

SAINT GILBERT CATHOLIC SCHOOL
Athletic Program Handbook

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MISSION STATEMENT

The Saint Gilbert School (SGS) is a Catholic educational community in which children experience the Gospel message, receive excellent academic preparation, and accept responsibility for themselves and others. The school of Saint Gilbert is committed to the development of the unique gifts of each child – spiritual, intellectual, physical and emotional. In a supportive atmosphere, students are challenged to academic excellence and are provided with the knowledge and skills necessary for future success. In an atmosphere that deepens Christian values, students experience prayer and worship and are encouraged to make responsible decisions for themselves and to cooperate with and care for others. Faith development, self-awareness, academic achievement, and community responsibility are emphasized in order to prepare the children of SGS to be contributing Christian citizens in the society of the future. This mission is accomplished in a partnership of cooperative parents, supportive parishioners and qualified faculty.

The SGS does not discriminate on the basis of race, color, sex, national or ethnic origin in its admission or hiring policies, educational programs, athletics or any other school administered program.

The SGS Athletic Program provides a sports environment that serves as an extension of the school's academic and religious programming. All participants will learn the fundamentals of each sport and be given the opportunity to cultivate strong, healthy and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play, and team spirit, as well as facilitate and enhance the moral and development of all those involved.

PHILOSOPHY - SGS ATHLETIC PROGRAM

The primary goal of the SGS Athletic Program is to promote the mental, physical, and spiritual development of our young people by encouraging their interest and participation in sports activities.

The key goals of the SGS Athletic Program are to:

- give students the experience of being part of a team; introduce the concept of team cooperation and the principles of discipline and commitment applied towards achieving a common goal; and doing one's best in support of the team's effort;

- develop good sportsmanship, and bring awareness of the responsibilities of a student athlete;

- teach the proper attitude toward winning, losing, and competing with dignity as well as discourage a "win at all costs" attitude by providing every eligible athlete an opportunity to actively participate in an athletic event for which he/she has practiced and dressed for;

- foster school spirit;
- promote the development of strong, healthy, and disciplined bodies and minds; and help students maintain good health through physical fitness;
- provide an enjoyable recreational activity that can be sustained into adulthood encouraging values of self-discipline, self-confidence, fair play, and cooperation;
- and finally, further enhance Catholic values and teachings.

Students will not be cut from teams based on athletic ability. Parents and faculty are encouraged to actively participate in the support of the SGS Athletic Program and related activities. This will demonstrate for our young people a spirit of family-school cooperation and parish enthusiasm for the program and its goals.

CODE OF ETHICS

The following code of ethics is presented:

- Good sportsmanship is playing fair and by the rules, trying one's best, taking a loss or defeat without complaint, not gloating when winning, and generally treating others with courtesy and fairness.
- Students are expected to demonstrate good sportsmanship and respect for all opponents, officials, teammates, coaches, parents, etc.
- Students will support and encourage teammates and work hard with a commitment to participation and enhancement of skills.
- Coaches will be an example for all by being a supportive leader who can provide constructive criticism and guidance, show patience and impartiality. Coaches will encourage good sportsmanship. Coaches will begin each game by leading their team in prayer. At all home games, a coach or the SGS Athletic Director (AD) will lead the game participants and spectators in prayer. Coaches will be committed to become better coaches by attending clinics, etc.
- Parents will be supportive of children, coaches and the Athletic Program as a whole. Their behavior will be an example for others and help empower coaches to lead their teams. **This means no criticizing of players, coaches, officials, or philosophy.**
- All parents of SGS student athletes are expected to fulfill volunteer duties at home games.
- Students participating in a SGS sport must make school sports a priority over travel, feeder, or club sports. In the event that this does not happen, the coach/and or the AD

have the authority to make changes to the current roster(s) if the student athlete continues to not attend SGS practices and/or games.

CODE OF CONDUCT

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.

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.

