# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mission Statement</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>About Menlo Athletics</strong></td>
<td>3-5</td>
</tr>
<tr>
<td>Upper School</td>
<td>3</td>
</tr>
<tr>
<td>Middle School</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Requirements</td>
<td>4-5</td>
</tr>
<tr>
<td>Upper School</td>
<td>4</td>
</tr>
<tr>
<td>Middle School</td>
<td>5</td>
</tr>
<tr>
<td><strong>Athletics Team Information</strong></td>
<td>6-9</td>
</tr>
<tr>
<td>Start dates</td>
<td>6</td>
</tr>
<tr>
<td>Practices</td>
<td>6</td>
</tr>
<tr>
<td>Equipment/uniforms</td>
<td>7</td>
</tr>
<tr>
<td><strong>Eligibility</strong></td>
<td>7-9</td>
</tr>
<tr>
<td>Grades</td>
<td>7</td>
</tr>
<tr>
<td>Playing time</td>
<td>7</td>
</tr>
<tr>
<td>Roster size/cuts</td>
<td>7</td>
</tr>
<tr>
<td>Commitment &amp; Quitting Policy</td>
<td>7-8</td>
</tr>
<tr>
<td>Placing a Freshman on Varsity</td>
<td>8-9</td>
</tr>
<tr>
<td>Postseason Competition</td>
<td>9</td>
</tr>
<tr>
<td>May Term Trip Policy in Regards to Athletics</td>
<td>9</td>
</tr>
<tr>
<td><strong>Transportation and travel</strong></td>
<td>9-10</td>
</tr>
<tr>
<td>Supervision after games – Middle School</td>
<td>10</td>
</tr>
<tr>
<td><strong>Definitions and Regulations Concerning Offseason Activities</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Sportsmanship</strong></td>
<td>10-11</td>
</tr>
<tr>
<td>Game Ejection Policy</td>
<td>11</td>
</tr>
<tr>
<td>Code of Ethics for Students and Parents</td>
<td>11-12</td>
</tr>
<tr>
<td>Guidelines for taking photographs, recording Athletics events</td>
<td>12</td>
</tr>
<tr>
<td><strong>Team Parents</strong></td>
<td>12</td>
</tr>
<tr>
<td>Extra Apparel Orders</td>
<td>12</td>
</tr>
<tr>
<td><strong>Student-Athlete Advisory Board (SAAB)</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Awards and Celebrations</strong></td>
<td>12-14</td>
</tr>
<tr>
<td>Upper School Awards</td>
<td>12-13</td>
</tr>
<tr>
<td>Academic Awards</td>
<td>13</td>
</tr>
<tr>
<td>Section</td>
<td>Pages</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Parent-Student Responsibilities</strong></td>
<td>14-16</td>
</tr>
<tr>
<td>Positive Coaching Alliance</td>
<td>14</td>
</tr>
<tr>
<td>Athlete-Parent-Coach-Director of Athletics Communication</td>
<td>14</td>
</tr>
<tr>
<td>Parental Procedure for Communicating Concerns</td>
<td>15-16</td>
</tr>
<tr>
<td><strong>Undue Influence</strong></td>
<td>16</td>
</tr>
<tr>
<td>Mentlo School Undue Influence Policy</td>
<td>16</td>
</tr>
<tr>
<td>Transfer and Gap Year Rules</td>
<td>16</td>
</tr>
<tr>
<td><strong>Athletics Department Medical Policies and Procedures</strong></td>
<td>16-17</td>
</tr>
<tr>
<td>Confidentiality Compliance Statement (HIPPA)</td>
<td>17</td>
</tr>
<tr>
<td>Physical Examinations</td>
<td>17</td>
</tr>
<tr>
<td>Dispensing of Medications</td>
<td>17</td>
</tr>
<tr>
<td>Mouthpiece Recommendations</td>
<td>17</td>
</tr>
<tr>
<td><strong>Nutrition</strong></td>
<td>17</td>
</tr>
<tr>
<td><strong>Injury Procedures</strong></td>
<td>17-18</td>
</tr>
<tr>
<td>Training Room Policy</td>
<td>18</td>
</tr>
<tr>
<td>Insurance Policy</td>
<td>18-19</td>
</tr>
<tr>
<td>Head Injury Policy</td>
<td>19</td>
</tr>
<tr>
<td>Resources</td>
<td>19-20</td>
</tr>
<tr>
<td>Policy Regarding Steroids and Performance-Enhancing Supplements</td>
<td>20-21</td>
</tr>
<tr>
<td>Heat-Acclimation Protocol</td>
<td>21</td>
</tr>
<tr>
<td>MSRA (Staph infection) Prevention</td>
<td>22</td>
</tr>
<tr>
<td>Steps to prevent infections</td>
<td>25</td>
</tr>
<tr>
<td><strong>Frequently Asked Questions</strong></td>
<td>24-25</td>
</tr>
<tr>
<td><strong>Interscholastic Upper School Team Information 2019-20</strong></td>
<td>26-29</td>
</tr>
<tr>
<td><strong>Interscholastic Middle School League &amp; Team Information 2018-19</strong></td>
<td>30-34</td>
</tr>
<tr>
<td><strong>Staff contacts</strong></td>
<td>35</td>
</tr>
</tbody>
</table>
Athletics Department Mission Statement

