

St. Elizabeth School

Athletic Program
Handbook

Revision Date: 09/12/07

I. STRUCTURE AND RESPONSIBILITIES

The St. Elizabeth School Athletic Program is separate from the St. Elizabeth School Physical Education program. The Physical Education Program is provided to all students grade K-8 during regular school hours. The athletic program provides students in grades 3 through 8 with the opportunity to improve their skills in specific sports through practice and competition, outside of regular school hours.

The St. Elizabeth School Athletic Program is an extension of St. Elizabeth School and is subject to the policies of the pastor, principal and board. The general administrative responsibilities will be with the principal. Policies and operating guidelines for the athletic program are recommended by the St. Elizabeth School Sports Committee and approved by the St. Elizabeth School Board, principal and pastor. The purpose of the Sports Committee is to provide a fun, instructive and positive sporting environment where children can learn sportsmanship and the fundamentals of sports along with other life skills that are consistent with the teachings of St. Elizabeth School.

The Sports Committee consists of the following positions:

- Athletic Director / President
- Assistant A.D. / P.E. Teacher
- Vice President
- Treasurer
- Secretary
- Volleyball Commissioner
- Basketball Commissioner
- Track Commissioner
- Concessions & Admissions Director
- Gym Maintenance Director

Ex-officio members of the Sports Committee include the following:

- Pastor
- Principal
- Education Council President

All new members are selected by the principal based upon recommendations of the Sports Committee, and approved by the pastor.

The **Athletic Director** and/or **Assistant A.D.** reports to the principal and is responsible for the implementation of the policies and guidelines established by the Sports Committee and the School Board. The Athletic Director is responsible for the scheduling and coordinating of all athletic program activities and serves as president of the Sports Committee.

The **Vice President** handles all responsibilities of the athletic director when the athletic director is unavailable. In addition, he/she is responsible for all fund-raising activities associated with the Sports Committee.

The **Treasurer** performs all accounting duties associated with the Sports Committee. He/She is responsible for control of concessions/admissions monies, payments to referees, depositing athletic fees and fundraising monies, and providing a financial status report at each sports committee meeting.

The **Secretary** records the minutes of each Sports Committee meeting and distributes the meeting minutes to each member of the committee.

The various **Commissioners** of each sport are responsible for ensuring that coaching instruction is consistent across all grade levels, assisting each coach as needed in proper training methods and game tactics.

The **Concessions & Admissions Coordinator** is responsible for maintaining the concessions inventory, scheduling and training of workers for each home game.

The **Gym Maintenance Director** is responsible for coordination of maintenance activities involving the gym.

H. PHILOSOPHY

The purpose of the athletic program at St. Elizabeth School is to complement home, church, and school in the development of the whole person. Activities of the program are for the benefit of the children, suited to their age and physical growth. The goals are to recognize the need of physical fitness in the wholesome growth of the child and to provide enjoyable recreational activity which develops Christian attitudes of sportsmanship and fair play that can be sustained beyond the elementary level. The primary function of elementary athletics should not be the development of exceptional athletes. Rather, it must be the development of student-athletes who genuinely display the Christian qualities of good sportsmanship and fair play in every aspect of life. The successful operation of athletics depends upon a true commitment from all adults involved.

M. SPORTS OFFERED/ FEES

The following sports will be offered for the school year:

- Basketball (5th, 6th, 7th & 8th grade boys and girls)
- Instructional Basketball (3rd & 4th grade boys and girls)
- Spring Volleyball (5th, 6th, 7th grade girls & 8th grade boys & girls)
- Track (5th, 6th, 7th & 8th grade coed)

There is a participation fee of \$25 for one sport, \$40 for two or more sports per athlete. The fee (checks only, payable to St. Elizabeth School) must be paid prior to the first practice, game, or meet for that sport. Families with special needs may be exempt from this fee at the discretion of the principal.

In addition to the fee, **PARENTS ARE EXPECTED TO VOLUNTEER** a proportionate amount of time to benefit the St. Elizabeth Athletic Program if their child participates in the athletic program. Parents are needed to coach, work the scoretable, admissions table and the concession stand. A work schedule will be distributed when game schedules are known. **Parents who cannot work their scheduled time slot are responsible for finding a replacement worker** (i.e. another parent). If no replacement can be found, the parent needs to contact the school office by noon on the day of the game. An inconvenience fee will be assessed (\$5.00 per hour assigned to work) if the school is required to find a replacement worker.

