

St. Raymond De Penafort School
Mount Prospect, Illinois

Athletic Association Handbook 2022-23

This handbook is a guide for those who govern, manage, finance or participate in the athletic program at St. Raymond School. The Program shall operate in accordance with the guidelines of the Archdiocese of Chicago Athletic Handbook 2013. St. Raymond School Administration reserves the right to review these guidelines and change these policies at any time, with or without prior notice and without the approval or consent of the Athletic Board.

Table of Contents

Athletic Mission Statement and Program Philosophy

Responsibility for the Athletic Program

SRS Athletic Board

Goals of the SRS Athletic Program

Non-Discrimination Statement

Gym Rules

Program Overview

Calendar

Cross Country

Volleyball

Basketball

Track & Field

Softball

Student-Athletes

Attendance Guidelines

Academic Eligibility

Safety Considerations

Concussion Awareness

Concussion Protocol

Expectations and Code of Conduct

Coaching

Roles, Responsibilities and Code of Conduct

Criteria for Coaching Eligibility

Process for Selecting Coaches

Monitoring Coaches' Performance

Parents/Guardians

Expectations, Responsibilities and Code of Conduct

Spectator Expectations

Grievance Procedure

APPENDIX I: Athletic Association Constitution & Bylaws

Student/Parent Acknowledgement Form

Coach/Assistant Coach Acknowledgement Form

SRS Athletic Program
Mission Statement and Program Philosophy

Mission Statement

St. Raymond School (SRS) is concerned with the development of the WHOLE person — the religious, moral, social, and academic dimensions as well as the physical. We believe that athletics is an important part of student development. Through participation in the SRS Athletic Program, students will develop lifelong skills and positive values. These values include: self-discipline, integrity, respect for rules and regulations, teamwork, leadership, healthful living habits, and the ability to participate in athletics with dignity and grace.

It is our belief that participation in athletic activities is a privilege and not an absolute right of SRS students and parents. Students and parents alike, whether as athletes, coaches, spectators, or supporters who elect to represent St. Raymond Athletics and to take part in competitive athletic activities must also accept the responsibility to conduct themselves in a manner that exemplifies the Christian beliefs and values of the Parish and School.

Program Philosophy

Athletic programs offered at SRS are important for the students' physical, mental, emotional, and spiritual development. Athletic participation provides our children with opportunities to accept the differences in individual ability, to realize their own achievements through self-discipline and practice, and to cooperate with others in pursuit of a common goal. Athletics also provide opportunities for our children to learn to win and lose in a dignified manner, thereby teaching them to deal with success and failure throughout life. Children grow spiritually as they participate in team sports that foster camaraderie, school spirit, and an enhanced feeling of community.

As children's skills develop, participation on team sports becomes more competitive. Because of this, the objectives within a sport gradually change from grade level to grade level. The primary focus begins with emphasis on the individual player's skills in lower grades and culminates with an emphasis on developing a competitive varsity team in eighth grade. For this reason, expectations regarding team cuts, number of players, and playing time change from grade level to grade level. In the later grades, composition of teams will be based on what combination of players gives the team the

best opportunity to compete; this approach does not equate to all of the best individual players being placed on the higher team, if applicable.

Responsibility for the Athletic Program

Since the SRS Athletic Program is an extension of the school and its curriculum, these programs are subject to the authority of the Principal and Pastor (Archdiocesan policy), SRS school handbook, and the SRS Athletic Board. The Pastor and Principal are the primary authority of the SRS Athletic Program with final decision-making authority on any issue within the athletic program. All SRS athletic programs and sports events fall under the jurisdiction and authority of the SRS Athletic Board with the consent of the Pastor and Principal.

SRS Athletic Board

The Pastor and Principal have authorized the formation of the SRS Athletic Board. The SRS Athletic Board is comprised of an Executive Committee (5 members), a Sponsorship Coordinator, a Communications Coordinator, the Principal and the school's Athletic Director (AD). The AD is an ex officio member of the Athletic Board with no voting privileges. Additional at-large board members may be added at the Executive Board's discretion. Pursuant to the consent of the Pastor and Principal, the SRS Athletic Board shall set guidelines and procedures that govern the scope and direction of the extracurricular sports programs and student participation in such programs. All policies and procedures created by the SRS Athletic Board must be in accordance with all school and Archdiocesan policies and guidelines. The SRS Athletic Board will work in cooperation with the school faculty members as well as other parish representatives.

The operation and management of the SRS Athletic Program is set forth and defined by the Constitution and By-laws of the SRS Athletic Board, which are expressly incorporated in this Athletic Handbook by reference as if more fully stated herein. The Principal and Pastor expressly reserve the right to immediately review and reverse any decision or policy of the SRS Athletic Board, if deemed appropriate by the Principal and Pastor, to protect the best interests of St. Raymond Parish as well as St. Raymond School and its students.

Goals of the SRS Athletic Program

- To develop self-discipline
- To develop basic skills and an understanding of rules and strategies
- To develop physical strength, endurance and coordination
- To foster and develop a sense of fairness, team play, personal responsibility and commitment
- To develop a positive self-image through athletic training and competition
- To develop the ability to accept success and failure
- To foster SRS spirit

Non-Discrimination Statement

The St. Raymond Athletic Program does not discriminate on the basis of race, ethnicity, color, sex or national origin.

Gym Rules

SRS is blessed to provide its student-athletes a facility within which to participate in meaningful school-based athletics programming. The gymnasium is a shared space with the

school and parish, and all student-athletes, coaches, parents/guardians, spectators, and guests are encouraged to be mindful of this through using this space responsibly. Collectively, our parish community benefits from respecting and maintaining this tremendous resource. As a result, the following guidelines should be followed:

- No smoking is allowed, anywhere.
- The gym floor is for the participants; please stay off the playing area unless you have the proper dry, clean shoes.
- No one is permitted on the stage or near the sound equipment.
- During games, only players and coaching staff may sit in the chairs set up on the players' side.

Program Overview

General Calendar of Sports

Sport	Grades	Months
Co-Ed Cross Country	5 th -8 th	August-October
Girls Volleyball	5 th -8 th	August-October
Boys Basketball	5 th -8 th	October-February
Girls Basketball	5 th -8 th	November-February
Boys Volleyball	5 th -8 th	February-April
Basketball Clinics	4 th Grade	March-May
Co-Ed Track and Field	5 th -8 th	March-May
Girls Softball	5 th -8 th	April-May

Cross Country Program

Cross Country is open to all students in fifth through eighth grade. The season runs from mid-August through late September with practices held two weekday afternoons immediately after school and on Saturday morning at Melas Park. A total of 4 meets will take place throughout the main season, typically on Mondays (one Tuesday following Labor Day Monday), with the Northwest Catholic Conference Championship being held, at a neutral site, typically on a Saturday at the end of September.

There is a cross country postseason continuing after the Conference meet through mid-October for 10 boys and 10 girls who are selected to be on this Sectional/State team. These runners are selected at the discretion of the coaches, and factors included in the decision process are: meet performances, practice attendance, work ethic, team spirit and sportsmanship, and general ability and desire as a strong cross country runner to handle a meet of the high-pressure nature of the Sectional and State meets. These 20 kids can be a combination of 5th-8th grade runners.

The objectives of the cross country program are as follows:

- To provide a competitive sport with a no-cut philosophy
- To teach every participant the proper running and breathing techniques to be able to run competitively
- To provide athletes with the maximum learning and competitive opportunities based on his/her motivation and interest
- To provide an opportunity for students to build self-esteem and improve overall athletic conditioning
- For individuals to improve their times from one meet to the next and from the start of the season to the end
- For participants to demonstrate an increase in endurance and an appreciation for running
- To have the Varsity (7th and 8th grade) runners mentor and encourage their junior varsity peers by helping them with their technique

The following guidelines are set forth to accomplish those objectives:

- Both Varsity and JV squads will participate in the Northwest Catholic Conference.
- Participants are encouraged to attend at least two practices per week during the season.
- Participants are encouraged to voluntarily practice year-round, particularly in summer.
- All runners must attend at least two meets to qualify for the end-of-season Conference Meet.
- Varsity and JV runners who qualify will participate in the State meet in October
- All players and parents must abide by the behavior expectations stated in the respective "Code of Conduct" sections of this handbook.

Volleyball Program

5th Grade Volleyball

The objectives of the St. Raymond 5th grade volleyball program are:

- To teach the game of volleyball (rules, regulations, offensive/defensive concepts)
- To develop fundamental volleyball skills (serving, passing, setting, spiking, rotation, footwork)
- To instill the concepts of team play, responsibilities as a team member, and good sportsmanship
- To provide a fun, challenging and rewarding experience for the players, parents and coaches

The following guidelines are set forth to accomplish those objectives:

- Teams will participate in the Northwest Catholic Conference or such other conferences to be determined by the Athletic Board.
- All willing participants who attend practices and show interest and effort will be allowed to play – there will be no cuts.
- Playing time will be equal at conference games and tournaments. *
- Participants may be divided into two equal teams or equal squads.
- Teams may participate in 1 tournament. All tournaments must be school sponsored and held within the period contained by the two weeks before the first conference competition and the two weeks after the NWCC conference tournament.
- Season shall include 15 to 20 games. Each tournament entered counts as one game.
- No more than two games should be scheduled during the school week, Monday-Friday
- For Grade 5, games start no later than 7:30 p.m. on days when there is school the following day and no later than 8 p.m. on other days.
- Tournament participation takes into consideration the distance traveled and whether or not tournaments are held within the regular season. Every effort should be made to keep the expectation of participation “family-friendly.” It is understood that scheduling is an intricate process. Game schedules created by league directors not affiliated with the Archdiocese, cancellations and makeup games, and limited gym/field availability further complicates this process. As a result, situations may arise where programs are faced with the reality that they may have to play one additional game during the week or a few extra games for the season. However, situations such as these should be the exception, not the norm. When these situations arise, common sense needs to be applied while keeping the spirit of the rule in mind.

- Practices: Grades 5: 2 Practices per week (not to exceed three hours per week). No practices or games should be scheduled before 1p.m. on Sunday, as families should be allowed the opportunity to attend Mass together.
- In the event of low turnout (fewer than 10 players) we may not have a team.
- All players and parents must abide by the behavior expectations stated in the “Code of Conduct” section of this handbook.

* Playing time at the 5th grade level will be equal provided that the student-athlete meaningfully participates in practice. “Meaningful participation” includes the student athlete’s regular attendance as well as behavior at practices. Poor practice attendance or behavior has a negative impact on the team and may affect the frequency and extent of a team member’s opportunities to play in games.

Definition of “Equal Playing Time”: Coaches are directed to provide each member of the team who is meaningfully participating as a team member with substantially equal playing time in both practices and games over the course of the season. The word “equal” is chosen as it is necessary to express the intended quantitative aspect of the policy; however, “equal playing time” does not mean “to the minute” or even a game-by-game accounting of time played. Rather, it is intended to convey the spirit for a program level, which places emphasis on participation of the individual, rather than the team.

6th Grade Volleyball

The objectives of the St. Raymond 6th grade volleyball program are:

- To teach the game of volleyball (rules, regulations)
- To develop fundamental volleyball skills (passing, setting, and serving)
- To instill the concepts of team play, responsibilities as a team member, and good sportsmanship
- To provide a fun, challenging and rewarding experience for the players, parents and coaches

The following guidelines are set forth to accomplish those objectives:

- Teams will participate in the Northwest Catholic Conference or such other conferences to be determined by the Athletic Board.
- All willing participants who attend practices and show interest and effort will be allowed to play – there will be no cuts.
- Playing time will be equal at conference games; given the circumstances, coaches have some discretion during tournament play. *
- Participants may be divided into two equal teams or equal squads.