The Menlo Athletics program complements Menlo 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. From the novice to the college-bound athlete, Menlo offers unparalleled opportunity and excellence. Athletes, coaches, parents and staff work together to follow the principles:

**Be your best:** Develop individual talents to their fullest potential

**Accept responsibility** and accountability for one’s own actions

**Team first:** Develop a commitment to their team

**Sportsmanship:** Encourage humility in defeat and graciousness in victory

Further, everyone should work together to promote the enjoyment of athletics, to teach rules, strategies and appreciation of respective sports and to teach the importance of nutrition and physical conditioning.

About Menlo Athletics

Upper School

Menlo School has a long and proud athletic tradition. The Upper School offers 21 sports for girls and boys with teams at the varsity, junior varsity and sometimes 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 WAL, PAL and WCAL are each governed by the Central Coast Section (CCS), an organization overseeing eight leagues and 150 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, teams are typically placed in divisions determined by school size. There are up to five divisions represented. Any team, regardless of enrollment, may be selected to the Open Division. For four- or five-division formats, Menlo competes in Div. IV. For two- or three-division playoffs, Menlo is classified as Div. II or Div. III.

Middle School

*Better People, Better Students, Better Athletes*

Menlo Middle School offers 20 sports (cross country, swimming, baseball, softball, basketball, soccer, track, water polo, football, soccer, lacrosse, tennis and 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 program. In keeping with our school’s mission statement and philosophy, the athletics program must function as an integral part of the total Menlo School curriculum. It strives to conform within the general objectives of the school by
promoting sound learning and strong character.

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

- Everyone should have a positive learning experience.
- All students learn and improve through structured practice and play.
- Participants are expected to display proper sportsmanship at all times and be good role models.
- 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)
- Enroll in a wellness program (yoga, fitness) 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 and may done 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 program runs from 1:00 p.m. to 2:05 p.m. six days of the seven-day rotation. Every sixth-grader joins an intramural or interscholastic team. Seventh- and eighth-graders have athletics from 2:10 p.m. to 3:15 p.m. six days of the seven-day rotation. Students have the option of trying out for/playing on an interscholastic or intramural team, or enrolling in PE.

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, and provide a supportive environment in which to practice skills and participate in the activities. Through teaching PE, we hope to encourage overall physical wellness and promote healthy life habits.

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. It is a great way to learn a sport and be a member of a team.

Interscholastic Sports: Sportsmanship, Respect, Leadership and Responsibility
Levels of Teams
Why do we have “A” and “B” teams? This question comes up when we designate “A” and “B” teams in the sixth grade in basketball and girls’ volleyball. 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 and eighth grade. We find it important to offer teams that cater to both the more highly skilled and experienced athlete and the lesser-skilled, less-experienced athlete. This gives our students a better opportunity for playing time and enhance 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 are 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 “B” league, and it works well with our philosophy.

Varsity B Teams (7th and 8th 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 with commensurate ability. 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 2019 for all sports: Aug. 22, 3:15 pm-4:00 pm, Athletic Center
Athletics Opening Day is a kickoff to our 2019-20 campaign for all Upper School student-athletes, coaches and Athletics staff.

Start Dates – Upper School
An organized practice is attended by a coach and players, at which the coach directs, instructs and drills the players and/or the team. In the 2019-2020 school year, practices will not begin before these start dates: (please see individual team pages on the Menlo Web site).

Fall Sports – August 9, 2019
Winter Sports – November 4, 2019
Spring Sports – February 3, 2020

Practices
LENGTH OF PRACTICE: Classes are normally dismissed at Menlo School at 3:00 p.m., and athletic practices typically begin at 3:15 p.m. Practices may not exceed two and a half hours in length. 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. To obtain a locker, athletes must get a lock from the Athletics office and 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 be cleaned out by June 1.

