2026-2027

ST. EDMOND CATHOLIC SCHOOL

Athletic Handbook



2026-2027 High School Start Dates:

Revised July 2026

- August 3: Girls Tennis and Football practices start
- August 10: Volleyball, Cross Country practices start
- November 9: Girls Basketball practices start
- November 16: Boys Basketball and Wrestling practices start
- February 22: Girls/Boys Track and Field practices start
- March 15: Girls/Boys Golf and Boys Tennis practices start
- May 3: Softball/Baseball practices start

Play Like a Champion Today Reminders for Coaches

- Include prayer in your daily routine
- We are here to promote the moral and character development of our student athletes
- We need to create a safe and nurturing environment for all of our student athletes
- Help your athletes set physical, moral, and character oriented goals for your season
- School Activities and Athletics should be a positive experience for our students

Guidelines for Hiring Coaches

- Advertise for the position
- Validate coaching license
- Interview candidates
- Check references
- Background check is done and returned
- Contract issued
- Virtus training
- Provided an employee handbook and signed off on it
- Key card is activated

Duties and Expectations of the Head Coach

- The Head Coach will assume the responsibility of the direction of the entire St. Edmond program in their sport, including Varsity, JV, Freshman and Middle School teams.
- The Head Coach will operate their programs in accordance to the rules and regulations set by:
    - IHSAA and IGHSAU
    - North Central Conference
    - St. Edmond Catholic School Board of Education

    - St. Edmond Catholic School Administration
    - St. Edmond Catholic School Activities Director
- The Head Coach will stay informed and educated by attending clinics and workshops. The athletic department will pay for attendance of the state organization coaching clinic. Other clinics will be discussed on an individual basis.
- The Head Coach will report directly to the Activities Director.
- The Head Coach will supervise all other coaches in their program including:
    - Specific coaching assignments.
    - Knowledge of the activity and proper coaching technique.
- The Head Coach will upload rosters and stats on Bound
- The Head Coach will assist the Activities Director in the following areas:
    - Development and selection of game schedule and officials.
    - Maintain an accurate inventory of equipment and uniforms for their sport.
    - See that all athletic and conduct codes are followed and see that all students' physical and concussion forms are up to date prior to the first practice.
    - Develop and maintain practice schedules beneficial for all programs within St. Edmond School.

General Policies from the St. Edmond Athletic Department

1. **Hazing**: Any form of hazing will not be tolerated and must be dealt with immediately if it is observed or heard about. Practices, games, locker rooms, and bus rides will be safe places for our students, free of any form of bullying or harassment.

2. **Budgeting and Purchases:** Purchases will be made with all of the programs' best interest in mind. Requests should be made to the Activities Director to either be approved or denied. The athletic budget varies year to year based on fluctuating revenues/expenses.

3. **Support and Loyalty:** It is expected that all coaches be supportive and loyal to all coaches and all sports. We need to encourage and embrace multi-sport athletes and work for what is best for our student-athletes. As coaches, it is encouraged you model this behavior by attending other events and activities.

4. **Professional Conduct:** Coaches are role models and are expected to act in a professional manner. This includes their behavior, language, and dress. You will have the eyes of your players, parents, and members of the school

community on you, and you will need to be a positive representative of St. Edmond Catholic School.

5. **Attendance / Supervision:** Coaches must be present for all practices and contests. He or she must travel with the team to and from all away contests and is responsible for the conduct of the team. Coaches need to make sure athletes have all left the facility prior to leaving, and they need to check the locker room after all athletes are gone. Coaches are responsible for making sure the locker room is kept in an orderly fashion.

6. **Transportation:**

- All students will travel with the team to and from all away contests. If there is a family situation where an athlete needs to ride separately, there needs to be a parent request in writing/text. We strongly believe in the importance of traveling with the team after contests to build team unity and camaraderie.
- The Activities Office will schedule bus drivers to contests. If coaches need school vehicles for any reason (team camps, all conference meetings, etc…) a request for the vehicle must be made through the Activities Office.
- Any time a coach is taking team members on a trip out of the Diocese, the proper field trip paperwork must be filled out in the Administrative Office. This is for an in-season or out of season trip outside of a regularly scheduled contest.
- When taking a school vehicle, coaches must fill the vehicle with fuel upon your return and turn in the receipt. You can charge the gas to the St. Edmond account at the station, or pick up a gas card from the Activities Office prior to your trip.
- It is the coach's responsibility to ensure that our buses and school vehicles are free of trash upon returning from a trip.
- While driving a school vehicle, drivers must pull over to the side of the road if they need to use their cell phone.

7. **Practice / Sunday Practice:** All practices need to be scheduled with the Activities Director. Sunday practices are prohibited unless approved by school administration and the diocese.