- Teams may participate in 2 tournaments. All tournaments must be school sponsored and held within the period contained by the two weeks before the first conference competition and the two weeks after the NWCC conference tournament.
- Season shall include 15 to 20 games. Each tournament entered counts as one game.
- No more than two games should be scheduled during the school week, Monday-Friday
- For Grade 6, games start no later than 7:30 p.m. on days when there is school the following day and no later than 8 p.m. on other days.
- Tournament participation takes into consideration the distance traveled and whether or not tournaments are held within the regular season. Every effort should be made to keep the expectation of participation “family-friendly.” It is understood that scheduling is an intricate process. Game schedules created by league directors not affiliated with the Archdiocese, cancellations and makeup games, and limited gym/field availability further complicates this process. As a result, situations may arise where programs are faced with the reality that they may have to play one additional game during the week or a few extra games for the season. However, situations such as these should be the exception, not the norm. When these situations arise, common sense needs to be applied while keeping the spirit of the rule in mind.
- Practices: Grades 6: 2 Practices per week (not to exceed three hours per week). No practices or games should be scheduled before 1p.m. on Sunday, as families should be allowed the opportunity to attend Mass together.
- In the event of low turnout (fewer than 10 players) we may not have a team.
- All players and parents must abide by the behavior expectations stated in the “Code of Conduct” section of this handbook.

* Playing time at the 6th grade level will be equal provided that the student-athlete meaningfully participates in practice. “Meaningful participation” includes the student athlete’s regular attendance as well as behavior at practices. Poor practice attendance or behavior has a negative impact on the team and may affect the frequency and extent of a team member’s opportunities to play in games.

Definition of “Equal Playing Time”: Coaches are directed to provide each member of the team who is meaningfully participating as a team member with substantially equal playing time in both practices and games over the course of the season. The word “equal” is chosen as it is necessary to express the intended quantitative aspect of the policy; however, “equal playing time” does not mean “to the minute” or even a game by game accounting of time played. Rather, it is intended to convey the spirit for a program level which places emphasis on participation of the individual, rather than the team.

7th Grade Volleyball

The objectives of the St. Raymond 7th grade volleyball program are:

- To teach the game of volleyball (rules, regulations)
- To develop fundamental volleyball skills (passing, setting, serving)
- To instill the concepts of team play, responsibilities as a team member, and good sportsmanship
- To introduce more advanced skills of attacking and blocking
- To begin to develop competitive philosophies and a more complex offense
- To shift the focus from the individual to the team
- To provide a fun, challenging and rewarding experience for the players, parents and coaches

The following guidelines are set forth to accomplish those objectives:

- Teams will participate in the Northwest Catholic Conference or such other conferences to be determined by the Athletic Board.
- If our conference will allow two teams and if 18 or more players have registered, then player evaluations will be conducted and two teams will be created in accordance with the Northwest Catholic Conference or such other conferences to be determined by the Athletic Board.
- If our conference will not allow two teams, then, either:
 - If more than 12 students, but less than 18 students register, player evaluations will be conducted and cuts may be made in accordance with the Evaluation Procedures for Volleyball, which are explained at the end of the volleyball section. – OR –
 - It may be justified to increase the team size to up to 17 players if the Athletic Board believes that a larger team is in the best interests of the student-athletes and there is:
 - An unusually large number students registered
 - An unusually large class size (of a particular gender)
 - Little difference in talent between those who would just make the team and those who would be cut.
- Players may be asked to specialize in certain positions for the good of the team.
- Conference matches will be played competitively. Playing time is not equal. When possible, all players should receive some playing time, but not necessarily in every game.
- Playing time may be affected by effort/attendance/behavior at practices and skill level.
- Teams may participate in up to 2 tournaments. All tournaments must be school sponsored and held within the period contained by the two weeks before the

first conference competition and the two weeks after the NWCC conference tournament.

- Season shall include 20 to 30 games. Each tournament entered counts as one game.
- No more than two games should be scheduled during the school week, Monday-Friday
- For Grade 7, games start no later than 8:30 p.m. on days when there is school the following day and no later than 9 p.m. on other days.
- Tournament participation takes into consideration the distance traveled and whether or not tournaments are held within the regular season. Every effort should be made to keep the expectation of participation “family-friendly.” It is understood that scheduling is an intricate process. Game schedules created by league directors not affiliated with the Archdiocese, cancellations and makeup games, and limited gym/field availability further complicates this process. As a result, situations may arise where programs are faced with the reality that they may have to play one additional game during the week or a few extra games for the season. However, situations such as these should be the exception, not the norm. When these situations arise, common sense needs to be applied while keeping the spirit of the rule in mind.
- Practices: Grades 7: 3-4 Practices per week (not to exceed six hours per week). No practices or games should be scheduled before 1p.m. on Sunday, as families should be allowed the opportunity to attend Mass together.
- All players and parents must abide by the behavior expectations stated in the respective “Code of Conduct” sections of this handbook.

8th Grade Volleyball

The objectives of the St. Raymond 8th grade volleyball program are:

- To continue to stress the proper execution of individual skill involved in team play, with a focus on developing a competitive team with individual contributions from all.
- To instill the concepts of team play, responsibilities as a team member, and good sportsmanship.
- To provide a fun, challenging and rewarding experience for the players, parents and coaches.

The following guidelines are set forth to accomplish those objectives:

- Teams will participate in the Northwest Catholic Conference or such other conferences to be determined by the Athletic Board.
- If our conference will allow two teams and if 18 or more have registered, then player evaluations will be conducted and two teams will be created in

accordance with the Northwest Catholic Conference or such other conferences to be determined by the Athletic Board.

- If our conference will not allow two teams, then, either:
 - If more than 12 students, but less than 18 students register, player evaluations will be conducted and cuts shall be made in accordance with the Evaluation Procedures for Volleyball, which are explained at the end of the volleyball section. - OR -
 - It may be justified to increase the team size to up to 17 players if the Athletic Board believes that a larger team is in the best interests of the student-athletes and there is:
 - An unusually large number students registered
 - An unusually large class size (of a particular gender)
 - Little difference in talent between those who would just make the team and those who would be cut.
- Players may be asked to specialize in certain positions for the good of the team.
- Conference matches will be played competitively. Playing time is not equal. When possible, all players should receive some playing time, but not necessarily in every game.
- Playing time may be affected by effort/attendance/behavior and skill level.
- Teams may participate in up to 2 tournaments. All tournaments must be school sponsored and held within the period contained by the two weeks before the first conference competition and the two weeks after the NWCC conference tournament.
- Season shall include 20 to 30 games. Each tournament entered counts as one game.
- No more than two games should be scheduled during the school week, Monday-Friday
- For Grade 8, games start no later than 8:30 p.m. on days when there is school the following day and no later than 9 p.m. on other days.
- Tournament participation takes into consideration the distance traveled and whether or not tournaments are held within the regular season. Every effort should be made to keep the expectation of participation “family-friendly.” It is understood that scheduling is an intricate process. Game schedules created by league directors not affiliated with the Archdiocese, cancellations and makeup games, and limited gym/field availability further complicates this process. As a result, situations may arise where programs are faced with the reality that they may have to play one additional game during the week or a few extra games for the season. However, situations such as these should be the exception, not the norm. When these situations arise, common sense needs to be applied while keeping the spirit of the rule in mind.
- Practices: Grades 8: 3-4 Practices per week (not to exceed six hours per week). No practices or games should be scheduled before 1p.m. on Sunday, as families should be allowed the opportunity to attend Mass together.

- All players and parents must abide by the behavior expectations stated in the respective “Code of Conduct” sections of this handbook.

Evaluation Procedures for Volleyball

If needed, evaluations of 7th and 8th grade students trying out for volleyball will be made using a combination of: 1) talent assessments made by independent evaluators; and 2) attitude and dedication assessments made by head coaches from the previous year. If the AD is a volleyball coach, he/she will excuse him/herself in any decisions involving his/her children or his/her teams and the tryouts will be run by the Athletic Association’s Co-Chairs and/or Vice-Chair. Coaches are not allowed to attend the evaluation(s).

Guidelines for the evaluations and final team decisions are as follows:

- One child will not be cut from a team.
- An open try-out will be scheduled to evaluate all athletes at a given grade level should there be a need
- An additional tryout session may be scheduled should the Athletic Director determine a need or it.
- Participation in the open tryout is mandatory, outside of excused absences.
- 2-3 independent evaluators will attend each tryout and assess the fundamental skills and scrimmage skills of each athlete.

To qualify, evaluators must:

- Have good knowledge of the sport
- Have no relationship* to any participants or their families
- Be approved by the Athletic Board

Overall decisions** for the final team cuts will be based on:

- Fundamental skills - approximately 35%
- Scrimmage skills - approximately 50%
- Coaches’ evaluations from previous year (based on attendance, effort, behavior, knowledge and sportsmanship) - approximately 15%

* Evaluators should not be related to the participants by blood, marriage, close social contacts, or business contacts.

**In case of a tie, scrimmage skills will override other areas.

Basketball Program

4th Grade Basketball Clinics

St. Raymond 4th grade basketball will be open to all interested 4th graders and will consist of 4 to 8 clinics designed to teach the fundamental skills of basketball. There are no games with other schools. It will be scheduled between late February and May. The objectives of the St. Raymond 4th grade basketball program are:

- To teach the game of basketball (rules, regulations, offensive defensive concepts)
- To develop fundamental basketball skills (passing, shooting, dribbling, rebounding, footwork)
- To build a sense of team spirit and school pride

5th Grade Basketball

The objectives of the St. Raymond 5th grade basketball program are:

- To teach the game of basketball (rules, regulations, offensive and defensive concepts)
- To develop fundamental basketball skills (passing, shooting, dribbling, rebounding, footwork)
- To instill the concepts of team play, responsibilities as a team member, and good sportsmanship
- To provide a challenging and rewarding experience for the players, parents and coaches

The following guidelines are set forth to accomplish those objectives:

- All willing participants who attend practice and show interest and effort will be allowed to play; there will be no cuts.
- Playing time will be equal at conference games and tournaments. *
- If needed, teams will be divided into equal squads of 4-6 players (2 or 3 squads will attend each game, on a rotating basis, so each player will be able to play with all teammates throughout the season.)
- Teams will participate in up to 2 tournaments. All tournaments must be school sponsored and held within the period contained by the two weeks before the first conference competition and the two weeks after the NWCC conference tournament.
- Teams will participate in the Northwest Catholic Conference or such other conferences to be determined by the Athletic Board.
- If more games are desired, the Athletic Director may explore nonconference scrimmaging options in order to provide additional games.

- Season shall include 15 to 20 games. Each tournament entered counts as one game.
- No more than two games should be scheduled during the school week, Monday-Friday.
- For Grade 5, games start no later than 7:30 p.m. on days when there is school the following day and no later than 8 p.m. on other days.
- Tournament participation takes into consideration the distance traveled and whether or not tournaments are held within the regular season. Every effort should be made to keep the expectation of participation “family-friendly.” It is understood that scheduling is an intricate process. Game schedules created by league directors not affiliated with the Archdiocese, cancellations and makeup games, and limited gym/field availability further complicates this process. As a result, situations may arise where programs are faced with the reality that they may have to play one additional game during the week or a few extra games for the season. However, situations such as these should be the exception, not the norm. When these situations arise, common sense needs to be applied while keeping the spirit of the rule in mind.
- Practices: Grades 5: 2 Practices per week (not to exceed three hours per week). No practices or games should be scheduled before 1p.m. on Sunday, as families should be allowed the opportunity to attend Mass together.
- All players and parents must abide by the behavior expectations stated in the respective “Code of Conduct” sections of this handbook.

* Playing time at the 5th Grade level will be equal provided that the student-athlete meaningfully participates in practice. “Meaningful participation” includes the student athlete’s regular attendance as well as behavior at practices. Poor practice attendance or behavior has a negative impact on the team and may affect the frequency and extent of a team member’s opportunities to play in games. Coaches should establish and communicate expectations which are consistent with the spirit of the policy expressed herein by grade level.