Game jerseys and shorts will be purchased by the school, distributed to the athletes and collected at the end of the season by the coach. It is the responsibility of the athlete to launder the uniform according to instructions. The athlete will be charged for damage beyond normal wear, or for failure to return the uniform to the school at the end of the season. The athlete will not be allowed to participate in another sport until the uniform is returned or the obligation is paid. In addition, grade cards will be held and students will not be allowed to participate in graduation until all uniforms have been returned and obligations have been met.

IV. PARTICIPATION REQUIREMENTS

Each student athlete is required to submit the following information **prior** to their participation:

- St. Elizabeth Athletic Program Registration Form with fee
- St. Elizabeth Athletic Program Medical Information Form
- Proof of current physical examination (sports physical)

V. POLICY REGARDING PLAYING TIME

The emphasis of the athletic program in grades five and six shall be learning fundamental skills and gaining self-confidence. Coaches shall give each student athlete equal playing time and playing time at different positions if possible. The student athlete's attendance, attitude and behavior at practices and games will also help determine playing time.

Playing time and selection of starters in grades seven and eight will be up to the discretion of the coaches and will be dependent upon a coach's evaluation of the student athlete's ability, attendance, attitude and behavior at practices and games. Student athletes in good standing should receive the equivalent of one quarter of playing time during a basketball game, or the equivalent of one game per volleyball match (three games).

VI. POLICY FOR PLAYING UP

Any student may play on his/her grade level's team. A student athlete may play on a team one grade level above his/her grade level only if there is an insufficient number of players at that grade level to field a team. This exception must be approved by the principal. Once a student athlete becomes a permanent member of a higher grade than the grade they are in, they are no longer eligible to play at their own grade level *in that sport*. *Exception: A student athlete may "play up" to help another team avoid forfeiture, but may not play more than the equivalent of one basketball game, or one volleyball match (3 games) in any one night.*

VII. ATHLETIC PROGRAM REQUIREMENTS AND ELIGIBILITY POLICY

Diocesan Athletic Program Requirements:

The following are requirements of elementary school-sponsored athletic programs:

- Written permission of parents.
- Physical examination within the appropriate school year.
- Proof of medical insurance coverage.
- Competent supervision by qualified adult coaches who understand the sport, child growth and development, and first aid.
- Students shall be grouped into teams on the basis of grade level.
- Proper physical conditioning prior to participation in games.
- Appropriate equipment, including properly fitting protective gear, and well-maintained facilities.
- Reasonable scheduling of practices and games - generally, this would exclude games requiring substantial travel time on weekdays unless followed by a free day.
- Basketball schedules shall not exceed fifteen regular season games, plus two tournaments.
- Athletic schedules shall be approved by the principal.

The following practices are prohibited in elementary school-sponsored athletic programs:

- The denial of play by students who cooperate with coaches through effort and practice.
- The participation of students on more than one team in the same sport.
- High-pressure contests, excessive publicity, elaborate recognition ceremonies, or exploitation of children in any manner.

St. Elizabeth School Athletic Program Rules of Eligibility:

- Teachers will monitor grades every week and submit any concerns to the office.
- A student who has one F or two D's or a D or F in conduct or effort will be ineligible. The student is permitted to attend practices but not games. If the student improves his/her grades, then he/she may return to the roster. Grades will be monitored once the athletic season begins.

- Computer lab, music, and PE grades will be considered in the eligibility policy.
- If the same student is ineligible for four consecutive weeks, they will be removed from the roster.
- The teachers will notify the principal each Wednesday morning regarding ineligible players. A note will be sent to the student's parents, athletic director and coach.
- Any student placed on the ineligible list on Wednesday, will be ineligible to play beginning the following Monday.
- The principal has final authority on student eligibility, and may grant eligibility to students based upon effort and needs.