8. **Weather and Cancellations:**

- Sport Cancellations due to heat: If temperatures are excessively hot, the Activities Director may consult the principal concerning practices, games, and other school activities. These practices and games will be conducted in such a manner as deemed necessary to protect the participants from heat related illness.
- Closings after the school day has started: If school is released early due to severe weather, no evening activities may be held.
- Closings due to snow or other severe weather: If school is completely canceled because of severe weather and conditions improve by noon, practices, games, and other school events may be held in the afternoon and evening if approved. The Activities Director may consult with the principal in these decisions.

9. **Coaches Meetings / Parent Meetings / Team Communication:** All head coaches will meet with the Activities Director prior to their season and attend other meetings as scheduled. All head coaches must have a parent meeting prior to their first contest. All coaches are encouraged to use the Remind App for coach-player communication. According to School and Diocese policy, no adult may have anyone on one electronic communication with a student without including another adult in on the message. All coaches must include another adult in all texts or emails to team members.

10. **Equipment Storage:** Storage rooms must remain locked when not in use. Access shall be limited to coaches on staff or their designees.

11. **Injuries / Medical Emergencies:** It is the coach's responsibility to give all athletic injuries their best professional attention. If available, contact our athletic trainer. If the athlete needs immediate medical attention, a coach will accompany them to the hospital and contact the parents immediately. An accident report must be filled with the Activities Office within 24 hours. Coaches will familiarize themselves with the location of AED devices on campus.

12. **Coaching Clinics:** Attending coaching clinics is strongly encouraged. Clinic fees and transportation costs for all state association clinics will be paid for by the Athletic Department. Payment for non-state association clinic fees will be determined on a case by case basis.

13. **Keys:** Keys and key fobs will be issued to coaches at the start of the season and returned at the end of the season unless agreed upon by the Activities

Director. Keys are not to be duplicated or loaned out without permission. There will be a fee assessed for any lost keys or fobs.

14. **Public Relations:** Your relationship with the media is important to your individual sport and to our entire athletic department. Schedules, rosters, all-conference releases and releases pertaining to special events will be released by the Activities Office. Any coach wishing to hold "special nights" (pink out etc…) is expected to have these cleared in advance with the Activities Office. A social media presence is encouraged for our activities. Please note that all posts coming from coaches must be promoting our programs and never have any negative connotation towards opponents, other coaches, officials, or our students.

15. **Academic Eligibility, Waivers, and Physicals:** It is a joint responsibility of the head coach and the Activities Director to check on athletic physicals, concussion waivers, and academic eligibility of their athletes before the start of the season and when grades are posted.

16. **Fundraising:** Any fundraising by individual activities must have approval of the Activities Director, Director of Development, and /or school administration. We are unique when it comes to athletic fundraising, since a large portion of our overall school funding is brought in from the same pot of people. Also, almost all athletic expenses are paid from the athletic booster fund, which points to the need to raise money for the athletic department as a whole. If there are individual team fundraising needs (team camps, out of season leagues, team apparel purchases, etc.), service based fundraisers are required. SE Youth camps are a fantastic option for a team fundraiser. (See Activities Director with further questions)

17. **Athletes Playing Multiple Sports and Participation in Multiple Activities in One Season:**

- If athletes choose to participate in multiple sports in the same season, they must choose one sport as their primary sport. The primary sport will take precedent when game schedules overlap for the whole season.
- Coaches of the two sports and the athlete will need to communicate with each other regarding practice scheduling.
- Unless an agreement is made before the season by both coaches and the athlete for more of a shared practice and game schedule, the athlete will attend all practices and games of their primary sport and the secondary sport will only take precedence on gameday for that sport.

- When students are involved in school activities that they are required to attend, there shall not be any punishment handed out for missing an athletic practice. If a student chooses to attend an activity that is not required, and misses an athletic practice because of it, it would be viewed as an absence and may lose his or her place in the depth chart.

18. Awards and Letter Winners: Varsity Letters are considered a prestigious award for athletes at SE. Awarding letters to athletes is at the discretion of the Head Coach. Coaches present lettering criteria to athletes at their beginning of season meeting, to parents at their parent meeting, and to the Activities Director. General criteria is found below:

- Play in 50% of the varsity regular season
- Be a member of the program for four years
- If a student athlete is injured but, in the opinion of the coach, would meet these requirements if healthy

19. Awards:

- Certificate of Participation – Awarded to a Freshman or JV athlete who participated in a Freshman or JV sport for the entire season.
- Letter "E", and Letter Certificate – Awarded to a Varsity athlete who meets the criteria in that sport. After the first letter is awarded, only letter certificates and medal inserts are awarded thereafter.
- Coaches Award Plaques – Coaches Criteria – Each program is allowed $200.00 for awards.
- Students lettering in three sports will receive the Triple E award and students lettering in four sports will receive the Iron Gael Award

20. Weight Room: Coaches will be expected to support the weightroom / conditioning program for their athletes. Since we share so many students, it is our goal to develop overall athletes not necessarily sport specific athletes through our strength program.