Definition of “Equal Playing Time”: Coaches are directed to provide each member of the team who is meaningfully participating as a team member with substantially equal playing time in both practices and games over the course of the season. The word “equal” is chosen as it is necessary to express the intended quantitative aspect of the policy; however, “equal playing time” does not mean “to the minute” or even a game by game accounting of time played. Rather, it is intended to convey the spirit for a program level which places emphasis on participation of the individual, rather than the team.

Junior High (6th, 7th & 8th Grade) Basketball

At the Junior High level, the St. Raymond athletic programs focus shifts from developing the skills of the individual (the focus in fifth grade) to emphasizing the players' participation as members of a team. We attempt at this level to field competitive teams. The goal is individual fulfillment through the collective effort to succeed — winning may or may not follow. We recognize that interscholastic competition is important in the development of the student-athlete and that such competition increases as the children grow. Nevertheless, we recognize that children mature physically at different times and we hope to provide opportunities for as many as possible to continue to develop their skills.

6th Grade Basketball

The objectives of the St. Raymond 6th grade basketball program are:

- To teach the game of basketball (rules, regulations, offensive and defensive concepts).
- To develop fundamental basketball skills (passing, shooting, dribbling, rebounding, footwork)
- To instill the concepts of team play, responsibilities as a team member, and good sportsmanship
- To provide a challenging and rewarding experience for the players, parents and coaches.
- To begin to develop competitive philosophies and plays

The following guidelines are set forth to accomplish those objectives:

- Teams will participate in the Northwest Catholic Conference or such other conferences to be determined by the Athletic Board.
- If our conference will allow two teams and enough players register, then participants will be divided into 2 equal teams (following the Evaluation Procedures for Basketball explained at the end of the basketball section), or as the NW Catholic Conference decides
- All participants will be allowed to play unless more than 26 players register. In this event, there will be cuts to have two teams of 12, following the Evaluation Procedures for Basketball.
- If our conference will not allow two teams, then the team will consist of up to 20 student-athletes, and the team will be broken up into squads at the coaches' discretion with the intent of having 10 to 12 players at each game and each participant playing with all teammates throughout the season.
 - If more than 20 players register, cuts shall be made in accordance with the Evaluation Procedures for Basketball.
- Each team will be able to participate in up to 3 tournaments. All tournaments must be school sponsored and held within the period contained by the two weeks before the first conference competition and the two weeks after the NWCC conference tournament.

- If dividing the team into squads significantly reduces the number of games per player, then, the Athletic Director may explore nonconference scrimmaging options in order to provide additional games.
- Playing time will be equal at conference games. *
- Playing time in tournaments and playoffs will give each participant meaningful playing time. **
- Season shall include 15 to 20 games. Each tournament entered counts as one game.
- No more than two games should be scheduled during the school week, Monday-Friday.
- For Grade 6, games start no later than 7:30 p.m. on days when there is school the following day and no later than 8 p.m. on other days.
- Tournament participation takes into consideration the distance traveled and whether or not tournaments are held within the regular season. Every effort should be made to keep the expectation of participation “family-friendly.” It is understood that scheduling is an intricate process. Game schedules created by league directors not affiliated with the Archdiocese, cancellations and makeup games, and limited gym/field availability further complicates this process. As a result, situations may arise where programs are faced with the reality that they may have to play one additional game during the week or a few extra games for the season. However, situations such as these should be the exception, not the norm. When these situations arise, common sense needs to be applied while keeping the spirit of the rule in mind.
- Practices: Grades 6: 2 Practices per week (not to exceed three hours per week). No practices or games should be scheduled before 1p.m. on Sunday, as families should be allowed the opportunity to attend Mass together.
- All players and parents must abide by the behavior expectations stated in the respective “Code of Conduct” sections of this handbook.

*Playing time at the 6th Grade level will be equal, provided that the student-athlete meaningfully participates in practice. “Meaningful participation” includes the student athlete’s regular attendance as well as behavior at practices. Poor practice attendance or behavior has a negative impact on the team and may affect the frequency and extent of a team member’s opportunities to play in games. Coaches should establish and communicate expectations which are consistent with the spirit of the policy expressed herein by grade level.

Definition of “Equal Playing Time”: Coaches are directed to provide each member of the team who is meaningfully participating as a team member with substantially equal playing time in both practices and games over the course of the season. The word “equal” is chosen as it is necessary to express the

intended quantitative aspect of the policy; however, “equal playing time” does not mean “to the minute” or even a game by game accounting of time played. Rather, it is intended to convey the spirit for a program level which places emphasis on participation of the individual, rather than the team.

**Playoff and tournament formats often establish rules related to minimum playing time. In order to remain on an equal competitive level, our teams will abide by those policies. In the event that there are no established rules relating to playing time, there will be a shift in focus for these games only from the individual to the team which places more of an emphasis on the team’s performance. Therefore, playing time will not be equal, but rather each player should be given the opportunity to receive meaningful playing time in the tournament at the discretion of the coach and in keeping with the spirit of the participation policies set forth herein.

7th Grade Basketball

With these goals in mind, the objectives of the St. Raymond 7th grade basketball program are:

- To further players' understanding of offensive and defensive strategies
- To continue development of fundamental basketball skills
- To continue instilling the concepts of team play, responsibilities as a team member, and good sportsmanship
- To introduce the realities of team sports competition
- To provide a challenging and rewarding experience for players, parents & coaches

The following guidelines are set forth to accomplish these objectives:

- Teams will participate in the Northwest Catholic Conference or such other conferences to be determined by the Athletic Board.
- If our conference will allow two teams and enough players register, then:
 - o Participants will be divided into 2 teams (following the Evaluation Procedures for Basketball explained at the end of this section) – “A” and “AA” teams, or as the Northwest Catholic Conference decides, providing that at least 15 students have registered. These teams will be divided evenly (i.e. 16 players equals two teams of 8), if an odd number of students are registered, the extra player will be placed by evaluation.

- o All participants will be allowed to play unless more than 24 players register. In this event, there will be cuts to have two teams of 12, following the Evaluation Procedures for Basketball.
- If our conference will not allow two teams, then, either:
 - o The team will consist of 12 student-athletes and, if needed, cuts shall be made in accordance with the Evaluation Procedures for Basketball – OR –
 - o It may be justified to increase the team size to up to 15 players if the Athletic Board believes that a larger team is in the best interests of the student-athletes and there is:
 - o An unusually large number students registered
 - o An unusually large class size (of a particular gender)
 - o Little difference in talent between those who would just make the team and those who would be cut
- Each team will be able to participate in up to 3 tournaments. All tournaments must be school sponsored and held within the period contained by the two weeks before the first conference competition and the two weeks after the NWCC conference tournament.
- Conference games will be played competitively toward the goal of being successful. When possible, all players should receive some playing time, but not necessarily in every game.
 - Playing time in tournaments is not guaranteed.
 - Nonconference games will be played with the goal of the team being successful, but all players (who meaningfully participate in practice*) must receive meaningful playing time.
 - All players and parents must abide by the behavior expectations stated in the respective “Code of Conduct” sections of this handbook.
- o Season shall include 20 to 30 games. Each tournament entered counts as one game.
- o No more than two games should be scheduled during the school week, Monday-Friday
- o For Grade 7, games start no later than 8:30 p.m. on days when there is school the following day and no later than 9 p.m. on other days.
- o Tournament participation takes into consideration the distance traveled and whether or not tournaments are held within the regular season. Every effort should be made to keep the expectation of participation “family-friendly.” It is understood that scheduling is an intricate process. Game schedules created by league directors not affiliated with the Archdiocese, cancellations and makeup games, and limited gym/field availability further complicates this process. As a result, situations may arise where programs are faced with the reality that they may have to play one additional game during the week or a few extra games for the season. However, situations such as these should be the exception, not the norm. When these situations arise, common sense needs to be applied while keeping the spirit of the rule in mind.

- o Practices: Grades 7: 3-4 Practices per week (not to exceed six hours per week). No practices or games should be scheduled before 1p.m. on Sunday, as families should be allowed the opportunity to attend Mass together.
- o All players and parents must abide by the behavior expectations stated in the respective “Code of Conduct” sections of this handbook.

* Coaches are asked that, when possible, all players receive some playing time, provided that the student–athlete meaningfully participates in practice. “Meaningful participation” includes the student-athlete’s regular attendance as well as behavior at practices. Poor practice attendance or behavior has a negative impact on the team and may affect the frequency and extent of a team member’s opportunities to play in games. Coaches should establish and communicate expectations which are consistent with the spirit of the policy expressed herein by grade level.

8th Grade Basketball

The objectives of the St. Raymond 8th grade basketball program are:

- To further players' understanding of offensive and defensive strategies
- To continue development of fundamental basketball skills
- To continue instilling the concepts of team play, responsibilities as a team member, and good sportsmanship
- To continue instruction of the realities of team sports competition
- To provide a challenging and rewarding experience for players, parents & coaches

The following guidelines are set forth to accomplish these objectives:

- Teams will participate in the Northwest Catholic Conference or such other conferences to be determined by the Athletic Board.
- If our conference will allow two teams and enough players register, then:
 - o Participants will be divided into 2 teams (following the Evaluation Procedures for Basketball explained below) – “A” and “AA” teams, or as the Northwest Catholic Conference decides, providing that at least 15 students have registered. These teams will be divided evenly (i.e. 16 players equals two teams of 8); if an odd number of students are registered the extra player will be placed by evaluation.
 - o All participants will be allowed to play unless more than 24 players register. In this event, there will be cuts to have two teams of 12, following the Evaluation Procedures for Basketball.

- If our conference will not allow two teams, the team will consist of 12 student athletes and cuts will be made following the Evaluation Procedures for Basketball.
- Each team may be able to participate in up to 4 tournaments. All tournaments must be school sponsored and held within the period contained by the two weeks before the first conference competition and the two weeks after the NWCC conference tournament.
- Conference games and tournaments will be played competitively toward the goal of being successful. When possible, all players should receive some playing time, but playing time is not guaranteed.
- Nonconference games will be played with the goal of the team being successful, but all players (who meaningfully participate in practice*) must receive meaningful playing time.
- Season shall include 20 to 30 games. Each tournament entered counts as one game.
- No more than two games should be scheduled during the school week, Monday-Friday
- For Grade 8, games start no later than 8:30 p.m. on days when there is school the following day and no later than 9 p.m. on other days.
- Tournament participation takes into consideration the distance traveled and whether or not tournaments are held within the regular season. Every effort should be made to keep the expectation of participation “family-friendly.” It is understood that scheduling is an intricate process. Game schedules created by league directors not affiliated with the Archdiocese, cancellations and makeup games, and limited gym/field availability further complicates this process. As a result, situations may arise where programs are faced with the reality that they may have to play one additional game during the week or a few extra games for the season. However, situations such as these should be the exception, not the norm. When these situations arise, common sense needs to be applied while keeping the spirit of the rule in mind.
- Practices: Grades 8: 3-4 Practices per week (not to exceed six hours per week). No practices or games should be scheduled before 1p.m. on Sunday, as families should be allowed the opportunity to attend Mass together.
- All players and parents must abide by the behavior expectations stated in the respective “Code of Conduct” sections of this handbook.

* Coaches are asked that, when possible, all players receive some playing time, provided that the student-athlete meaningfully participates in practice. “Meaningful participation” includes the student-athlete’s regular attendance as well as behavior at practices. Poor practice attendance or behavior has a negative impact on the team and may affect the frequency and extent of a team member’s opportunities to play in games. Coaches

should establish and communicate expectations which are consistent with the spirit of the policy expressed herein by grade level.

Evaluation Procedures for Basketball

If needed in sixth, seventh, or eighth grade, evaluations for basketball will be made using a combination of: 1) talent assessments made by independent evaluators; and 2) attitude and dedication assessments made by head coaches of the previous year. If the AD is a basketball coach, he/she will excuse him/herself in any decisions involving his/her children or his/her teams; and the tryouts will be run by the Athletic Association's Co-Chairs and/or Vice-Chair. Coaches are not allowed to attend the evaluation(s).

