



'Together Everyone Achieves More'

# **Menlo School Athletics**

## **Parent-Student Handbook 2023-2024**

**Attention Parents/Guardians:**

*We are requesting that you read the following handbook and acknowledge that you have done so. The handbook is accompanied by the COVID-19 waiver and we will update management and potential requirements that may be determined by the San Mateo County Department of Health (DOH). There might be changes to the handbook, specifically related to COVID-19. If there is new guidance by the County DOH, CDC and CIF organizations, we will update you.*

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# **Athletics Department Mission Statement**

Menlo School Athletics complements the school's rigorous college preparatory program with an extensive offering of highly competitive team sports, providing students the opportunity to develop mind, body and character for themselves, their teams and their school. For the novice to the college-bound athlete, Menlo offers unparalleled opportunity and excellence. Athletes, coaches, parents and staff work together to follow the principles:

## **Pursue Excellence**

- Embrace and celebrate competitive excellence while taking responsibility for meeting the highest standards in both academics and athletics.
- Develop a growth mindset, build resiliency, and commit to continual improvement.
- Find joy in the process.

## **Celebrate Team**

- Develop a sense of commitment to purposes larger than yourself.
- Cherish the legacy you're inheriting and recognize that it is a privilege to play sports at Menlo School.
- Recognize that everyone on the team is valuable, and treat them accordingly.

## **Honor the Game**

- Perform as ethical, responsible, and engaged members of ever-wider communities.
- Celebrate and honor your team, officials, opponents, school, fans and sport.
- Strive to compete at your highest level possible.

## **Uphold Strong Values**

- Exhibit courage, appreciate inclusiveness and diversity, and commit to moral behavior.
- Act with integrity.
- Lead responsibly, with humility, honor, fairness, honesty, virtue, and character.

# **About Menlo Athletics**

## **Upper School**

Menlo School has a long and proud athletic tradition. The Upper School offers 21 sports with teams at the varsity, junior varsity, frosh-soph and freshmen levels.

Most Menlo teams compete in the West Bay Athletic League (WBAL), a group of private schools located from San Jose to San Francisco. Football and baseball compete in the Peninsula Athletic League (PAL), a group of 25 San Mateo County schools - 17 of which are public schools and eight supplemental from Atherton to Daly City. Boys' lacrosse, boys' water polo and girls' water polo compete in the West Catholic Athletic League (WCAL). The WBAL, PAL and WCAL are each governed by the [Central Coast Section](#) (CCS), an organization overseeing eight leagues and 152 schools stretching from King City in the south to San Francisco in the north. The Central Coast Section is one of 10 sections under the umbrella of the California Interscholastic Federation (CIF).

For postseason play, regardless of school size, teams are typically placed in divisions determined by competitive equity. There are up to six divisions represented in the section. For most sports, the top teams are placed in the Open Division and the other divisions (I-V) are bracketed based on team strength.

All teams have a section (Central Coast) postseason, and most have regional (NorCal) and state playoffs as well. Cross country, track & field have section and state, tennis has section and region playoffs, and lacrosse has section.

## Middle School

*Better People, Better Students, Better Athletes*

Menlo Middle School offers 12 sports (coed cross country, coed swimming, baseball, boys' and girls' basketball, boys' and girls' soccer, boys' and girls' track, boys, girls, and coed water polo, football, boys' and girls soccer, boys' and girls' lacrosse, coed tennis and girls' volleyball). The Middle School provides all students with the opportunity to participate, build their skills, learn sportsmanship, and learn to be productive team members in both the intramural and interscholastic programs. In keeping with our school's mission statement, the Athletics program must function as an integral part of the total Menlo School curriculum, and to promote sound learning and strong character.

The foundational objective—Be Your Best—applies not only to on-field performance but also to conduct and character off the field. The School strives to see that

- everyone has a positive learning experience;
- all students learn and improve through structured practice and play;
- participants display proper sportsmanship;
- students understand that success is not measured by the scoreboard, but by learning and competing to be your best.

## **Physical Education Requirements**

### **Upper School**

Each student is required to earn four credits of Physical Education to graduate. To fulfill the requirement, each freshman must complete the Freshman Wellness Program (taken during freshman seminar) and, during the remainder of their time at Menlo, must earn a total of three more credits in the following ways:

- Play for an interscholastic team (one season = one credit provided the student finishes the season on the roster. Please see Quitting Policy for more information)
- Enroll in a wellness program (yoga, fitness, weight-lifting) offered by Menlo as an after-school program in the wellness center. Students must complete 36 sessions in an 18-week period.
- Enroll in dance, given during the regular school day. Students receive one credit for each semester class, but that credit cannot be used simultaneously to fulfill a Creative Arts requirement.
- Participation in outside sports that Menlo does not offer (i.e., crew, gymnastics, etc.) must be approved by the Director of Athletics and may count for up to two credits. The other two credits must be completed on the Menlo campus - one being the freshman wellness rotation. Students must complete 1 credit (36 hours) and complete a written evaluation. Contact the Director of Athletics for details regarding outside activity credit before beginning any non-Menlo program.

### **Middle School**

Athletics is considered an integral part of every student's education at Menlo School. Each Middle School student is required to participate daily in either physical education (PE) classes or as a member of an interscholastic or intramural athletic team.

The sixth-grade practice and physical education programs run from 1:00 pm to 2:05 pm five days of the seven-day rotation. Every sixth-grader joins an intramural or interscholastic team. Seventh- and eighth-graders have athletics from 2:10 pm to 3:15 pm six days of the seven-day rotation. Students have the option of playing on an interscholastic or intramural team, or enrolling in P.E. Sports offered in the Middle School include baseball, lacrosse, basketball, cross country, football, soccer, swimming, track and field, tennis, water polo, and volleyball.

### **Physical Education: Exposure, Skill Development, Knowledge and Fun**

The P.E. program is designed to expose each student to a variety of activities; teach basic skills, rules and tactics, improve physical fitness in a supportive environment. Through teaching P.E., we hope to encourage overall physical wellness and promote healthy life habits.

## **Interscholastic Sports: Sportsmanship, Respect, Leadership and Responsibility**

### **Levels of Teams**

#### *Why do we have “A” and “B” teams?*

We provide teams for every middle school student. Our students come into Menlo with different skill sets and experience in sports. We want our students to have a successful season and feel that they should have fun, but also learn life lessons and experience the many facets of being on a team. Most students want to be able to play at the level that suits their commensurate ability. Our league has sixth-grade “A” teams and “B” teams in basketball and volleyball. The league also offers “A” teams and “B” teams in the seventh a

### **Intramural Program: Teamwork, Skill Development and Game Strategies**

The intramural program is designed to give students an opportunity to learn and play a sport in an environment that encourages instruction and intra-school competition.

We find it important to offer teams that cater to both the more highly skilled and experienced athlete and the less-experienced athlete. This gives our students a better opportunity for playing time and enhances their overall sports experience by giving them more opportunities to improve their skills and confidence.

#### *Sixth Grade*

The sixth-grade athletic program is designed to give students the opportunity to participate on a team at various levels of competition and commitment. We offer as many sixth-grade teams as necessary based on the number and skill level of participants. The emphasis is less on winning than on sportsmanship, skill-building, teamwork and providing each player a chance to participate in structured competition. We do have some stratification in sixth-grade sports in basketball and girls’ volleyball. We find that having “A” teams and “B” teams help students advance at a level more suited to their ability. We have many students who have not played sports and need the opportunity to learn the basics, while others are more experienced or have a higher skill level and need a little bit more of an advanced teaching approach. The league also offers a program that has an “A” league and a “B” league.

#### *Varsity B Teams (7<sup>th</sup> and 8<sup>th</sup> grade)*

The emphasis of varsity B teams is on developing skills and team camaraderie, which are essential in building a solid athletic program. Athletes compete against other schools. Sportsmanship, skill-building and learning to play as a team are among the goals of the varsity B team.

## **Varsity A Teams**

In the varsity A program, more emphasis is placed on developing successful teams. Teaching sportsmanship and fair play is still important, as is honing the skills and teamwork of all players.

## **Athletics Team Information**

Athletics Opening Day 2023 for all sports: Aug. 24, 3:15 pm-4:00 pm in the Athletic Center. Opening Day is a kickoff to our 2023-24 campaign for all Upper School student-athletes, coaches and staff.

### **Start Dates – Upper School**

An organized practice is attended by a coach and players, and one in which the coach directs, instructs and drills the players and/or the team. In the 2023-2024 school year, practices will not begin before these start dates: (please see individual team pages on the Menlo Web site for more details).

Fall Sports – August 4, 2023

Winter Sports – October 30, 2023

Spring Sports – January 29, 2024

### **Practices**

Length of practice: Classes are dismissed at 3:00 pm, and athletic practices typically begin at 3:30 pm. Practices may not exceed three hours in length, and on double days, no more than four hours of practice are allowed on a single day. There is to be no more than 18 hours of practice time per week. Double days may not be held on consecutive days, per CCS rules.

Sundays: Sunday practices are forbidden by the CIF. No practices, conditioning or team meetings of any kind, including individual workouts with coaches, are to be held on Sundays.

### **Lockers**

Athletes who wish to use a locker to store their athletic equipment may obtain one at any time during the school year. Athletes must get a lock from the Athletics office, then choose a locker in the appropriate locker room. Athletes should always secure their personal belongings and equipment in a locked locker. All gym lockers must be cleaned out by June 1.

### **Equipment and Uniform Return**

The School will issue equipment and uniforms for the athletes' use during the season. These



items must be cleaned and returned to the coach promptly at the end of the season. Athletes are responsible for turning in their uniforms, and will need to reimburse the school for any uniforms lost or unreturned by a date set by head coaches.

## **Eligibility**

A student is scholastically eligible to participate in the Menlo School interscholastic athletic program if:

- The student is enrolled in at least 20 semester hours of work (each class is five semester hours).
- The student has passed at least 20 semester hours of work at the completion of the previous grading period, with the exception of incoming freshmen.
- The student is maintaining progress toward meeting Menlo's graduation requirements.
- The student meets Menlo's minimum academic standards: at least a 2.0-grade point average, no more than one "D" grade and no "F" grades.

## **Grades and Consequences**

Failure to meet the minimum standard at the end of the grading period will make a student ineligible for the next grading period. An ineligible student may not compete in contests. Participation in practice will be reviewed on a case-by-case basis by the Director of Athletics and Dean of Students. To be removed from ineligibility status, a student must achieve the minimum standard for the next grading period.

