

SAINT CLARE SAINT PAUL

ATHLETICS HANDBOOK

2026–2027



Building character. Developing confidence. Growing together through athletics.

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1. Mission & Philosophy

Mission

Saint Clare Saint Paul Athletics exists to provide students with safe, positive, and meaningful opportunities to participate in school sports. Our athletic programs are designed to develop skills and fundamentals while also helping students grow in sportsmanship, teamwork, honor, integrity, confidence, responsibility, and perseverance. Every student-athlete should leave an athletic experience with a stronger sense of belonging and a deeper understanding of what it means to be part of a team.

Philosophy

At Saint Clare Saint Paul, athletes are students first and athletes second. Athletics are one part of a student's education and should support—not replace—the priorities of faith, family, school, character, and personal well-being.

- Character matters more than a scoreboard.
- Respect is expected even when we disagree.
- Team success requires individual responsibility.
- Hard work, preparation, and consistent effort matter.
- Success includes learning from setbacks and losses.
- Student-athletes represent themselves, their families, their school, their coaches, and the Saint Clare Saint Paul community.

2. Our Athletic Values

The following values guide our student-athletes and coaches throughout the season:

Teamwork: Together, everyone achieves more. Students are expected to support teammates and place the team above individual recognition.

Character: What students do when no one is watching is as important as what happens during competition.

Effort: Work hard to improve. Consistent effort is expected at practice, in competition, and in the classroom.

Preparation: Be ready for opportunities by arriving prepared, on time, and focused.

Responsibility: Students are responsible for their choices, conduct, equipment, assignments, and commitments.

Courage: Athletics require students to face challenges, overcome mistakes, and continue working toward their potential.

Pride: Represent Saint Clare Saint Paul with humility, respect, and pride.

Perseverance: Students are expected to respond to adversity with determination rather than giving up.

3. Student-Athlete Expectations

Student-athletes are expected to:

- Represent Saint Clare Saint Paul appropriately at school, practices, competitions, and community events.
- Treat teammates, coaches, officials, opponents, volunteers, and spectators with respect.
- Attend practices and games consistently and arrive on time.
- Follow school, athletic, league, facility, and coach expectations.
- Work hard and participate with a positive attitude.
- Accept coaching and respond appropriately to constructive feedback.
- Demonstrate good sportsmanship and refrain from arguing with coaches or officials.
- Care for school and athletic facilities, uniforms, and equipment.
- Report injuries or health concerns to a coach immediately.

Cell Phone Policy

Cell phones are not permitted during practices, games, team activities, or in athletic locker rooms. Phones must be turned off and kept inside the student-athlete's athletic bag.

Student-athletes may not use, carry, display, or access a phone in the locker room at any time, they must be kept inside the students athletic bag. .

If a student-athlete has or uses a phone during an athletic activity or in a locker room, the coach will confiscate the phone and follow school procedures regarding its return.

4. Eligibility & Participation

Coaches and the Athletic Director will make every effort to ensure that student-athletes participate in accordance with applicable Diocese of Scranton, Diocesan Catholic League, Pennsylvania Interscholastic Athletic Association (PIAA), and Saint Clare Saint Paul requirements.

A student-athlete may not practice or participate in an athletic event when the student:

- Is suspended from school.
- Is determined to be ineligible.
- Was absent from school that day or had not begun school attendance by 11:00 a.m., as provided in the handbook.
- Is physically unable to participate, as determined by a parent/guardian, coach, or physician.

Suspension or dismissal from a team requires authorization from the Principal and Athletic Director. The duration of a suspension will be determined by school administration and athletic leadership. Permanent dismissal requires approval of the Principal.

A student-athlete who wishes to leave a team should meet with the Athletic Director before making the final decision.

Athletic Fees

An annual athletic fee is required for each student-athlete who participates in an SCSP athletic program. The fee schedule is:

First student-athlete: \$80

Second student-athlete: \$70

Each additional student-athlete: \$60

The athletic fee helps offset the costs associated with operating the athletic program and providing students with safe, organized, and meaningful athletic opportunities. The fee may help support equipment and supplies, program expenses, officials and league-related costs, facility needs, uniforms or program materials, and other costs associated with maintaining the school's athletic programs.