Guidelines for the evaluations and final team decisions are as follows:

- One child will not be cut from a team.
- An open tryout will be scheduled to evaluate all athletes at a given grade level should there be a need
- An additional tryout session may be scheduled should the Athletic director determine a need or it.
- Participation in the open tryout is mandatory, outside of excused absences.
- 2-3 independent evaluators will attend each tryout and assess the fundamental skills and scrimmage skills of each athlete.

To qualify, evaluators must:

- Have strong knowledge of the sport
- Have no relationship* to any participants or their families
- Be approved by the Athletic Board

Overall decisions** for the final team cuts will be made based on:

- Fundamental skills (e.g. dribbling, free throws, jump shots, passing, lay-ups) - approximately 35%
- Scrimmage skills (e.g. offense, defense, rebounding, teamwork, aggressive play) - approximately 50%
- Coaches' evaluations from previous year (based on attendance, effort, behavior, knowledge and sportsmanship) - approximately 15%

* Evaluators should not be related to the participants by blood, marriage, close social contacts, or business contacts

** In case of a tie, scrimmage skills will override other areas.

Track and Field Program

Track and Field is open to all students in fifth through eighth grades. The season begins in early March (weather permitting) and goes through mid-May. Practices are typically after school, twice per week, at St. Raymond's parking lot (long jump students may go to Lincoln Jr. High). Extra practices may be held occasionally on Saturday mornings if cold/rainy weather has interfered with normal practices. There are usually 3 to 4 meets per season and they take place on Saturday mornings at area high schools. The Junior Varsity (JV) and Varsity Conference Meets are usually held on weekday evenings in mid-May.

There is a track and field postseason continuing after the Conference meet through May for student-athletes that are selected to be on this Sectional/State team. These participants are selected at the discretion of the coaches, and factors included in the decision process are: meet performances, practice attendance, work ethic, team spirit and sportsmanship, and general ability and desire as a track and field participant to handle a meet of the high pressure nature of the Sectional and State meets. These student-athletes can be a combination of 5-8th graders

The objectives of the Track and Field program are as follows:

- To provide a competitive sport with a no-cut philosophy
- To teach every participant the proper running and breathing techniques to run competitively
- To provide athletes with the maximum learning and competitive opportunities based on his/her motivation and interest
- To build the student's self-esteem and improve overall athletic conditioning
- To improve techniques used in both solo and team events (running, jumping, throwing and baton passing)
- To have the Varsity (7th and 8th grade) runners mentor and encourage the Junior Varsity

The following guidelines are set forth to accomplish those objectives:

- Both Varsity and JV squads will participate in the Northwest Catholic Conference.
- Participants should attend at least two practices per week during the season.
- The performance of all participants will be monitored at both practices and meets.
- Athletes should volunteer as back-ups in team events in case of an absent team member.

- Participants are encouraged to voluntarily practice year-round, particularly in the months immediately preceding the season.
- All runners must attend at least two meets to qualify for the end-of-season Conference Meet.
- Varsity and JV runners who qualify will participate in the state conference in May (if available).
- All participants and parents must abide by the behavior expectations stated in the “Code of Conduct” section of this handbook

Softball Program

Girls 5th and 6th Grade Softball

Softball is open to girls in the 5th and 6th grades, combining to form one (1) JV team. The season runs from early March (weather permitting) through mid-May. Games take place at area softball diamonds. The schedule, with locations, should be set by mid-April.

The objectives of the 5th and 6th grade softball program are:

- To teach the rules and regulations of softball
- To develop each player's fundamental skills such as hitting, pitching, fielding and throwing
- To instill the concepts of team play
- To teach good sportsmanship
- To instill each individual's responsibilities as a team member

Girls 7th and 8th Grade Softball

Softball is open to girls in the 7th and 8th grades. Teams for individual grade levels will be determined by the number of registrants; it is possible that a combined 7th and 8th grade team (Varsity) will be formed to compete at the 8th grade level. If deemed necessary 6th grade girls may be combined into the "Varsity" team if registration numbers dictate. The season runs from early March (weather permitting) through mid-May. Games take place at area softball diamonds. The schedule, with locations, should be set by mid-April.

The objectives of the 7th and 8th grade softball program are:

- To teach the rules and regulations of softball
- To develop each player's fundamental skills such as hitting, pitching, fielding and throwing
- To instill the concepts of team play
- To teach good sportsmanship
- To instill each individual's responsibilities as a team member

Girls 7th Grade Softball

The guidelines for 7th grade Softball are as follows:

- Team size will be limited to 18 players; if more than 18 sign up to play, then there will be a tryout to reduce the team size to 18 (see below).
- In the event of low turnout (fewer than 11 players) we may not have a team.
- All players and parents must abide by the behavior expectations stated in the respective “Code of Conduct” sections of this handbook.

Girls 8th Grade Softball

The guidelines for 8th grade Softball are as follows:

- Team size will be limited to 18 players; if more than 15 sign up to play, then there will be a tryout to reduce the team size to 18 (see below).
- In the event of low turnout (fewer than 11 players) we may not have a team.
- All players will receive some playing time; however, playing time is not guaranteed, as the goal of the 8th grade program is to be as competitive as possible. *
- All players and parents must abide by the behavior expectations stated in the respective “Code of Conduct” sections of this handbook.

* Coaches are asked that, when possible, all players receive some playing time, provided that the student-athlete meaningfully participates in practice. “Meaningful participation” includes the student-athlete’s regular attendance as well as behavior at practices. Poor practice attendance or behavior has a negative impact on the team and may affect the frequency and extent of a team member’s opportunities to play in games. Coaches should establish and communicate expectations which are consistent with the spirit of the policy expressed herein by grade level.

Evaluation Procedures for Girls Softball

If needed in 7th or 8th grade, evaluations for softball will be made using a combination of: 1) talent assessments made by independent evaluators; and 2) attitude and dedication assessments made by head coaches of the previous year. If the AD is a softball coach, he/she will excuse him/herself in any decisions involving his/her children or his/her teams, the Athletic Association’s Co-Chairs and/or Vice-Chair. Coaches are not allowed to attend the evaluation(s).

Guidelines for the evaluations and final team decisions are as follows:

- One child will not be cut from a team.
- 2 days of tryouts will be scheduled and it is highly recommended that athletes attend both; however, participation in at least one of the days is mandatory, outside of excused absences.

- 2-3 independent evaluators will attend each tryout and assess the fundamental skills and scrimmage skills of each athlete.

To qualify, evaluators must:

- Have good knowledge of the sport
- Have no relationship* to any participants or their families
- Be approved by the Athletic Board

Overall decisions** for the final team cuts will be made based on:

- Fundamental skills - approximately 35%
- Scrimmage skills - approximately 50%
- Coaches' evaluations from previous year (based on attendance, effort, behavior, knowledge and sportsmanship) - approximately 15%

* Evaluators should not be related to the participants by blood, marriage, close social contacts, or business contacts

**In case of a tie, scrimmage skills will override other areas.

Student-Athletes

Recruitment of Student Athletes

Under no circumstances can schools recruit student athletes to their schools and/or athletic programs with the promise of tuition, special considerations, or any other incentives. All improper activities should be reported to the proper Archdiocesan and local high school authorities.

Attendance Guidelines

Student-athletes are expected to attend all practices and games except in the case of illness, family vacation, or other excused absences. If a student-athlete is involved in another demanding organized activity, practice/game/meet conflicts are sure to arise. Missed practices, games, or meets will slow down the development of the player and may hold the entire team back as well. Thus, players are strongly urged to make a 100% commitment to their St. Raymond team. If another activity/team is the student-athlete's priority, participation opportunities for him/her may be reduced.

Students MUST be in attendance for 75% of the school day in order to participate in extracurricular activities and athletics that day. If a student is not in attendance for 75% of the school day, s/he cannot attend any school-sponsored activity after school or that evening. This means a student needs to be in class by 9:30 AM.

Academic Eligibility

All students are expected to be in good academic standing at all times throughout the school year – **academics are the primary reason for attending St. Raymond School**. Students are to maintain appropriate academic performance in order to participate in any/all extracurricular activities. Academic eligibility will be communicated regularly to parents via a Power School e-mail. Further, the AD will be keeping coaches abreast of any academic eligibility issues related to his/her student-athletes. If a student has **2 Ds or 1 F**, they are placed on "Academic Watch List".

- Parents are asked to print a copy of the email, sign it and have the student return the signed document on Monday morning to their homeroom teacher. This will let the school administration know that they are aware of the student's current grade status.

What does being on the "Academic Watch List" mean, for the student-athlete?

1st Time: Student is given a warning and they are able to participate in practice and games.

2nd Time: Student is placed on probation. That means the student will not be allowed to practice or play in games for two weeks from Monday-to-Monday following the report. They may however be allowed to sit on the bench during a game but not in uniform per parent permission.

3rd Time: Student is removed from the activity for the specified season.

There are many safeguards in place for your student to enjoy academic success at St. Raymond School. The most important safeguard is parental involvement in the child's academic life.

Disciplinary Considerations

As student-athletes and/or representatives of St. Raymond School, our students need to not only achieve academic success but also model appropriate behavior in our school. The school administration will be involved in determining if a student will be allowed to participate in athletic competition and/or an extracurricular event. If a behavior issue is brought to school administration, the school administration will determine if the student will represent the school at the next game/event. Parents and coaches and/or moderators will be notified that the individual will not be allowed to actively participate in the identified game/event. Student participants will be expected to attend the game/event and support the team but not actively participate in the activity. If the student does not attend the game/event, the student will be removed from the roster and will not be allowed to represent St. Raymond in that season's sport or activity.

Safety Considerations

Prior to participating in evaluations, each student must complete and return an athletic physical, proof of primary medical/health insurance, emergency contact information, emergency medical release, Child/Minor Acknowledgement and Consent for Health History form. It is critical for coaches to know if any of their student-athletes have certain health problems that could affect their sport participation or medical treatment. A health history form can document these various health related issues, such as diabetes, asthma, epilepsy, heart murmurs, allergies or any other such medical issues. For a child to be allowed to play in the SRS Athletic Program, the parent/guardian must sign a consent form permitting this information to be shared with the coach or any first aid responder. A medical release form may allow emergency medical treatment on the participant if the parent/guardian is not available. The coach should keep the emergency contact information form, health history form and emergency release form for each player and carry them to all practices and games. These forms must be completed and submitted to the school nurse on an annual basis. Student-athletes who attend SRS school and play for a SRS school sponsored team should have their own health, medical and accident insurance policy coverage.

Concussion Awareness

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.

Symptoms may include one or more of the following:

- Headaches
- "Pressure in the head"
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double or "fuzzy" vision
- Sensitivity to light and noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- 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 or comment

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 lapse 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

All persons selected to coach any SRS or NWCC sanctioned sport, per NWCC and SRS bylaws, must complete Mandatory IESA (Illinois Elementary School Association) Concussion Testing once every two years, or as mandated by IESA/NWCC/SRS.

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young

athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

Concussion Protocol

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. Additionally, you should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to-Play Policy of the ESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

Return to Play & Return to Learn

A student-athlete that has suffered a diagnosed concussion or was removed from an interscholastic contest due to possible head injury or concussion, may ***“Return to Play”*** (sports/gym/recess) only after a licensed healthcare professional gives St. Raymond Parish School written guidelines/clearance. Further, a student-athlete that has suffered a diagnosed concussion may return to school only after being evaluated by a licensed healthcare professional and documentation provided to St. Raymond Parish School outlining cognitive restrictions. The ***“Return to Learn”*** protocol established by the Institute for Sports Medicine at the Ann & Robert H. Lurie Children’s Hospital of Chicago will be implemented as needed.

Mandatory Concussion Course for Coaches

Senate Bill 7 (Public Act 99-245) requires **All** interscholastic athletic coaches take a training course from an authorized provider at least once every 2 years. Upon completion of the training, a required exam will be taken and a certificate of completion can be printed. These certificates will be given to and kept on file by the Athletic Director.