Vifi. RESPONSIBILITIES OF THE STUDENT ATHLETE

Student athletes are expected to understand the following:

- Abide by the eligibility standards, fulfilling academic requirements.
- Adhere to all game rules of play.
- Accept the decisions of the referees.
- Participate in practices and games, being prompt and attentive for both.
- Notify the coach if they are not going to be able to attend a practice or a game, that absenteeism may result in reduced playing time or game suspensions.
- That permanent suspensions due to behavior or attendance issues are the decision of the coach in consultation with the principal.
- Conduct themselves in a spirit of good sportsmanship.
- Abide by the rules and instructions of the coaches and other supervising adults.
- Show respect for all buildings, equipment and uniforms used during athletic practices and competition. Adhere to the posted gymnasium rules.
- That they are not to leave the gym during practice without the permission of the coach.
- That they are responsible for the maintenance of their uniform. If damaged or lost, the athlete must pay the cost of repair or replacement. Clean uniforms are to be returned to the coach at the end of the season.
- That if a practice or game is scheduled on a school day and they do not attend school at least half of the day, they will not be able to participate. The half day must be the afternoon session of classes, unless school is scheduled for morning classes only. There may be some instances (doctor appointment, funeral, etc) where an afternoon absence does not prohibit the athlete from practicing or playing in a scheduled game.
- That if they are excused from Physical Education classes, they will not be eligible to practice or play in a game.
- That they will be suspended from one game or more, depending upon severity of the offense, for abusive language, fighting, obscene gestures, insubordination or other misconduct that occurs at school, practice, or a game.
- That the use of tobacco, alcohol or drugs, anytime or anywhere, by the student will result in permanent suspension from the team.

That if they quit or are dismissed, they will not be recognized at the athletic awards banquet.
Be a team player. Help others to become better players, thus making your team better.

IX. RESPONSIBILITIES OF PARENTS

Parents are expected to:

Complete all necessary forms and submit appropriate fees.
Volunteer their time to benefit the St. Elizabeth Athletic Program.
Find a replacement worker if they are unable to work their scheduled shift.
Be a positive fan of the team.
Treat all coaches, referees, and opponents with respect and courtesy.
Discuss any complaints with the coach (**Make an appointment away from game and practice site**) and attempt to resolve them at that level before bringing them to a higher level.
Ensure that athletes do not arrive more than ten minutes before the start of practice and that athletes are picked up within ten minutes after completion of practice.
Provide transportation to and from all games, both home and away.
Have their own insurance to cover the athlete.

X. RESPONSIBILITIES OF COACHES

Coaches are expected to adhere to the following:

General Responsibilities

Be aware of and adhere to the diocesan and St. Elizabeth athletic guidelines.
Have a completed copy of the St. Elizabeth Athletic Program Medical Information Form for each of their student athletes with them at all practices and games.
Discipline fairly and consistently.
Keep documentation on all disciplinary actions and forward it to the School Office and Athletic Director.

Pre-season Responsibilities

Attend the diocesan workshop "Protecting God's Children".
Complete the "Coaches Application and Control Form" and the "Policy on Sexual Abuse of Minors Certification and Authorization Document" and return them to the school office.
Meet with the athletes and parents at least once before the season begins and explain all rules regarding practices, play, uniforms, etc.
Notify athletes and parents of the necessary forms which must be completed, and fees which must be paid, before they will be allowed to participate. The

school office or athletic director will distribute the necessary forms to the coaches.

Attend a meeting with the athletic director, commissioner and other coaches for their sport to schedule practice times, discuss rule changes, have a gym key issued, and share all other necessary information. Gym keys will only be issued to the head coach of each team, and should not be given to any other individual, with the exception of an assistant coach when the head coach cannot be present. Gym keys may only be used for scheduled activities associated with the team.

During-the-Season Responsibilities

Teach fundamental techniques and skills that enable the student athletes to develop to their fullest potential.

Give all student athletes equal coaching time and encouragement.

Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.

Work with the athletic director and commissioner to set up initial practice schedules and reservation of facilities for practices. If a coach wishes to schedule practice for a time other than originally scheduled, the coach should contact the school office.

Apply discipline in a firm and positive manner consistent with the St. Elizabeth School Athletic Philosophy. Treat all student athletes fairly with respect and dignity.

Allow all student athletes to participate. No student athletes may be "cut" from a team.