5. Attendance, Commitment & Transportation

Attendance & Commitment

Coach Arrival & Student Supervision

Coaches are responsible for being present and ready to supervise student-athletes before students arrive for practices, games, or other athletic activities.

When a coach instructs student-athletes to arrive 15 minutes early, the coach must arrive at least 20 minutes early. Students may never be left unattended before, during, or after an athletic activity.

Student-athletes who arrive before a practice or game begins must remain in the designated waiting area, such as the lunchroom, and use that time to get ready quietly for practice.

Students must not enter, interrupt, or disrupt another practice or athletic activity that is taking place.

If a school supervisor directs students to wait in a designated locker room or another approved area, students must follow that direction and remain appropriately supervised. Coaches remain responsible for student supervision until students are properly dismissed or released to an authorized parent/guardian or designated adult.

Participation on a team represents a commitment to teammates, coaches, and the school. Student-athletes are expected to attend scheduled practices and competitions and to arrive prepared and on time.

Excused absences will be handled consistently with school attendance policies. Student-athletes should notify their coach as soon as they know they will miss a practice or competition.

Transportation

Transportation arrangements must be approved by the school when a student is not traveling with the team or with a parent/guardian under school-approved procedures.

Student Attendance

If a student is absent and excused from school on the day of a practice or game, that student's absence from practice/game will be excused. Excused absences include: sickness, a Catholic school event or a church event.

If the absence from school is unexcused, the absence from practice/game is also unexcused. Parents/guardians are required to notify the head coach via email at least 60 minutes prior to the start of a practice or game if a student cannot attend.

Students must be present in school at least 4.5 hours in order to participate in after school activities or athletic contests. Students may not participate in an athletic practice or contest if they are not present in school for at least 4.5 hours of the school day. Any student-athlete that leaves school, at any time during the day due to illness, will not be able to participate in any athletic event or practice that day.

For weekend athletics, the same expectation applies. If a student-athlete has an unexcused absence from school on Friday, the student-athlete will not be permitted to participate in any athletic practices or games scheduled for Saturday or Sunday.

The Athletic Director and/or coach may require documentation or clarification regarding an absence when necessary.

6. Parent/Guardian Communication & Chain of Command

24-Hour Communication Guideline

Parents/guardians are asked to wait until the following day before contacting a coach about a concern related to a game, playing time, strategy, or another emotionally charged issue. The purpose is to allow everyone time to cool down and approach the conversation constructively.

Whenever possible, communication with coaches should occur through school-approved communication channels rather than personal/home contact. Emergencies are the exception.

Chain of Command

- The student-athlete speaks with the coach.
- Student-athletes and parents/guardians meet with the Athletic Director if the concern remains unresolved.
- School administration may be involved when appropriate.

First communication on any issue must be addressed with the head coach of the team by email and the athletic director should be copied on the email. Parents are not permitted to confront the coach during practice/game/tournament regarding player or team issues. All issues must be first addressed with the head coach, not assistant coach, as the head coach has full responsibility for the team. If the results of the first communication with the head coach are unsatisfactory to the parent/guardian, then the parent may contact the Athletic Director to schedule a meeting. The Athletic Director will schedule a meeting with the head coach, and parent/guardian to discuss and resolve the issue. If the results from the meeting with the Athletic Director are unsatisfactory to the parent/guardian, the Athletic Director may contact the school principal, who will schedule a meeting with the Athletic Director, the head coach and parent to discuss and resolve the issue.

Playing time, game strategy, scouting, and other coaching/personnel decisions remain the responsibility of the coaching staff and are not subject to parent/guardian negotiation.

7. Academic Expectations

Academics are the first priority. Athletics should complement a student's education rather than interfere with it. Student-athletes are expected to follow Diocese of Scranton and Saint Clare Saint Paul academic policies.

Under the athletics policy, a student-athlete will be declared ineligible when any of the following conditions apply:

- The student's overall average is below 75%.
- The student is failing a subject.
- The student has an average below 75% in one core class: Religion, Math, Social Studies, Science, Grammar, or Language Arts.
- The student has an unsatisfactory grade in one non-core class, including Music, Art, Physical Education, Computer, or Library.

