsible in cases where equipment is not returned. After each athletic season, if an athlete fails to hand in their equipment to the Head Coach in a timely fashion, they will not be allowed to participate on another team. Damage caused to uniforms or equipment during “play” will be excused.

For most sports, Padua provides varsity, junior varsity, and freshman uniforms. This includes a home and away jersey and 1 pair of shorts. Students will be required to purchase their own equipment such as shin guards, mouth guards, socks, etc. For some sports, goalie equipment will be provided. Padua re-uses the jerseys from year to year so proper attention should be taken to care for them throughout the season.

Laundry Preparation: For best results, launder uniforms immediately after each wearing. Do not wash white and colored garments together. **DO NOT USE CHLORINE BLEACH** as it fades colors and weakens some materials. When bleach is required on an all-white garment, use a light application of oxygen-based bleach.

Practice Gear

It is the requirement of the Athletic Program that all sports teams wear specific practice gear during all practices, scrimmages, traveling, etc. Practice gear will be tailored to the individual sport. Students are responsible for the purchase and maintenance of their practice gear.

Athletic Event Parking

Parking for athletic contests at Padua Academy should be in the school parking lot and appropriate surrounding area. Cars parked illegally may be ticketed or towed by the City of Wilmington Police Department. Students who have cars on campus should move their cars between the end of the school day and the start of practice/games.

Admission Fees to Athletic Events

Catholic and Public schools charge admission fees to their contests. Admission fees are also charged at DIAA-sponsored state tournament contests or various invitational tournaments.

Game Schedule Information: Pandassports.com

The Athletic Department uses Pandassports.com for scheduling all athletic contests and posting all sports information. Schedule changes are immediately posted to the site. You may sign up for scheduled update email alerts and will be notified when any games are changed or postponed. WWW.PANDASSPORTS.COM is the first and most important resource for Padua Academy Athletics.

The Padua Academy Athletic Department is not responsible for the uploading or entering of any team photography. Team photographs may be sent by the coach or any member of the team to the following email address: websites4sports@gmail.com and will be uploaded based upon WebSites4Sports approval. Website4sports requests a maximum of 5 photos per sport sent at one time.

College Selection Time-Line for Athletes

Freshmen & Sophomore Year

1. Begin an athletic/career resume. Include any honors, all-star teams, and participation on any teams.
2. Attend summer sports camps. This is a great way to hone skills and create positive exposure.
3. Take quality academic courses and excel in them.

Junior Year

September - March

1. Start thinking about particular colleges and at what level: Division I, II, or III?
2. Learn the admission requirements at any college of interest.
3. Talk to friends at colleges who play sports. Ask questions!
4. Informally visit one or two campuses.

5. Tell college counselors what role athletics will play in your college choice.
6. Begin inquiries about summer sports camps at the college/s you are interested in or sports camps with strong reputations.
7. Register and take the SATs.

April-May

1. Send for admissions information for 5-10 colleges that interest you.
2. Write to coaches of your sport(s) at those colleges, enclosing athletic resumes and requesting a visit at their convenience.
3. Finalize plans for attending summer sports camps.
4. Work on campus visit schedule for summer and fall. Coordinate with the academic and athletic calendar of high school.
5. Plan senior year courses carefully (AP/Honors for selective colleges)

June-July

1. Confirm the time to visit campuses.
2. Call the coach a minimum of two weeks before setting up an appointment to tour the campus.
3. Attend summer sports camps to increase your exposure.

Summer before Senior Year

1. Attend sports camps preferably at the schools in which you are interested.
2. Visit 5-10 campuses in which you are interested.
3. Finish writing coaches and gathering material.
4. Get registered with the NCAA Clearinghouse (Division I and II colleges) through the Guidance Office.
5. Assess what you are interested in for college – (i.e. possible majors).
6. Begin thinking about where you will go for ‘official’ visits.
7. Discuss your financial situation with your family – Get financial assistance forms from the Guidance Office as needed.
8. Set up fall visits and interviews with prospective colleges.
9. Prepare DVDs for colleges that you might be interested in.