CONFLICT RESOLUTION PROCESS

Parents are not allowed to confront a coach to discuss any "negative" game or practice situation until 24 hours have passed from the completion of the game or practice. A confrontation shall consist of any conversation, which is elevated from a normal speaking tone and demeanor to one that involves yelling or derogatory comments toward said coach.

After the 24 hours have passed and there is no resolution between the parent and coach, then the parent and coach will discuss situation with the AD. Should this not suffice, the matter will be discussed with the Principal.

- Parents and student athletes should be aware that there will be appropriate **consequences** for undesirable actions and behaviors.

INCLEMENT WEATHER DURING ATHLETIC FUNCTIONS

Inclement weather conditions that are either unsafe or undesirable during an athletic function (e.g., game, practice, meeting, etc.) require:

Dissemination of weather information: The Athletic Director (in the absence of the Athletic Director, the available Coach, Meeting Organizer, etc.) will share inclement weather conditions to event attendees and provide shelter locations, as applicable.

Sheltering locations, as available:

1. Boys and Girls Locker Rooms
2. Concession Room
3. Boys and Girls Bathroom
4. Hallway areas on the Second and Third grade side of the building.

PROHIBITED 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 school grounds. 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.

SGS ATHLETIC PROGRAM ORGANIZATION

Principal

The principal is the primary authority over the SGS Athletic Program. With the approval of the pastor, the principal sets guidelines and procedures that govern the scope and direction of the school's sports program.

The principal appoints and supervises a school AD to organize and manage the school's Athletic Program. While the principal may delegate coach selection to the AD, final approval rests with the principal.

Finally, the principal is involved in all matters of discipline related to the Athletic Program. The SGS Athletic Program Handbook outlines expectations of the AD, coaches, student-athletes, parents, and spectators. Additionally, the SGS Disciplinary

Policy stipulates student behavior at all school-related events. In the event expectations are not met or misconduct occurs, the principal is the final authority in determining appropriate disciplinary action.

Athletic Director (AD)

Appointed by the principal, the school AD is a member of the SGS staff and serves on the Northern Illinois Catholic Conference (NICC) Board of Athletic Directors (ADs). He/she is solely responsible for organizing and managing the SGS Athletic Program. The AD is expected to reflect Catholic leadership values while dealing and interacting with student-athletes, coaches, referees, spectators, parents and representatives from other schools.

The AD is the key decision-maker in the SGS Athletic Program. He/she determines the number of teams that the school will field in each sport. The AD is also responsible for scheduling games, practices, and tournaments.

The AD helps in the selection process of coaches. He/she also monitors and supports the school's coaches as the season progresses.

Athletic Committee

The SGS Athletic Committee is made up of volunteers who are not elected. All SGS parents can volunteer to serve on the Athletic Committee. The Athletic Committee generally meets once a month during the school year. The main function of the Athletic Committee is to raise the funds necessary to run the SGS Athletic Program. Committee members also advise the AD in regards to policy matters regarding the SGS Athletic Program. The AD appoints subcommittee chairs that provide leadership and support in areas such as concessions, uniforms, finances, volunteers, spirit wear, outside facility use, our SGS 7th grade basketball tournament and any other fund-raising events. The committee chairs report to the AD. The Athletic Committee is an advisory board, and matters of policy will be taken by the AD to the Principal for approval.

Coaches

The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student athlete. Coaches assume the role of teacher, mentor, and minister to the athletes in their charge.

After a screening process (as noted in the Archdiocese Handbook for Athletics) and selection process, coaches are appointed by the AD with the approval of the pastor and/or principal.

All head coaches should be 21 years of age, and they must submit all of the necessary documentation and training. An assistant coach may be under 21 provided an adult will be present at every game and practice when the head coach is not present.