All student-athletes must maintain a minimum average of “75%” in all subjects during the course of the entire season. Student-athletes will be made aware of the eligibility expectations and the frequency of monitoring grades. Once the season begins, weekly reports for eligibility will be conducted. Student-athletes who do not maintain the minimum “75%” average will be ineligible to participate in any practice/games/competitive events/tournaments for two weeks. Students and parents/guardians will receive a letter of ineligibility sent home and a phone call from the Athletic Director. Please note, it is not permissible for a student to try to make up a grade once assigned. **During the time of ineligibility, the student’s priority is to focus on studies and completing assignments. The student-athlete’s grades will be reevaluated every two weeks. If upon the reevaluation of grades after the two-week’s of ineligibility the grade is 75% or above, the student will once again be eligible to participate. Violation of this policy can make a student-athlete ineligible to participate in athletic events.**

Students who do not meet the academic requirements are ineligible for practices, team meetings, games, or other team activities until eligibility is restored. An academically ineligible student will have grades reviewed after fourteen (14) days by the Principal, Athletic Director, and appropriate teachers to determine whether participation may resume.

Behavior: If a student-athlete is involved in any negative behavior or assessed disciplinary consequences at school, practice or a game, the student-athlete may miss a minimum of 1 practice and the possibility of a 1 game suspension. All cases will be reviewed by the Catholic school principal, and a decision will be made within 24 hours.

8. Health, Medical & Insurance Requirements

Student health and safety are priorities in every athletic program. Required medical forms, physical documentation, emergency information, and other participation requirements must be completed and on file before a student participates, consistent with applicable school and governing-body requirements.

Proof of health insurance must be on file in the school office for students participating in practices and competitions. When the student's insurance does not cover participation in the activity, the handbook requires a signed waiver addressing parental preferences regarding coverage.

Medical Information

Coaches should have access to the emergency and medical information necessary to respond appropriately to student needs. Relevant restrictions, medical needs, emergency contacts, and prescribed action plans should be readily accessible through school-approved procedures.

9. Player Conduct & Sportsmanship

Student-athletes and coaches are representatives of Saint Clare Saint Paul. Conduct that is inconsistent with school expectations will be addressed under Saint Clare Saint Paul policies and procedures.

- Display good sportsmanship at all times.
- Do not argue with coaches, officials, opponents, teammates, or spectators.
- Encourage teammates and contribute to a positive team culture.
- Use respectful language and behavior.
- Keep athletic spaces clean and free of garbage and debris.
- Follow school disciplinary expectations throughout the school day and during athletic activities.
- A student-athlete who is under school disciplinary action may be restricted from tryouts or athletic participation in accordance with school administration decisions.

Technical Fouls

- Student-athletes who receive a “technical foul” for any “unsportsmanlike conduct” or official ruling (Taunting, verbal or physical with other players, fans, coaches, or referee, is considered part of this action) will be assigned the following consequence: The student-athlete will be immediately removed from the game by the coach and will remain on the bench for the rest of the game. The student-athlete will not be permitted to participate in the next scheduled game. However, the student-athlete will be required to dress in school uniform (not athletic uniform) and remain on the team bench as an ineligible player. This consequence will affect any team this student-athlete belongs to. A

second violation of this policy may result in the student-athlete being dismissed from the team.

10. Team Travel & Game-Day Expectations

- Wear clothing appropriate for the activity and destination.
- Behave respectfully on school vehicles and at all athletic venues.
- Leave visiting locker rooms and team areas cleaner than they were found.
- Treat opposing players, coaches, officials, staff, and spectators respectfully.
- Remain with the team unless released by the coach according to school-approved procedures.

Travel Attire

Team attire may vary by sport. Coaches may establish reasonable dress expectations that are appropriate, safe, and consistent with school standards.

11. Cheerleading-Specific Requirements

Cheerleading Eligibility and Team Membership

- Students in Grades 7 and 8 are welcome to participate on the Cheerleading Team without a tryout.
- Cheerleaders are expected to attend all scheduled practices, games, and team fundraising events. A parent/guardian must notify the coach when a cheerleader is unable to attend.
- Cheerleaders may be asked to participate in approved fundraising activities and community outreach opportunities that support the cheerleading program.