St. Raymond School Concussion Team

This team will include the Athletic Director, PE teacher, the school nurse, the school social worker, and a school administrator. This team will insure that the St. Raymond Parish School Concussion Policy/Protocols comply with the State of Illinois requirements and are enforced at all times.

Expectations and Code of Conduct

All St. Raymond student-athletes are expected to:

- Conduct themselves properly as representatives of St. Raymond School and in accordance with the SRS Athletic philosophy;
- Display good sportsmanship at all times;
- Support the team by working hard to learn the rules and skills of the sport;
- Respect coaches and be attentive at practices and games;
- Encourage — do not criticize or belittle — fellow teammates;
- Put the team's interest ahead of personal desires;
- Attend practices and games/meets on time with proper attitude, equipment and uniform, unless previously excused by the coach; and
- Maintain uniform as directed and return in good condition.

No student shall:

- Lose his/her temper towards a coach, referee, other player or spectator;
- Argue or talk back to a referee or coach; or
- Use inappropriate or profane language.

If any of the above occur in game the coach is required to remove the child in question for the duration of the athletic contest in which it occurred.

Failure to comply with these expectations may result in reduced playing time, suspensions from games/practices, or expulsion from a team. Specifically, St Raymond's 3-strike policy includes the following steps:

1. Coach calls parent/guardian for early pick-up and meets with parent/guardian; advises AD.
2. Coach calls parent/guardian for early pick-up. Meeting scheduled with AD, coach, parent/guardian, and student-athlete. Student-athlete will be suspended from next practice and/or game.
3. Student-athlete may be dismissed from the team at the recommendation of the AD and with the approval of the Athletic Board.

Coaching

Coaching is a privilege, not a right. Coaches have the greatest responsibility and opportunity to guide and influence the student athletes. Coaches assume the role of a teacher, mentor, and minister to the young people in their charge. A coach's attitude and behavior are critical to modeling good Christian Catholic sportsmanship, both in word and deed. The careful selection of coaches is vital if the athletic program is to reflect the Mission/Philosophy of the school sports program. Conduct by a coach that is inconsistent with the Mission of the SRS sports program as outlined herein will not be tolerated.

Coaches: Roles, Responsibilities and Code of Conduct

- Coaches who are selected will be required to attend and successfully complete the Virtus training and complete required forms and all in-services mandated by the Archdiocese and the Athletic Board such as coaches' clinics.
- Coaches are expected to either attend or conduct a preseason Parent Meeting in order to meet the parents, share the program's philosophy and season goals, and review the Athletic Handbook.
- The Coaches will be familiar with, adhere to, and support the SRS athletic Mission Statement and Philosophy and all guidelines within this Athletic Handbook, as well as all conference policies and guidelines.
- Coaches will be knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport. They should use tactics and strategies that are appropriate for the age and skill levels of their student-athletes.
- Coaches must strive to be fair and impartial in their relationships with the student-athletes and their parents.
- Coaches should establish and communicate expectations which are consistent with the spirit of the "playing time" policy outlined in each designated sport section by grade level. They must strive to faithfully and fairly adhere to the guidelines for each student-athlete.
- Coaches shall fairly, uniformly and consistently apply and strictly enforce the attendance/eligibility guidelines for student-athletes at practices and games as set forth in this Athletic Handbook.
- Coaches will model Christian sportsmanship knowing that the school is judged more by the coach's sportsmanship than by his/her record. The coach will teach and guide the team members with a sense of fair play and model winning and losing in a respectful, courteous, and gracious Christian manner.
- Coaches will show respect for game officials and opponents by publicly shaking hands with the officials and the opposing coach before and after a game which gives clear witness to this respect. Student-athletes will also be required to respectfully shake the opposing teams' hands as a show of good sportsmanship.
- The coach will refrain from unreasonable or undisciplined public protest which may lead to similar behavior from students, parents and other spectators.

- Coaches are responsible for the safety and welfare of the team. They are responsible for the proper use of the facilities where practices and games are held as well as any equipment issued to them.
- Coaches will know and be responsible for proper procedures relative to entering and securing the SRS gymnasium.
- Coaches will take necessary precautions to protect all clothing and valuables of the student-athletes. Students will also be held responsible for their belongings.
- Coaches will carry with them at all times pertinent information on every student athlete in their care in case of an emergency. A health history form should list obvious problems such as asthma, heart problems, diabetes and specific allergies (including bee stings, food, poison ivy, etc.). The coach shall also carry all emergency contact information for parents and guardians. A ***First Aid Kit should be at all games and practices.*** However, coaches **never** administer medications.
- In case of an apparent serious injury, the coaches should immediately call for paramedics. In addition, the coaches should notify the parents or emergency contacts as quickly as possible; using the phone numbers listed on the permission slips. When paramedics arrive, the coach is to give them the permission slip and provide answers to any questions they may have concerning the circumstances of the injury. The coach must complete a SRS accident report and submit copies to the Athletic Director and Principal.
- Coaches should be familiar with the School Emergency Plan and periodically rehearse the plan with the team. The Emergency Plan, when developed, is an integral part of the training of coaches. The coach then rehearses the Plan with the team. Assistant coaches and players are designated to handle specific responsibilities (e.g. calling parents, phoning for medical assistance, taking an injured child for treatment, etc.). All participants should know the name and address of the facility where they are practicing/playing. Student athletes also should know the proper behavior expected of them in the event that the coach might leave the group unattended because of an emergency. Coaches and other adult participants must be aware of the procedures for reporting accidents and incidents.
- Coaches will make every effort to attend all practices and games and demonstrate a commitment to the SRS sports team. If the coach cannot attend a practice or game, the assistant coach should take over for that practice or game. If the assistant coach is unavailable, the practice or game is cancelled.
- All practices should be held at the SRS gym unless otherwise approved by the Athletic Director.
- Coaches will teach the rules of the sport and develop each player's skills within the framework of team concept. They must help each player develop self confidence, discipline and sportsmanship and make participation a learning experience for all.
- Coaches will follow the playing time guidelines as detailed in the SRS Athletic Handbook and abide by the eligibility policy of SRS.
- Coaches will plan for proper physical conditioning of the student-athletes. Practices should begin with stretching and warm-up exercises and end with cool downs.

- Coaches will ensure that student-athletes wear the appropriate uniform, all proper safety equipment, and any other expected attire at practices and games.
- Coaches will always have a second adult present for all practices and games.
- Coaches should discipline inappropriate student-athlete behavior or disrespect. However, the coach may never resort to physical or verbal abuse or profanity.
- Coaches must use common sense and maturity when resolving problems and conflicts.
- Coaches will be assisted in conflict resolution by the support of the AD and SRS Athletic Board.
- If a coach is also a member of the SRS Athletic Board, said coach should remove him/herself from the conflict resolution process as to remain impartial.
- Coaches will keep objective, factual written records of problems concerning attitude and/or behavior. These records are important when a discipline matter leads to the suspension and/or expulsion of a student-athlete from the SRS Athletic Program. Coaches should immediately report disciplinary problems to the AD. An incident form will be provided for tracking purposes.
- Coaches will communicate the schedule of practices, games or any cancellations/alterations to the student-athletes and their parents in a timely manner. Coaches cannot assume that players will get the message home. Use of email may be a preferred mode to help ensure all communications are easily accessible by the parents/guardians. In any case, the preferred and most effective method of communication will be clearly stated by the coach.
- Coaches will keep a written record – submitted to the AD via e-mail – of accidents and inquiries and parents should be notified of the same. While it may be impossible to document every injury and its source, an honest effort to document and notify parents in a timely manner is important for the safety and security of the student-athletes. Accidents or injuries requiring medical attention will also be communicated to the AD, which is reported to the Principal. An incident form will be provided for this purpose and is to be completed by the coach and signed by all parties involved (a parent or guardian, or coach if neither are present, may sign for the injured student-athlete).
- Coaches should give each student-athlete an on-going opportunity to participate. It is understood that coaches will seek to provide meaningful playing time for all student-athletes. Consideration will be given to behavior, eligibility, effort and attitude of student athletes at both practice and games. Our goals remain to educate, teach, develop and keep our athletes safe.
- Coaches should never instructor encourage student athletes to violate either the spirit or the letter of the rules of the sport or of the league. **IT IS UNACCEPTABLE FOR COACHES TO “RUN UP” THE SCORE ON OPPONENTS. COACHES ARE EXPECTED TO SUBSTITUTE PLAYERS WHEN THE OPPOSING TEAM IS SIGNIFICANTLY BEHIND. WINNING TAKES SECONDARY IMPORTANCE TO THE ATHLETIC, SPIRITUAL, SOCIAL, AND EMOTIONAL DEVELOPMENT OF ALL THOSE INVOLVED.**
- Coaches must show respect for game officials and opponents at all times; publicly shaking hands with the officials and the opposing coach before and after a game gives

clear witness to this respect. All coaches must refrain from public protest that may lead to similar behavior from students, parents or other spectators.

- Coaches should teach the rules of the sport and develop each player's skills within the framework of a team concept.
- Coaches are prohibited from the following: » To use inappropriate, abusive or vile language, or to engage student athletes in inappropriate conversations unrelated to the sport » To berate and harass officials, opposing coaches, or personnel from other schools » To undermine the authority of the School Administration, Athletic Director, and/or the Athletic Committee » To deny adequate playing time to students who are cooperative in effort and attendance » To give preferential treatment to the most gifted athletes » To submit rosters that are not signed by the pastor and/or principal (or athletic director) » To play students who are not on their regular school roster or to roster students on two school teams in the same sport » To forfeit games without following local procedures » To join another league or an additional tournament without the approval of the athletic board/ committee, athletic director or pastor and/or principal
- "Winning at all costs" or the exclusion of participation of eligible players, is never tolerated. Coaches will serve a one-game suspension for verified infraction based on an athletic board review. Instances of noncompliance are to be carefully documented with a written notice given to the offending coach.

Criteria for Coaching Eligibility

Coaches must:

- Model Catholic Christian values at all times;
- Be at least 21 years of age;
- Submit SRS Coaching Application;
- Complete and Pass Mandatory IESA Concussion Training every 2 years or as required per IESA/NWCC/SRS.
- Be available for personal interview by the AD and/or selection committee;
- Complete an online criminal background check at www.archchicago.org (Scroll to the Protecting Children button. Select Background Screening. Follow eAppsDB Instructions for Employees);
- Attend Virtus/Protecting God's Children for Adults (on-line at www.archchicago.org);
- Read and sign Code of Conduct at www.archchicago.org;
- Complete Child Abuse and Neglect Tracking Form (CANTS) – required annually – at www.archchicago.org;
- Attend CPR/AED Training Class, which may require a recertification every two (2) years;
- Attend and successfully complete any in-service training;
- Articulate and model the philosophy and goals of the program;
- Responsibly supervise and instruct the youth in his or her care;
- Understand the fundamentals of the sport to be coached;

- Develop the potential, confidence, and skills of each athlete;
- Keep “winning” in perspective, by keeping in mind the more important goals and mission of the SRS Athletic Program;
- Sign acknowledgement form that they have received and read their copy of the Athletics Handbook, and that they fully understand the mission and philosophy statement.

Process for Selecting Coaches

At least 45 days before an opening game/match, the Athletic Board shall publicize the need for coaches (both head and assistant) and when appropriate, recruit additional qualified coaching candidates. Each head and assistant coaching candidate shall either have on file with the Board or shall submit to the Board a completed SRS Coaching Application.

The applicant shall provide sufficient background information to allow the AD and Athletic Board to properly assess and evaluate the coaches’ knowledge and prior experience in the sport. The applicant should also be available for a personal interview, if needed.