## **Playing Time**

Due to the competitive nature of high school sports, playing time is not guaranteed in the Upper School.

In Middle School, players are expected to play and are guaranteed to play in all athletic events. Athletes who are more skilled and who show a high degree of effort and commitment are likely to get more playing time.

## **Cutting from Teams**

Menlo offers 42 programs in 21 sports – some of which are no-cut sports, and open to those students willing to put the time, energy and commitment forth to become a contributing teammate. Every year, nearly 80 percent of Menlo's student body participates in athletics.

Efforts will be made to not cut freshmen, however, there is a limit to a number of players on a

team. The School wants to honor a high quality of experience, and roster size will be at the discretion of the Athletics Department. Coaches will announce a date on which teams will be formed. Coaches will communicate with players on their status.

### **Commitment and Quitting a Team**

A high level of commitment is expected from our student-athletes. Please contact the Director of Athletics, Middle School Athletic Director or Head Coach when signing up for a sport if you have any questions regarding commitment to a specific team.

### **Upper School**

Joining a team is a commitment. Our staff understands that students are involved in a wide range of activities and community service on top of their academics. Outside activities need to be scheduled around school games and practices.

Quitting a team disqualifies that athlete from trying out for or participating on any other team for the remainder of the school year, and the athlete will miss the subsequent sports season of the sport they quit. This policy also applies to team members removed for disciplinary reasons, however, the consequence will be reviewed on a case-by-case basis. Athletes are granted an initial 10-day trial, after which they may elect to try out for a different team. This trial period covers only the first 10 days of the practice schedule and can be used once per season. Students must finish the season on the active roster in order to receive P.E. credit. If a player decides to quit a team, they must talk with the Director of Athletics.

### **Middle School**

The Athletic Director turns in rosters to the league immediately after sign-ups. All practices are during the school day. Students need to be at all practices unless they are ill or have a pre-approved academic meeting with a teacher. Students should plan to attend all scheduled games. Club practices and outside activities need to be scheduled around school games. If there is a reason a student has to miss a game, it needs to be approved by the coach and Athletic Director. There may be consequences for missing a game or practice, which may include sitting for a game or part of a game. If a student misses multiple games, there will be a meeting with the Athletic Director and coach.

The Middle School Athletic Director and coaches determine team size. The size of any squad may fluctuate to accommodate a unique situation and to benefit the majority of students. Rosters will be determined after an evaluation period. Every effort will be made to offer each student an opportunity to play on a team. Coaches are encouraged to have individual meetings with athletes prior to selecting teams to inform students where they stand with regard to skill, relative to other team members, and what position they will hold on the squad.

### **Participation in Sports - Concurrent Seasons**

Student-athletes are not allowed to play two sports for Menlo School in concurrent seasons. One of the main reasons high school sports exist is to teach student-athletes about commitment. Dividing time and energy between interscholastic sports in the same season would compromise that commitment and the principle of Team First. In addition, students would miss additional time from school if they were to compete for both sports.

### **Placing a Freshman on Varsity**

In some cases, a freshman may be chosen to play on a varsity team. In order for freshmen to play up, he or she must be taking five classes, and be in good academic standing. If a varsity coach decides a freshman could make the varsity team and be a contributing member, the head coach of the program will petition the Director of Athletics for the student to “play up.” The Director of Athletics will confer with the Dean of Freshmen Transition to determine whether the student could thrive in the varsity environment. If approved, the coach will discuss the move with parents and students and the student’s Advocate will be notified.

*Note: Due to the physical nature of the sport, this policy also applies to sophomores playing varsity football.*

### **Postseason Competition**

On occasion, a varsity head coach may request that a sub-varsity player moves up to the varsity team for postseason play. Head coaches must consult with the Director of Athletics to determine whether a move is in the best interest of the team involved, and, more importantly, in the best interest of the student.

The coach will discuss this honor with the athlete, clearly explaining the role the athlete will play on varsity during the postseason. It is department practice that if an athlete intends to participate in another sport the following season then they must move on to that sport. Coaches may petition the Director of Athletics for an exception to this rule.

### **May Term Trip Policy in Regards to Athletics**

In-season varsity athletes will not be allowed to go on overnight trips for May Term. Athletes playing at the varsity level have made a commitment to their sport, their teammates and their league, and they are expected to honor that commitment throughout the season. Additionally, attendance in any classes that meet off-campus, must be approved by the Director of Athletics.

Sub-varsity athletes will generally be allowed to go on trips, as long as there will be enough team members left to field a team and compete safely, however, all sub-varsity student-athletes must petition and receive approval from the Director of Athletics.

## **Transportation and travel**

### **Upper School**

Transportation will be provided. On some occasions – during a school break or a local game over the weekend – students and families will provide their own transportation. Long-distance travel is minimal and often limited to one trip at the start of the season. Away games may require teams to miss class time. Every effort is made to keep time away from class to a minimum. If a student is injured, and not participating in the competition, the student must get permission from the Director of Athletics and Dean of Students to leave class early to attend. Generally, teams play two to three contests per school week (Monday through Saturday). It is the student's responsibility to let teachers know in advance when they will miss class.

Varsity teams are encouraged to take one overnight trip per season to foster team building and to experience a range of competition. Financial aid through the [Jay Ward Athletic Endowment Fund](#) is available to cover costs for families for whom it is a hardship to pay trip expenses. All school policies are in effect on overnight trips, and a behavioral contract must be signed prior to departure. Families needing financial assistance, may contact [Rose Garza](#) in the Admissions and Financial Aid Office.

### **Middle School**

Menlo will provide transportation to all weekday away games that start before 5:00 pm. Parents will provide transportation to games that are played during the evening and weekends. The School will help provide resources for students who do not have transportation to games. Some students who live out of the immediate area will go to the house of a teammate to study or relax before a scheduled evening game.

### **Supervision after games – Middle School**

Parents are expected to arrange for their child to be picked up immediately after the game. They can be picked up at the game site or at the Middle School. The Library is open until 7:00 pm for students who are not picked up after the game. When students are traveling by bus to and from Menlo for away games, parents should pick their children up as soon as the team arrives back at School. Parents are responsible for after-game supervision and transportation for all away games that start after 5:00 pm, or are on the weekend.

## Definitions and Regulations Concerning Offseason Activities

**Practice:** An organized practice is one attended by a coach and players and one during which the coach directs, instructs and drills the player, players or the team. According to CIF, CCS and league rules, offseason practices may only take place in 2023 from June 4-July 24.

**Open Facilities:** At “open facilities” (gymnasium, fields, batting cage, etc.), coaches from the sport the students are playing may be present to supervise, but are not allowed to instruct or coach. Facilities may not be used if it will interfere with an in-season sport.

**Offseason League:** Menlo teams will not participate in any offseason leagues during the school year. Menlo coaches may not encourage participation in such leagues over participation on a Menlo team.

**Weight/Conditioning Programs:** Coaches encourage athletes to maintain a strength and conditioning program during the offseason. Programs will be developed by the Menlo Performance and Wellness Director. The Menlo weight room is available for individual workouts with the strength and conditioning coach or head trainer present. Formal programs that are required and supervised by members of the coaching staff during the offseason must follow CIF regulations.

**Club Teams:** According to CIF regulations, student-athletes may not play on outside club teams of the same sport concurrently as their Menlo sport.

## Sportsmanship

Menlo School is a member of the Central Coast Section of the California Interscholastic Federation (CIF). All members of the CIF/CCS are committed to providing a sportsmanlike environment for students, coaches, officials and spectators. To that end, the CIF/CCS and Menlo School have adopted the following guidelines:

- School staff, coaches, players and parents are expected to demonstrate sportsmanship at all times.
- Coaches, players and spectators will respect the integrity and judgment of sports officials.
- The following behavior is unacceptable at all contests: Negative comments toward the opponent, obscene cheers or gestures, acts intended to disrupt the opponent (cheer for Menlo, don't jeer the opponent), negative signs, artificial noisemakers (whistles, air horns, clappers, bells, etc.), complaints about officials' calls (verbal or gestural).

## **Game Ejection Policy**

Per CCS rules, any player ejected from a contest for unsportsmanlike behavior will be disqualified from participating for a minimum of one contest, taking effect at the next contest. In addition, the Dean of Students will review the incident, a process that may result in further disciplinary action. Any player ejected from a CCS playoff contest because of flagrant misconduct or unsportsmanlike behavior will be excluded from participating in the remainder of those playoffs.

## **Code of Ethics for Students and Parents**

It is the duty of all concerned with the Menlo Athletics program to exemplify the highest ideals of sportsmanship, ethical conduct and fair play. Both athletes and parents are expected to respect the integrity and judgment of officials and coaches and to show courtesy to visiting teams. Both athletes and parents are expected to recognize that an athletic contest is a game, the purpose of which is to promote the physical and social development of the individual athletes. Please respect and abide by the guidelines for behavior described in the following code of ethics for athletes and parents.

### **Athletes' code**

- Embrace the highest ideals of sportsmanship, ethical conduct and fair play.
- Show courtesy and respect to visiting teams, officials, teammates and coaches at all times.
- Understand thoroughly the rules of the game and uphold them.
- Refrain from the use of language that degrades, baits or intimidates others.
- Treat the coach with respect and discourage fans, fellow students and parents from undermining the coach's authority.
- Represent yourself, your parents, your school and the community with proper conduct at all times, on or off the playing field.
- Dedicate yourself to being a scholar-athlete. Be aware that nothing worthwhile is accomplished without hard work and a sincere desire to succeed. This means making a commitment to attend all practices, games and team meetings and being willing to sacrifice your own desires for the good of the team.

### **Parents' code**

- Embrace the highest ideals of sportsmanship, ethical conduct and fair play.
- Show courtesy and respect to visiting teams, officials and coaches at all times.
- Support the coaching staff at Menlo at all times. Refrain from undermining their authority or criticizing them in public, and approach coaches in private to discuss

concerns or suggestions related only to your child.

- Refrain from entering onto the field or court, standing on the sidelines, or yelling instructions to the coach or players from the bleachers.
- Make every effort to stay informed about athletic schedules and events.

### **Guidelines for taking photographs, recording Athletics events**

The School welcomes photographers who want to record memories of the teams. These are a set of guidelines established solely with the safety of the players, officiating crew and photographers in mind.