Cheerleading Uniform and Personal Items

- Cheerleading uniforms may be funded through team fundraising efforts and will be distributed to cheerleaders with the expectation that uniforms are **returned in excellent condition at the conclusion of the season.**
- Personal cheerleading items purchased by the individual student remain the student's property at the conclusion of the season. These items may include **sneakers, socks, personalized turtlenecks, warm-up jacket and pants, and hair bows.**
- Cheerleaders must wear **shorts or leggings, a T-shirt, and sneakers** to practices.
- **Jewelry is not permitted** during cheerleading activities and should be left at home or safely stored in the student's backpack.
- **No gum** at practice, games or competitions.
- Nails must remain **natural and at a reasonable length.**

Cheerleading Fundraising and Service

- Cheerleaders and their families may be expected to participate in approved fundraising activities that help support annual cheerleading expenses.
- Fundraising opportunities may include “**babysitting nights**”, “Cheer Clinics” and other school-approved activities.
- Students may receive **service hours** for participating in approved babysitting nights and community outreach activities conducted by the cheerleading team.

Cheerleading Conduct Consequences

In addition to the general student-athlete conduct expectations outlined in this handbook, the Cheerleading Team follows this progression for repeated disrespectful behavior:

- **First offense:** Warning and parent/guardian notification
- **Second offense:** One-week suspension from the team
- **Third offense:** Removal from the Cheerleading Team

Serious violations resulting in a Conduct Referral will also be addressed according to the SCSP Student Handbook.

12. Athletic Emergency Management Plan

This Athletic Emergency Management Plan supplements the Saint Clare Saint Paul school safety plan. Athletic emergency procedures should work in conjunction with building-specific emergency procedures and should never be considered a substitute for the school's overall emergency plan.

The safety and physical well-being of students are the highest priorities during an emergency.

Coaches, administrators, and athletic personnel are expected to know the procedures relevant to their facilities and activities.

Preventative Measures

- Report suspicious persons or concerning behavior to the Athletic Director or school administration.
- Follow building security procedures and maintain appropriate control of access to practice areas.

- Keep required exits and doors clear at all times.
- Supervise students in playing areas, locker rooms, parking areas, and other athletic spaces.
- Recognize and report bullying, threats, safety concerns, and welfare concerns.
- Follow protective actions and evacuation/reunification directions issued by school administration.
- Maintain confidentiality and communicate accurate information.

13. Emergency Roles & Chain of Command

The athletic emergency chain of command is:

- Principal
- Athletic Director
- Head Coach
- Assistant Coach

The highest-ranking available school representative will direct team operations, gather information, assess the situation, assign responsibilities, communicate with emergency personnel, and coordinate next steps until appropriate public safety or medical personnel assume control.

The Principal, Athletic Director, and Head Coach are responsible for coordinating contact with emergency medical services and hospitals when appropriate.

14. Emergency Communication Procedures

When emergency medical services are required:

- Call 911 and provide the exact facility location, nature of the emergency, and the safest access point.
- Assign an adult to meet emergency responders and direct them to the injured student.
 - Provide emergency contact and relevant medical information through approved school procedures.
- Notify the parent/guardian as soon as practical and consistent with emergency response priorities.
- Notify the Athletic Director and school administration.

If the Principal or Athletic Director is not present, the established chain of command determines who is in charge. The person in charge should act decisively, use sound judgment, and communicate with school administration and medical personnel.

15. Blood-Borne Pathogens

Because blood and certain body fluids can transmit infectious disease, coaches and athletic personnel should use universal precautions whenever blood exposure is possible.

- Stop the bleeding and cover the wound before an athlete returns to participation.
- Use gloves or other appropriate barriers when contact with blood or body fluids is anticipated.
- Wash hands and exposed skin immediately after contact and after removing gloves.
- Clean and disinfect contaminated surfaces and equipment before use.
- Dispose of contaminated dressings, towels, and other materials using appropriate procedures.
- Do not handle contaminated sharps with bare hands.
- Use appropriate barriers for resuscitation when available.
- Follow school health-office procedures for blood exposure and biohazardous waste.