Before coming into contact with children, all volunteer coaches must:

- Complete an eApps online criminal background check.
- Attend and complete Virtus training as well as maintain compliance with Virtus training.
- Read and sign the Code of Conduct for Church Personnel
- Complete the Child Abuse and Neglect Tracking System Form (CANTS)
- Complete Mandated Reporter Training.
- Complete an AED / CPR training class within 60 days of beginning service
- Be familiar with the Illinois Abused and Neglected Child Reporting Act, and understand their legal responsibilities.
- Be knowledgeable of the responsibilities in serving as a coach.

Responsibilities include being able to understand and apply emergency procedures located within St. Gilbert School and Athletic Program's Emergency & Crisis Response Plan.

It is the responsibility of the AD to make sure that all coaches have completed the steps outlined above BEFORE coaches begin working with their team.

SPORTS PLAYER ELIGIBILITY

Participation in sports is a way to enrich students' lives. However, students must be socially and academically responsible in order to participate in these activities. A student may participate in the SGS Athletic Program if he/she:

- is fully enrolled at SGS
- Academic progress:

- If the student's academic work falls below an average of "C" in core subject areas, the student will be placed on academic probation (suspension of ALL extracurricular activities including sports for a minimum of one week (seven days) including the weekend. The student's academic work will be reviewed on a weekly basis by the homeroom teacher. If the student's academic average in core subject areas is below a "C", the AD and coaches will be notified.

- If the student has received a "C" in conduct as a result of two detentions OR an In-School/Out of School Suspension during a trimester, the AD and coaches will be notified, and students will not be allowed to participate in practices or games for a minimum of one week (seven days) including the weekend.

- Students, who have been placed on Academic/Extracurricular Suspension for failure to follow our school rules, will be monitored for improvements in behavior. Failure to make improvements in behavior could result in PERMANENT SUSPENSION from ALL sports activities including attending games as a spectator.

- Is displaying positive social behavior as determined by classroom teacher(s).
- Has a current athletic physical on file with SGS.
- Has a current Child/Minor Acknowledgment Form on file with SGS.
- Attends school the day of a game and/or practice.

Attendance: A student- athlete who is ill and misses school shall not participate that same day in any team's practice or game. Unexcused absences from practice may result in reduced playing time and future participation in sport. The amount of reduced playing time shall be determined by the coach and AD.

Student athletes are required to be in attendance for more than half of the school day to be eligible to participate in a game that same day. **A student MUST be in attendance for a minimum of four class periods in order to participate.**

CONCUSSION PROTOCOLS

A concussion is a complex injury that causes a disturbance in brain function. Concussion symptoms may be mild, moderate or severe. No players with even the mildest concussion symptoms should return to a game or practice.

Return-to-learn: A written statement from treating physician that it is safe for the student to return to school for classes is required for a student's return to the classroom learning following a concussion or suspected concussion, whether or not the concussion resulted from student participation in an athletic activity.

Return-to-play: A written statement from treating physician that it is safe for the student to return to school athletic activity playing is required for a student's return to SGS athletic practice or competition following a concussion or suspected concussion.

SPORTS OFFERED

Sports offered are contingent upon having adequate player numbers to field a team. (See Sports Player Eligibility of this handbook for player eligibility.)

Basketball: This program is offered in the "Fall/Winter Season" to any 5th through 8th grade boy or girl currently enrolled at SGS (see Sports Player Eligibility of this handbook for player eligibility).

Boys (October – March)

Girls (November – February)

Sideline Cheerleading: This program is offered in the "Fall/Winter Season" to any 5th through 8th grade girl currently enrolled at SGS (see Sports Player Eligibility of this handbook for player eligibility). The following cheerleading activities are prohibited: basket tosses, elevator tosses and similar multi-based toss.

Girls (October – March)

Track: This program is offered in the "Spring Season" to any 5th through 8th grade boy or girl currently enrolled at SGS (see Sports Player Eligibility of this handbook for player eligibility)..

Boys and Girls (March – May)

Volleyball: This program is offered in the "Fall/Spring Season" to any 5th through 8th grade girl or boy currently enrolled at SGS (see Sports Player Eligibility of this handbook for player eligibility).