*Keep your distance and be aware.* Please keep in mind whether, as a photographer, you are interfering with the field of play, and determine whether you can move quickly and adequately enough should the action come your way.

*Please avoid the use of flash* within 20 feet of players. The flash can temporarily blind or affect the vision of players on the floor or field, jeopardizing their safety. Even when it seems the moment is stationary, such as the first of two free throws, a flash can be a distraction to players, officials.

## **Team Parents**

The Menlo School Parents' Association (MSPA) and Athletics Department have established a set of guidelines concerning the role and duties of team parents. Please visit the [team parent guide](#) for complete details of resources and responsibilities.

### **Optional apparel orders**

A team store may be set up through BSN where parents can purchase additional optional Menlo team gear for themselves or the student. This gear must follow of Menlo's branding guidelines. The coach and the Director of Athletics must approve all apparel orders and designs. All required team gear will be provided by Menlo.

## **Student-Athlete Advisory Board (SAAB)**

The Student-Athlete Advisory Board is a group of student-athlete leaders representing various grade levels and sports who discuss and help create policies in coordination with the Athletics Department. The board already has helped shape policy or advised on topics such as; nutrition, selection of team captains and off-season conditioning.

# Awards and Celebrations

## Upper School

### Team Celebrations

Teams will designate a date for a team banquet to honor the players and coaches of each team from that season. At this year-end banquet, coaches will recognize players for their contributions to the program.

### Upper School Awards

Letters, patches and participation bars can all be obtained from the Athletics office. Letterman jackets may be ordered through [Goetz Bros](#) or [neffjacketshop.com](#)

**Letters:** The purpose of a letter is to signify that a student has been a member of a varsity team, and has fulfilled all requirements necessary to be a member of that team. Athletes will receive their letter after completion of their first varsity year in any sport. Students receive one varsity letter, regardless of the number of sports in which they participate.

**Sports patches and Participation Bars:** Patches specify which varsity sport(s) an athlete has participated in. Athletes get a patch for each sport they have played. Bars signify the number of years an athlete has lettered in a particular sport. Athletes receive a bar each time they letter on a varsity team.

**Certificates:** These recognize everyone who has participated in a sport at Menlo. Athletes who successfully complete a season (varsity, junior varsity, frosh-soph, or freshman) receive a certificate recognizing their participation at the end-of-season celebration.

**Team awards:** Individual awards may be given in recognition of outstanding achievement and team commitment. Each coach sets different criteria for determining whether to give awards and who shall receive them.

### League Awards

The West Bay Athletic League, Peninsula Athletic League and West Catholic Athletic League choose all-league teams for all varsity sports. In some sports, such as golf and track & field, end-of-year meets or tournaments determine the all-league team. The all-league selection process allows coaches to nominate players from their own team, briefly present their stats and make a case for those players making an all-league team. All coaches in the league then vote



for first and second teams and in some sports, honorable mention(coaches are not allowed to vote for their own players).

### **Academic Awards**

**Individual awards:** The CCS does not recognize individual student-athletes. They do offer scholarship opportunities based on athletic and academic performance, and community service. Check the CCS website ([www.cifccs.org](http://www.cifccs.org)) under awards for more details.

**Section/state/national awards:** Many publications and groups give awards such as all-county, all-state or all-America. Menlo School, the CCS and the CIF do not sanction any of these awards. Be wary of a group or organization that asks for money in order for your athlete to be named to a “team.”

## **Parent-Student Responsibilities**

Menlo School is dedicated to creating a positive sports culture for students, coaches, parents, officials and administrators.

### **Menlo School Parent-Student-Athlete pledge**

Menlo School expects a positive environment for both athletes and coaches. Parents and student-athletes are expected to adhere to the following guidelines. Please read the following pledge before the school year. Your electronic signature confirms that you and your student(s) have read and approved the handbook and confirms that you and your student(s) will adhere to all guidelines of the pledge.

- We pledge to be on time to all practices and games. We understand that by being late or missing practice, athletes may be put at risk by not having adequate time for warm-up and preparation. We will give the coach ample notice of any excused absences (i.e., teacher help session). This shows respect for both the coach and teammates.
- We pledge to use positive encouragement to fill the emotional tank of our student-athletes. Athletes do their best when their emotional tank is full. We understand that less than 1% of youth sports participants receive college scholarships and the top three reasons students play sports are to have fun, make friends and learn new skills. We understand the game is for the players and will keep sports in proper perspective.
- We pledge to reinforce the ELM Tree of Mastery (E for Effort, L for Learning and M for bouncing back from Mistakes). Winners are people who continue to learn and improve,

make a maximum effort and do not let mistakes, or fear of making mistakes, stop them. We understand people are born with different abilities and the true measure is not how one student-athlete compares to others but how he/she is doing in comparison to the concept of “best self.”

- We pledge to Honor the Game. We understand the importance of setting a good example for all student-athletes. No matter what others may do, we will show respect for all involved in the game, including coaches, players, opponents, opposing fans and officials. We understand that officials make mistakes, and even if we feel a mistake has been made, we will Honor the Game and be silent.
- I pledge to refrain from yelling instructions to my child. I understand this is the job of the coach. I understand games are chaotic times for student-athletes trying to deal with fast-paced action and respond to opponents, teammates and coaches. I will limit my comments during the game to encouraging my child and players for both teams.
- We pledge to refrain from making negative comments about the coach and other members of the team. We understand this negatively influences the motivation and the overall experience of everyone involved with the team.
- We pledge to abide by the CCS sportsmanship policy, which prohibits artificial noisemakers, body painting (except for faces), bare chests (shirts must remain on), negative signs, berating an opponent’s mascot or players or complaining verbally or with gestures at officials’ calls. We understand we should only cheer for our team or for opponents’ exceptional plays and never against a team or individual.

### **Athlete-Parent-Coach-Director of Athletics Communication**

Open communication is the foundation of the relationship among student-athletes, parents, coaches, and the Director of Athletics. Here are guidelines to help foster this communication.

Communication Parents Expect from Coaches:

- Team philosophy
- Team and individual expectations
- Team rules
- Procedures to follow when an athlete is injured or sick
- Ways to help the child improve

Appropriate Concerns to Discuss with Coaches

- Notification of any illness or injuries that will cause the athlete to miss a practice or game
- Treatment of your child, emotionally and physically
- Ways to help your child improve
- Concerns about your child’s behavior

- Any personal issues that you feel may influence your child's performance or well-being.

#### Issues Not Appropriate to Discuss with Coach

- Playing time
- Team strategy
- Other members of the team

#### Parental Procedure for Communicating Concerns

- Have your child take the responsibility to speak to the coach about any concerns. It is important we teach students to advocate for themselves and to communicate with adults in a mature manner.
- If you believe your child's conversation with the coach did not help reach a resolution, then you should meet with the coach directly.
- If the issue still has not been resolved, arrange an appointment with the Director of Athletics. Some situations may require a conference with the coach, athlete and parent in order to reach a solution.
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both parents and coaches. Meetings of this nature rarely promote resolution.

## Undue Influence

The CIF recruiting rule applies to all Menlo personnel and sports representatives. As stated in CIF, CCS and WBAL Bylaws, Menlo School will: Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at a public or private secondary educational institution.

#### Menlo School Undue Influence Policy

- No-one associated with Menlo School may approach a student or his/her parents, either directly or through a third party (teacher, coach, etc.), for the purpose of inducing that student to attend Menlo School in order to participate in athletics.
- Prospective students or their parents/representatives should contact the Menlo School Admissions Office, not coaches or athletic administrators, to discuss the application, admission, financial aid, etc. Menlo School coaches or staff who may be contacted in this way should direct the person to the Admissions Office.
- The Director of Athletics is only available to provide general information about Menlo School's sports offerings and athletic program philosophy. Information on our programs can be found on the Menlo School website.
- Menlo School coaches, athletic staff or other school representatives are not to discuss

team membership, playing time, etc., with prospective students or their parents/representatives.

- Menlo School does not provide athletic scholarships.
- No middle-school-age individual or team may be invited or given discounted admission to Menlo School athletic contests. These may be extended only to entire classes or school student bodies.
- Menlo School does not target specific individual students for an invitation to sport camps. Menlo School sports camps are open to the general public.
- No middle-school student may participate in open gyms, practices, workouts or other athletic activities with Menlo Upper School students during the regular school year.

## **Transfer and Gap Year Rules**

The CIF transfer rule sets limitations on interscholastic athletics eligibility for students who have transferred schools or have opted for a gap year. Details can be found on the Student Eligibility page of the CCS website at [www.cifccs.org](http://www.cifccs.org). Any student that has transferred into Menlo who wants to play sports, must establish their eligibility before playing contests. Notify the Athletic Director and the Athletic Director will initiate paperwork with the CCS to determine the athletes eligibility.

## **Name, Image and Likeness (NIL)**

A student is governed by CIF amateur rules when the student participates in CIF competition. A student who violates CIF amateur or award rules shall be ineligible for CIF competition in that sport until appeal and reinstatement as an amateur by the Federated Council. A student can benefit from their name, image or likeness. However, they are not allowed to wear a school team uniform or any identifying school insignia while appearing in any advertisement, promotional activity or endorsement for any commercial product or service. They are not to lend their name and team affiliation for purposes of commercial endorsement. This provision is not intended to restrict the right of any student to participate in a commercial endorsement provided there is no school team or school affiliation. Before signing NIL deals, please see the Director of Athletics for clarification.

# Menlo Sports Performance

The Menlo Sports Performance Department is committed to the development of all of its student athletes with goals of helping them maximize athletic potential, build character and develop a foundation for a healthy lifestyle.

## Mission Statement

The Menlo Sports Performance program seeks to provide an atmosphere in which athletes can grow physically, mentally, and emotionally, while enjoying a supportive, and diverse environment. Furthermore, athletes are given the opportunity to learn and demonstrate sportsmanship, teamwork, responsibility, and integrity to their campus community and beyond.

## Program Overview

Through Menlo Sports Performance, athletes will build a strong foundation of strength and movement before progressing to the next level of exercises in the weight room. Proper lifting technique is vital to building functional strength. All programs are evidence based and include some form of periodization and progressive overload. We prioritize training movement patterns to enhance overall athletic performance. When an athlete is mobile, stable, strong, and efficient, s/he can compete with confidence, and it increases likelihood to remain healthy throughout the sport season(s) and athletic career. If injuries occur, the athlete is in a better position to recover, and return to play quickly. In addition athletes will establish and continue to build their leadership skills, establish discipline and accountability. All aspects that can be taken on to their future endeavors.