21. Athletes Changing Squads: An athlete dropped from a squad for disciplinary reasons or quitting a squad, may not go out for any other sport during that sport season without permission from the Activities Director.

22. Uniforms: Game uniforms and warmups must be Kelly Green and White. Black, Gold, or Gray may be used as accent colors. It will have the SE logo included on the uniform. The uniform purchase rotation plan will be used to determine yearly uniform purchases. Variations in the rotation plan will be

determined in cases of need by the Activities Director. Uniform inventory sheets will be used to keep track of uniforms. It is the responsibility of the Head Coach to collect uniforms at the end of each season. Approval of any uniform purchases must be made by the Activities Director.

23. **Record Keeping:** Uniform inventory sheets will be used to keep track of uniforms, equipment, and purchase dates.

24. **Evaluations:** On a yearly or every other year basis, the Head Coach will be evaluated by the Activities Director. The Head Coach will evaluate his or her assistant coaches and discuss the evaluations with the Activities Director.

25. **Participation and School Activities:** Any student who wishes to participate in a school sponsored activity, practice, contest, or performance must not be truant for any part of the school day, and must have been in school for at least half of the school day immediately preceding the event. The Principal may waive this requirement in cases of emergency, funeral, appointments, etc…

26. **All Star Competition:** Any senior student athlete who has completed their athletic eligibility at St. Edmond, and has been selected to an All Star team, will be eligible to receive a $100 donation payable to the sponsor or organization from the St. Edmond Athletic Boosters to help offset costs of attending such a competition.

27. **Game Day Apparel:** Athletes are allowed to wear their uniform shirt or a shirt that represents their sport they are currently competing in. Game Days are on **Fridays** during that sport's season only for grades 7-12. Apparel must be Green, White, Gray or Black in color. Gold can be an accent color. School uniform bottoms must be worn. Any shirt must be approved by the Activities Director. Game day shirts must be the same for all members of the team. A plain white t-shirt (long or short sleeve) may be worn as an undershirt.

28. **State Team Recognition:** Teams or individuals participating in a state tournament will be given a state send-off , and teams or individuals that place 1st or 2nd in a state tournament will be recognized with a "Welcome Back" assembly at St. Edmond.

29. Flag Etiquette: Students, participants, and spectators should be reminded that when the National Anthem is played, they should stand at attention, face the flag, and place their right hand over their heart. If a student kneels or draws inappropriate attention to themselves during the playing of the National Anthem at an event in which St. Edmond is participating in, they will not participate in the event that day.

30. Camps:

- Coaches are encouraged to promote their sport through a youth camp. All camp proceeds will be deposited into that sport's camp fund. All efforts should be made to use these funds as a way to pay for team camps and other team related expenses. This should eliminate the need for students having to pay much to attend team camps. Students attending a camp as an individual will be expected to pay their own way.
- Coaches wishing to profit from hosting camps, must use their own name and not the school's when advertising the camp. A facility rental fee of $25 per day will be assessed.

31. Open Gyms: Coaches are encouraged to hold open gyms in the offseason as a way to promote their sport and give their athletes an opportunity to improve their skills. All sports must follow the state guidelines of coach/athlete contact during out of season open gyms. Communication between coaches of out of season sports and in-season sports needs to be a priority when sharing athletes. As in-season sports get close to district/regional play, in-season coaches may request that their athletes not take part in out-of-season open gyms. When a student asks a coach to open the gym, we will not have a coach open the gym and be by themselves with just one student. Open gyms are not to be held during an away contest of an in season sport/ activity.

32. Team Shirts/Apparel: The Booster Club will be responsible for offering a St. Edmond team store at the beginning of each sport season. This will be available for all families to order online. If coaches want to have their team order a game day Friday shirt, it will be done by the coach through the Activities Director and booster club. Students will not collect money or order shirts representing our school. Any state participant shirts will be handled by the Activities Director only.

33. Booster Club: There are many people who invest time, energy, and resources into supporting the teams and programs at St. Edmond. It is expected that coaches support and attend athletic booster club meetings, especially before and during their season. These meetings typically take place once a month on a Wednesday evening.

34. Play Like a Champion Today: As a school, we believe in the value of a faith based education, and we will strive to incorporate the values of the Catholic Faith through our Athletic Programs. Coaches will…

- Incorporate prayer at practice and games.
- Develop specific goals and a mastery orientation to achieve them.
- Foster positive relationships among all individuals and parties involved for the sporting experience.
- Strive to win the "right way."