Senior Year

September-October

1. Narrow your college list to 3-6 choices.
2. Write to coaches, updating them on your interest, summer athletic experiences, senior year academic plans and courses.

3. Begin visiting colleges and meeting the team and coaching staff, have admission interviews, see a game or practice for the sport you are interested in if they are in season, and speak to someone in the college's Financial Aid Office if you need to.
4. Re-take SATs if you are unsatisfied with your score/s.
5. By October 1 consult with High School Guidance Counselor.

November-December

1. Finish college applications; adhere to all deadlines!
2. Visit more colleges (November and the first week in December only).
3. Handle coaches' phone calls: Notify and thank colleges that may have recruited you but to which you won't apply that you are not interested.

January-February

1. Visit any colleges to which you have applied and remain interested.

March

1. Call coaches at your top colleges to convey your interest.
2. Learn admission decisions; write to coaches you liked at colleges that did not accept you to thank them for their time.

April (or earlier)

1. Set up final visits to colleges that have accepted you or are in the running.

By May (or earlier)

1. Choose the college that you wish to attend: call ALL coaches to notify them of your decision.

End of Season Banquets and Senior Banquets

Many athletic teams hold parties, gatherings, or banquets after their season. The organization and type of team celebration are left to the discretion of the coaches and team members. Parents interested in organizing an end-of-season team party should contact the team's coach. These functions are not in any way sanctioned by Padua Academy. Padua Academy holds an official recognition ceremony at the end of the school year for Senior Athletes. On Senior Night for each sport, the Athletic Department will announce and

provide flowers for the athlete and parents/guardians. All other gifts should be given in private.

Coaches

All head, assistant, JV, and freshman coaches go through a process of applications and interviews before signing on with Padua. All coaches, at every level, are required to be CPR certified, complete the DIAA required concussion education, provide an up-to-date Criminal Background Check, and complete the "For the Sake of God's Children" education. All coaches, at every level, are evaluated pre-season, mid-season, and end-of-season by the Athletic Department.

Padua Academy holds a high expectation of all coaches at all times. Coaches are required to attend Pre-season coaches meetings, handbook reviews, pre-season parent meetings, DIAA rules clinics before the season, All-conference and All-Sate meetings, incoming freshman athlete meetings, open house, Homecoming "Sports" weekend, Walk the Faith/Pilgrimage, all team functions/banquets, and the end of season senior banquet. Padua Academy provides all coaches with a "Coaching Handbook" and requires all coaches to sign a "Coaches Code of Conduct".

Fundraising

If a sports program would like to fundraise they would have to set up a meeting with the athletic director.

Feedback

Parents and students should feel free to provide feedback, suggestions, or complaints at any time. The athletic department asks that all forms regarding Padua Athletics be sent to the **Director of Athletics ONLY**. Anonymous letters or voicemails will not be reviewed. Each email will be read and reviewed and areas that need immediate attention will be addressed. All feedback will be taken into consideration. Clear communication is key to the success of our Athletic Department.

General Student-Athlete Policies

Use of INTERNET/FACEBOOK/TWITTER/TEXTING

Student-athletes are responsible for information contained in written or electronic transmissions (e.g. email) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook, YouTube, My Space, Twitter, Tumblr). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team and Padua Academy. Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of a Padua Academy student-athlete. Any individual identified on a social networking site that depicts illegal or inappropriate behavior will be considered in violation of this policy and subject to athletic discipline or suspension according to the Student Handbook policy guidelines. Student-athletes and coaches are not permitted to communicate with each other via text messages or cell phones. The only means of electronic communication is through the school's Google email accounts.

Policing Against Hazing & Initiations

It is the respect for the human dignity of each person that is central to our mission as a Catholic School. The Athletic Department believes that hazing demeans those who participate incompatible with the Gospel imperative that guides our school and its Athletic Program. Hazing and initiations are strictly prohibited whether or not the person has consented to participate in any hazing for any reason.