## Program Goals

- Prevention of injury
- Improve athletic performance, focused on the following components:
  - Build a strong foundation of bodyweight movement
  - Improve total body strength and power
  - Improve speed, agility and sport specific conditioning
  - Improve balance, stability, flexibility and mobility
- Improve mental and physical self esteem
  - Build mental toughness, discipline and accountability through training

## Weight Room Locations

- Main - Foster Family Strength and Conditioning Center located in The Athletic Center.
- Secondary - Menlo School Outdoor Strength and Conditioning Center located at the north end zone of Cartan Field, between Menlo's Silver Family Baseball Field and Cartan Field.

## **Training Sessions**

The Menlo weight room is not an “open gym”. All training sessions (individual or team) are to be scheduled ahead of time with the sports performance staff. All sessions must be supervised by one of the sports performance coaches on staff. Training sessions, both in- and off-season, are structured by the sports performance staff based on the needs of the athlete and the demands of their sport.

### *In-Season Training*

In-season athletes train with their respective team. In-season training days and time will be determined by the head coach of each team and the sports performance staff at the start of the season. Absences from team training sessions will be handled on a team-to-team basis, and consequences of a missed training will be determined by the head coaches and assigned strength coach before training sessions start.

### *Off-Season Training*

Menlo Sports Performance offers voluntary off-season training opportunities for any athletes not currently participating in a sport. Off-season training is offered year-round, including during the summer. During this time, student-athletes have the opportunity to train with athletes from other sports allowing them to build relationships, camaraderie and culture across athletics as a whole. Athletes are encouraged to participate in the Menlo strength off-season program as it makes for a smoother transition into their sport season. Off-season training schedules vary season to season. If athletes are not able to attend the given days or times, they can contact the sports performance coaches to schedule time to lift during lunch or afternoon free periods. Days and times for each season will be updated on the Menlo Sports Performance tab of the Menlo Athletics website, posted outside the Foster Family Strength and Conditioning Center and communicated with coaches and athletes prior to the start of training. All communication, information and scheduling updates in regards to Menlo Sports Performance will be available on the Menlo Sports Performance Team App. Team App sign up information will be communicated with all coaches and athletes. If you have questions, please contact the head sports performance coach (see below for contact information).

### *School Breaks and Holidays*

The weight room is typically open over school breaks with limited hours. Days and times vary depending on the break and time of year. Weight room sessions over break are considered “open weight room”. These sessions are still structured by the sports performance coaches, but athletes can attend at any time during the time allotted on the given day (ie. open weight room 10:00 am-noon, athletes can come any time during those two hours). Weight room schedules for breaks will be communicated with athletes and coaches in advance and posted on the Menlo Sports Performance web page.

## Weight Room Rules

1. No cell phones
2. No airpods or wireless headphones - if your coach needs to communicate with you, you need to be able to hear them.
3. Music must not have explicit word, themes.
4. All equipment used during lift sessions must be properly cleaned and put away before exiting the weightroom.
5. Do not remove any equipment from the weight room unless you have the sport performance coach's permission.
6. There is zero tolerance for horseplay or violent behavior.
7. If unsure about a certain exercise, always ask for clarification.
8. The use of clips is required once there is more than one plate on the bar.
9. Spotters must be used when necessary.
10. A Sports Performance coach should be notified of any injury *before* the lift session begins in order to make the necessary modifications if needed.
11. No outside personal training is permitted in the Menlo weight room (Exception: any alumni participating in collegiate athletics may use the facility and will be allowed to follow the program given to them by their collegiate strength and conditioning coach. Alumni athletes *must* schedule a time with a sport performance coach in advance and are still required to have supervision at all times.)
12. Come ready to work!

**Weight Room Emergency Action Plan:** In case of an emergency, sport performance coaches will follow the EAP established by the Athletic Training Staff listed on final page 54.

# Menlo Athletics Sports Medicine Policies and Procedures handbook

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## **Sports Medicine Mission Statement**

Menlo School's sports medicine program provides injury prevention, care, treatment and management services to student-athletes. Menlo's program consistently strives to be a leader in the field of sports medicine and works to establish itself as a model of excellence using current, evidence-based practices.

The goal is to provide prompt care for athletic injuries, enable injured student-athletes to return to play as soon as safely possible and promote overall health and wellness.

Menlo works in conjunction with the strength and conditioning program, coaches, athletics support staff, school administration, physicians, allied healthcare professionals, and local colleges and universities to provide the best possible care and rehabilitation for student-athletes.

### **Athletic Healthcare Team (AHCT)**

The goal of the AHCT is to provide effective delivery of health care and sports medicine services to Menlo athletes through a comprehensive, team approach.

The Athletic Healthcare Team consists of (but is not limited to) Menlo athletic trainers, team physicians (Stanford Orthopedic Physicians), school nurses and counselors, concussion specialists, local EMTs/paramedics and school administration.

### **Job description and responsibilities**

- Counsels and advises athletes, coaches, and staff on matters pertaining to condition, diet, rest, exercise, reconditioning, and other similar health issues through individual conferences and/or group clinics;
- Works cooperatively with coaches in selecting protective athletic equipment and gear and in checking it for safety;
- Responsible for training and supervising athletic training students through San Jose State University as an approved clinical coordinator;
- Attends practices and contests on school and non-school days as directed by the Head Athletic Trainer;
- Covers all scheduled games according to the priorities set by the Head Athletic Trainer or Athletic Director;

- Oversees the taping, stretching and treatment of athletes prior to practices and competitions;
- Prevents and cares for athletic injuries sustained at practice sessions and contests and performs first aid, CPR, and emergency procedures when needed;
- Maintains the final decision whether an injured athlete may continue in a practice session or game when present;
- Provides post-practice and competition care and/or treatment;
- Advises, formulates, and monitors rehabilitation protocols;
- Familiar with Menlo's emergency action plan at all venues;
- Ensures that the proper preventive and safety measures are taken before transportation of injured athletes to physician or hospital by approved conveyance;
- Notifies the parents and appropriate Menlo School personnel directly of any athlete taken to a physician and/or hospital in any emergency;
- Carries out the order of a physician in regards to treatment after injury is diagnosed; Does not allow any athlete to play or practice unless he or she has written approval by a physician;
- Works cooperatively with and under the direction of the head Athletic Trainer and Team Physicians in respect to:
  - Rehabilitation procedures for athletic injuries
  - Operation of therapeutic devices and equipment
  - Fitting and assisting protective equipment and other devices
  - Referral to doctors or hospital emergency room.
- Experienced in and has the ability and skill to use ultrasound, electrical stimulation, and other modalities under the supervision of Menlo's team physician;
- Responsible for the organization, inventory, and requisition of all training room supplies during the school year;
- Prepare and submit a budget of medical supplies and equipment needed for the coming school year;
- Keeps accurate records of all athletic injuries, incident date, appropriate evaluation, initial treatment, complete accident forms, physician's recommendations and release dates, if applicable, while maintaining strict confidentiality of medical records.

## **Confidentiality Compliance Statement (HIPAA)**

In accordance with federal legislation concerning personal health information, Menlo School is required by law to maintain confidentiality of all individually identifiable health information. All records containing an athlete's protected health information are secure and remain

confidential. Information is shared within Menlo School only for legitimate educational purposes to benefit the student.

## **Magnus Health and Pre-participation Statement**

Magnus is a simple and secure online software we use to collect and track student-athlete medical forms, records and other vital documents. In addition, the Magnus system allows Menlo, and our coaches, emergency access to vital health information in the event of an emergency.

A Magnus introduction letter is sent to each parent at the beginning of the school year directing them to choose a secure password and then access all the medical documents necessary to participate in Menlo athletics.

### **Pre-Participation Requirements**

All of the following are housed under the athlete's Magnus record,

- A physical performed by an M.D. or D.O., and dated after June 1, 2023
- A sport injury risk and consent waiver signed by both parents or guardians,
- State-mandated concussion information form,
- State-mandated sudden cardiac arrest information form,
- State-mandated opioid information form,
- Menlo Athletics parent-student handbook,
- Menlo head injury management program,
- An updated vital health record with at least four emergency contacts with one of the four contacts residing outside of the area,
- A medical release and confidentiality statement signed by both parents or guardians

## **Sports and Event Coverage**

### **Activity Coverage**

All coaches are required to give the AT a minimum of 24 hours advance notification when changing the date, time, or location of a scheduled game or practice. Changes or notifications made after the specified time frame may result in limited or no coverage, depending on availability.

### **Practice Coverage**

An AT will be on site for most scheduled practices. One AT will either be in the athletic training room, providing treatment for those athletes who are unable to participate or if

multiple events are occurring at the same time the AT's will be located at the venue with the highest risk sport(s).

### **Game Coverage**

An AT will be on-site for all scheduled home games. At least one AT will be located in the athletic training room or at the venue with the highest risk of injury.

### **Travel Coverage**

ATs will travel with jv and varsity football as well as jv and varsity boys lacrosse for competitions. Other sports will be given a medical kit and a treatment plan for that team during travel. All teams that make it to the CIF post-season may request the AT to travel with them as well as any trips scheduled during breaks. Coverage for these events will depend on availability.

### **Off-Season Sport Coverage**

The sports medicine team will not cover off-season sports outside of normal training room hours. Coaches and players should be aware of this and plan off-season training during normal training room hours.

Off-season sports are encouraged to check in with the AT to communicate any injuries sustained by athletes. Off-season athletes are encouraged to check-in when injured to receive an evaluation.

### **Non-Menlo sponsored event coverage**

Due to liability, the AT will not cover any non-Menlo event. This includes summer leagues, club events, or games that occur outside of that program's normal season of sport (per CIF definitions and guidelines). This includes events that occur during normal operating hours while Menlo-sponsored events are occurring simultaneously.

## **Athletic Training Room Procedures**

### **Athletic Training Room Hours**

The athletic training room will be available to all upper school student-athletes from noon to 7:00 pm (subject to change based on game schedule). In-season evaluations will take priority. The athletic training room will only be open on Saturdays for all scheduled practices and competitions, closing 15 minutes after the competition/practice ends.

New injury evaluations should be done during lunch or scheduled during an afternoon free period when possible. Student-athletes should NOT leave/skip class to come to the athletic training room.