Equipment and Uniform Return
For most sports, the School will issue equipment and uniforms for the athletes’ use during the season. These items must be cleaned and returned to the coach or team parent promptly at the end of the season. Athletes are responsible for turning in their uniforms at the end of the season. Students will need to reimburse the school for any lost or unreturned items.
Eligibility Policy
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 (quarter or semester) will make a student ineligible for the next grading period. An ineligible student may not practice or 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 the Middle School, players are expected to play and guaranteed playing time in all athletic events. Athletes who are more skilled and who show a high degree of effort and commitment will probably get more playing time in athletic events.

Cutting from Teams
Menlo offers 42 programs in 21 sports – a number of which are no-cut sports, open to those students willing to put the time, energy and commitment forth to become a contributing teammate. Every year, more than 77 percent of Menlo’s student body participates in athletics.

Efforts will be made not to cut freshmen, however there is a limit to the number of players on a team. The School wants to honor a high quality of experience, and the number of players a team will field 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 team 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 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. We realize that students are involved in a wide range of activities and 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 the coaches determine team size. The size of any squad may fluctuate to accommodate a unique situation and to benefit the majority of students. Team rosters will be determined after an evaluation period. Every effort will be made to offer each student an opportunity to play on a team. Whenever possible, we will offer as many teams as are needed to accommodate all students interested in playing. Coaches are encouraged to have individual meetings with athletes prior to selecting teams. The purpose of these meetings is 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 exists is to teach student-athletes about commitment. Dividing time and energy between interscholastic sports in a same season would compromise that commitment and the principle of Team First. In addition, student-athletes would miss additional time from school if they were to compete in games/meets 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, they 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 freshman could thrive in the varsity environment. If approved, the coach will discuss the move with the parents and student-athlete 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 move 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 Friday). 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.

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, at 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 2019 from June 1-July 28.

**Open Facilities**: At “open facilities” (gymnasium, fields, batting cage, etc.), coaches from the sport the students are playing may be present, but are not allowed to instruct or coach. Coaches may be present to supervise their players only when those players are running or lifting weights. In addition, 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 during the entire season, from the first scrimmage to final game (including playoffs), of their current 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 (only cheer for Menlo, don’t jeer the opponent), negative signs or banners, 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

We at Menlo School want you to be able to capture as many of your children's moments as possible through video or photographs. 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 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 first of two free throws, a flash can distract players.

**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 Menlo School’s team parent guide for complete details of resources and responsibilities.

**Optional apparel orders**

The team parent works with the coaches and captains on the quantity to be ordered, design and implementation of Menlo’s branding guidelines. The coach and the director of athletics must approve all apparel orders and designs. The Athletics Department strongly suggests that orders go through Goetz Bros. or BSN Sports; however, orders may be paid directly by a team parent who then is responsible for collecting reimbursements.

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

The Student-Athlete Advisory Board, which began in fall 2011, is a group of student-athlete leaders representing various grades 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, coach evaluations, selection of team captains and off-season conditioning. SAAB also helps plan events and community service work.

**Awards and Celebrations**

**Upper School**

**Team Celebrations**

At the start of each sport season, teams will designate a date to be set aside to honor the players and coaches of each team from that season. Each program holds an individual banquet in which coaches 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.

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.

SPORT PATCHES: These patches signify in which varsity sport(s) an athlete has participated. Athletes get a patch for each sport they played.

PARTICIPATION BARS: These 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. All 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 (coaches are not allowed to vote for their own players). If a league MVP is chosen, it almost always goes to a member of the championship team.

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) 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.”
Positive Coaching Alliance
This is the 15th year of a partnership between Menlo School and the Positive Coaching Alliance (PCA). Menlo School is dedicated to creating a positive sports culture for students, coaches, parents, officials and administrators. For up-to-date information, courses and workshops, visit PCA.

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 confirming 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 a student-athlete's “emotional tank,” because 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 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 other 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 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 and is as
follows: As stated in the 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 application, admission, financial aid, etc. Menlo School coaches or athletic administrators 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 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 School students during the regular school year.
- Incoming freshmen are not eligible for summer league play or open gyms/workouts during the summer. Incoming freshmen may not begin organized practices until the league-sanctioned starting date.

**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). It is important to see the Director of Athletics with any questions regarding transfers and gap years.

**Athletics Department Medical Policies and Procedures**

The following medical policies and procedures were developed by the Director of Athletics and the Head Athletic Trainer. A concerted effort to understand and comply with the policies and procedures by coaches and athletes will help provide a safe environment for our athletes.