The School and Athletic Department are firmly committed to vigilant enforcement of this policy and will promptly and thoroughly investigate any allegation of hazing and initiation. Should a violation be found, the student-athlete (s) involved will face disciplinary action, including, but not limited to, suspension or expulsion. Student-athletes who are directly (participant) or indirectly (knowledgeable bystander) involved will be treated with equal regard in these matters. The Director of Athletics, along with the Head of School and respective Head Coach of the specified team, will conduct a timely, fair, and impartial investigation into the pertinent incident of hazing and initiation.

Use of Alcohol, Tobacco, & Drugs

All Padua Academy paid and volunteer athletic coaches are required and obligated to immediately report any knowledge of student-athlete misconduct regarding alcohol and drugs to the Director of Athletics. This includes consumption, purchase, sale, or solicitation.

Coaches are not authorized to create independent rules, regulations, or consequences for the use of alcohol and/or drugs. The student-athlete will be disciplined by the guidelines outlined in Padua Academy's Student Handbook. Coaches who attempt to circumvent the process will be disciplined and can be removed from the coaching staff at Padua Academy.

Sportsmanship: The Student-Athlete's Role

As a Catholic institution, Padua Academy promotes sportsmanship as an essential ingredient to the success of its athletic program and the development of character values in our student-athletes. Student-athletes, spectators, coaches, and parents all represent our school and church community and are a reflection of the values that we seek to exemplify daily. The conduct of every individual associated with our team, toward teammates, opponents, officials, and other guests, both on and off the athletic field, is to be of the highest order.

On and off the athletic field, Padua Academy student-athletes are expected to:

- Be respectful and courteous to officials, opponents, and guests at all times.
- Refrain from profanity, vulgarity, and improper gestures.
- Be a worthy representative of their teammates, coaches, school, and family.
- Abide by all school rules of conduct and consistently reflect the values of commitment and hard work.
- Refrain from taunting or excessive celebration, before, during, or after any athletic contest.
- Accept the responsibilities of team membership through cooperation, support of teammates, positive interaction, and mutual respect.
- Not participate in or allow the act of hazing of any teammate.
- Strive for academic and personal excellence and be a role model to all students at Padua Academy.

All student-athletes are required by Padua Academy and the Athletic Department to read and sign "The Athlete's Oath" prior to the start of the season. This can be found online in your Magnus Health SMR account.

Sportsmanship: The Parent's Role

Being a parent of a high school student-athlete can be a great experience. Parental participation and support are very important to their student-athletes, our high school, and the community. To make this experience the most rewarding for all concerned, the following are expectations for being a supportive Padua Academy Athletic Parent.

Be Positive – Do not let playing time dictate your student-athlete's success or happiness. Celebrate the fact that she is part of the team. It is especially important to remain positive when things are not going well for your daughter or their team.

Effective Communication – To promote effective and enhanced communication with the Athletic Department, please adhere to the communications policy stated within this handbook. All questions or concerns in regards to the day-to-day operations of the department or any of its athletic teams should be addressed to the Director of Athletics.

Be Supportive of the Coaching Staff – Nothing can injure teamwork faster than student-athletes doubting the capabilities of their coaches. The coaches are doing their best at all times to be proper role models as well as teachers of the game. If you have questions or concerns, do not hesitate to contact the coach or the Director of Athletics.

Winning and Losing – It shall be our coaching staff's goal to pursue excellence in the school's athletic program, through motivating students to achieve to the best of their ability in all things, while honoring Christ with their talents. Winning can be a natural and enjoyable outgrowth of this attitude. Everyone enjoys a well-played victory, but a 'winning is everything' philosophy will not be the controlling force of our athletic program.

Expectations – Having lofty expectations for our children is a normal and healthy goal. In striving for these expectations, we must also be realistic. Not everyone can receive a college athletic scholarship. Remember, athletics is only a vehicle for the college process, not the primary reason to go to college!

It is a requirement of the school and the athletic department that the Parent of all student-athletes' read and sign "The Parent Code of Conduct" prior to the start of the season. This can be found online in your Magnus Health SMR account.