## **Athletic Training Room Rules**

- The Athletic Training Room is a medical facility and should be treated as such. All athletes are expected to observe the policies and rules of the training room. No coaches or administrators will allow athletes into the athletic training room without direct supervision.
- No equipment or supplies in the athletic training room may be utilized or taken from the room by any team, coach, or athlete without permission from the AT.
- Cussing, swearing, or foul language will not be tolerated.
- Appropriate attire must be worn at all times. Shorts and T-shirts should be worn for evaluation and treatments.
- No cleats, or shoes with grass and/or mud, are to be worn in the athletic training room.
- Backpacks/ball bags, sticks, etc. should be left in the locker room and should not be brought into ATR.

## **Reporting Injuries**

- It is important to report all injuries to the AT. Often things that seem minor at that particular time may not be, and can lead to bigger problems, so please report injuries as soon as they happen. Please DO NOT wait a week or so to see somebody, this can lead to missed time at practices and events.
- Athletes must report all injuries to their coach and the athletic trainer as soon as possible. The athletic trainer will determine if participation is appropriate. Athletes should not simply decide not to go to practice because they are hurt.
- Any athlete unable to complete a practice due to injury will be required to obtain clearance from the athletic trainer or a physician to return to practice or games.
- An injured athlete is still considered a part of the team and expected to be present at games and practices unless released by the coach. Players unable to compete due to an injury will be given alternate conditioning and rehabilitative activities. Appropriate clothing for practice must be worn in the training room.
- Athletes are expected to be at practice on time, regardless of their need to see the athletic trainer. Athletes should plan ahead and report to the training room early. Injury evaluation and treatment may be scheduled during lunch and/or free periods. If an athlete requires extensive treatment, the athletic trainer will communicate to the coach why the athlete was late and any practice restrictions.
- Athletes should report all dangerous conditions and/or broken equipment to the appropriate coach immediately. Safety equipment (i.e., helmets, pads) that is not functioning properly may not be used. Athletes should check their equipment daily.

### **Referrals, Physician Appointments, and Return to Play**

Any student-athlete who is injured and treated by a physician or allied health care professional and under their care must provide a note from that health care provider before they will be allowed to return to any athletic participation. The note needs to be given to the Athletic Trainer, who will then contact the Head Coach to inform the coach of the status of the student-athlete. The Head Coach will be informed of any restrictions that would limit full participation, special taping or bracing, or other considerations that need to be addressed before participation can be resumed. It is the responsibility of the student-athlete to obtain and provide this note to the Athletic Trainer before they will be allowed to return to play. If Menlo athletic trainers deem it unsafe for a student-athlete to return to participation, even with a physician clearance note, athletic trainers will seek direction from their supervising physician(s).

### **Documentation**

All injuries, and any subsequent treatment performed, must be documented using SportsWare OnLine electronic medical record. Any athletic injury that is severe enough to warrant the Emergency Action Plan protocol to be administered, or a referral to a physician, or a time-loss greater than two days will be communicated with the Health Office.

### **Administration of Medicine Policy**

It is against California law for any coach or fellow student to dispense medications to an athlete. An athlete needing medication may visit the school nurse during school hours, or the athlete's parent, if present, may dispense the medication.

## **MRSA and Skin Infection Prevention Policy**

### **MRSA Prevention**

MSRA (Staph infection) Prevention According to the Centers of Disease Control and Prevention, staphylococcus aureus (staph) are bacteria carried on the skin or in the nose of 25-35 percent of healthy people. Most times, staph does not cause illness or infection, but in rare cases, serious infection does occur. Staph infections can be difficult to treat because the bacteria have become resistant to common antibiotics. One resistant form of the staph is methicillin-resistant staphylococcus (MRSA). MRSA is easily transmitted through body-to-body contact from an infected wound to an open wound on another person. The condition can also be transmitted from an object (towel, shared equipment or soap) that has come in contact with the infection then used by another person where it contacts a wound. The bacterium is not carried through the air, nor is it found in dirt, mud or grass. It cannot live

on artificial turf. The signs of MRSA can be confused with a “common” infection, a pimple, an insect bite or a previous abrasion. Signs include reddening of the area, fever, increased skin temperature at the site of infection or it might appear to be a skin lesion with a pustule, carbuncle or a boil. These conditions must be referred to a physician immediately.

Actions to prevent infections:

- Keep hands clean by washing thoroughly with soap and warm water or using an alcohol-based hand sanitizer routinely.
- Shower immediately following any physical activity.
- Avoid whirlpools or common tubs. Individuals with open wounds, scrapes or scratches can easily infect others in this environment.
- Avoid sharing towels, razors and daily athletic gear.
- Properly wash athletic gear and towels after each use.
- Maintain clean facilities and equipment.
- Administer or seek proper first aid (cleanse the wound, antibiotic and band-aids).
- Care and cover skin lesions appropriately before participation.
- Inform or refer to appropriate health care professionals for all active skin lesions and lesions that do not respond to initial therapy. Source: NATA official statement on MRSA and the CDC

## **Concussion Management Policy & Protocol**

Menlo School believes that the health and safety of our students are of paramount importance. For more than a decade, Menlo School has been a leader in the management and treatment of concussions in middle and high school student-athletes in the Bay Area and around the country. The concussion management program was implemented to ensure our students not only return to the classroom safely but to athletic competition safely as well.

### **CIF Concussions Information**

Parents or guardians, as well as student-athletes, must sign the concussion information sheet as it pertains to AB25, passed into law in October 2014, to require school districts to immediately remove an athlete from a school-sponsored athletic activity if he or she is suspected of sustaining a concussion or head injury.

In effect August 2015, AB 2127 is an addendum to AB25 which requires a step-wise return-to-play protocol, requires a clearance after a head injury by a licensed physician trained in the management and care of concussion; and limits full-contact football practice to two 90-minute sessions per week.

The purposes of this statement are to help educate parents and athletes about head injuries, to define the signs and symptoms of a concussion, and finally to clarify our protocol by which we determine if and when an athlete may return to normal athletic activity.

Concussions can occur in any sport, but are more prevalent in contact sports. Individuals who suffer a concussion may display the following signs and symptoms following an incident:

- Disorientation
- Confusion
- Dizziness
- Nausea
- Amnesia
- Headaches
- Disrupted hand-eye movements
- Loss of consciousness
- Blurred or double vision
- Increased fatigue, altered sleep patterns

If a student demonstrates any sign or symptom of a concussion after receiving a direct or indirect blow to the head, the athletic trainer - or school nurse for the middle school - will contact the parent or guardian, and the student will be removed from athletic activity until a licensed physician trained in the care and management of head injuries in accordance of AB 2127 gives him or her written clearance.

Additionally, the student will not be allowed to participate in athletic practices or events until they are determined to be symptom-free by the athletic trainer and/or the school nurse, they achieve an acceptable score on their Sway Medical testing, and exhibit no further symptoms after a stepwise return-to-play protocol is completed.

If an athlete sustains more than one concussion in a calendar year, they will not be allowed to return to participation in sports until evaluated by a neurologist or concussion specialist. Remember it's better to miss one game than miss the whole season.

## **Environmental Conditions**

### **Exertional Heat Illness Policy & Procedures**

Activity in hot or humid environments can easily cause a number of heat-related illnesses. Heat illness can occur in anyone at any time. The signs and symptoms listed below usually do not occur in a stepwise manner and can change rapidly depending on the person, situation, and activity. All signs and symptoms should be treated as serious and help sought in a timely manner.



## **Heat Exhaustion**

Prolonged sweating, dehydration, and inability to sustain adequate cardiac output

### *Symptoms*

Excessive thirst, dry mouth, weight loss, fatigue, weakness, mental fatigue, low urine volume, slightly elevated body temperature

### *Treatment*

1. Move the individual to a cool/shaded area and remove excess clothing
2. Elevate legs to promote venous return
3. Cool the individual with fans, rotating ice towels, or ice bags
4. Provide oral fluids for rehydration

## **Heat Stroke**

Sudden thermoregulatory failure

### *Symptoms*

Abrupt onset; nervous system abnormalities: headache, dizziness, fatigue; flushed skin; rapid pulse rate; increased respiration rate; relatively normal blood pressure; rapid rise in body temperature (103°F+)

### *Treatment*

1. Remove all equipment and excess clothing.
2. Cool the athlete as quickly as possible within 30 minutes via whole body ice water immersion (place them in a tub with ice and water approximately 35–58°F); stir the water and add ice throughout the cooling process.
3. If immersion is not possible (no tub, no water supply), take the athlete to a shaded, cool area. Use rotating cold, wet towels to cover as much of body surface as possible.
4. Maintain airway, breathing and circulation.
5. After cooling has been initiated, activate the Emergency Action Plan. Monitor vital signs such as heart rate, respiratory rate, blood pressure, monitor CNS status.

## **Daily Monitoring of Environmental Conditions**

The protocol calls for the determination of environmental conditions at the practice/contest site using the Kestrel Wet Bulb Globe Thermometer (WBGT). Thirty (30) minutes prior to the start of activity, environmental readings will be taken at the practice/competition site.

Athletic department personnel should do the following when risk level rises:

Cat 3	Cat 2	Cat 1	Activity Guidelines
< 82.0°F <27.8°C	< 79.7°F <26.5°C	< 76.1°F <24.5°C	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.2 - 86.9°F 27.9-30.5°C	79.9 - 84.6°F 26.6-29.2°C	76.3 - 81.0°F 24.6-27.2°C	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.1 - 90.0°F 30.6-32.2°C	84.7 - 87.6°F 29.3-30.9°C	81.1 - 84.0°F 27.3-28.9°C	Maximum practice time is 2 h. <u>For Football</u> : players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1 - 91.9°F 32.2-33.3°C	87.8 - 89.6°F 31.0-32.0°C	84.2 - 86.0°F 29.0-30.0°C	Maximum practice time is 1 h. <u>For Football</u> : No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports</u> : There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 92.1°F ≥ 33.4°C	≥ 89.8°F ≥32.1°C	≥ 86.2°F ≥30.1°C	No outdoor workouts. Delay practice until a cooler WBGT is reached.

## Heat Acclimatization Policy

A proper heat acclimation program is essential to preventing heat-related illnesses. Menlo School has developed a heat acclimation protocol and procedure in the event of heat illness, heat-related cramping, and heatstroke. All Menlo student-athletes are required to undergo an annual physical performed by a licensed physician (MD or DO). The exam should identify predisposing factors that may increase a participant's risk of heat-related illnesses. These include, but are not limited to, medication and supplement use, cardiac disease, history of sickle cell trait, and previous heat injury.