16. Burns / Stingers

Burners or stingers are nerve-related injuries that may cause sudden burning pain, numbness, tingling, or weakness extending from the neck or shoulder into the arm or hand.

Any student-athlete experiencing persistent pain, numbness, tingling, or weakness should stop participation and be evaluated by appropriate medical personnel before returning. Recurrent symptoms should be reported and medically evaluated.

17. Weather and Athletic Activity Policy

The safety of all student-athletes, coaches, and athletic staff is the first priority when weather conditions may affect a practice, game, or other athletic activity.

When severe, unsafe, or potentially hazardous weather is expected, the final decision regarding whether a practice or game will be held, delayed, relocated, or canceled will be made by the SCSP Administration and the Athletic Director. Coaches should not independently cancel or continue an activity without direction from the Athletic Director or Administration.

Weather decisions may take into consideration current conditions, weather forecasts, road conditions, travel safety, facility conditions, and the recommendations of appropriate weather or emergency officials.

When a decision is made to cancel, postpone, delay, or modify an athletic activity, the Athletic Director and/or Administration will communicate the decision to coaches and families as soon as reasonably possible.

Student-athletes and families should always follow the most recent communication from the school, Athletic Director, or Administration regarding weather-related athletic activities. Even when an activity is scheduled, the school reserves the right to make changes or cancel at any time when conditions become unsafe.

18. Heat-Illness Prevention

Hot and humid conditions require active monitoring and prevention. Coaches should gradually acclimatize student-athletes to heat, provide regular access to fluids, schedule appropriate rest, and modify activity when conditions become unsafe.

- Review relevant medical history and previous heat illness when available through school health records.
- Gradually increase exposure to heat over approximately 7–10 days when appropriate.
- Schedule additional rest and cooling opportunities in hot conditions.
- Use environmental conditions such as heat index/WBGT when making activity decisions, consistent with current school and governing-body guidance.
- Make cool water readily available and encourage regular hydration.
- Watch for cramping, dizziness, unsteadiness, nausea, unusual fatigue, pale or flushed skin, and changes in behavior.
- Treat signs of serious heat illness as a medical emergency and activate emergency medical services when necessary.

19. Seizure Disorders

Students with seizure disorders may participate in athletics when participation is consistent with their individual medical needs and school health procedures. Coaches should be familiar with any school-approved seizure action plan and emergency instructions for participating students.

- Know the student's approved emergency plan when one is on file.
- Provide appropriate supervision during practices and competitions.
- Protect the student from avoidable injury during a seizure.
- Follow the student's medical action plan and school emergency procedures.
- Seek emergency medical assistance when the seizure or circumstances meet emergency criteria in the student's plan or school protocol.
- Do not make independent medical decisions about restricting or clearing a student beyond the authority provided by school policy and medical professionals.

20. Lightning & Severe Weather

Outdoor athletics must be suspended when lightning or other severe weather creates an unsafe environment. Coaches and athletic personnel should monitor reliable local weather information and follow school decisions regarding postponement, evacuation, and resumption.

- Identify the designated safe shelter before outdoor activity begins.
- Move athletes and staff to a substantial enclosed building or an appropriate fully enclosed vehicle when instructed.
- Do not shelter under trees or remain in open fields.
- Use the school's current lightning-warning procedure and required waiting period before resuming outdoor activity.
- Do not resume activity until the designated authority determines that conditions are safe.
- If someone is struck by lightning, activate emergency medical services, assess the scene for safety, and begin CPR/AED response when indicated and trained personnel are available.
- '30/30' flash-to-bang method and a 30-minute waiting period will be put in place when thunder and lightning occur.

21. Sudden Cardiac Arrest

Sudden cardiac arrest is a medical emergency. Coaches and athletic personnel should follow the school's emergency action plan and use available emergency equipment without delay.

- Recognize collapse and activate emergency medical services immediately.
- Begin CPR when indicated and when trained personnel are available.
- Retrieve and use the AED as soon as possible.
- Continue care until emergency medical personnel arrive and assume responsibility.
- Document and report the incident according to school procedures.