**Confidentiality Compliance Statement (HIPPA)**

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 stored in locked files and remain
Physical Examinations
All athletes MUST receive and pass a physical examination prior to participation in official team practices and competitions. A record of the physical must be on file in the training room before the athlete may begin practices or compete in games. The athletic trainer will provide a list of cleared athletes to the coach. The physical must be dated after June 1, 2019.

Dispensing of Medications
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.

Mouthpiece Recommendations
The Athletics department recommends custom-made mouthpieces for athletes in contact and collision sports, such as football, lacrosse, soccer, basketball and water polo. A custom-made mouthpiece fits the individual athlete's mouth, providing more comfort and allowing for easier breathing and talking; it also reduces the chance of jaw fractures or injury to the face and teeth. A custom-made mouth guard is expensive; however, the cost of replacing a single tooth can be costly. Contact a dentist or orthodontist for further information.

Nutrition
Students are encouraged to bring water and a snack for after-school games. Parents and students are encouraged to speak with the coach, athletic director, strength coach, or our Menlo training staff to find out what are appropriate pre- and/or post-game foods to provide. It is important to note that some individual students may have specified foods that they are not allowed to eat, and it is important to check with the trainer if there are any food allergies.

Injury Procedures
Upper School
- 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.
- The athletic trainer may continue not to allow an athlete to return to practice and/or games even if he/she has been cleared by a physician when such action will result in a faster and/or safer return to full competition.
- 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.
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.
- Any student-athlete, referred by the Menlo Medical staff for an evaluation by an outside physician, needs to bring a note back from the physician stating any athletic or academic limitations or restriction as well as clearance to return to Menlo athletic competition or practice.

**Middle School**

- All injuries must be reported to school nurse.
- Athletes who are injured should be released to practice and play by the school nurse or the team’s head coach.
- If an athlete requires extensive treatment, he or she must provide a note from his or her medical doctor to the school nurse in order to return to play.
- Any student-athlete, referred by the Menlo Medical staff for an evaluation by an outside physician, needs to bring a note back from the physician stating any athletic or academic limitations or restriction as well as clearance to return to Menlo athletic competition or practice.

**Training Room Policy**

The Athletics 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, which are posted on the training room door and inside the room.

**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 he, she, and/or his or her parents are not comfortable with this fact.

**Head Injury Policy**

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 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 student-athletes not only return to the classroom safely but to athletic competition safely as well.

**Resources**

For up-to-date information on concussions:

- Menlo School’s Concussion Management Program
- Centers for Disease Control and Prevention Heads Up Concussions in Youth Sports Initiative
- CIF concussions information

Parents or guardians, as well as student-athletes, must sign the concussion information sheet as it pertains to AB 25, passed into law 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 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 all sports, but are more prevalent in contact sports. Individuals who suffer a concussion may display the following signs and symptoms following such 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 clears him or her.

Additionally, the student will not be allowed to participate in athletic practices or events until he or she is determined to be symptom free by the athletic trainer and/or the school nurse, achieves an acceptable score on the ImPACT test (a subjective and objective computerized cognitive evaluation system), and BioSway balance test (Upper School only) and exhibits no further symptoms after a step-wise return-to-play protocol is completed.

If an athlete sustains more than one concussion in a calendar year, he or she 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.

**Policy Regarding Steroids and Performance-Enhancing Supplements**

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 a student-athlete’s parent(s)/guardian(s) AND 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 s/he 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.

**Heat-Acclimation Protocol**

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 heat stroke. 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 three hours in duration in which warm-up, stretching and cool-down activities are included in this practice session.

The following will be Menlo’s 14-day heat-acclimatization protocol:

- Total practice time should not exceed three hours in length including warm-up, stretching, cool-down and weight training sessions
- During the first 5 double days of football practice, one of the two practices will be upper pads and shorts practice.
- During double days, there will be no less than 2 hours between the morning practice and afternoon practice.
- Frequent water breaks will be provided throughout the duration of football practice.

Athletes will be instructed on proper hydration methods and continuous fluid replacement between practice sessions. Each kg of body weight loss after practice, 16 ounces of an electrolyte beverage should be consumed.

Urine color can be an adequate indicator of hydration. If the urine is dark, more fluids should be consumed. If the urine is light to clear color, the athlete is properly hydrated. If the urine is very dark, the athlete should immediately notify health care professionals.

If the San Mateo Department of Health and Human Services issues a heat advisory or heat warning,
Menlo will inform the coaches and proper steps will be initiated to reduce the risk of heat illness to our student-athletes. These could include, but are not limited to, no padded practices, reducing practice times, indoor practices, early evening practices or cancellation of practices. This final determination will come from either the athletic trainer, school nurse or both.

Heat exhaustion: Heat exhaustion is the first stage of heat illness. Typically the following are signs and symptoms associated with heat exhaustion and treatment recommendations:

- Muscle cramping
- Dry mouth
- Headache
- Irritability
- Dizziness
- Excessive fatigue
- Heavy sweating
- Cold, pale, and clammy skin
- Rapid, weak pulse
- Nausea or vomiting – 911 should contacted
- Fainting – 911 should be contacted

Treatment should include the following:
- The athlete should be moved to a cooler environment
- Clothing should be loosened or removed
- Apply cool, wet clothes or ice packs to the neck, armpits, and groin area
- Sip water or electrolytic beverage

**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.

**Steps 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 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

**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. The following are guidelines to mitigate the lightning hazard. This policy follows both the National Lightning Safety Institute and NCAA policies on Lightning Safety:

1. The head athletic trainer will be the designated personnel who monitors threatening weather and will make the recommendation to the athletic directors to remove a team or individuals from athletic sites or events. This emergency plan includes spectators and participants should hazardous weather occur during a competitive event. In the event of the athletic trainer’s absence, the athletic director or 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.
3. When thunder and/or lightning is first noticed, the Flash-to-Bang (F-B) method will be utilized. The F-B method roughly determines the speed and distance of lightning. It measures the time from seeing lightning to hearing associated thunder. For each five seconds from F-B, lightning is one mile away. F-B of 10=2 miles, 15= 3 miles. At a F-B count of thirty, all outdoor athletic facilities should be evacuated. People should be directed to a safe shelter nearby.
4. All outdoor activities will remain suspended until 30 minutes after the last thunder is heard.

**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 is Magnus Health?**

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 directed them to choose a secure password and then access all the medical documents necessary to participate in Menlo athletics.

**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

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

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

If Menlo feels that a referral is necessary for any injury, then we ask that you return with a note from the treating physician with a diagnosis and treatment guidance so we can provide the best support for your care.

**Can I drive my child to and from games or allow him/her to get a ride back 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.

**If my child misses school, can he/she participate in a game or practice?**
A student must attend at least two classes on the day of 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 his/her 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 in the Admissions Financial Aid Office.

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

Check the [Menlo School Athletics](#) website.

**How do I make sure that my student-athlete doesn’t fall behind academically during his or her 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 Menlo faculty knows very well how to work with our student-athletes. Students need to plan, and let teachers know 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 or try to go. Menlo athletes and faculty have been extremely successful in making all this work in the past.
Interscholastic Team Information 2019-2020
All dates and times subject to change

Fall

Cross country (Boys/Girls)
Head Coach: Jorge Chen
Jorge.chen@menloschool.org
ImPACT Test Dates: Aug. 14, 2019
( for returning athletes 3:00-5:00 pm)
Start Date: Aug. 22 (new athletes 3:30-4:30 pm)
Practice Time: 3:30 – 5:30 pm
Location: Cartan track

Football
Head coach: Josh Bowie
jbowie@menloschool.org
ImPACT Test Date: May 29, 2019
(for returning athletes 3:15 p.m.; for newcomers Aug. 7-8 10:00 am-noon)
Start Date: Aug. 9, 2019
Regular Practice Time: 3:45 to 5:45 pm
Practice Location: Cartan field

Girls’ Golf
Head Coach: Mark Madayag
mark.madayag@menloschool.org
ImPACT/Start Date: TBA
Regular Practice Time: 3:15 - 6:00 pm
Practice Location: Off Campus/Golf Range
TBD

Girls’ tennis
Head Coach: Bill Shine
bill.shine@menloschool.org
ImPACT Test: Aug. 7, 2019 10:00 a.m.-noon
Start Date: Aug. 9, 2019 (Varsity 9:30-noon;
Aug, 22 (JV 3:30 pm)
Regular Practice Time: 3:30 to 5:30 pm
Practice Location: Wunderlich (V), Cartan (JV)

Volleyball
Head Coach: Tony Holland
ImPACT Test May 14, 2019 (returning), Aug.
1, 20194 (JV/Freshmen prior to practice)
Start Date: Aug. 9, 2019
Regular Practice Time: 3:30 to 6:00 pm
Practice Location: Athletic Center

Boys’ Water Polo
Head Coach: Jack Bowen
jack.bowen@menloschool.org
ImPACT test: Aug. 12, 2019 (Returning athletes 12:30-2:00 pm), Aug. 15, 2019 (JV 10:30-noon)
Start Date: Aug. 12, 2019 (2:00-4:00 pm); JV
Aug.15, 2019 (noon-2:00 pm)
Practice Location: Gates Pool

Girls’ Water Polo
Head Coach: Claire Howie
chowie@menloschool.org
ImPACT test/Start Date: Aug. 12,time
TBA
Practice Location: Gates Pool

Holidays/Non-school days – Fall
Sept. 2 – Labor Day
Sept. 30 – Rosh Hashanah

26
Oct. 25 – Fall Holiday
Nov. 11 – Professional Development Day
Nov. 27-Nov. 29 – 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

Boys’ Basketball
Head Coach: Keith Larsen
keith.larsen@menloschool.org
Start Date: Nov. 4, 2019
Practice Time: TBD
Practice Location: Athletic Center

Girls’ Basketball
Head Coach: John Paye
jpaye@menloschool.org
Start Date: Nov. 4, 2019
Practice Time: TBD
Practice Location: Athletic Center

Boys’ Soccer
Head Coach: Marc Kerrest
marc.kerrest@menloschool.org
Start Date: Nov. 4, 2019
Practice Time: 3:30 to 5:30 pm
Practice Location: Wunderlich Field/Cartan

Girls’ soccer
Head Coach: Ross Ireland
ross.ireland@menloschool.org
Start Date: Nov. 4, 2019
Practice Time: 3:30 to 5:30 pm
Practice Location: Wunderlich Field/Cartan

Holidays/Non-school days

Winter
Nov. 11 – Professional Development Day
Nov. 27-29 – Thanksgiving Break
Dec. 20-Jan. 3 – Holiday Break
Jan. 20 – MLK Holiday
Feb. 17-Feb. 21 – Winter 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.
Spring

Baseball
Head Coach: Greg Hart and Tink Reynoso
ghart@menloschool.org
treynoso@menloschool.org
Start Date: Feb. 3, 2020
Practice Time: 3:30 to 6:00 pm Practice Location: Cartan baseball

Boys' Golf
Head Coach: Mark Madayag
mark.madayag@menloschool.org
Start Date: Feb. 3, 2020
Practice Time: 3:15 to 6:00 pm Practice Location: Off Campus

Boys' Lacrosse
Head Coach: Blake Kim
bkim@menloschool.org
Start Date: Feb. 3, 2020
Practice Time: 3:30 to 6:00 pm Practice Location: Wunderlich Field/Cartan Field

Girls' Lacrosse
Head Coach: Liz Shaeffer
liz.shaeffer@menloschool.org
Start Date: Feb. 3, 2020
Practice Time: 3:30 to 6:00 pm Practice Location: Football Field/Wunderlich

Swimming
Head Coach: Laura Reynolds
laura.reynolds@menloschool.org
Start Date: Feb. 3, 2020
Practice Time: 3:30 to 5:30 pm Practice Location: Gates Pool

Boys' Tennis
Head Coach: Bill Shine
bill.shine@menloschool.org
Start Date: Feb. 3, 2020
Practice Time: 3:30 to 5:30 pm Practice Location: Wunderlich Courts

Track and field (Boys/Girls)
Head Coach: Jorge Chen
Jorge.chen@menloschool.org
Start Date: Jan. 28, 2019
Practice Time: 3:30 to 5:30 pm Practice Location: Cartan

Holiday/Non-school days - Spring
Feb. 17-Feb. 21 – Winter Break
March 9 – Professional Development Day
April 6 -10 - Spring Break
May 25 – 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 coaches.*
Middle School League and Class Information
Middle School sports programs/classes offered during the year:

<table>
<thead>
<tr>
<th>Season</th>
<th>League Sports</th>
<th>Non-League sports</th>
<th>Typical Game Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>Boys' Football (varsity A, B, 6th grade)</td>
<td></td>
<td>Weekdays, some Saturdays</td>
</tr>
<tr>
<td>Sept.-Nov.</td>
<td>Cross Country (varsity, 6th grade)</td>
<td></td>
<td>3-5 meets per season</td>
</tr>
<tr>
<td></td>
<td>Coed Swimming (6th-8th)</td>
<td></td>
<td>October meet</td>
</tr>
<tr>
<td></td>
<td>Girls' lacrosse (6th-8th grade)</td>
<td></td>
<td>Weekdays/ after-school</td>
</tr>
<tr>
<td></td>
<td>Intramural PE (6th, 7th, 8th)</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intramural Coed Tennis</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wellness/Dance</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>MID-FALL</td>
<td>Boys' Basketball (Varsity A, B, 6th)</td>
<td></td>
<td>Weekdays, some Saturdays</td>
</tr>
<tr>
<td>Nov.-Jan.</td>
<td>Girls' Soccer (Varsity A, B, 6th Grade)</td>
<td></td>
<td>Weekdays</td>
</tr>
<tr>
<td></td>
<td>Intramural PE Tennis</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intramural Coed Water Polo</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wellness/Dance</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>WINTER</td>
<td>Boys' Soccer (Varsity A, B, 6th Grade)</td>
<td></td>
<td>Weekdays</td>
</tr>
<tr>
<td>Jan.-Mar.</td>
<td>Girls' Basketball (Varsity A, B, 6th Grade)</td>
<td></td>
<td>Weekdays, some Saturdays</td>
</tr>
<tr>
<td></td>
<td>Intramural Coed Water Polo</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intramural PE Tennis</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wellness/Dance</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
### SPRING