Girls (August – October)

Boys (March and April)

Cross Country: This program is offered in the "Fall Season" to any 5th through 8th grade boy or girl currently enrolled at SGS (see Sports Player Eligibility of this handbook for player eligibility)..

Boys and Girls (August – October)

Soccer: This Program is offered in the “Fall/Spring Season” to any 5th through 8th grade boy or girl currently enrolled at SGS (see Sports Player Eligibility of this handbook for player eligibility).

Boys (Sept – October).

Girls (March – April)

SPORT REGISTRATION AND PARTICIPATION FEES

Registration fees help cover the cost of league fees, game officials, equipment, uniforms, etc.

All sports require payment of a \$35.00 “non-refundable” registration fee that covers the Fall/Winter and Spring sessions (i.e., If your child played a Fall/Winter Sport then that registration fee covers the Spring Sport enrollment).

The participation fee per student athlete varies by sport, as follows:

<u>Sport</u>	<u>Fee</u>
Basketball	\$125
Volleyball	\$100
Sideline Cheerleading	\$35
Cross Country	\$50
Track	\$50
Boys Soccer.	\$100
Girls Soccer.	\$100

Note: Athletic fees will not be refunded after the following dates (unless student is not returning to SGS):

Girls Volleyball (August 1st)

Cross Country (Sept 1st)

Boys Soccer (Sept 1st)

Boys & Girls Basketball (October 1st)

Boys Volleyball (February 1st)

Girls Soccer (March 1st)

Track (March 1st)

SPORTS UNIFORMS

The athlete is responsible for the uniform issued. All issued uniforms must be returned by specified dates for each sport. Uniforms should be returned in clean, reusable condition. If it is lost or damaged, an appropriate assessment may be made to replace the uniform.

SPORTS OBJECTIVES AND PLAYING TIME

The SGS Athletic Program is designed for students who attend the school full time, are committed to learning the fundamentals of a sport, experiencing the responsibilities of being on a team, and the challenges of competing against other teams.

Objectives for team play vary by grade level. The objective for grades 5 and 6 grade teams is to provide developing student-athletes with instructional play. In grades 7th through 8th, the objective changes to provide student-athletes with competitive play.

In grades 5 and 6, the student athletes must get an equal opportunity to play. In grades 7 and 8, playing time should be a reflection of ability, effort, attendance at practices, and commitment to the team. However, a coach has the authority to limit a student athlete's playing time if a player continuously misses practices and/or games. A coach also has the discretion of not playing or limiting the play of a student athlete who has displayed inappropriate behavior during a game or practice.

NOTE: In order to field two teams per grade (for basketball and volleyball), there must be 16 or more registered student participants.

No practices or games should be scheduled for Sunday, as families should be allowed the opportunity to attend Mass together.

Sideline Cheerleading: Fall/Winter sport for 5th through 8th grade girls. There is one team fielded that includes 5th through 8th grade girls.

- **Objective:** Instruct student-athletes in the fundamentals of sideline cheerleading. Girls will meet regularly to practice cheers and **may** perform at various sporting events during the season.

Basketball: Fall/Winter sport for 5th through 8th grade boys and girls.

- **Objective for 5th grade basketball teams:** Instruct student-athletes in the fundamentals of the sport; ensure that every player experiences the benefits and challenges of instructional play, all 5th grade student-athletes are guaranteed an opportunity for equal playing time during 5th grade basketball games. If participation warrants the establishment of two 5th grade teams, a “Blue” and “White” team of equal athletic ability is selected.

Practices: 2 practices per week (not to exceed three hours per week)

Games: Start no later than 7:30 p.m. on days when there is school the following day, and not later than 8:00 p.m. on other days. Total of 15 to 20 games and three tournaments (not more than 25 games total); each tournament entered counts as one game with a recommended maximum of two tournaments.

- **Objective for 6th grade basketball teams:** Instruct student-athletes in the fundamentals of the sport; ensure that every player experiences the benefits and challenges of instructional play, all 6th grade student-athletes are guaranteed an opportunity for equal playing time during 6th grade basketball games. If participation warrants the establishment of two 6th grade teams, a “Blue” and “White” team of equal athletic ability is selected.

Practices: 2 practices per week (not to exceed three hours per week)

Games: Start no later than 7:30 p.m. on days when there is school the following day, and not later than 8:00 p.m. on other days. Total of 15 to 20 games and three tournaments (not more than 25 games total); each tournament entered counts as one game with a recommended maximum of three tournaments.

- **Objective of 7th grade basketball teams:** Instruct student-athletes in the fundamentals of the sport and provide a more competitive team experience. To ensure that every player experiences the benefits and challenges of instructional play while increasing the team’s chance to win, all 7th grade student athletes are guaranteed at least one quarter of playing time during 7th grade basketball games. If participation warrants the establishment of two seventh grade basketball teams, a “Blue” and “White” team of equal athletic ability is selected.

Practices: 3-4 practices per week (not to exceed six hours per week)

Games: Start no later than 8:30 p.m. on days when there is school the following day, and not later than 9:00 p.m. on other days. Total 20 to 30 games and three tournaments (not more than 35 games total); each tournament entered counts as one game with a recommended maximum of three tournaments.

- **Objective of 8th grade (varsity) basketball teams:** Provide student-athletes with a competitive experience. To ensure every player experiences the benefits and challenges of competitive play while increasing the team's chance to win, all varsity student-athletes are guaranteed "some", but not equal playing time in regular season games. This includes tournament games. If participation warrants the establishment of two 8th grade basketball teams, a "Blue" and "White" team of equal athletic ability is selected.

Practices: 3-4 practices per week (not to exceed six hours per week)

Games: Start no later than 8:30 p.m. on days when there is school the following day, and not later than 9:00 p.m. on other days. Total 20 to 30 games and three tournaments (not more than 35 games total); each tournament entered counts as one game with a recommended maximum of three tournaments.

Volleyball: Fall sport for 5th through 8th grade girls, and Spring sport for 5th through 8th grade boys.

- **Objective of 5th grade volleyball teams:** Instruct student-athletes in the fundamentals of the sport. To ensure that every player experiences the benefits and challenges of instructional play, all 5th grade student-athletes are guaranteed an opportunity for equal playing time during 5th grade volleyball games. If participation warrants the establishment of two 5th grade volleyball teams, a "Blue" and a "White" team of equal athletic ability are selected.

Practices: 2 practices per week (not to exceed three hours per week)

Games: Start no later than 7:30 p.m. on days when there is school the following day, and not later than 8:00 p.m. on other days. Total of 15 to 20 games and three tournaments (not more than 25 games total); each tournament entered counts as one game with a recommended maximum of three tournaments.

- **Objective of 6th grade volleyball teams:** Instruct student-athletes in the fundamentals of the sport. To ensure that every player experiences the benefits and challenges of instructional play, all 6th grade student-athletes are guaranteed an opportunity for equal playing time during 6th grade volleyball games. If participation warrants the establishment of two 6th grade volleyball teams, a "Blue" and a "White" team of equal athletic ability are selected.

Practices: 2 practices per week (not to exceed three hours per week)

Games: Start no later than 7:30 p.m. on days when there is school the following day, and not later than 8:00 p.m. on other days. Total of 15 to 20 games and three tournaments (not more than 25 games total); each tournament entered counts as one game with a recommended maximum of three tournaments.

- **Objective of 7th grade volleyball teams:** Instruct student-athletes in the fundamentals of the sport and provide a more competitive team experience. To ensure that every player experiences the benefits and challenges of instructional play while increasing the team's chance to win, all 7th grade student-athletes are guaranteed to play in one-third of the matches when three games are played. If participation warrants the establishment of two 7th grade volleyball teams, a "Blue" and a "White" team of equal athletic ability are selected.

Practices: 3-4 practices per week (not to exceed six hours per week)

Games: Start no later than 8:30 p.m. on days when there is school the following day, and not later than 9:00 p.m. on other days. Total of 20 to 30 games and three tournaments (not more than 35 games total); each tournament entered counts as one game with a recommended maximum of three tournaments.

- **Objective of 8th grade (varsity) volleyball teams:** Provide student-athletes with a competitive experience. To ensure every player experiences the benefits and challenges of competitive play while increasing the team's chance to win, all varsity student-athletes are guaranteed "some", but not equal playing time in regular season games. This also includes tournament games. If participation warrants the establishment of two 8th grade volleyball teams, a "Blue" and a "White" team of equal athletic ability are selected.

Practices: 3-4 practices per week (not to exceed six hours per week)

Games: Start no later than 8:30 p.m. on days when there is school the following day, and not later than 9:00 p.m. on other days. Total 20 to 30 games and three tournaments (not more than 35 games total); each tournament entered counts as one game with a recommended maximum of three tournaments.

Track: Spring sport for 5th through 8th grade boys and girls.

Objective: Provide instruction in the fundamentals of the sport and to ensure that every player experiences the benefits and challenges of the sport.

Cross Country: Fall sport for 5th through 8th grade boys and girls.

Objective: Provide instruction in the fundamentals of the sport and to ensure that every player experiences the benefits and challenges of the sport.

Soccer: Fall/Spring sport for 5th through 8th grade boys and girls.

Objective: Provide instruction in the fundamentals of the sport and to ensure that every player experiences the benefits and challenges of the support

EVALUATIONS

In the event two or more teams are needed at a grade level, SGS will utilize “outside” evaluators to determine Blue and White teams. This process is overseen by the AD. These outside evaluators are neutral and provide athletic performance data that will determine the players of the Blue and White teams.

ROSTERING ATHLETES – ALL SPORTS

Student Athletes are permitted to “play up” one level if there is a lack of participation at that grade level. Higher-level players may not be added to a lower level team. Without exception, the same athlete cannot be rostered on two different teams within the same grade level. In other words, if SGS has two 5th grade teams, the same athlete cannot compete for both 5th grade teams.

SPORTS AWARDS

Awards, trophies, and other recognition are given to student athletes for program participation as appropriate.

Banners shall be awarded as follows:

Basketball and Volleyball:

- Only 8th grade teams are eligible for banners.
- Everyone who is on the roster at the end of the season shall have their names listed on the banner.
- Banners are awarded for teams who win their conference and/or the conference tournament.

- Banners shall recite “Conference Champions”, “Tournament Champions”, or “Conference and Tournament Champions”, as applicable.

Track and Cross Country:

- If Varsity wins the conference, everyone who is on the roster at the end of the season shall have their names listed on the banner regardless of their grade level.
- There will be a separate state qualifier banner, and runners who qualify for state shall have their names on the state qualifier banner regardless of their grade level.

Soccer (Varsity):

- If Varsity wins the conference and/or all conference tournament, everyone who is on the roster at the end of the season shall have their names listed on the banner regardless of their grade level.

MANDATORY SPORTS MEETING FOR PARENTS, COACHES AND STUDENT - ATHLETES

At the beginning of each season, a mandatory meeting shall be held for parents for Basketball and Volleyball. These meetings will address objectives, team expectations and answer any questions posed by parents. It is the responsibility of the AD and his/her coaches to ensure that parents who do not attend the mandatory parent meeting receive and understand what was presented at the meeting.

EXPECTATIONS OF SGS SPORTS FANS

SGS and the Athletic Department are devoted to providing high quality experiences and are committed to the excellence and high expectations for our children. We want our children to learn, appreciate, and value the importance of parent and community involvement with the confines of athletics at SGS.