22. Asthma & Anaphylaxis

Asthma

Students with asthma should have an appropriate asthma action plan on file when required. Coaches should know the school-approved procedures for accessing emergency medication and responding to symptoms.

- Know which students have asthma and the location of their approved emergency medication/action plan.
- Ensure prescribed rescue medication is accessible during practices and competitions according to school medication procedures.
- Follow the student's written action plan and school health-office directions.
- Activate emergency medical services when symptoms are severe or do not respond as expected.

Anaphylaxis / Severe Allergies

Known severe allergies should be documented through the school health office. Coaches should know the student's emergency plan and the approved location and procedure for prescribed epinephrine.

- Know the student's allergy action plan when one is provided.
- Keep prescribed emergency medication accessible according to school procedures.
- Respond immediately to signs of a severe allergic reaction.
- Activate 911 for suspected anaphylaxis and follow the student's emergency plan.

23. Earthquake & Fire Procedures

Earthquake

- During shaking, stay indoors when indoors and use Drop, Cover, and Hold On.
- Move away from windows and objects that may fall.
- If outdoors, move to an open area away from buildings, trees, and power lines.
- After shaking stops, check for injuries and follow school emergency instructions.
- Expect aftershocks and repeat protective actions when necessary.

Fire

Follow the facility's posted fire evacuation plan and Saint Clare Saint Paul emergency procedures. Use marked exits, move to the designated assembly area, and remain with the team until released by school personnel or emergency responders.

24. Concussion Management

A concussion is a traumatic brain injury that can result from a blow, bump, or jolt to the head or body. Loss of consciousness is not required for a concussion to occur. Symptoms may appear immediately or may develop later.

Possible Signs and Symptoms

- Headache or pressure in the head
- Dizziness or balance problems
- Nausea or vomiting
- Vision changes or sensitivity to light/sound
- Confusion or disorientation
- Difficulty concentrating or remembering
- Feeling sluggish, foggy, or 'not right'
- Unusual behavior, mood, or personality changes
- Slow or inaccurate responses
- Loss of consciousness

Danger Signs

- One pupil larger than the other
- Difficulty waking or unusual drowsiness
- Worsening headache
- Weakness, numbness, or decreased coordination
- Repeated vomiting
- Slurred speech
- Convulsions or seizures
- Increasing confusion, agitation, or unusual behavior
- Inability to recognize people or places
- Loss of consciousness

When a Concussion Is Suspected

- Remove the student-athlete from participation.
- Do not allow the student to return to play the same day when concussion is suspected.
- Notify the appropriate school personnel and parent/guardian.
- Seek evaluation by an appropriate medical professional.
- Do not return the student to athletic participation until the required written medical clearance is obtained.
- Follow any academic accommodations and school return-to-learn procedures recommended for the student.

Return to Play

Return to play must follow applicable Pennsylvania requirements, school procedures, and the student's medical provider's recommendations. A gradual progression is used rather than an immediate return to full competition.

1. Normal cognitive activity/school participation without symptoms, when medically appropriate.
2. Light aerobic activity.
3. Sport-specific exercise without head-impact activity.
4. Non-contact training drills; resistance training may be introduced as directed.
5. Normal training activities following required medical clearance.
6. Full return to competition.

If symptoms return during progression, activity should stop and the student should return to the previous stage or follow the medical professional's instructions.

25. Injury Reporting

All athletic injuries should be reported promptly. Coaches are responsible for completing the school's accident/injury report and submitting it to the Athletic Director according to school procedures.

Required Incident Information

Student name and grade

Date, time, and location of incident

Description of what happened

Description of injury or symptoms

Care provided and by whom

Supervision at the time of the incident

Notification of Athletic Director

Notification of parent/guardian

Follow-up recommendations or comments

Name of person completing the report

A blank incident report form should be maintained by the Athletic Director and made available to every coach.

26. Athletic Facilities & Emergency Access

Facility-specific emergency information must be verified before each athletic season and whenever a facility, entrance, phone location, AED location, or emergency access route changes.

Saint Clare Saint Paul Gymnasium

Programs: Basketball and Cheerleading

Address: 1527 Penn Avenue, Scranton, PA 18509

Emergency responders should use the designated school entrance and follow posted access directions to the gymnasium. Verify the current EMS access route before publication.