The heat-acclimatization period is defined as the initial 14 days of preseason practice. The goal of this acclimation period is to enhance the body's heat tolerance abilities and to exercise safely and effectively in warm to hot climates. Days in which athletes do not practice due to a scheduled rest day, injury or illness do not count toward the heat-acclimatization period. A practice is defined as the period of time a student-athlete engages in a

coach-supervised physical activity. Each individual practice will last no longer than 3 hours in duration in which warm-up, stretching and cool-down activities are included in this practice session.

The following will be Menlo's heat-acclimatization protocol:

1. Days 1 through 5 of the heat-acclimatization period consist of the first 5 days of formal practice.
2. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed 4 hours in any 1 day.
3. During days 1–2 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet should be the only protective equipment permitted. During days 3–5, only helmets and shoulder pads should be worn. Beginning on day 6, all protective equipment may be worn and full contact may begin.
  - a. Football only: On days 3–5, contact with blocking sleds and tackling dummies may be initiated.
4. Full-contact sports: 100 percent live-contact drills should begin no earlier than day 6.
5. Double-practice days must be followed by a single practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double practice day is followed by a rest day, another double practice day is permitted after the rest day.
6. On a double-practice day, neither practice should exceed 3 hours in duration, and student-athletes should not participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walkthrough, conditioning, and weight-room activities are included as part of the practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment.

## **Thunder and Lightning Policy**

Prevention and education are keys to lightning safety. While we rarely have lightning storms in Northern California, we must be aware of the dangers of participating in outdoor athletic activities during thunderstorms. Lightning's behavior is random and unpredictable.

*In accordance with the "National Athletic Trainers' Association Position Statement: Lightning Safety for Athletics and Recreation" (Journal of Athletic Training 2000; 35(4): 471–477), the certified athletic trainer will adhere to the following protocol:*

1. When applicable, the Head Athletic Trainer will monitor threatening weather and make recommendations to the Director of Athletics to remove teams or individuals from

athletic sites or events. This emergency plan includes spectators and participants should hazardous weather occur during a competition or practice event. In the event of the Head Athletic Trainer's absence, the Director of Athletics, Dean of Students will make the final decision.

2. Should a lightning watch be put into effect, no athletic events may occur outside. All student-athletes must remain in a safe structure or location. These sites are defined as any building normally occupied or frequently used by people. Avoid using shower facilities for safe shelter and DO NOT USE the showers or plumbing facilities during a storm.

#### *Flash-to-Bang Method*

1. Begin counting on the lightning strike and stop counting when the associated thunder is heard.
2. Divide the number (in seconds) by 5 to determine the distance (in miles) to the lightning flash. For example: If the time in seconds between the lightning being spotted and the thunder is heard is equal to 30, divide that by 5 to get 6 ( $30/5=6$ ). Therefore the lightning is approximately 6 miles away.
3. Any F-B time less than 30 seconds, all outdoor athletic facilities should be evacuated and people should be directed to a safe shelter nearby.
4. Once activities have been suspended, there will be at least a 30-minute wait after the last sound of thunder or lightning flash before resuming an activity or returning outdoors. Each time lightning is observed or thunder is heard, the 30-minute clock will be reset.

## **Air Quality Policy and Procedures**

The negative effects of air pollution on human health are well known, with studies showing that children and teens are among those who are at greater risk from the effects of air and particle pollution. With an increase in wildfires in California and the resulting drifting smoke to our campus, Menlo School has drafted this air quality policy as a guideline to assist administration, faculty, staff, coaches, students, parents and athletes in making the best decisions regarding air quality and particle pollution by using the best evidence-based guidelines available.

Exercising in poor quality air can have adverse effects on the heart, blood vessels, and lungs. Air pollution has also been shown to not only worsen asthma symptoms but cause new cases of asthma in athletes exercising in poor air quality. Particle pollution is linked to a number of health problems, including coughing, wheezing, reduced lung function, asthma attacks, heart attacks and strokes.

***The Air Quality Index (AQI)*** is an index used for reporting daily air quality and the dangers of air pollution to the public. The guidelines for school-wide outside activities, including practices and games, will be determined by the AQI level from on-campus air sensors.

- AQI levels in the good level (0 to 50) are considered satisfactory and air quality poses little to no risk to individuals. No actions will be taken on curtailing activities of any kind due to air quality.
- AQI levels in the moderate level (51-100) can cause students who are unusually sensitive to air pollution to have some symptoms, however, for most individuals, it is a good day to be active outside. \*Students who do develop symptoms, such as coughing, wheezing, difficulty breathing, and chest tightness should be allowed to rest, and if able, should be allowed a less intense activity, or be allowed to go indoors, or use quick-relief medicine as prescribed. If symptoms do not improve, the School Nurse and Security should be notified immediately.
- When the AQI is unhealthy for sensitive groups (101 to 150), it is okay to be outside, especially for short activities such as recess or PE. Longer activities such as athletic practices need to take more breaks and do less intensive activities. Athletes with breathing-related issues will be excused from conditioning or any strenuous activity. Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy. Those students who may be adversely affected to air pollution and develop symptoms, see above\*.
- If the AQI falls in the unhealthy range (151 to 200), 'shelter in place' will be instituted and communicated campus-wide. During a shelter in place, students and staff may move freely inside buildings, and teaching and work will continue. Outside recess and all outdoor activities, including athletic practices and games, will be canceled or held indoors (on a case-by-case basis). All indoor and outdoor conditioning will be canceled. Indoor teams will modify the practice to limit exertion. Staff will be instructed to close doors, windows, and vents. Classroom/building heating, ventilation, and air conditioning systems will be shut down to prevent exposure to the outside air and pilot lights will be turned off. 'Shelter in place' may be modified depending on the air quality level, the distance between buildings, and other factors. Those students who may be adversely affected to air pollution and develop symptoms, see above\*. The administration will consider closing the school at any point after the AQI goes above 150
- When the AQI is in the very unhealthy range (201-300), 'shelter in place' will continue with recommendations as above. Those students who are adversely affected should consider staying home, or wearing a mask during the school day. Inside athletic activities will be canceled. Administrators will consider school closure. Those students

who may be adversely affected to the air pollution and develop symptoms, see above\*.

- AQI's reported to be in the hazardous range (above 300), 'shelter in place' will continue with recommendations as above. Everyone should wear masks, not just those with a history of respiratory conditions. Those students with a history of asthma or other respiratory illnesses should stay home. Those students who may be adversely affected to air pollution and develop symptoms, see above\*.

Decisions for cancellations of athletic events due to poor air quality will be made no later than noon on school days and no less than two hours prior to practice on non-school days. Prior to any decisions, the Menlo School Nurse, Dean of Students, Director of Athletics, The Head Athletic Trainer and Director of Sports Medicine will all be consulted prior to a formal decision announced to the coaches, students and Menlo community.

Teams who have practice cancelled due to poor air quality may wish to take their team to another area where the AQI is more favorable for outdoor practices. Additionally, outdoor teams may have the option of having a modified indoor practice depending on court availability. Requests for transporting a team out of the area will be handled on a case-by-case basis and only approved by the Director of Athletics.

## **Steroid and Performance-Enhancing Supplements Policy**

To safeguard the health and safety of our students, Menlo School endorses sound nutritional practices, specifically the guidelines issued by the USDA. Additionally, consistent with CIF regulations, Menlo School prohibits the use, possession, sale or distribution of all dietary, nutritional and/or performance-enhancing supplements other than those listed below. Students who violate this policy are subject to disciplinary action and will be referred to the Dean of Students.

The School may waive its prohibition of a supplement if the School:

- receives written approval from the parent(s)/guardian(s) of the student-athlete AND their primary care physician; authorizing the use of the specified supplement;
- approves the use of the supplement

### **Permitted Nutritional Substances**

Using the guidelines of the NCAA Committee on Safeguards and Medical Aspects of Sports as a standard, Menlo School will allow students to use any of the following nutritional substances:

- Vitamins and minerals following USDA guidelines

- Energy bars
- Calorie-replacement drinks
- Electrolyte-replacement drinks

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents or legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 5, Bylaw 524).

The participating student-athlete hereby agrees that they shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. The student-athlete also recognizes that, under CIF Bylaw 200.D., there could be penalties for false or fraudulent information. The student-athlete and parent understand Menlo School's policy regarding the use of illegal drugs as stated above and understand that punishment will be enforced following violation of these rules.



# **Menlo School Athletics Emergency Action Plan**

## **Introduction**

Medical emergency situations may arise at any time during athletics events. Quick and efficient action must be taken in order to provide the best care to the student athletes. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities workers (including non-athletics staff) must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practices, updated emergency equipment, etc., some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

## **Contents**

1. Activating EMS
2. Emergency Equipment
3. Roles of the First Responder
4. Venue Information and Maps
5. Emergency Contact Sheet





## Menlo School Athletics Emergency Action Plan

### 3. Responders Responsibilities

*\*If a responder is not present the next responder assumes their duties.*

1.	<ul style="list-style-type: none"> <li>• Active EMS by calling 911</li> <li>• Call Menlo Security</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Stabilize the athlete and provide primary first aid to the best of your ability until the athletic trainer or EMS arrives.</li> <li>• DO NOT MOVE the athlete</li> </ul>
3.	<ul style="list-style-type: none"> <li>• Equipment Retrieval               <ul style="list-style-type: none"> <li>• AED, First Aid kit, etc.</li> </ul> </li> </ul>
4.	<ul style="list-style-type: none"> <li>• Ensure the safety of other athletes/spectators and keep them calm.</li> </ul>

#### Important Menlo Contacts:

Title	Name	Phone
Head Athletic Trainer	Aubrey Fennell	650-542-1955
Assistant Athletic Trainer	Stephanie Swan	650-787-4483
School Nurse	Joan Barada	650-743-1400
Athletic Director	Earl Koberlein	650-279-6700
Assistant AD	Buffie Ward	650-575-1382
Middle School AD	Joe McDonald	650-799-4988
Middle School Assistant AD	King Christian	650-799-6785
Head of Security	Mustapha Moutri	650-776-0295