The Coaching Committee shall screen, interview, and present recommended head coaching candidates to the SRS Athletic Board for majority approval. The Athletic Board shall be allowed the opportunity for further discussion or investigation with the AD regarding any proposed candidates prior to any decision. Potential coaching candidates shall be encouraged to submit at least one written personal reference in support of their application to assist the Board in determining whether the candidate in question exhibits high standards of Christian virtue.

- Prior to the first practice of the season, the Athletic Board shall select the Head Coach of each team through a majority vote. The Athletic Board shall give strong consideration to those coaching candidates who have previously coached at SRS with positive reviews. Teams may also have up to two (2) additional Assistant Coaches. The decisions of the SRS Athletic Board will be final in all matters involving coaching staff.
 - In sports where there will be more than one team per level, player evaluations will take place before final coaching positions are selected. Immediately after player evaluations and team rosters are finalized, the SRS Athletic Board shall select the approved head coaches.
- All assistant coach recommendations are subject to review and final approval by a majority of the Athletic Board.
- Previous coaching experience in the sport, and other relevant coaching experience, will be considered in the coaching selection process, but is not mandatory.

Monitoring Coaches Performance

Evaluation forms will be sent via email to parents at of each sports season. It is extremely helpful to the Athletic Board if these forms are completed and returned. They are used to evaluate the

success of our sports programs and highlight any shortcomings. They help the Board decide whether policy changes should be considered. Feedback, both positive and negative, is given to the coaches in general terms, if appropriate. Also, the Athletic Director may monitor practices and games to make sure coaches are adhering to their responsibilities and Code of Conduct.

RESPONSIBILITIES & EXPECTATIONS FOR PARENTS/GUARDIANS

Parental support is valued and encouraged. Parents/guardians and spectators must conduct themselves in an appropriate manner and act as positive role models for all participants. The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when parents reflect these ‘six pillars of character.’

Therefore, it is critical for parents/guardians to display the following behaviors:

- Trust in their child’s ability to have fun as well as to perform and achieve excellence on their own
- Help their child to learn the right lessons from winning and losing and from individual accomplishments and mistakes
- Respect their child’s coaches, teammates and fellow parents as well as the players, parents, and coaches from opposing teams
- Give only encouragement and applaud positive accomplishments, whether for their child, his/her teammates, their opponents or the officials
- Show respect towards all officials and their decisions
- Never coach their child or other players during games and practices, unless they are one of the official coaches of the team

Parents/guardians **MUST**:

- **Commit to the Demands of the Sport** — It is important for parents/guardians to understand that participation in an interscholastic athletic program is a significant commitment. This commitment includes adhering to all school and league policies, attending every game at all locations at which their team is scheduled to play, driving student athletes to “away games” or tournaments that are a good distance from the school, and participating in tournaments during the holidays. If parents/ guardians cannot make such a commitment, they should be encouraged to not enroll their child in the sports program.
- **Act in Accordance with Catholic Values** — Parents/guardians are expected to support and encourage their child’s efforts. All comments from the stands should be supportive of the team’s efforts. No negative comments and criticisms should ever be directed towards student-athletes. In addition, public criticisms directed towards the coaches, the athletic director, and the school administration are absolutely unacceptable. In addition, it is expected that parents/guardians act as role models for their children by putting wins and losses in their proper perspective.
- **Let the Coaches Coach and the Referees Ref** — Parents/guardians should make no attempt to instruct players or the team from the stands. In addition, questioning, criticizing, or berating the coach and/or the referees does not set a good example for the young athletes involved in the contest. It is up to the Athletic Director and/or the School Administration to help parents/guardians realize that they will be asked to leave a game if they are not able to maintain a standard of acceptable behavior.

- Volunteer their Time — Parents/guardians may be expected to contribute their time and service in support of the team and the interscholastic athletic program. A viable volunteer program is dependent upon everyone's willingness to maintain a high level of quality and success. Parents/guardians may be asked to assist as scorekeepers, timekeepers, ticket or money takers, refreshment sellers, crowd control monitors, or to help with set-up or clean-up. When appropriate, parents/guardians may be asked to serve as team liaisons and assist with phone calls or provide a schedule to see that all tasks are filled and rotated in an equitable manner. In addition, parents/guardians may also be asked to help with and support fund-raising. Any expectation that is mandatory must be clearly stated before the season begins.
- Provide Transportation to and from Games — In most cases, parents/guardians are expected to provide transportation for their children to and from games and practices. Coaches are not covered with liability insurance for chauffeur service. Therefore, they are not allowed to transport athletes at any time.
- Engage in Respectful Communication — Parents/guardians should communicate directly with the coach, athletic director, and/or the athletic board/committee on matters of concern. They must do so at appropriate times, and not immediately before, during, or after a game. While it is a given that parents/guardians act as advocates for their own child, it is important for parents/guardians to understand that coaches, athletic directors, and school administrators make decisions that benefit the group, not the individual. Sometimes decisions that benefit the group conflict with individual needs and desires, but such is the reality of being a member of a team. Under no circumstances should parents/guardians be verbally abusive towards coaches, athletic directors, and school administrators. Parents/guardians must be respectful with their tones of voice, as well as thoughtful with the words they choose to use.
- Support the Program — Under no circumstances may parents of student- athletes publicly criticize school coaches, the athletic director and/or the athletic board. All matters of concern regarding any aspect of the athletic program must be expressed directly to the coach and/or athletic director/athletic committee.
- Pay all Necessary Fees and be in Good Financial Standing with the School — Parents/guardians may be asked to make the school fees and tuition account current as a condition of student participation in the athletic program.

It is important for parents/guardians to realize the amount of time and effort it takes to run effective and efficient interscholastic athletic programs. The level of commitment that coaches, athletic directors, and school administrators put forth demands the respect of all parents involved. Parents/guardians who cannot adhere to a reasonable level of respectful behavior and expectations should have their privileges of attending games revoked. In addition, under no circumstance should parents/ guardians sit in and around the bench area or speak with their child during games. Parents/guardians do not have these rights and privileges unless they are asked to serve as an official volunteer coach.

TWELVE THINGS YOUTH LEAGUE PARENTS SHOULD NOT DO

1. Do not put yourself in your son's/daughter's place on the field or on the court. The kid on the court is not you. If he/she makes an error, it's his/ her error. If his/her home run wins the game, it's his/her home run. Glory or grief, it is your kid's ballgame.
2. Do not talk about the big game all day. Chances are the big game is not as important to your son/ daughter as it is to you, and that is healthy. The youngster will usually keep the game in proper perspective and keep pressure to a minimum.
3. Do not criticize any players on the field. That is not only classless and unseemly: it is dangerous as well. Chances are the player's mother is sitting in the next chair.
4. Do not yell instructions to your son/daughter during a game. That is the coach's job. Your voice only makes your son/daughter more nervous. Shout positive, general encouragement instead.
5. Do not start analyzing your child's performance immediately after the game. All the player wants is peace and quiet, and a juice box!
6. Do not criticize the coach with other parents in the stands, and never under any circumstances criticize the coach to your son/daughter. If you do, your son/daughter will no longer respect the coach, and he/she will have the inability to be coached. Once this happens, everyone loses. Your son/daughter loses and the team loses. I understand that you may never agree with your son's/daughter's coach. But please, do them a favor, and keep your feelings to yourself. Watch your son/daughter perform, and support the team instead. Lastly, before you complain, ask yourself: Am I willing to give up all my valuable free time to coach?
7. Do not complain when the good coach plays everybody and even goes with different starters every game, right down to the child who has the least amount of athletic ability on the team.
8. Do not abuse the officials. Baiting the official who is calling the game for a few extra bucks will not inspire the respect for authority that is demanded from your child at home or at school.
9. Do not decide your player has a future in professional sports. Likewise, do not write off that baby face in the large uniform either. Kids mature athletically at different paces. Some are better now than they ever will be. Some of the worst players develop into varsity athletes with time and proper seasoning.
10. Do not forget to praise your child for simply performing. Do not over praise a good play either. Above all, do not dwell on an error or failure to deliver, especially not with scorn or anger. More importantly, do not get in the habit of continually praising mediocrity and allowing your child to settle for less than their best effort.
11. Do not forget to praise all the players after the game, especially if they lost.
12. Do not take yourself or the outcome too seriously. Even the BIG game is not the answer to all of the world's problems. Put the game in its proper perspective!

Expectations, Responsibilities and Code of Conduct

Parents play an important role in the success of the individual student-athlete as well as his/her team. Therefore, all parents/guardians of St. Raymond student-athletes are expected to:

- Be supportive of their child's efforts and that of their child's teammates and coaches;*
- Act in a responsible manner and show good Christian sportsmanship;
- Make no attempt to instruct or direct the play of an athlete or the team;*
- Ensure that students meet academic requirements for participation in extracurricular activities as explained in the *Academic Eligibility* section of this document and the St. Raymond Parent-Student Handbook;
- **VOLUNTEER** time to assist the team in running meets or games, keeping score, operating admissions/concessions, and helping with crowd control, set-up, and cleanup;
- Provide transportation for their children to and from games/meets and practices in consideration of previously understood pick-up/drop-off times;
- Assist the student in maintaining their athletic uniforms; and
- Follow guidelines explained in *Grievance Policy* when resolving issues related to your student-athlete.

No parent shall:

1. Lose his/her temper towards a coach, referee, other player or spectator;*
2. Berate or criticize any coach, referee, player, team or spectator; or*
3. Use inappropriate or profane language.*

*Failure to comply with these expectations may result in actions being taken by the Athletic Board, which may include removal from the premises and/or suspensions from games.

Spectator Expectations

Parents, relatives, guests, and visitors will use only positive expressions of enthusiastic support and active participation. They will use established channels to voice suggestions for improvement. At any and all sporting events, parents, coaches, athletes, spectators and fans of the SRS Athletic Program are to remember that they are all representatives of SRS and must properly conduct themselves according to the Christian ideals we proclaim as a faith-filled community. Anyone who cannot conduct themselves in this manner will be excluded from extracurricular sports events sponsored by SRS (both home and away).

The following code of ethics is to be displayed in the SRS gymnasium and communicated to coaches, participants, and parents, relatives, and guests periodically.

- Spectators are expected to be respectful fans and show good sportsmanship.

- Extend hospitality to opponents and their guests and greet them cordially.
- Show respect for the opponents at all times.
- Know, understand, and appreciate the rules of the game. Maintain self-control at all times.
- Recognize skill and performance regardless of team affiliation. Show courtesy to the opposing team. **Booing is never acceptable behavior!!!**

Alcohol Consumption Policy

No alcohol of any kind may be distributed or consumed at school and/or parish-sponsored sporting events or athletic banquets where children are present, whether on or off campus. This policy is non-negotiable. Parents, relatives and guests attending games and athletic banquets are expected to follow this policy. Expectations and restrictions are the same for indoor and outdoor activities.

Grievance Procedure

We encourage a positive and open line of communication between all coaches, parents and student-athletes. In resolving disputes, parents are encouraged to first ask their children what they know of the situation. Further, we strongly recommend that a full day (24 hours) pass to ensure that emotions are kept in check before any parent communicates with their child's Head Coach in an attempt to resolve any issues. If the issue cannot be resolved between the Head Coach and the parent, then it will be reviewed with the Athletic Director. Parents will restrict grievances to issues concerning their child only.