Concussion Protocol - St. Edmond Catholic

Step 1: Immediate Response

- **Remove from Play**: If a concussion is suspected, the athlete must be immediately removed from practice or competition.
- **Evaluation**: Athlete is assessed within 24 hours of the incident. A concussion is identified after being evaluated by the school nurse, athletic trainer, or other medical professional. The athlete is placed in concussion protocol.
- **Communication:** Communication is initiated between the school nurse, athletic trainer and parents/guardians of the athlete. The coach and AD are updated as well, and are kept up to speed throughout the process.

*** If the parent/guardian decides to contact their own physician, physical therapist, etc. to conduct the return to play process, this needs to be communicated to the school. That medical professional will take over the process completely, adhering to the State of Iowa Return to Play Protocol and writing out what they did for each day including activity and duration,and communicate updates to the school nurse or athletic trainer.*

Step 2: Concussion Protocol

- **Rest and Recovery**: The athlete should rest until they are symptom-free at rest and during cognitive activity, even if this means they stay home from school.
- **Daily Monitoring**: The athlete will complete a daily symptom check with the school nurse and must be symptom free in order to begin the return to play process. The school nurse will be in contact with the AT to give daily updates.
- **Clearance**: Each student will have completed a SWAY baseline concussion test before the school year. The nurse and trainer will use SWAY throughout the process to track progress and ultimately determine clearance.The athletic trainer must provide written clearance before the athlete can begin the Return to Play protocol.

Step 3: State of Iowa Return to Play Protocol

641—54.3(280) Return-to-play protocol.

As set forth by 641-54.2(280), the Iowa High School Athletic Association and Iowa Girls High Schools Athletic Union are responsible for developing and disseminating the return to play protocol following a sport related concussion. Following an initial period of relative rest (approximately 24-48 hours after injury), students should follow a gradual, stepwise and symptom based return to play protocol under the guidance and supervision of a licensed healthcare provider. Each step of the return to play protocol should be separated by a minimum of 24 hours and completion of the protocol must be a minimum of 7 days. Each student's recovery timeline will be individualized with some requiring a delayed protocol. Students should continue to follow a return to learn progression to reintegrate back to academics. Final return to play clearance will occur once a student is fully back to the classroom and has completed the return to play protocol.

54.3(2) Return-to-play steps.

Step 1 – Symptom-Limited Activity

- Light daily activities that do not significantly increase symptoms.
- Goal: Gradual return to normal daily activities and school.

Step 2 – Light to Moderate Aerobic Exercise

- Walking, stationary cycling, or other light aerobic activity (up to 70% maximum heart rate).
- Goal: Increase heart rate and exercise tolerance.

Step 3 – Individual Sport-Specific Exercise

- Individual skill work and running drills without contact or risk of head impact.
- Goal: Add movement and sport-specific activity.

Step 4 – Non-Contact Practice

- High-intensity, non-contact practice and sport-specific drills with the team.
- Goal: Restore confidence and assess functional skills.

Step 5 – Full-Contact Practice

- Participate in normal practice, including contact activities, after medical clearance.
- Goal: Return to full training.

Step 6 – Return to Competition

- Resume unrestricted participation in games and competitions.

Important Notes

- Steps 1–3 may begin while mild symptoms persist if symptoms increase by no more than **2 points (on a 10-point scale)** and return to baseline within **one hour**.
- Steps 4–6 may begin only after the student is symptom-free, has returned to full academic participation without accommodations, and has received written medical clearance from a licensed health care provider.
- If symptoms worsen at any step, stop activity and consult the student's licensed health care provider before progressing.

[ARC 4193C, IAB 12/19/18, effective 1/23/19] These rules are intended to implement Iowa Code section 280.13C. [Filed ARC 4193C (Notice ARC 4034C, IAB 9/26/18), IAB 12/19/18, effective 1/23/19]

At St. Edmond Catholic School, our athletic programs are rooted in faith and grounded in education. These programs exist to serve our students, helping them grow not only as athletes but as individuals formed in character and virtue. Through sports, we teach lifelong values such as discipline, teamwork, integrity, and perseverance. As mentors and leaders, we are called to be intentional in our actions and to lead by example, recognizing the powerful impact we have on shaping the hearts and minds of the young men and women entrusted to us.

Athletic Handbook Sign-Off

The signature below verifies that I have read, understand, and agree to abide by the contents of the St. Edmond Catholic School Athletic Handbook for the 2026-2027 school year. I understand, by my signature below, that it is my responsibility to implement the contents of this document. I also understand that the St. Edmond Catholic School Administration maintains the right to change/amend the contents in this document at any time during the 2026-2027 school year.

_____ _____

Employee (Printed) Date

_____ _____

Employee Signature Date