NIL - High School Sports

- The athlete MUST have a registered Delaware agent 72 hours after they sign their first NIL contract. Under 18 the parent must also sign. (Delaware Law)

- You will lose your high school eligibility for all sports if you do not have an agent after the three-day grace period.
- The athlete cannot use any school game or practice uniforms, school logos, or school colors.
- Contact the athletic director for any questions regarding NIL.

Athletic Department Communication Policy

To provide consistency and clarity, the following protocol must be followed when there is any discrepancy regarding communication or issues regarding player/coach, parent/coach, or player-parent/coach relationships. It is the goal of the Athletic Department to assist our student-athletes in taking responsibility to address issues appropriately and civilly. The following communication policy and guidelines have been established to effectively resolve most issues.

1. The following chain of communication must be followed whenever a question or issue arises involving athletics at Padua Academy:

- **24-Hour Rule** – Parents and players are to wait 24 hours after a game or incident in practice to address concerns or a coach’s decision.
- **First Conversation: Athlete to Coach**
- **Second Conversation: Parent to Coach**
- **Third Conversation: Athlete & Parent to Director of Athletics**
- **Fourth Conversation: Athlete & Parent to Head of School**

2. Coaches are not to be disturbed before, during, or immediately after practice or games.

3. All Parent-Coach meetings shall be arranged at a mutually agreed upon time and location. Either the parent or coach may request the Director of Athletics to be present.

4. All meetings with the Head of School concerning any phase of the Athletic Department will be arranged by the Director of Athletics at a mutually agreed upon time and location.

5. The Director of Athletics and the coaching staff are available to discuss the student-athletes progress, logistical questions about team practices, games, and events, and general questions about the team.

It is not appropriate to publicly discuss or question the following:

- a. Playing time
- b. Try-out procedures and team selection, other than the process
- c. Team Strategy or training methods
- d. Performance of other athletes
- e. Selection of Captains

Athletic Trainer

Ms. Grace Stauffer will be our athletic trainer for the 2022-2023 school year. Her primary role is the evaluation and management of all athletic injuries. All injuries must be reported to Ms. Stauffer as soon as possible. She is available after school every day in the Nurses/Trainers Office until practices have started and at most home games. For her schedule, please contact her via email or cell. She can also provide resources for our athletes to get the best and quickest care available, but she cannot use these resources if she is unaware of injuries.

Please do not hesitate to call her at any hour of the day @ (302) 562-5690. This is a work phone number so it may also be given to any parent with questions or concerns. She can also be reached by email at gstauffer@paduaacademy.org

Athletic Injury Procedures

It is DIAA policy that any time an athlete seeks care from a physician for an athletic injury, the athlete may not return to play until the school has a written note **from the physician** releasing the athlete for participation. There is no exception to this rule. Parent notes are not acceptable.

Our team physician is Joe Mesa, MD. He has an open-door policy with our Padua athletes and will see all athletes within 24 hours. Ms. Stauffer is the main point of contact for all

appointments with Dr. Mesa. Please make sure that the athlete has seen Ms Stauffer prior to making appointments with Dr. Mesa.

Ms. Stauffer will inform the school nurse about all athletic injuries. The school nurse will handle accommodations such as elevator passes and care during the school day.

Students who need a pass to limit activities during Physical Education class for a day due to an athletic injury may bring a note from the parent to the teacher. If a student is restricted from participation in Physical Education, she must also be restricted from athletic practice.

Concussion Management Plan

Located at the back of this handbook.

Athletic Training Emergency Action Plan

Located at the back of this handbook.

Administrative Contact Information

Dr. Mary McClory
Principal
School Phone: 302-421-3739
Fax: 302 421-3748
mmclory@paduaacademy.org

Mrs. Maria Kilmon
Dean of Students (11th & 12th Grades)
School Phone: 302-421-3739
Fax: 302 421-3748
mkilmon@paduaacademy.org

Mrs. Rainbow Shaw-Giaquinto
Dean of Students (9th & 10th Grades)
School Phone: 302-421-3739
Fax: 302-421-3748
rgiaquinto@paduaacademy.org

Mr. Rick Shea
Director of Athletics, CAA
School Phone: 302-421-3739 ext. 125
Fax: 302-421-3748
rshea@paduaacademy.org

Ms. Samantha Bonvetti
Assistant Director of Athletics
School Phone: 302-421-3739
Fax: 302-421-3748
sbonvetti@paduaacademy.org

Ms. Grace Stauffer,
Certified Athletic Trainer
Cell: 302-397-9199
gstauffer@paduaacademy.org

Important Dates 2025 – 2026 School Year

Parent Meeting All Sports – May 19 (Padua Café 6:00 pm – Mandatory for all Fall, Winter, And Spring athletes and at least one parent/guardian) **Doors open at 5:30 pm.**

First day of Fall Tryouts – Aug 11, 2025

Open House – Oct 19, 2025

First day of Winter Tryouts – Nov 10, 2025

First day of Spring Tryouts – March 2, 2026

Senior Sports Banquet – May 11, 2026 (Padua Cafe' 6:00 pm)

All Sports Meeting Coaches & Parents - May 18, 2026 (Padua Cafe' 6:00 pm) **Doors open at 5:30 pm.**

Concussion Management Plan For Athletes At ATI-Contracted Schools

A concussion is defined as a traumatic brain injury (TBI), which results in a rapid or delayed onset of symptoms that can alter the way the brain normally, functions. This can be caused by a bump, blow, or jolt to the head, or from a blow to the body with an impulsive force that is transmitted to the head. Even a seemingly minor “ding” can be serious and needs to be given appropriate treatment.

A concussion results in a wide range of clinical symptoms, which can include headache, amnesia, confusion, disorientation, nausea, uncoordinated movements, and loss of consciousness. All injuries should be treated based on individual symptoms and not by following grading scales. The focus of rehabilitation should be complete cognitive rest, including time away from both athletics and academics.

Any athlete suspected of a concussion may not return to activity until cleared by a licensed healthcare provider who is authorized to provide sports physical examinations and trained in the evaluation and management of concussions (requirements of a healthcare professional may vary by state). Return to play should follow a gradual, step-wise progression.

When any head injury occurs (whether at practice or a game) the following steps should be taken:

- Remove athlete from play.
- Call for an athletic trainer to come to the field (if not already there).
- Athletic trainer will complete sideline evaluation to rule out or confirm head injury/concussion
 - The immediate on-the-field assessment should focus on the airway, breathing, and circulation as well as a focused neurologic assessment (mental status, neurological deficits, and cervical spine status). This assessment determines initial disposition (i.e. whether the athlete needs to be emergently transported to the hospital or further assessed on the sideline).
 - The sideline assessment allows for a more detailed history and exam. The history should focus on the mechanism of injury and somatic, affective, and cognitive signs/symptoms. The physical examination should focus extensively on the neurological exam, specifically assessing mental status and evaluating for neurologic deficits.

- Memory function is best assessed by asking specific sport-related questions and serial exams should take place every 5 minutes until the athlete returns to their baseline.
 - What venue are we at today?
 - Which half is it now?
 - Who did we play last?
 - What was the score?
- Any athlete suspected of head injury will not return to play that day.
- Athletic trainer will complete the ATI HIT (Head Injury Tool) Form in duplicate with one copy for the parent/guardian and one for the athlete's injury report.
- A phone call will be made to the athlete's parent/guardian to pick up the athlete and review proper immediate follow-up care. Parents or guardians must acknowledge in writing that they have received documentation as to the appropriate management of a concussion.
- If at any time the athlete exhibits a decrease in mental status or any of the following symptoms, seek immediate medical care either by having the athlete go to the closest emergency room or contacting 911.
 - Changes in alertness and consciousness
 - Convulsions (seizures)
 - Muscle weakness on one or both sides
 - Persistent confusion
 - Persistent unconsciousness
 - Repeated vomiting
 - Unequal pupils
 - Unusual eye movements
 - Walking problems
- The athletic trainer should contact appropriate school personnel (AD, school nurse, guidance counselor) to inform them of the athlete's concussion.
- No athlete should return to play until cleared by an appropriate licensed healthcare provider who is authorized to provide sports physical examinations and trained in the evaluation and management of concussions. See below specific state requirements.
 - **Pennsylvania:** Authorized providers include licensed physicians of medicine or osteopathic medicine (MD or DO)
 - **Delaware:** Authorized providers include licensed physicians of medicine or osteopathic medicine (MD or DO)
 - **Maryland:** Authorized providers include licensed physicians, physician assistants, neuropsychologists, or nurse practitioners that is aware of current medical guidelines on concussion evaluation and concussion evaluation and management falls within their own scope of practice.

- Once an athlete has been medically cleared (no longer in need of any academic accommodations and supports) by the licensed authorized provider AND is symptom-free, the athlete will begin a step-wise return to play as listed in the ATI Concussion Management Guidelines. Once cleared, the athlete can return to play 5 days later pending an assessment and symptom-free evaluation from the Athletic Trainer. The Athletic Trainer is the only school personnel who can clear an athlete to return to play. The Athletic Trainer will contact the athlete and the coach once the return to play is established.

Athletic Training Emergency Action Plan

- Medical Emergency Action Plan
- Role of First Responder
- Venues and Directions
- Catastrophic Crisis Management
- Inclement Weather Procedures

Emergency Action Plan

The purpose of the Emergency Action Plan (EAP) is to provide the best quality of care promptly by guiding athletic personnel and emergency medical services to emergencies when they occur. It is essential to have a developed EAP that identifies each member of the emergency response team, those who need to be contacted, the emergency equipment available, and directions to where EMS needs to go so things run smoothly.

A SERIOUS INJURY IS ANY CONDITION WHEREBY THE ATHLETE'S LIFE MAY BE IN DANGER OR RISKS PERMANENT IMPAIRMENT. THESE INJURIES INCLUDE BUT ARE NOT LIMITED TO: CERVICAL SPINE INJURIES, HEAD INJURIES, LOSS OF LIMB, SERIOUS BLEEDING, SHOCK, SERIOUS FRACTURES, HEAT STRESS, AND CARDIOVASCULAR ARREST.

Athletic Training Services: The Certified Athletic Trainer (ATC) is a highly trained professional who is there to provide the highest quality of healthcare to the student-athletes. ATCs in the state of Delaware are licensed by the Department of Professional Regulation and certified by the National Athletic Trainers Association. The role of the Athletic Trainer is injury prevention, recognition, assessment, treatment and rehabilitation, and health care administration and promotion. Lisa Boyer, MS, ATC, LAT, and Joe Mesa, MD provide the athletic training services at Padua Academy. Athletes are referred to other medical specialists as needed.

Emergency Personnel: NATA Certified and Delaware Licensed Athletic Trainer(s) are on-site for injury evaluation before practice and competition; Team Physicians are on-site or call. Emergency Medical Services are available by calling 911. The athletic training staff is certified by the American Red Cross in Emergency Response. Athletic trainers must be aware of any emergency that has occurred within the athletic department and its members.

Athletic Trainer: Grace Stauffer, MS, ATC, LAT, 302-397-9199 (cell)
Medical Doctor: Joe Mesa, MD, 302-655-9494 (office)

Chain of Command for an emergency:

- a. Team Physician (if present)
- b. Emergency Medical Technician
- c. Certified Athletic Trainer
- d. Coaching Staff
- e. AD, Facility Coordinator

If many events are going on, an ATC will not always be able to be the first one to respond to a scene, so the chain of command is to be followed until a higher person on the chain of command can step in.

These emergency procedures are applicable at all locations at Padua Academy.

Emergency Communication: Via Athletic Trainer cell phone 302-562-5690. Local EMS is 911.

Emergency Equipment: AED is located outside the gymnasium and in the cafeteria. The athletic trainer will have an AED available at the event they are covering. Additional emergency equipment is accessible from the athletic training facility.

Transportation: Athletes can be taken to hospital by ambulance for emergency and catastrophic injuries or illnesses. If the athlete is under age and parents are not there, parents are to be notified of the situation and what hospital he/she was sent to and a coach will go to the hospital with the athlete or athletic training student if only one coach of the team is present. If the students' parents are present, they can accompany the athlete. The athletic trainer **MUST** be notified if an ambulance is called and the athletic trainer will alert the athletic director and principal.