Limit the combined total of practices and games to no more than three per week. Do not schedule practices on Sundays or Holy Days.

In case of bad weather, check on cancellations by calling the school office or athletic director.

Maintain awareness of student athlete eligibility by checking the eligibility list sent to them every Monday.

Model good sportsmanship whenever they are with student athletes or representing the school as a coach. Avoid the use of inappropriate language, loss of temper, etc.

Be present for all practice sessions and games. When this is not possible, the coach should find a qualified adult replacement (assistant coach or commissioner) to coach the team. If unable to find a replacement for a game, notify the athletic director.

Check team rooms after practices. Make sure lights are turned off, litter picked up, equipment is stored and all doors of the gym and building entrances are properly locked, unless another coach is present and has gym time scheduled. Report any damages to the athletic director or school office within 24 hours.

Be responsible for the safety and behavior of the athletes from the time they arrive for a practice or game until the time they leave the school premises. Students should not be allowed to remain after the practice session without adult supervision. The coach should be the last person to leave.

PARENT/STUDENT ATHLETE RESPONSIBILITIES

1. The following must be submitted prior to the student participating in any sport:
 - Registration Form
 - Sports Fees
 - Sports or School Physical
 - Acknowledgement Form for Student/Parent Handbook (available on Edline)
2. Parents are responsible for transporting athletes to and from all practices and all games both home and away.
3. Siblings of athletes may NOT attend practices.
4. AN UNEXCUSED ABSENCE FROM PRACTICE OR GAMES will result in a suspension of one game. **A PHONE CALL OR WRITTEN EXCUSE** should be given to the Coach or Athletic Director if the coach cannot be reached.
5. Misbehavior that interferes with practice or games will result in a loss of playing time or a suspension of one game.
6. No one leaves the gym during practice without the permission of the coach.
7. No other sport should interfere with games or practices. Other games should be honored but a note or phone call to the coach is needed. The coach has the discretion to eliminate a starting position or reduce playing time even if the absence is excused. Every effort should be made to play athletes that are committed to practices and games.
8. Any other rules that a coach institutes for the team (arrive a half hour before game time, no inappropriate language, etc.) are at the coach's discretion. Breaking of those team rules may result in loss of playing time or suspension of one game.
9. There is to be NO gum, food, or drink in the gym during practices. Water bottle may be brought to practice and left in the gathering area outside the gym to be consumed on breaks.
10. Athletes who practice after school MUST be supervised at all times. Athletes may not enter the gym or locker room until coaches are present. Athletes who practice after school may change in locker rooms or restrooms, but coaches must be present in the gymnasium. Side doors that lead up to the gym from the school breezeway are locked, so athletes that practice after school must enter through main gym door.
11. No outdoor shoes are permitted on the court. Shoes must be changed in the gathering area or locker room (after school athletes) before entering gym.
12. Academic requirements and diocesan requirements are outlined in the parent/student handbook.

PARENT/STUDENT ATHLETE RESPONSIBILITIES

13. Parents are **REQUIRED** to help run concessions and admissions and assist in cleaning gym after last home game is played for the night. A work schedule will become available before the season begins. You are responsible for working your shift whether your athlete is there or not (illness or suspension). Failure to report to your shift or find a replacement for your shift will result in a \$25 inconvenience fee.
14. Clean uniforms are to be returned to the COACH at the end of the season.
15. Any student who is absent from school on the day of a game or practice is not permitted to participate in either. If the athlete participates on a day he/she was absent from school then the athlete will be suspended.

St. Elizabeth School Athletic Program Handbook

We have read the St. Elizabeth School Athletic Handbook and agree to abide by the rules and regulations that govern St. Elizabeth School Athletic Program.

PARENT SIGNATURE _____

STUDENT SIGNATURE _____

This form must be returned BEFORE student can participate in any sport.

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

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| <ul style="list-style-type: none">• Headaches• "Pressure in head"• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness• Change in sleep patterns | <ul style="list-style-type: none">• Amnesia• "Don't feel right"• Fatigue or low energy• Sadness• Nervousness or anxiety• Irritability• More emotional• Confusion• Concentration or memory problems (forgetting game plays)• Repeating the same question/comment |
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Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness