

OUR SAVOUR SCHOOL

Athletic Handbook

2018-2019

Revised

5/9/2018

PURPOSE

The purpose of the Our Saviour Athletic Handbook is to provide athletes, parents, and coaches with all the information they will need concerning athletic programs, eligibility, training, rules, discipline, practice schedules, etc. It is not a contract, but is generally intended to describe the activities and present rules and procedures for participation and related involvement. The students are subject to the rules and regulations contained in the Our Saviour handbook, which is governed by the Diocesan Handbook, as well as the athletic handbook.

PHILOSOPHY

The administration of Our Saviour School believes that interscholastic athletics are an integral part of the total school curriculum and should be well coordinated to enhance our school. Participation can be a part of the total educational experience, contributing to the individual's health, physical skills, emotional maturity, and moral values. A sound athletic program teaches the participants the values of sportsmanship, cooperation, competitiveness, and responsibility. Our Saviour School's athletic programs encourage maximum participation within the limits of the staff's ability to administer a program of fundamentals and competitiveness.

Inappropriate language and/or behavior from adults will not be tolerated at Our Saviour School athletic contests. Anyone displaying such behavior will be subject to dismissal by the Our Saviour School supervising authority.

Participation in Our Saviour School athletics is voluntary. This privilege, extended to all eligible students, involves certain requirements and responsibilities within the different sports that are available.

ATHLETIC GRIEVANCE/COMPLAINT POLICY

In the area of Athletics, it seems that the biggest concerns revolve around questions or concerns not being taken directly to the coaches. This first contact is extremely important so that thoughts are shared initially with the person that can best answer questions and address a situation that needs to be dealt with.

Problems involving athletic teams and parent/coach manners will be handled in the following ways:

1. When an athlete has a concern, he or she should ask the coach to discuss it with them as the first step in the grievance policy.
2. Parent goes to the coach involved, and asks for a meeting between the parents, coach(s), and student.
3. If the problem is not solved through this meeting with the coach(s), the parents may ask for a meeting with the Athletic Director.
4. If the problem is not solved after meeting with the Athletic Director, the parents may ask for a meeting with the Principal and Athletic Director.
5. If the problem is not solved after meeting with the Principal and the Athletic Director, the parents may ask for a meeting with the Pastor, Principal and Athletic Director.

To ensure fairness and accuracy to all involved, **NO STEPS CAN BE SKIPPED!**

We hope that there are no problems involving your child's athletic career. However, if one arises, please follow the above steps.

NOTE: No discussion concerning any problematic situation(s) may occur immediately following athletic contests. Meetings can be scheduled the following day to remedy the issue(s) at hand.

ATHLETIC DEPARTMENT SPONSORED ACTIVITIES

Sports/Activities may be offered for fifth, sixth, seventh and eighth grade Our Saviour School students. Sports include: Boys' Baseball, Girls' Softball, Boys' Basketball, Girls' Basketball, and Girls' Volleyball, Boys' and Girls' Cross Country, Boys' and Girls' Track and Cheerleading. Golf and Bowling are co-ed and available in Jr. High. See "**Participation guidelines for Coaches**" for specifics on grade levels for each sport.

Each sport/activity will be initiated with an informational meeting regarding introduction of coaches, distribution of practice schedules, and other general information pertaining to the season at hand. With the exceptions of baseball and softball, the dates and times of these meetings will be announced through the parent letters sent from Principal's office and through announcements made in the appropriate grade classrooms. The baseball, golf, and softball meetings will be announced through School Messenger calls, and other potential means of communication.

AFFILIATIONS

Our Saviour School is a member of the Morgan County Conference. We are also the members of the IESA and follow all their rules and regulations. IESA eligibility rules are available at www.iesa.org.

TOURNAMENT HOST

Our Saviour Grade School take advantage of the opportunities given to both schools to host tournaments to generate extra revenue for the athletic programs.

Parents and athletes are encouraged to assist with the tasks of hosting such a tournament. The athletic director makes and distributes a schedule of workers. Total support allows for the schools to successfully host a tournament and to be asked to host in future years as well.

PLAYING FACILITIES

The Our Saviour School gymnasium is considered the home for the Jr. High volleyball and basketball teams and the site for all Jr. High games and practices. However, when there are no conflicts with high school activities, some Jr. High games may be scheduled at Routt Catholic High School.

Parent/player duty schedules will be distributed at the beginning of each specific season.

The Our Saviour School baseball team plays at the Routt Baseball Field on Vandalia Street. The softball team will play at a field to be announced.

The track team practices at I.S.V.I., but does not host any home track meets. All athletes are asked to respect and take care of these facilities so we can continue to play at them. We thank the organizations that give us the opportunity to play on their fields.

REQUIREMENTS FOR PARTICIPATION

Before a student may participate in athletics, he/she must:

1. Comply with all the rules and regulations set down in the Diocesan Handbook, as well as those contained in the Our Saviour School student and athletic handbooks.
2. Maintain academic and behavior eligibility.
3. Meet all requirements set by the Illinois Elementary School Association and Our Saviour School.
4. Have a recent physical examination by a doctor. Appropriate forms must be turned in to the athletic office to be kept on file. The physical is good for one year from the date on the physical. No copies will be issued from Our Saviour School. A student cannot practice until the physical is on file in office.
5. Have proof of accident insurance on file in the athletic office. Insurance is offered through Our Saviour School.
6. Submit a copy of his/her birth certificate to the office at Our Saviour School. (This should have been submitted prior to starting school at Our Saviour.)
7. Fill out, sign the information sheet at the back of this handbook, and return it to the athletic office.
8. Pay a sports fee of \$40.00 per sport played.
9. Signed Concussion Form. This is requirement by the State of Illinois.
10. Athletes must wear dress clothes to games. (Khakis and nice shirt or team shirt)

PARTICIPATION GUIDELINES FOR COACHES

Coaches will be given authority to determine starting line-ups, substitution patterns, amount of playing time for each student-athlete, any changes throughout the season, and determining A and B squads when necessary.

When 7th or 8th grade teams consist of too few numbers to ensure adequate substitution of players, students from the grade level below may be brought up to complete the roster. Playing time will be determined by coaches. All members of the team are to receive equal practice time. Players are to be treated fairly and coaches should make every effort to make the athletic experience a positive extension of the overall education program at Our Saviour School.

TRANSPORTATION - AWAY GAMES

Parents are responsible for providing transportation to and from all away contests. Meeting and departure times will be coordinated through the individual head coaches.

COSTS

Each athlete will pay \$40.00 per sport. This will be due when practice begins and must be paid prior to the 1st practice. Normally the students will provide their own outfits for practice. School supply packs, which may include T-shirts, shorts, etc. may be offered. These are ordered and purchased through the school by the individual voluntarily. Athletic shoes are the responsibility of the athlete. The coach may order shoes for the participants who must pay for them before receiving them.

Any camps or clinics attended by athletes or cheerleaders are the financial responsibility of the participants as well as any state appearance (travel, lodging, food, etc.).

UNIFORMS

The school provides uniforms for all athletic teams. These are purchased on a rotating basis.

Uniforms will be assigned to individual athletes. Individuals are responsible for the possession, care and maintenance of the uniform assigned to him/her. If for any reason a player chooses to quit, the uniform must be returned so the coach can reassign it.

When possible, uniforms will be collected immediately after the last game of the season. If not possible, students are requested to return the uniforms promptly.

If athletic uniform is lost or stolen, parent will be responsible for reimbursement to Our Saviour School athletics.

PRACTICES

Practices are normally held before or after school with the ending time determined by the coach. Practices may be scheduled at other times at the discretion of the coach or the availability of the gymnasiums. Coaches are expected to set a normal ending point for practice so that the players and parents can plan accordingly. If on a particular night, practice will end at different times than normal or scheduled for a different time, the players should be told that fact the day before. The gymnasiums are busy during the seasons and when applicable, monthly schedules will be given to the coaches, parents, and students for planning purposes.

Students are not allowed to remain at Our Saviour School after school dismissal to await a practice unless they are signed up for the Sports Study Hour (\$2.00 per day), Our Saviour School After Care Program, or unless some other arrangement for supervision is provided. (Parent or teacher sponsored study hall). Any student not respecting this risks losing playing time. This is a safety and liability issue. Sports Study Hall is only available to students with a 4:00 practice time.

Decisions on canceling contests in the case of inclement weather, bad road conditions, etc. will be made by the administration and athletic director. If school is dismissed early due to bad weather, all athletic practices will be canceled. Normally contests will be canceled on days when no school is held because of bad weather. The administration and the athletic director will make the decision.

Practices/Open Gyms on Sunday or on school holidays such as Thanksgiving, Christmas, etc. will not be permitted unless approved by Principal.

RESPONSIBILITIES

An athlete's greatest responsibility is to be a credit to his/her parents, school and community. Therefore, an Our Saviour School athlete should be in good standing academically and behaviorally and:

1. Display outstanding sportsmanship.
2. Display a high standard of social behavior.
3. Display proper respect for those in authority. This includes Routt/Our Saviour School administrators, teachers, coaches, officials, and all other school's administration, teachers, and coaches.
4. Display a positive spirit of cooperation.
5. Maintain a neat and clean appearance when representing an athletic team.
6. Behave in a manner that is complimentary to the athletic program and the school.
7. Use proper language. Profanity is not tolerated on or off the playing field.
8. Abide by all school rules and regulations, which govern the student body.
9. Be responsible for the care and return of all equipment and uniforms. Uniforms will be collected at the last game of the season or the last meeting of the team.
10. Be responsible for the care and maintenance of all facilities including the gymnasium, locker rooms, and fields.

LOCKER ROOMS

Each athlete is responsible for his/her personal items and the upkeep of the locker room. The locker room should remain free of clothes and debris. Repeated offenses to locker room rules will result in loss of locker room privileges.

At the conclusion of practice, all personal items are the responsibility of the athlete. The coach and/or AD will walk through the locker room daily to check its condition. Items left unsecured will be put in the lost and found.

Athletes are reminded that visiting teams use the locker room during high school and Jr. High school home games. PE students also use the locker room. If at any time items are removed from the locker room without the athlete's permission, the principal or AD should be notified.

INJURIES

If an athlete injures himself/herself at practice or during an athletic contest, the athlete should immediately make the coach aware of his/her injury. The coach must notify the parents as soon as possible.

Physician mandated injury or illness should not penalize playing time. An adult certified in C.P.R. should be present at practices and games.

If an athlete has an injury requiring a doctor's care he/she will not be allowed to participate until the student's released to participate by the doctor. This should be in written form and given to the coach or athletic director before participation.

If the student had a medical excuse from PE, he/she will not be allowed to participate in athletics until completely released by the doctor.

ACADEMIC ELIGIBILITY SYSTEM

Regulations established by the IESA govern age, semester of attendance, dates of child enrollment, absences from school, non- school team participation, acceptance of awards, and attendance of sports clinics, post-season participation, and academic requirements.

Minimum standards for Our Saviour students will be the following:

- a. Student must be passing in all subjects.
- b. As in the IESA manual, there will be a weekly eligibility check determined by measuring the student's performance on a cumulative basis from the beginning of each quarter through the date on which the check is made in that same quarter.

BEHAVIORAL ELIGIBILITY

Should a student's behavior become such that it negatively affects his/her, or other students' learning experiences or safety, or doesn't support the integrity of the school's philosophy, the teacher, principal and coach will enforce a behavioral ineligibility. The consequences will follow that of academic eligibility.

ELIGIBILITY AND PROBATION

Student-athletes are expected to maintain academic standards and meet behavioral guidelines established by the Our Saviour School handbook. In addition to rules contained elsewhere in the Our Saviour School Athletic Handbook, the following rules shall apply to determine student eligibility based on academic, behavioral and other matters:

1. To be considered eligible and in good standing to participate in athletics a student must be receiving a passing grade in all subjects and behavior in each class or subject must be deemed satisfactory.
2. A student will be considered ON PROBATION for athletic purposes if their most recent academic report reflects any one or a combination of the following:
 - a. One failing grade in any class or subject.
 - b. One incomplete in any class or subject.
 - c. Below satisfactory conduct in any class or subject.
3. Probation for a student-athlete shall consist of the following:
 - a. A one week period during which the student works to improve his/her grades and/or conduct which led to the probation.

- b.** The student will be ineligible to participate in any games or contests during the period of probation but is still considered a full, participating member of the athletic team.
- c.** Ineligible students will be allowed to participate in practices.
- d.** During the period of probation the student is encouraged to seek extra help from the teachers in courses where he/she is struggling either before or after school. The student's focus during the period of probation shall be on improving performance or conduct in the areas which led to the probation.
- e.** A period of probation may be extended for a second or third subsequent week if the student fails to make improvement during the initial week of probation. The additional week shall be considered a separate period of probation. For example, if a student is on probation for two consecutive weeks before the student's grades become satisfactory, the probation shall be counted as two separate periods of probation.
- f.** A student may only be placed on probation two times during any season. If an athlete's grades or conduct are unsatisfactory for a third time during a season, the athlete's privilege to participate on the team will be revoked.
- g.** For eligibility and probationary purposes, a "season" begins on the first contest date.
- h.** A coach or the principal may place an athlete on probation for violation of other rules regarding an athlete's conduct contained in this handbook or the Our Saviour School Student Handbook.

4. A student placed on suspension from school will not be permitted to participate in any athletic practice or contest until the suspension is successfully completed. After completing the suspension, the athlete will be placed on probation. If an athlete is placed on suspension for a second time during a season, the student will be dismissed from the team and no awards will be given.

5. Eligibility is reported each week to the principal. On Friday, the principal will notify the athletic department, students and parents (via a letter home through the student) of the student having failed to meet eligibility requirements or having been placed on probation. The period of probation will begin the following Sunday.

Ineligible student's attendance at games will be at the discretion of the coach..

SCHOOL SUSPENSIONS

Students placed on suspension from school will not be permitted to participate in any athletic practice or contest until the suspension is successfully completed. After completing the suspension, the athlete will sit out his/her next contest, as stated in the behavior policy section of the team rules.

ATTENDANCE AT SCHOOL

A Student must be in attendance from 8:30 a.m. on, in order to participate in a school activity or practice. There may be some instances, a doctor's appointment, a funeral, etc., where an afternoon absence does not prohibit a student from participating in a school activity or practice. If they are absent on the day following a game or activity, they must report to the coach before they will be allowed to participate in the next scheduled game or activity.

EARLY DISMISSAL FOR CONTESTS

At various times, athletes may need to be excused from school early to participate in an athletic contest. The athletic director and coach of the team are to notify the principal and teachers in advance, with the time of dismissal and the names of the participants.

Athletes leaving early are expected to turn in their assignments and get the next day's assignment before they leave. If they are to take a test, they will take the test either earlier in the day or the next day. Prior arrangements should be made between the athlete and the teacher.

AWARDS

Our Saviour School will hold an all-school assembly three times a year to recognize the students who participated in an IESA sanctioned sport or activity. Parents are encouraged to attend this assembly. Banquets or other parties may be held at the coach's discretion.

TEAM RULES

Each coach/sponsor is responsible to carry out the minimum-standard team rules set forth by the Our Saviour School Athletic Department. The coach/sponsor must make sure each team member has a written copy of the team rules before or on the first day of practice. Parents and athletes must sign a form indicating that they have read and understood the rules before a student may practice. The principal and the athletic director before their issuance must approve additions to these rules by individual coaches.

Along with the minimum-standard team rules listed below, the sale, possession, purchase, consumption, or being under the influence of a controlled substance are prohibited at all times. A controlled substance includes, but is not limited to intoxicants, drugs, steroids, narcotics, tobacco substance, or alcohol. The penalties for violation of the substance abuse policy are specifically covered in the school handbook.

DRESS CODE

Athletes must wear dress clothes to games. (Khakis or navy school pants and team shirt)

ACADEMIC VS. ATHLETIC

Athletes involved in multiple athletic and academic areas juggle tough decisions on how to handle schedules. Academics and fine arts take a priority over athletics when it comes time for contest/performances. If it is for a grade, it takes priority over athletics. Communication between student and coach is important in these situations in order maintain good order.

OUR SAVIOUR TEAM RULES

1) ELIGIBILITY

A player declared ineligible during an individual sport season beyond three (3) previous weeks of ineligibility, not necessarily successive, will be dismissed from the team, and no awards will be given. Reminder, each coach reserves the right to reduce the number of ineligibilities if he/she desires.

2) BEHAVIOR POLICY

An Our Saviour School Student's main commitment is to his/her academic experience and faith development. Because of the desire to help each student grow as a total human being, a student's behavior will impact eligibility to participate in extracurricular, such as sports, scholastic bowl, etc. Should a student's behavior become such that it negatively affects his/her, or the other students' learning experience, the teacher, principal and coach will enforce a behavioral ineligibility policy.

3) PHYSICAL & FEE

Sports physicals and sports fee must be paid PRIOR to the 1st practice. An athlete cannot practice until both requirements are met.

4) EXCUSED ABSENCES

Family emergency, doctor's appointment and illness are all considered excused. Other reasons must be checked with the coach 2 days in advance.

5) Student Athletes must be at school by 8:30 a.m. except for situations noted on this handbook and approved by the principal.

UNEXCUSED ABSENCES - (As defined by the individual coach)

Practice - 1st Offense - 1 game; may dress, but will not play

2nd Offense - 1 game; NO dress

3rd Offense - Dismissed from team; no awards given.

Game 1st Offense - 1 game; NO dress

2nd Offense - Dismissed from team; no awards given.

6) UNIFORM/PRACTICE GEAR POLICY-

Any article of clothing from an individual's uniform, or practice gear, which is destroyed or lost, will become the individual's financial responsibility to replace.

7) **MUST BE AT PRACTICE 5 MINUTES BEFORE THE SCHEDULED PRACTICE TIME -**
(Excused tardy as defined by head coach; unexcused tardy results in extra conditioning.)

8) **DISMISSAL FROM PRACTICE FOR INDIVIDUALS WILL BE TREATED AS UNEXCUSED ABSENCE.**

* Head coach has the last word on all matters concerning dress code.

*Individual coaches may add to these rules if desired.

*The head coach will handle tardiness and/or leaving early (practice).

9) **STUDENTS CANNOT START PRACTICE FOR A SUBSEQUENT SPORT UNTIL PREVIOUS SPORTS SEASON IS COMPLETED.**

Our Saviour School Information Sheet
General Information

Athlete's Name: _____ **School year:** _____

Year in School: 5 6 7 8

Athlete's Birth Date: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Email: _____

Phone Number(s) for TeacherEase: _____

Emergency/Insurance Information

Emergency Contact Person: _____

Emergency Phone: _____

Insurance Co.

Plan/Policy # : _____

I (wish/do not wish) to purchase school insurance.

Athlete's Allergies:

Medical Conditions:

Athlete/Parent Agreement

I have read and understand the rules and regulations as stated in this handbook. I agree to guide by conduct accordingly.

Athlete's Signature _____ **Date** _____

Parent's Signature _____ **Date** _____