Athletics should be a positive experience for children. We will not allow any unruly, abusive or anti-social behavior; such as verbal threats, insults and attempts to intimidate in our facilities. Our volunteer coaches are dedicating their time and energy to ensure the children participate safely in their sport. They contribute to the success of the sport and should have the ability to work in a safe and positive environment. Sport

rules and regulations exist to protect our players. Referees and officials are charged with ensuring the fair application of these rules with no outside interference.

Individuals engaging in any unruly or abusive behavior will be subject to immediate ejection from the facility. If an individual is asked to leave the facility and refuses to do so:

1. police will be called immediately for assistance
2. the student athlete may be removed from the game and is subject to suspension for the next scheduled event.

EXPECTATIONS AND RESPONSIBILITIES OF SGS STUDENT ATHLETES

- Submitting all documentation within an established timeline
- Meeting basic academic requirements
- Turning all necessary permission forms
- Signing acknowledgement of expectations of behavior, effort and attitude
- Signing an agreement of support of the guidelines and policies of the athletic program
- Undergoing a physical examination
- Meeting age requirements of league/conference
- Paying all required fees before participating

REQUIRED ATHLETIC FORMS

SGS ATHLETIC PROGRAM HANDBOOK – ACKNOWLEDGEMENT FORM

In addition to the specific policies outlined within this SGS Athletic Handbook, the policies set forth in the Archdiocese of Chicago Handbook for Athletics in Catholic Elementary school are adhered to. Parents and athletes can review these policies by visiting the SGS Athletics webpage.

Parents and Athletes are required to review and sign off as receiving the SGS Athletic Program Handbook and agreeing to abide by the policies set forth within the handbook.

Parents and athletes will also need to review and sign off on the following pages from the Chicago Handbook for Athletics in Catholic Elementary School:

1. **Child/Minor Acknowledgement Form**
2. **Student Athlete Code of Conduct**
3. **Responsibilities, Expectations and Code of Conduct for Parents/Guardians**
4. **Concussion Information Sheet**

I have read and understand the information contained within the SGS Athletic Handbook.

Parent(s) Name(s) _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student/Athlete's Name _____

CHILD/MINOR ACKNOWLEDGEMENT FORM

The Catholic Bishop of Chicago (CBC) and Saint Gilbert 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 ACKNOWLEDGEMENT FORM - Continued

Child/Minor/Ward Name _____

Address _____

Home Telephone _____

Work Telephone _____

Cell Phone number _____

STUDENT ATHLETE CODE OF CONDUCT

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.

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 _____

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:

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

These six pillars of character should be thoroughly explained to every parent/guardian in the program. In addition, the mission/philosophy statements of the Athletic Program should be communicated to the parents as well as all expectations of their child's participation in the program. It is reasonable to expect parents/guardians to attend a mandatory pre-season orientation session as a means of fostering continuity and consistency between parents, administrators, coaches, and student-athletes.

Below is a detailed list of major responsibilities and behaviors that all parents/guardians **MUST** adhere to:

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 director, 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 homerun wins the game, it's his/her homerun. 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!

SPORTS PARENT/GUARDIAN CODE OF CONDUCT

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.

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.

SPORTS PARENT/GUARDIAN CODE OF CONDUCT - Continued

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.

Student- Athlete's Name

Parent/Guardian Names

Parent/Guardian Signatures

_____ Date _____

CONCUSSION INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

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

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

What can happen if my child keeps on playing with a concussion or returns too soon?

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.

If you think your child has suffered a concussion...

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. 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 IESA 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.

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.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

STUDENT/PARENT CONSENT AND ACKNOWLEDGEMENTS

By signing this form, we acknowledge we have been provided information regarding concussions.

Student

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent or Legal Guardian

Name (Print): _____

Signature: _____ Date: _____

Relationship to Student: _____

Adapted from the CDC and the 3rd International Conference on Concussion in Sport Document
created 7/1/2011, Reviewed 4/24/2013, 7/2015, 7/2017, 6/2018