Here is a list of possible scenarios and the steps that should be taken to reach resolution:

1. Parental concerns or complaints that may arise during the season
 - a. Any concerns a parent/guardian might have relating to a student-athlete's participation in a sport must first be shared with your child's Head Coach. Such communication must be conducted in an appropriate manner - never immediately before, during, or after a contest.
 - b. If no resolution can be reached between the parties, or if the Head Coach does not respond within 48 hours, the AD should be contacted in an attempt to mediate a satisfactory resolution. The parent/guardian, student-athlete, Head Coach and AD must be present at the meeting.
 - c. If there are further concerns, the parent/guardian should present a written outline of the grievance to the AD. This information will be directly given to the Co-Chairs of the SRS Athletic Board, who in turn will share this grievance with the entire Board.* A meeting will be scheduled to discuss and resolve the matter by a majority vote of the Board members. The involved parties may request (or be required) to attend the aforementioned meeting, in order to present their case.
2. Conduct resolution of a student-athlete
 - a. Students represent the SRS Athletic Program. Disciplinary action by a Head Coach is expected when conduct violations occur. The Head Coach shall notify the parent/guardian and AD in writing of the violation; the notification from the Head Coach must be factual and non-judgmental. A copy of the communication should also be provided to the AD and Principal.
 - b. If notification from the Head Coach is not enough to encourage proper behavior; the student-athlete, Head Coach, parent/guardian, and Athletic Director will meet to discuss possible solutions.
 - c. If the solutions suggested by the meeting of the concerned parties mentioned above are ineffective, the Co-Chairs of the Athletic Board should be contacted. The nature of the problem should only be shared with the officers of the SRS Athletic Board for discussion and resolution by a majority vote.* The parent/guardian shall be entitled to meet with the officers of the Board in person to discuss other avenues of resolution.
3. Violation of Handbook Rules or Policies by a Coach or Assistant Coach

- a. Any coach ejected from a game because of unsportsmanlike conduct will be suspended for the next game and may be subject to additional penalties by the SRS Athletic Board. *
 - b. Any coach who verbally abuses another person (e.g. words that are excessively critical of a player's or referee's ability or efforts) may be suspended for the remainder of the season and may be disqualified from coaching altogether.
4. Parents/Guardians/ Spectators
- a. If the Co-Chairs of the SRS Athletic Board receive a notice or complaint of serious infractions of this handbook, such as inappropriate parent, guardian or student fan behavior before, during, or after a game or other disruptive and unsportsmanlike behavior not fitting a Catholic school representative, such persons involved in any such incidents may be required to appear before the officers of the SRS Athletic Board in order to maintain their visiting privileges to SRS athletic events. Any failure to cooperate with the SRS Athletic Board* shall lead to a revocation of that individual's visiting privileges to athletic events associated with SRS (both home and away).
 - b. If the AD becomes aware of inappropriate, unsportsmanlike or disruptive fan behavior before, during, or after a game, the individual(s) should be directed to leave the premises by the AD.

* The decision of the Athletic Board, with the approval or ratification by the Principal and /or Pastor, will be considered final. Any matters addressed by the AD or the officers of the SRS Athletic Board during the grievance process shall be treated as confidential and not subject to public disclosure.

Lastly, parents/guardians are always welcome to bring any problems, comments, or concerns to the Athletic Board during their regularly scheduled monthly meetings. To assure room on the agenda, the AD must be notified of the specific grievance at least 72 hours in advance; said problems/comments/concerns will be addressed during a "listening session" immediately following the Board's closed session.

St. Raymond Athletic Association Constitution & Bylaws

INTRODUCTION

The St. Raymond Athletic Association shall be organized and operated in accordance with the following Constitution and Bylaws, which shall be utilized to implement the interscholastic sports program at the school in accordance with provisions set forth by the Archdiocese of Chicago Catholic Schools Handbook on Athletics and those contained in the St. Raymond Athletic Association Handbook. Members of the Athletic Association Board, Coordinators, Coaches, and others support this activity on a volunteer basis, giving of their time and talents to organize and maintain the interscholastic sports program.

PURPOSE AND AUTHORITY

The purpose of the Athletic Association is to administer all matters relating to the interscholastic sports program offered by St. Raymond School and to provide assistance to the Principal and Athletic Director. It is acknowledged and understood that in all matters the Principal and/or the Pastor of St. Raymond shall have the right to overrule a decision of the Athletic Association's Board in the best interests of St. Raymond Parish, School, and its students.

A Meeting of the Board of Directors shall be held on no less than an annual basis in order to evaluate the Athletic Program, to identify areas of concern and need for improvement as well as to plan for the upcoming school year. The Pastor will be invited and should, if able, participate in this meeting for the purposes of receiving a report on the State of the Athletic Program. The Athletic Director and Co-Chairmen shall attend this meeting as well. Other members of the Athletic Board may participate if it is the desire of the Co-Chairmen, the Principal, or Pastor. This meeting shall take place in May or within the first two weeks of June at a place and time to be determined by the Co-Chairmen of the Board.

ATHLETIC ASSOCIATION BOARD

The Athletic Association's Board shall oversee the implementation of the athletics program of St. Raymond School and monitor the administration of those programs in accordance with the Constitution, By Laws, Guidelines, Philosophies and Codes of Conduct of the Athletic Association as exist and as amended from time to time. It is anticipated that members of the Athletic Board make every reasonable effort to attend monthly meetings; all members must attend, at minimum, 2/3 of the meetings annually in order to remain in good standing.

The Athletic Board is comprised of two (2) components:

St. Raymond Athletic Association Constitution & Bylaws

Executive Committee

- Co-Chairman I
- Co-Chairman II
- Vice Chairman
- Treasurer
- Secretary
- Athletic Director (non-voting)
- Chairman Emeritus (non-voting)
- Principal (non-voting)

At-Large Members

- Sponsorship Coordinator
- Communications Coordinator

DUTIES & RESPONSIBILITIES

EXECUTIVE COMMITTEE

Co-Chairman I & Co-Chairman II

The Co-Chairmen roles are two year commitments. Co-Chairman I shall have served the prior year as Co-Chairman II; Co-Chairman II shall have served the prior year as Vice Chairman. Together, these individuals are responsible for working with the Athletic Director and the Athletic Board in order to coordinate all duties and responsibilities as outlined in the Athletic Association Handbook. The Athletic Association recognizes that the job of the Co-Chairmen is a vast undertaking and thus is a shared role. Collectively, the two Co-Chairmen shall have one (1) vote when Athletic Association matters deem this process necessary.

Vice Chairman

The Vice Chairman shall support the Co-Chairmen in all aspects of coordinating duties and responsibilities as outlined in the Athletic Association Handbook. The Vice Chairman shall serve a one (1) year term and shall have one (1) vote when Athletic Association matters deem this process necessary.

Treasurer

The Treasurer shall be responsible for the fiscal oversight of the Athletic Association. This includes creating an annual budget; monitoring all cash postings; reviewing and submitting monthly financial reports to the Board for approval; set criteria and procedures for the

St. Raymond Athletic Association Constitution & Bylaws

requesting and expenditure of funds; communicating with the Athletic Director and /or Principal and ensuring that any funds requested are authorized by prior to payment; and preparing cost analysis of the programs on a yearly basis to set program fees for the following year. The Treasurer shall serve a two (2) year term and shall have one (1) vote when Athletic Association matters deem this process necessary.

Secretary

The Secretary shall be responsible for communication within the Athletic Board through preparing and presenting an agenda for each monthly meeting, taking and keeping minutes of the monthly meetings, and publication of the agenda and minutes on the Athletic Association website. The Secretary shall serve a one (1) year term and shall have one (1) vote when Athletic Association matters deem this process necessary.

Athletic Director

The Athletic Director shall act as representative of the Athletic Association for all interests related to St. Raymond School at the Conference and/or League levels. As a staff position in a part-time capacity, the individual filling this role will work closely with the Executive Committee to coordinate all duties and responsibilities of the Athletic Association. These responsibilities include the following, but may not be limited to:

- Communicate the philosophy of the program and ensure that it is clearly understood and consistently followed by all participants and supporters.
- Coordinate, schedule and supervise the athletic programs of St. Raymond School, which includes the scheduling of practices, games and tournaments per sports season.
- Communicate and maintain standards of safety.
- Enforce compliance with student-athlete eligibility rules on a consistent and uniform basis.
- Ensure that all adults in the program, especially those on the coaching staffs, are qualified to instruct and work with student athletes and are supportive of the Missions and Philosophies of St. Raymond Parish, School and Athletic Association, especially as they are to conduct themselves as Christian role models.
- Set criteria for screening, approving, monitoring and communicating with coaches.
- Act as a liaison between coaches, parents, student-athletes, school and parish representatives when appropriate.
- Work with the Treasurer related to the raising of revenue and expenditure of Athletic Association funds.
- Perform or delegate any and all other duties necessary to fulfill the program's mission.

The Athletic Director shall have the sole authority to vote or in the event of his/her inability to attend, shall designate a person to vote on any issue that may arise at the league level, after

St. Raymond Athletic Association Constitution & Bylaws

conferring, if possible, with the other members of the Athletic Board's Executive Committee. Further, the Athletic Director serves as a representative of the Principal with regard to monthly meetings and communication with school administration. The Athletic Director shall not have a vote when Athletic Association matters deem this process necessary.

Chairman Emeritus

The Chairman Emeritus shall have spent the two prior years as Co-Chairman. The Chairman Emeritus shall be responsible for mentoring and advising the Co-Chairmen during his/her term of one (1) year, immediately following the last year as Co-Chairman. The Chairman Emeritus shall also take on such responsibilities as the Co-Chairmen shall delegate to him or her from time to time. The Chairman Emeritus shall not have a vote when Athletic Association matters deem this process necessary.

Principal

It is the responsibility of the Principal to ensure that the Athletic Association operates in accordance with the Constitution, Bylaws, Guidelines, Philosophies and Codes of Conduct of the Athletic Association, as well as Archdiocesan, School and Parish rules and/or regulations. The Principal shall supervise the Athletic Board and Athletic Director's activities as well as ensuring that delegated responsibilities are carried out in an appropriate manner.

The principal shall set up an effective system to determine athletic eligibility and to communicate and enforce compliance with said eligibility rules on a consistent and uniform basis. The Principal shall ensure that all adults in the program, especially those on the coaching staffs, are Christian role models, are qualified to instruct and work with student athletes and are supportive of the Missions and Philosophies of St. Raymond Parish, School and Athletic Association. The Principal shall communicate with the Pastor and Executive Committee members as needed relating to issues as they arise. It is the expectation that the Principal shall support the Grievance Procedures set forth in the Athletic Association Handbook so that issues that arise can be handled by the Athletic Association prior to intervention by the Principal.

Sponsorship Coordinator

The Sponsorship Coordinator shall be responsible for identifying potential opportunities to generate resources – whether fiscal, in-kind, or marketing – for the St. Raymond athletics program. Further, the Sponsorship Coordinator will help to advise organizing committees in the pursuit of sponsors for designated events. The individual serving in this role shall be identified by the Co-Chairmen and asked to serve a one (1) year term. The Sponsorship Coordinator shall have one (1) vote when Athletic Association matters deem this process necessary.

St. Raymond Athletic Association Constitution & Bylaws

Communications Coordinator

The Communications Coordinator shall be responsible for communications with our student-athletes, their parents, the school staff, the parish, the media and the various conferences within which we compete. The Communications Coordinator maintains the Athletic Association website. When the Secretary is absent, the Communications Coordinator shall take on his/her responsibilities during the Athletic Association's monthly meeting. The individual serving in this role shall be identified by the Co-Chairmen and asked to serve a one (1) year term. The Communications Coordinator shall have one (1) vote when Athletic Association matters deem this process necessary.

AD HOC COMMITTEES & COORDINATORS

Should a need arise whereby the Athletic Association needs additional assistance with activities, ad hoc committees and coordinators may be utilized to help in these matters. Persons serving in these roles shall not have a vote when Athletic Association matters deem this process necessary.

MEETINGS

The Athletic Board shall meet no less than monthly, on the third Monday of the month at 6:30 p.m. (or on such other date or time as designated by the Co-Chairs) for Executive Session. Only those members of the Board shall attend the Executive Session unless other persons are requested to attend by the Executive Committee or request to attend in accordance with the procedures set forth in the Athletic Association Handbook.

Thereafter, a public meeting shall be held at 7:30 pm whereby any parent, coach or other interested person may attend and participate pursuant to rules and regulations as determined by the Athletic Board. An agenda of the meeting shall be published and minutes of all meetings shall be kept by the Secretary. Agendas and meeting minutes should be made available for viewing on the Athletic Association website.