**Mar.-Mid May**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys’ Baseball (varsity A, B, 6th grade)</td>
<td>Weekdays, some Saturdays</td>
</tr>
<tr>
<td>Girls’ Volleyball (Varsity A, B, 6th grade)</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Coed Tennis (Varsity, 6th Grade)</td>
<td>Dance</td>
</tr>
<tr>
<td>Coed Track &amp; Field (6th, 7th/8th)</td>
<td>May 2, May 3</td>
</tr>
<tr>
<td>Coed Water Polo</td>
<td>Weekdays and Saturdays</td>
</tr>
<tr>
<td>Lacrosse Boys</td>
<td>Weekday Game</td>
</tr>
</tbody>
</table>

### 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)
- Woodside 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 (Portola Valley)
# 2019-2020 Coach and Athletic Schedule
*(Subject to Change)*

**FALL (September to November)**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Team</th>
<th>Coaches</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Varsity-6th (Coed)</td>
<td>Keith Larsen, Jorge Chen</td>
<td>Menlo Campus</td>
</tr>
<tr>
<td>Football</td>
<td>Varsity A</td>
<td>King Christian, John Paye</td>
<td>Cartan Field</td>
</tr>
<tr>
<td>Football</td>
<td>Varsity B</td>
<td>Donoson FitzGerald, Todd Smith, Marc Kerrest</td>
<td>Cartan Field</td>
</tr>
<tr>
<td>Football</td>
<td>6th</td>
<td>Joe McDonald, King Christian, John Paye</td>
<td>Wunderlich Field</td>
</tr>
<tr>
<td>Girls' Lacrosse</td>
<td>6th-8th</td>
<td>Blake Kim</td>
<td>Wunderlich Field</td>
</tr>
<tr>
<td>PE</td>
<td>6th-8th</td>
<td>Malloy Hester, Angela Curotto-Pierson</td>
<td>Athletics</td>
</tr>
<tr>
<td>Swimming</td>
<td>Coed</td>
<td>Jack Bowen, Lauren Malthaner</td>
<td>Pool</td>
</tr>
<tr>
<td>Intramural Tennis</td>
<td>6th-8th</td>
<td>Mike Tamas, Bill Shine, Mac Osborne</td>
<td>Wunderlich – Tennis</td>
</tr>
<tr>
<td>Dance</td>
<td>6th-8th</td>
<td>Courtney Chandler</td>
<td>Dance Room</td>
</tr>
</tbody>
</table>

**MID-FALL (November to January)**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Team</th>
<th>Coach</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys' Basketball</td>
<td>Varsity A</td>
<td>Mac Osborne</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Boys' Basketball</td>
<td>Varsity B</td>
<td>King Christian, Mike Tamas, Malloy Hester</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Boys' Basketball</td>
<td>6th Grade</td>
<td>King Christian, Malloy Hester, Mike Tamas</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Girls' Soccer</td>
<td>Varsity A</td>
<td>Donoson FitzGerald/Marc Kerrest</td>
<td>Wunderlich Field</td>
</tr>
<tr>
<td>Girls' Soccer</td>
<td>Varsity B</td>
<td>Jorge Chen</td>
<td>Wunderlich Field</td>
</tr>
<tr>
<td>Girls' Soccer</td>
<td>6th Grade</td>
<td>Jorge Chen</td>
<td>Wunderlich Field</td>
</tr>
<tr>
<td>Water Polo</td>
<td>Coed</td>
<td>Jack Bowen, Amy Chinn</td>
<td>Pool</td>
</tr>
<tr>
<td>Dance</td>
<td>Coed</td>
<td>Courtney Chandler</td>
<td>Commons</td>
</tr>
<tr>
<td>Tennis</td>
<td>Coed</td>
<td>Bill Shine</td>
<td>Wunderlich - Tennis</td>
</tr>
</tbody>
</table>
## WINTER (January to March)