#### Local Emergency Rooms/Hospitals:

Stanford Children's Hospital ER	Kaiser Redwood City ER	Sequoia Hospital
2.9 Miles	3.9 Miles	3.8 Miles
900 Quarry Rd Ext Palo Alto, CA 94304	1100 Veterans Blvd Redwood City, CA 94063	170 Alameda de las Pulgas Redwood City, 94062
650-723-5111	510-752-1130	650-369-5811



30-Johnson Family Athletic Center

15- Gates Pool

F1- Cartan Field

F2-Wunderlich Field

#### 4. Venue Information and Campus Map

Location	Directions	Primary AED	Secondary AED
<b>Cartan Stadium/Track</b>	<b>26 Alejandra Ave, Atherton CA 94027</b> Enter Cartan parking lot. Continue all the way down the parking lot security will escort EMS to through gate to field.	Cartan	Gates Pool
<b>Gates Family Pool</b>	<b>1000 El Camino Real, Atherton CA 94027</b> Enter from Menlo College Loop Entrance, continue toward Haynes Prim Pavillion (gym) where security will escort EMS to pool	Gates Pool	Wunderlich
<b>Baseball Field</b>	<b>30 Alejandra Ave, Atherton CA 94027</b> Meet Security in Cartan parking lot where they will escort EMS to field	Cartan	Wunderlich
<b>Wunderlich Tennis Courts</b>	<b>75 Alejandra Ave, Atherton CA 94027</b>	Wunderlich	Gates
<b>Cartan Tennis Courts</b>	<b>26 Alejandra Ave, Atherton CA 94027</b> From El Camino, take Alejandra Ave and turn right to enter Cartan parking lot	Wunderlich	Gates Pool
<b>Johnson Family Athletics Center</b>	<b>50 Valparaiso Ave, Atherton CA 94027</b> Enter Menlo School Loop, Security will escort EMS to Gym	Lower or Upper level AED	Lower or Upper level AED

\* If the athletic trainer is present for practice/competition the mobile AED unit will become the primary AED

## Policy of Special Scenarios

### a. Seizures

Definition and Cause	Presenting Symptoms	Protocol
Changes in behavior that occur after an episode of abnormal electrical activity in the brain.	<ul style="list-style-type: none"> <li>• Symptoms occur suddenly: Brief blackout followed by a period of confusion.</li> <li>• Drooling or frothing at the mouth</li> <li>• Eye movements</li> <li>• Grunting and snorting</li> <li>• Loss of bladder or bowel control</li> <li>• Shaking of the entire body</li> <li>• Tasting a bitter or metallic flavor</li> <li>• Teeth clenching</li> <li>• Temporary stop in breathing</li> <li>• Uncontrollable muscle spasms, twitching and jerking limbs</li> <li>• Symptoms may stop after a few seconds or minutes, or continue for up to 15 minutes. They rarely continue longer</li> </ul>	<ul style="list-style-type: none"> <li>• In the event an athlete suffers from a grand mal seizure due to injury, it is policy not to restrain the athlete.</li> <li>• If the athlete vomits, turn them to the side to allow the airway to drain. All provisions should be made to protect the athlete's head and allow open access to the airway, but no restraining of the athlete should be used.</li> <li>• Do not place anything in the athlete's mouth.</li> <li>• Follow seizure action plan if available in Magnus Mobile</li> <li>• If first time seizure activate EMS</li> </ul>

### b. Asthma attack

Definition and Cause	Presenting Symptoms	Protocol
<p>Airway inflammation, narrowing and swelling, causing extra mucus production, with difficulty breathing</p> <p>Exposure to allergens: tree, grass or weed pollen, dust mites, cockroaches, animal dander, smoke or chemical fumes, and strong odors.</p>	<ul style="list-style-type: none"> <li>• Airway inflammation, narrowing and swelling, causing extra mucus production, with difficulty breathing.</li> <li>• Exposure to allergens: tree, grass or weed pollen, dust mites, cockroaches, animal dander, smoke or chemical fumes, and strong odors.</li> </ul>	<ul style="list-style-type: none"> <li>• Remove the athlete from activity immediately</li> <li>• Encourage the athlete to relax and control their breathing. If necessary coach the athlete in performing controlled breathing exercises</li> <li>• Follow asthma action plan found in Magnus Mobile</li> </ul>

### c. Anaphylactic shock

Definition and Cause	Presenting Symptoms	Protocol
A severe, potentially life-threatening allergic reaction.	<ul style="list-style-type: none"> <li>• Whole-body: fainting, lightheadedness, low blood pressure, dizziness, or flushing</li> <li>• Respiratory: difficulty breathing, rapid breathing, shortness of breath, or wheezing</li> <li>• Skin: hives, swelling under the skin, blue skin from poor circulation, or rashes</li> <li>• Gastrointestinal: nausea or vomiting</li> <li>• Also common: fast heart rate, feeling of impending doom, itching, tongue swelling, difficulty swallowing, facial swelling, mental confusion, nasal congestion, or impaired voice</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately activate the EAP</li> <li>• Monitor the athlete's vitals (heart rate, blood pressure, and breathing rate) while ensuring the athlete's airway and circulation are not compromised</li> <li>• Follow anaphylaxis action plan found in Magnus Mobile</li> <li>• Assist the athlete in administering an epinephrine pen, if trained and available. If the athlete has a prescribed epinephrine pen and can administer themselves, allow them to do so.</li> <li>• Do not administer any foods or fluids to the athlete for fear of choking.</li> </ul>

## References

1. [National Athletic Trainers' Association Position Statement: Preparticipation Physical Examinations and Disqualifying Condition](#)
2. [National Athletic Trainers' Association Position Statement: Management of Sport Concussion](#)
3. [National Athletic Trainers' Association Position Statement: Exertional Heat Illnesses](#)
4. [National Athletic Trainers' Association Position Statement: Lightning Safety for Athletics and Recreation](#)
5. National Athletic Trainers' Association. "Interassociation Recommendations for Developing a Plan to Recognize and Refer Student-Athletes With Psychological Concerns at the Secondary School Level: A Consensus Statement." [Journal Of Athletic Training](#), 2015;50(3):231-249.
6. [NATA Asthma Position Statement](#)
7. [National Athletic Trainers' Association Position Statement: Emergency Planning in Athletics](#)

## Insurance Policy

Menlo School carries student accident insurance. The coverage is called an excess policy because it may provide payment for costs (up to \$50,000.00 total lifetime maximum, per covered person, per accident) incurred that are over and above payments made by the primary insurance carried by the parent/guardian of a Menlo student. Menlo School urges and expects that all families carry medical insurance for their children who are students at the school.

The following are some key provisions of the Menlo Student Accident Insurance Policy:

- The claim for benefits must arise from a Menlo-sponsored activity.
- The policy may pay only those costs that are not reimbursed by the health insurance policy carried by the parent/guardian of the injured student.
- The policy may only pay a portion of the costs not reimbursed by the health insurance carried by the parent/guardian of the injured student.
- Reimbursed costs paid under the Menlo policy are determined by and at the sole discretion of the Menlo Student Accident insurance carrier. Menlo School has absolutely no control over or influence on the carrier's decision. Parents cannot and should not assume that any payment will be made under this policy.
- A claim for reimbursement must be reported within 31 days of the date the accident occurs. Claim forms are available from Menlo's Head Athletic Trainer.
- Subject to policy terms and conditions, the claim must be reported within 90 days of the date of the accident and only costs incurred within 365 days of the accident are eligible for coverage.
- In making this coverage available, Menlo assumes no liability for medical conditions being treated or for any costs not covered by the primary insurer for the Menlo student. And, again, the School does not make or influence decisions of any insurance carrier as to eligibility for or payment of benefits.

Participation in certain school activities, including athletics, involves the risk of injury or worse. Menlo parents and students assume those risks. A student should not participate in the activity if they and/or their parents are not comfortable with this fact.

## Frequently Asked Questions

### **When must medical release and parental permission and supplemental Athletics forms for Upper School be submitted?**

All students must have a physical examination form and all supplemental forms on file via Magnus Health before beginning practice for their sport.

### **What forms do I need to complete prior to trying out for a sport at Menlo?**

All of the following are housed under the athlete's Magnus record:

- A physical performed by an M.D. or D.O. and dated after June 1.
- A sport injury risk and consent waiver signed by both parents or guardians
- State-mandated concussion information form
- State-mandated sudden cardiac arrest information form
- Menlo Athletics parent-student handbook
- Menlo head injury management program
- An updated vital health record with at least four emergency contacts with one of the four contacts residing outside of the area
- A medical release and confidentiality statement signed by both parents/guardians

### **What if I'm injured and am referred out to a specialist or my pediatrician?**

If Menlo athletic trainers deem a referral is necessary for any injury, then return with a note from the treating physician with a diagnosis and treatment so we may provide the best support.

### **Can I drive my child to and from games or allow them to get a ride after the game?**

Athletes may be released to their parents following the game only if the coach is informed directly. Athletes are not allowed to depart with another parent unless the coach has received prior written notification from their parent(s).

Parents planning to drive teams to and from a Menlo event must be cleared by the Menlo transportation department by showing proof of insurance and sign a release that the Menlo transportation department can share with the California Department of Motor Vehicles.

Please contact **Jannell Walker at 650.330.2001 ext. 2562** or **jannell.walker@menloschool.org** to arrange clearance. On occasion, students may drive

themselves provided there is a proof of insurance and permission form on file with the Head Athletic Trainer. Students are not allowed to drive other students to games.

### **If my child misses school, can they participate in a game or practice?**

A student must attend at least two classes on the day of the competition in order to be eligible to participate in a competition or practice. A student who misses a full day of classes is not permitted to be present at the competition. There are some exceptions, and those must be approved by the Dean of Students and the Director of Athletics.

### **How can my child best balance Creative Arts and Athletics events?**

Menlo Athletics challenges its student-athletes to make a commitment. However, the Athletics Department encourages participation in other school activities. The Athletics Department recognizes its role as part of the total educational environment for the student.

Therefore, athletes certainly may participate in other activities. However, they must be prepared to balance their involvement in other school activities, especially those which might require a significant time commitment of their own, with their obligation to the team. The higher the level of play (freshman to frosh-soph or JV to varsity), the greater the importance for the player to be with their team for practices and contests. The athlete must be able to recognize the need to fulfill the obligations of that season-long commitment before making any other commitment.