VOTING

In the event that the Athletic Board desires to make any change to the Constitution, By Laws, Guidelines, Philosophies or Codes of Conduct of the Athletic Association, such change shall only be made upon motion presented by any member of the Athletic Board. Such motion shall

St. Raymond Athletic Association Constitution & Bylaws

be made in writing and shall be distributed to all Board Members. A discussion shall be had, but no vote shall be taken until such time as the next open meeting takes place. At the following meeting, such motion shall be called to a vote. Any change requires the approval of 2/3 of the members of the Athletic Board. Any change shall thereafter be published by posting said change on the Athletic Association website.

Any other matter coming before the Athletic Association for decision by motion or otherwise shall be voted upon by the Athletic Board and shall be voted upon at either Executive Session or at the open meeting. For items other than the aforementioned, a simple majority of the present members of the Athletic Board who have a vote shall be sufficient to approve the matter. Any matter so approved should be memorialized and placed into the minutes of the Association at the next monthly meeting.

VACANCIES

In the event that any vacancy shall exist in any position, said vacancy shall be filled through a discernment process. Candidates shall either submit their interest to the Athletic Board Co-Chairmen or may be recommended by any member of the Athletic Board for consideration. A candidate shall be discerned and recommended by the Co-Chairmen to the Principal and Pastor for approval. Any person so nominated shall serve only upon final approval of the Principal and Pastor.

REMOVAL

In the event that the Principal and/or Pastor believes that it is in the best interests of the Athletic Association that a member of the Athletic Board be removed, with or without cause, the Principal and/or Pastor shall have the right without recourse to remove a member of the Board and to declare that position vacant.

BUDGET - The SRS Athletic Association shall prepare and present a budget for pastor and/ or principal approval, and submit regular financial reports to the pastor and/or principal.

A realistic budget to operate the athletic program should be developed and submitted to the pastor and/or the principal for their approval. A good stem of accounting, developed in accordance with Archdiocesan and parish guidelines, should be in place as well. Regular financial statements should be given to the pastor and/or principal, and they have the final approval of all expenditures related to the administration of the program including but not limited to the compensation of an athletic director and/or other employees is part of the school and/or parish budget. In the area of frequent concern is the management and disbursement of

St. Raymond Athletic Association Constitution & Bylaws

the funds raised to run the interscholastic athletic program. All income and expenses of the total school program must be accounted for in the line items of the budget. The inclusion of these figures gives an accurate picture of the actual costs to educate a student. While the funds may be raised by an outside group (e.g. parent groups) it is critical that all monies are properly reflected in the annual budget.

BOARD RESPONSIBILITIES

The Athletic Board duties and responsibilities include:

- To act as liaison between all parties – coaches, parents, students and the school
- To develop a local handbook and guidelines for the interscholastic program which must be approved by the principal. (This handbook includes the Philosophy of the program, a written code for academic eligibility and behavior for student athletes, a code of conduct for coaches and parents and other program volunteers, and other local needs.)
- To set criteria for the selection and monitoring of coaches
- To communicate the philosophy of the program and ensure that it is clearly understood and consistently followed
- To coordinate, schedule and supervise all other program volunteers
- To determine league participation
- To determine how teams are slated when there is an insufficient number of registered and eligible players per grade or age level
- To determine how teams are slated when the number of registered and eligible players is large, or their skills are greatly varied
- To decide whether an athlete can participate in more than one sport per season
- To coordinate the schedule of practices, games and tournaments
- To prepare and present a budget for pastor and/ or principal approval and set participation fees
- To approve expenditures according to local fiscal guidelines
- To submit regular financial reports to the pastor and/or principal
- To communicate and maintain standards of safety
- To develop and communicate an Emergency Plan* for unexpected occurrences at games and practices.
 - The Emergency Plan, when developed, is an integral part of the training of coaches. The coach then rehearses the Plan with the team. Assistant coaches and players are designated to handle specific responsibilities (e.g. calling parents, phoning for medical assistance, taking an injured child for treatment, etc.). All participants should know the name and address of the facility where they are practicing/playing. Student athletes also should know the proper behavior expected of them in the event that the coach might leave the group unattended

St. Raymond Athletic Association Constitution & Bylaws

because of an emergency. Coaches and other adult participants must be aware of the procedures for reporting accidents and incidents.

- To develop a plan for “crowd control” to be put into effect as needed at home events. It is recommended that standard operating procedures for all athletic events be established. The goal of these procedures is to safeguard those present and their reputations, as well as the school’s property, assets, and good name. In order to ensure safety of all involved in a home athletic contest, school personnel should make sure of the following:
 - Anticipate the size and the temperament of the expected crowd
 - Determine if there have been previous incidents when these two teams have played
 - Identify the current league standings for the two teams. If the standing is No. 1 and No. 2 or both of the teams are in the top five or ten, there is the potential for either a highly emotional contest and/or a larger than usual crowd
 - Instruct the referees to cancel the game (a school with offensive fans would forfeit the game) if unruly fans in the stands cannot be brought into control
 - Develop a spectator Code of Conduct. Have this statement read aloud before the game begins
 - Exclude students on suspension from attending any school activity during the suspension period
 - Determine if any external forces might increase the need for security. Principals, Athletic Directors and/or Athletic Committee members are ultimately responsible for assigning adult personnel to manage specific operational tasks that athletic events require. Naturally, it is important to assign responsibilities to only those who are capable of physically, mentally, and emotionally handling the required tasks.
- To provide appropriate discipline to address infractions of the discipline code
- To establish a procedure for conflict resolution
- To review and evaluate rules, regulations and eligibility standards regularly
- To perform any other duties to fulfill the program objectives
- To regularly monitor and supervise coaches at practices and at games
- To oversee practices, intramural and interscholastic games and tournaments
- To provide assistance to coaches working with students with special needs
- To handle conduct reports and inform the pastor and/or principal of these
- To receive and disseminate communications and information regarding athletic business
- To update and purchase equipment and uniforms with principal approval
- To perform any other duties and assignments as designated by the pastor and/or principal

St. Raymond Athletic Association
Constitution & Bylaws

INDEMNITY

SRS shall, to the extent legally permissible, defend and indemnify each person who may serve or who has served at any time as an officer, director, or volunteer of the SRS Athletic Association (“SRSAA”) against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the SRSAA; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of officers and directors who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person. This Article constitutes a contract between the corporation and the indemnified officers, directors, and volunteers. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

CHILD/MINOR ACKNOWLEDGEMENT FORM

The Catholic Bishop of Chicago (CBC) and St. Raymond Parish are committed to conducting programs and activities in the safest manner possible and holds the safety of participants in the highest possible regard. Participants and parents registering their child in these programs must recognize there is an inherent risk of injury when choosing to participate in these activities including athletics. The CBC and Parish insist participants follow safety rules and instructions designed to protect the safety of the participants and attendees.

Please recognize the CBC and the Parish does not carry medical accident insurance for injuries sustained in its programs. The cost would make program fees prohibitive. Each person registering themselves or a family member for a recreation program/activity should review their own health insurance policy for coverage. The absence of health insurance coverage does not make the CBC or the Parish responsible for the payment of medical expenses.

I recognize and acknowledge there are risks of physical injury and I agree to assume the full risk of any injuries (including death), damages, or loss which I or my minor/child/ward may sustain as a result of participating in activities connected with this program. I am responsible for the transportation of my child/ward to and from the event(s). The use of my personal automobile to transport participants or attendees is not sanctioned by the CBC and the Parish and is my voluntary undertaking. While using my personal vehicle to and from parish/school activities, I acknowledge my automobile insurance is primary; I understand and will comply with the rules and regulations of the Illinois Motor Vehicle Code; I understand and will comply with other Federal, State and local laws; during the event(s) and to and from the event(s) I will not engage in any inappropriate behavior or activity and doing so will be my personal responsibility.

On behalf of myself or child/ward, I will indemnify the Catholic Bishop of Chicago, a Corporation Sole and the parish from claims resulting from injuries (including death), damages and losses sustained by me or my minor child/ward or arising out of, connected with, or in any way associated with the activities of the program.

In the event of an emergency, I authorize the CBC or parish officials to secure from any hospital, physician, and/or medical personnel any treatment deemed necessary for my minor child's immediate care and agree

I will be responsible for payment of any and all medical services rendered. I have read and fully understand the above program details.

—
Parent/Guardian Signature

Date

—
Parent/Guardian Name

—
Child/Minor/Ward Name

—
Address

—
Home Telephone

Work Telephone

STUDENT ATHLETE CODE OF CONDUCT

School Name: St. Raymond School

School Year: 2020-21

The purpose of the following Student Athlete Code of Conduct is to help define appropriate actions and behaviors that support the mission of the athletic program. All participating student athletes should read, understand, and sign this form prior to participation. Please see the school's student/parent handbook.

Any student athlete who does not follow the guidelines below may be suspended or expelled from the athletic program.

As a student-athlete, I therefore agree to the following:

1. I will play the game for the game's sake.
2. I will be generous in winning and graceful in losing.
3. I will display good sportsmanship and respect towards all opponents.
4. I will work for the good of the team.
5. I will accept the decisions of the officials gracefully.
6. I will conduct myself at all times with honor and dignity. This includes during and after school, games, practices, and trips to other schools and facilities.
7. I will recognize, applaud, and encourage the efforts of my teammates and opponents.
8. I will show respect for my coaches.
9. I will show respect towards fans and personnel from other schools.

—
Athlete's Name

—
Athlete's Signature

Date

SPORTS PARENT/GUARDIAN CODE OF CONDUCT

School Name: St. Raymond School

School Year: 2020-21

The purpose of the following Sports Parent/Guardian Code of Conduct is to help define appropriate parental/guardian actions that support the mission of the athletic program. Parents/guardians should read, understand, and sign this form prior to participation. Any parent/guardian who does not follow the guidelines below will be asked to leave the sports facility and be suspended from the privilege of attending games.

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these pillars of character. [Should mention Catholic behavior here too. Also, is there a reason we are not including or modeling the school code of conduct for parents?]

As a parent/guardian, I therefore agree to the following:

1. I will not force my child to participate in sports.
2. I will remember that the game is for youth, not adults.
3. I will learn the rules of the game and the policies of the league.
4. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy towards all players, coaches, officials, and spectators at all games and practices.
5. I (and my guests) will not engage in any kind of unsportsmanlike conduct (booing, taunting, etc.) or any other form of harassment towards any official, coach, player or parent.
6. I (and my guests) will not use any profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials, and spectators with respect.
10. I will teach my child the importance of hustle, playing fairly, and doing one's best.
11. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
12. I will emphasize the importance of skill development over winning and losing.
13. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my own child.

14. I will respect the officials and their authority during games, and will never publicly question their decisions.

15. I will respect the coaches for the time they donate, and I will never publicly confront, question, or criticize them.

16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.

17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches for the team.

—
Athlete's Name

—
Parent/Guardian Signature

Date

St. Raymond de Penafort School
Athletic Association Handbook
Acknowledgement Form

STUDENT ATHLETE ACKNOWLEDGEMENT FORM

We have read, understand, and agree to abide by the St. Raymond's Athletic Association Handbook. Further, we have received and reviewed the information regarding concussions as they relate to my child's participation in athletics and, should the need arise, we will abide by that protocol. We are also responsible for reviewing any edits, updates, and revisions hereto. Further, we will adhere to the respective Student and Parent Expectations and Codes of Conduct contained therein.

Student's Name: _____

Student's Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

St. Raymond de Penafort School
Athletic Association Handbook
Acknowledgement Form

COACHING ACKNOWLEDGEMENT FORM

I have read, understand, and agree to abide by the above St Raymond's Athletic Association Handbook. Further, I have successfully completed training regarding concussion awareness and will abide by the protocol established by St. Raymond. I am also responsible for reviewing any edits, updates, and revisions hereto. Further, I will adhere to the Coach's Code of Conduct contained therein.

Coach's Name: _____

Coach's Signature: _____