<table>
<thead>
<tr>
<th>Sport</th>
<th>Team</th>
<th>Coaches</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys' Soccer</td>
<td>Varsity A</td>
<td>Donoson Fitzgerald</td>
<td>Wunderlich Field</td>
</tr>
<tr>
<td>Boys' Soccer</td>
<td>Varsity B</td>
<td>Jorge Chen, Todd Smith</td>
<td>Wunderlich Field</td>
</tr>
<tr>
<td>Boys' Soccer</td>
<td>6th Grade</td>
<td>Donoson FitzGerald</td>
<td>Wunderlich Field</td>
</tr>
<tr>
<td>Girls' Basketball</td>
<td>Varsity A</td>
<td>John Paye</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Girls' Basketball</td>
<td>Varsity B</td>
<td>King Christian</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Girls' Basketball</td>
<td>6th Grade</td>
<td>King Christian, Malloy Hester</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Water Polo</td>
<td>Coed</td>
<td>Jack Bowen, Amy Chinn</td>
<td>Pool</td>
</tr>
<tr>
<td>Dance</td>
<td>Coed</td>
<td>Angela Curotto-Pierson, Courtney Chandler</td>
<td>Dance Room (Gym)</td>
</tr>
<tr>
<td>Performance</td>
<td>Coed</td>
<td>Jesse Lindenstein, Samantha Leeper</td>
<td>Gymnasium/Fields</td>
</tr>
</tbody>
</table>

## SPRING (March to Mid-May)

<table>
<thead>
<tr>
<th>Sport</th>
<th>Team</th>
<th>Coaches</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys' Baseball</td>
<td>Varsity A</td>
<td>King Christian</td>
<td>Wunderlich Field</td>
</tr>
<tr>
<td>Boys' Baseball</td>
<td>6th Grade</td>
<td>King Christian, Malloy Hester</td>
<td>Wunderlich Field</td>
</tr>
<tr>
<td>Girls' Volleyball</td>
<td>Varsity A</td>
<td>Lara Sellers</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Girls' Volleyball</td>
<td>Varsity B</td>
<td>Keith Larsen, Angela Curotto</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Girls' Volleyball</td>
<td>Varsity B</td>
<td>Karen Spini</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Girls' Volleyball</td>
<td>6th Grade</td>
<td>Angela Curotto</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Girls' Volleyball</td>
<td>6th Grade</td>
<td>Keith Larsen</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Coed Tennis</td>
<td>Varsity A</td>
<td>Bill Shine</td>
<td>Wunderlich – Tennis</td>
</tr>
<tr>
<td>Coed Tennis</td>
<td>Varsity B</td>
<td>Mike Tamas, Mac Osborne</td>
<td>Wunderlich – Tennis</td>
</tr>
<tr>
<td>Coed Tennis</td>
<td>6th Grade</td>
<td>Mike Tamas, Mac Osborne</td>
<td>Wunderlich – Tennis</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>Varsity A</td>
<td>Jorge Chen, Donoson FitzGerald</td>
<td>Track</td>
</tr>
<tr>
<td>Water Polo</td>
<td>Coed</td>
<td>Jack Bowen, Lauren Malthaner, Amy Chinn</td>
<td>Pool</td>
</tr>
</tbody>
</table>
Athletics staff directory 2019-2020

Earl Koberlein
Director of Athletics
ekoberlein@menloschool.org

Upper School

Buffie Ward Williams (ext. 2282)
Upper School Assistant Athletic Director
buffie.ward@menloschool.org

Aubrey Yanda (ext. 2249)
Upper School Athletic Trainer
ayanda@menloschool.org

Jesse Lindenstein ( ext. 2779)
Director of Performance Training
jesse.lindenstein@menloschool.org

Pam McKenney (650.421.1630, ext. 2758
Writer - Athletics and Communications
pam.mckenney@menloschool.org

Martha Jenkins (ext. 2759)
Administrative Assistant – Athletics
martha.jenkins@menloschool.org

Kevin Conner (ext. 2568)
Director of Sustainability
JV tennis coach/varisty assistant
kevin.conner@menloschool.org

Middle School

Joe McDonald (ext. 2456)
Middle School Athletic Director
joe.mcdonald@menloschool.org

King Christian (ext. 2457)
Middle School Assistant Athletic Director
king.christian@menloschool.org

Joan Barada, RN (ext. 2530)
Health Services Coordinator
joan.barada@menloschool.org