ROLE OF FIRST RESPONDERS

Immediate care of the injured or ill student-athlete

1. Check CABs, Severe Bleeding, and Levels of Consciousness.
2. Notify the athletic trainer immediately via cell phone or call 911.
3. Begin Rescue Breathing / CPR if needed or necessary first-aid care
4. If a spine board is needed, or an ambulance is necessary, send an athletic training student, or coach to call 911. If splinting is not possible, stabilize and comfort the athlete until EMS arrives. NOTE: If a cervical injury is suspected the individual is breathing and/or conscious, and ambulance response time is short, instruct the victim to remain motionless until more qualified personnel (EMS) arrive.

Activation of Emergency Medical System (EMS)

1. Call 911
2. Name of the individual making the call
3. Give telephone number (Athletic Training Room or Cell Phone)
4. Number of Injured Athletes
5. Condition of Injured Athletes
6. First Aid Treatment being given
7. Specific location of emergency. Give athletic field or site. (Give venue directions, including street names and how to access sites)
8. Other information as requested

Direction of EMS to Scene (See venue addresses)

1. Open appropriate gates
2. Designate an individual to “flag down” EMS and direct to the scene.
3. Scene Control: Limit the scene to first aid providers and move bystanders away from the area.

Emergency Equipment Retrieval, Documentation and Debriefing, and Post-follow arrangements as necessary.

Athletic Training Staff must be notified of all emergencies within the athletic department.

Games, Events, and practices “AWAY”:

1. Medical Emergencies – Catastrophic (breathing, loss of consciousness, concussion with loss of consciousness, suspected neck or spinal injury, weak pulse, signs of shock, poor vital signs, eye or face injury, severe bleeding).
 - a. Follow the First Aid/CPR/AED principles
 - b. Contact the ATC if not already present
 1. If ATC is not at the event, continue down EAP and provide First Aid until EMS arrives.
 - c. Ask for the host team’s athletic training staff and carry out their EAP.
 - d. Have parents or school representatives accompany the athlete to the hospital.
 - (i) If parents are not present, contact them to let them know of the situation
 - (ii) It is the responsibility of the hospital to notify the athlete’s parents or guardians with the latest and most accurate information concerning the athlete’s condition.
 - e. Complete an injury/illness report
 - i. If ATC was not present, contact ATC upon return to school to notify them of the incident and the extent of injury/illness.
2. Emergency – Non-Life Threatening (fracture, dislocation)
 - a. Follow the First Aid principles

- b. Contact the certified athletic trainer if not already present.
 - i. If ATC is not at the event, continue down EAP and provide First Aid. Ask visiting ATC for help if needed, along with emergency contact numbers and addresses.
 - c. ATC evaluates injury
 - i. Provide appropriate care
 - a. If needed, be transported by parents or school representative to the hospital.
 - b. If parents are not present, contact them to let them know of the situation
 - c. It is the responsibility of the hospital to notify the athlete's parents or guardians with the latest and most accurate information concerning the athlete's condition.
 - d. Complete an injury/illness report
 - i. If ATC was not present, contact ATC upon return to school to notify them of the incident and the extent of injury/illness.
3. Non-Emergencies (concussion with no loss of consciousness, illness, abrasion, minor cuts, contusion)
- a. Follow the First Aid principles
 - b. Contact the ATC if more than a minor cut, abrasion, or mild contusion. If ATC is not there, the coach will provide basic 1st Aid.
 - c. ATC evaluates injury
 - i. Provide appropriate care
 - d. Complete an injury/illness report

AFTER HOURS

In the event of an injury, after office hours or the athletic trainer is not there, and it is not life-threatening, the following plan should be initiated:

- 1. Call the trainer's cell phone to set up a meeting time or for a referral to someone who is in the area. Parents may also call any ATI clinic for a free injury screen.
- 2. If a life-threatening injury occurs such as head injury, loss of consciousness, or if vital signs are abnormal, call 911 and go to the nearest hospital.