Backcourt Hoops at Riverfront

Programs: Grades 2–6 Basketball

Address: 5 West Olive Street, Scranton, PA 18508

Emergency responders should use the main entrance. Verify current phone, key/access, AED, and EMS-entry procedures.

Crowley Park

Programs: Cross Country

Address: North Washington Avenue (approx. 2600 block of N. Washington Ave) in the Green Ridge section of Scranton, PA

Facility Emergency Checklist

Know the exact facility address.

Know the best EMS entrance/access point.

Know the AED location.

Know the location of a working telephone or approved communication device.

Know the designated severe-weather shelter.

Know the evacuation route and assembly area.

Carry required student emergency information according to school procedures.

Report facility hazards to the Athletic Director.

27. Basketball Boosters Club

The Basketball Boosters Club exists to support the SCSP athletic programs by providing fundraising, volunteer, financial, and community support. The Boosters Club works in partnership with the Athletic Director, coaches, school administration, student-athletes, and families to help create a positive experience for student-athletes and the school community.

Boosters Club Responsibilities

The Athletic Boosters Clubs may assist with the following:

- Organizing and coordinating approved athletic fundraisers.
- Raising funds to support approved athletic program needs and student-athlete experiences.
- Assisting with approved equipment, uniforms, tournament expenses, and other program needs.
- Organizing concessions, admissions, spirit wear, sponsorships, and other approved fundraising opportunities.
- Maintaining accurate records of fundraising activities and expenses and following all school policies regarding the collection, handling, and spending of money.
- Organizing volunteers for concessions, admissions, gym setup and cleanup, and scoreboard/game-clock responsibilities when applicable.
- Coordinating team meals, including ordering and picking up pizza or other approved food, and confirming orders, quantities, pickup times, and payment arrangements in advance.
- Supporting Senior Night, the Athletic banquet, alumni/community events, tournaments, and other approved special events.
- Creating volunteer schedules and communicating volunteer opportunities and needs to families.
- Promoting school spirit and encouraging student and family attendance at athletic events.
- Working closely with the Athletic Director, coaches, and administration to maintain clear and consistent communication.

Boosters Club Boundaries

The Boosters Club is a support organization and does not make athletic or coaching decisions. The Boosters Club does not determine playing time, team selection, player positions, student-athlete eligibility, or discipline. The Boosters Club does not make coaching or practice decisions, hire or evaluate coaches, create athletic schedules without Athletic Director approval, or override school, athletic department, or handbook policies. Purchases, fundraising activities, team meals, and special events must receive the appropriate approval before moving forward.

Working Relationship with the Athletic Department

The Athletic's Boosters Club operates as a support system for the athletic programs and is not a decision-making body for coaches or the Athletic Department. Major fundraising activities, purchases, team meals, events, and other program support should be communicated with and approved by the **Athletic Director and/or school administration**.

28. Handbook Acknowledgment

A completed and signed Student-Athlete and Parent/Guardian Athletic Handbook Acknowledgment Form must be on file with Saint Clare Saint Paul before a student-athlete may participate in any athletic activity.

Students who do not have the required acknowledgment form signed and submitted will not be permitted to participate in practices, games, competitions, or other team activities until the form has been completed and received by the Athletic Department.

The last page of this handbook may be removed, signed by both the student-athlete and parent/guardian, and returned to the school to confirm that the handbook has been reviewed and understood.

By signing the acknowledgement, the student-athlete and parent/guardian confirm that they have read, understand, and agree to follow the policies, expectations, rules, and procedures outlined in the SCSP Athletics Handbook.

Handbook Acknowledgment Form

Student-athletes and parents/guardians are expected to review the Saint Clare Saint Paul Athletics Handbook before participation. If the Athletic Handbook is not signed and handed in a student Signing below acknowledges receipt and understanding of the expectations, policies, safety procedures, and responsibilities described in the handbook.

Student-Athlete Name: _____

Grade: _____ **Sport:** _____

Student-Athlete Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian's Phone Number _____

Additional Contact Name _____

Additional Contact Phone Number _____