### **How do I pay for the extra expenses that occur each season?**

Menlo realizes that playing an interscholastic sport can force a family to incur added expenses, such as equipment, apparel and team travel. Every effort is made to keep these added costs down. If families are in need of financial assistance, there are funds available through the [Jay Ward Athletic Endowment Fund](#). Submit forms to Rose Garza [rose.garza@menloschool.org](mailto:rose.garza@menloschool.org) in the Admissions Financial Aid Office.

### **How do I find out the latest updates on key dates, schedules and rainouts?**

Check the team app, run by team parents, which alerts students, families of changes, the Menlo School Athletics website and Twitter feed @MenloKnights

**How do I make sure that my student doesn't fall behind academically during their athletic season?**

A significant time commitment is required to be a high school athlete. Student-athletes will occasionally have to miss class. With more than three-quarters of the student body participating in interscholastic sports each year, the faculty knows very well how to work with our student-athletes. Students need to plan and let teachers know well in advance when they are going to miss class. Students should use tutorials in order to meet with teachers when they have to miss class, and should use sessions during free periods, lunch or before school to meet with teachers or take tests.



# Interscholastic Team Information 2023-2024

*All dates and times subject to change*

## Fall

Sport	Head coach	Start date	Practice sites
Cross country - boys/ girls	<a href="#">Jorge Chen</a>	Aug. 25 3:30pm	Cartan track
Football	<a href="#">Todd Smith</a>	Aug. 5 ( <a href="#">summer session 2022</a> begins June 13)	Cartan field
Golf - girls	<a href="#">Mark Madayag</a>	TBD	Off-campus
Tennis - girls	<a href="#">Bill Shine</a>	Aug. 8 9:30am - 12pm (varsity) Aug. 25 3:30pm (JV)	Wunderlich (V); Cartan (JV)
Volleyball	<a href="#">Tony Holland</a>	Aug. 5 (varsity) Aug. 10 (JV/FR)	Athletic Center
Water polo - boys	<a href="#">Jack Bowen</a>	Aug. 15 12pm (varsity) Aug. 18 12pm (JV)	Gates Pool
Water polo - girls	<a href="#">Laura Reynolds</a>	Aug. 15 9am	Gates Pool

### Sway Test dates for all fall athletes:

Sway testing will be available daily from Aug. 1-Aug. 5. Please contact your coach for team testing dates.

### Fall Holidays/Non-school days

Sept. 4 – Labor Day

Sept. 25 – Fall holiday

Oct. 23 – Fall Holiday

Nov. 10 – Professional Development Day

Nov. 20- 24 – Thanksgiving Break

*Although there are no classes, these holidays, in addition to Saturdays, MAY REQUIRE ATHLETE ATTENDANCE for practices, games, or tournaments. Please check with individual coaches about their particular schedule and commitment policy.*

## Winter

Sport	Head Coach	Start dates	Practice sites
Basketball - boys	<a href="#">Ben Batory</a>	Oct. 30	Athletic Center
Basketball - girls	<a href="#">John Paye</a>	Oct. 30	Athletic Center
Soccer - boys	<a href="#">Daniel Hicker</a>	Oct. 30	Wunderlich/Cartan fields
Soccer - girls	<a href="#">Ross Ireland</a>	Oct. 30	Wunderlich/Cartan fields

### Winter Holidays/Non-school days

Nov. 10 – Professional Development Day

Nov. 20-24 – Thanksgiving Break

Dec. 20-Jan.2 – Holiday Break

Jan. 15 – MLK Holiday

Feb. 19-23 – Mid Winter Break

## Spring

Sport	Head coaches	Start date	Practice sites
Baseball	<a href="#">David Trujillo</a>	Jan 29, 2024	Cartan field
Golf - boys	<a href="#">Mark Madayag</a>	Jan 29, 2024	Off-campus
Lacrosse - boys	<a href="#">Blake Kim</a>	Jan 29, 2024	Cartan/Wunderlich fields
Lacrosse - girls	<a href="#">Ryan Sage</a>	Jan 29, 2024	Cartan field
Swimming	<a href="#">Simon Cassidy</a>	Jan 29, 2024	Gates Pool
Tennis - boys	<a href="#">Bill Shine</a>	Jan 29, 2024	Wunderlich (V); Cartan (JV)
Track & field	<a href="#">Jorge Chen</a>	Jan 29, 2024	Cartan track

### Spring Holiday/Non-school days

Feb. 19 23 – Mid Winter Break

March 11 – Professional Development Day

April 8 -12 - Spring Break

May 27 – Memorial Day

*Although there are no classes, these holidays, in addition to Saturdays, MAY REQUIRE ATHLETE ATTENDANCE for practices, games, or tournaments. Please check with the coaches.*

## Middle School League and Class Information

Season	League sports	Non-league sports	Typical game days
<b>FALL</b> Sept.-Nov.	Football (varsity, A, B, 6th grade)		Weekdays, some Saturdays
	Boys and Girls Cross country (varsity, 6th grade)		3-5 meets per season
		Co-ed swimming (6th-8th grade)	October meet
	Girls' lacrosse (6th-8th grade)		Weekdays, after school
		Intramural PE (6th-8th)	n/a
		Intramural co-ed tennis	n/a
		PE/ Wellness	n/a
<b>MID-FALL</b> (Nov.-Jan.)	Boys' basketball (varsity A, B, 6th grade)		Weekdays, some Saturdays
	Girls' soccer (varsity A, B, 6th grade)		Weekdays
		Intramural PE-tennis	n/a
		Intramural coed water polo	n/a
		PE/Wellness	n/a
<b>WINTER</b> (Jan.-March)	Boys' soccer (varsity A, B, 6th grade)		Weekdays
	Girls' basketball (varsity A, B, 6th grade)		Weekdays, some Saturdays
		Intramural coed water polo	n/a
		Intramural PE tennis	n/a
		PE/Wellness	n/a

<b>SPRING</b> (March to mid-May)	Baseball (varsity A, B, 6th grade)		Weekdays, some Saturday
	Girls' volleyball (varsity A, B, 6th grade)		Weekdays
	Coed tennis (varsity, 6th grade)		Weekdays
	Coed track & field (6th, 7th and 8th)		May 2, May 3
	Coed water polo		Weekdays and Saturdays
		Boys' lacrosse	Weekday games

## Middle School - Competing Schools

### West Bay Athletic League

Castilleja (Palo Alto)

Crystal Springs Uplands (Hillsborough)

Girls' Middle School (Palo Alto)

Harker School (San Jose)

Highland School (San Bruno)

Keys School (Palo Alto)

Menlo School Nueva School  
(Hillsborough)

Pinewood School (Los Altos)

Sacred Heart School (Atherton)

St. Matthew's Episcopal (San Mateo)

The King's Academy (Sunnyvale)

Woodside Priory (Portola Valley)

Woodland School (Portola Valley)

### Tennis

Castilleja (Palo Alto)

Corte Madera (Portola Valley)

Crystal Springs Uplands (Hillsborough)

Girls' Middle School Harker School (San Jose)

Hillview (Menlo Park)

Keys School (Palo Alto)

La Entrada (Menlo Park)

Sacred Heart (Atherton)

Woodside Priory (Portola Valley)

Woodside School (Woodside)

## 2023-2024 Coaches Schedule (Subject to Change)

### Fall (September-November)

Sport	Team	Coaches	Location
Cross country	Varsity-6th (coed)	Jorge Chen, Keith Larsen	Menlo campus
Football	Varsity A	King Christian, John Paye	Cartan Field
Football	Varsity B	Donoson FitzGerald, Todd Smith	Cartan Field
Football	6th grade	Joe McDonald, King Christian, John Paye	Cartan Field
Girls' lacrosse	6th-8th	Blake Kim	Wunderlich Field
PE	6th-8th	Malloy Hester	
Swimming	6th-8th	Ed Simonin	Gates Pool
Tennis	6th-8th	Mike Tamas, Bill Shine	Wunderlich Courts
PE/ Wellness	6th-8th	Sam Leeper	Various sites

### Mid-Fall (November-January)

Sport	Team	Coaches	Location
Boys' basketball	Varsity A	Keith Larsen	Athletic Center
Boys' basketball	Varsity B	King Christian, Mike Tamas, Malloy Hester	Athletic Center
Boys' basketball	6th grade	King Christian, Malloy Hester, Mike Tamas	Athletic Center
Girls' soccer	Varsity A	Donoson FitzGerald	Wunderlich Field
Girls' soccer	Varsity B	Jorge Chen	Wunderlich Field
Girls' soccer	6th grade	Jorge Chen	Wunderlich Field
Water polo	6th-8th	Jack Bowen	Gates Pool
PE/Wellness	6th-8th	Sam Leeper	Various sites
Tennis	6th-8th	Bill Shine	Wunderlich courts

## Winter (January-March)

Sport	Team	Coaches	Location
Boys' soccer	Varsity A	Donoson FitzGerald	Wunderlich Field
Boys' soccer	Varsity B	Jorge Chen, Todd Smith	Wunderlich Field
Boys' soccer	6th grade	Donoson FitzGerald	Wunderlich Field
Girls' basketball	Varsity A	John Paye	Athletic Center
Girls' basketball	Varsity B	King Christian	Athletic Center
Girls' basketball	6th grade	King Christian, Malloy Hester	Athletic Center
Water polo-coed	6th-8th	Jack Bowen, Ed Simonin	Gates Pool
PE/ Wellness-coed	6th-8th	Sam Leeper	Various sites

## Spring (March-mid-May)

Sport	Team	Coaches	Location
Boys' baseball	Varsity A	King Christian	Wunderlich Field
Boys' baseball	6th grade	King Christian, Malloy Hester	Wunderlich Field
Girls' volleyball	Varsity A	Suzanne Liu/Quinn Holland	Athletic Center
Girls' volleyball	Varsity B	Keith Larsen	Athletic Center
Girls' volleyball	Varsity B	Joe McDonald/Quinn Holland	Athletic Center
Girls' volleyball	6th grade	Keith Larsen/Suzanne Liu/Quinn Holland	Athletic Center
Tennis-coed	Varsity A	Bill Shine	Wunderlich courts
Tennis-coed	Varsity B	Mike Tamas/Will Wyman	Wunderlich courts
Tennis-coed	6th grade	Mike Tamas/Will Wyman	Wunderlich courts
Track & field	Varsity A	Jorge Chen, Donoson FitzGerald	Cartan track
Water polo-coed	6th-8th	Jack Bowen	Gates Pool

# Athletics Staff Directory 2023-2024

## **Earl Koberlein**

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