

# Saint John of the Cross Parish School Athletic Association Handbook 2017-2018

**August 2017**

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## **1.0 St. John of the Cross Parish School Athletic Philosophy and Goals**

The St. John of the Cross Parish School Athletic Program is designed to be representative of the Christian values in life. As Christians, we are constantly challenged to better ourselves. In team sports, we strive for improvement, both as individuals and as a group. The development of Christian values is the primary focus of the St. John of the Cross Parish School Athletic Program. Athletic participation is one arena in which coaches, athletic directors, officials, parents, and student-athletes should strive to manifest and exemplify the ideals of Christian life.

The St. John of the Cross Parish School Athletic Program is designed to provide a high-quality experience to every athlete. A high-quality experience is one in which every athlete:

- Has fun playing the game.
- Feels like an important part of the team regardless of performance.
- Learns life lessons that have value beyond the playing field.
- Learns the skills, tactics and strategies of the game and improves as a player.
- Maintains good health through physical exercise.
- Appreciates physical fitness.
- Develops healthy social interests.
- Develops sportsmanship and teamwork.
- Learns to grow in the social qualities of courage, initiative, honesty, cooperation, self-confidence and loyalty.
- Learns an appreciation of rules and performance in regards to rules.
- Plays on her/his own level of competition and is able to recognize and to accept this level.
- Accepts defeat knowing that (s)he tried her/his best.
- Enables non-team members to give support through attendance as a cheering section.
- Promotes and encourage the development of Christian values (character) through interaction with peers.
- Develops the concept of community through the participation in team sports.
- Strongly promotes or commits to participation in St. John of the Cross Parish School youth sponsored activities as the first and foremost priority if/when competing in additional athletics or other outside organizations.

Families provide the foundation for the St. John of the Cross Parish School Athletic Program. The family provides the basis of Christian life and is one of the first experiences of the community for the growing Christian. The concepts of team spirit and sportsmanship cannot be over-valued; for it is in these ideals that meaningful participation in a community is possible for the child.

The St. John of the Cross Parish School Athletic Program has a responsibility to each of its participants (coaches, players and officials) to provide the best possible atmosphere of competition. Such competition should not be based solely in terms of winning and losing, but rather in terms of improvement, enjoyment and building self-confidence. In order to accomplish these goals, the participants must become gracious winners and losers, understanding that team participation and goals are more important than individual performance. The concept of team participation allows the athletes to experience individual growth while encouraging growth of their teammates, peers, friends and competitors.

Athletic activity plays an important part in the growth and development of children. Team sports, competitive contests, and special activities are opportunities to keep the body fit and the mind clear. For these reasons the St. John of the Cross Parish School Athletic Program encourages the participation of all children, not merely the skilled athletes. In order to encourage wide participation and to foster Christian attitudes, the St. John of the Cross Parish School Athletic Program is built on a strong foundation of dedicated volunteer coaches and children open to learning and playing.

**St. John of the Cross Parish School Athletic Program has a “no cut” policy.**

## **2.0 Organization and Roles**

### ***2.1 Athletic Board***

#### ***2.1.1 Athletic Board Members***

The members of the Athletic Board, as of July, 2017, consist of:

Athletic Administrator: Jim O'Keefe

Athletic Director: Carl Rhineberger

Secretary: Deb Finn

Practice Time Coordinator: Carl Rhineberger

Gym Manager Coordinator: Carl Rhineberger

Boys' Basketball Coordinator: Carl Rhineberger

Girls' Basketball Coordinator: Carl Rhineberger

Girls' Volleyball Coordinator: Erin Gibbons

Cross Country Coordinator: Michelle Fink

Track and Field Coordinator: Committee led by Michelle Fink

Boys' Football Coordinator: Phil May

Girls' Cheerleading Coordinator: Kerry Ward

Fundraising: Brian Murphy and Kevin McNamara

Special Events/Communications: Open

School Board Representative: TBA

At Large:        Brian Murphy  
                     Brian Shannon  
                     Tom Taylor

(Administrative Assistant – Laura Nemecek)

#### ***2.1.2 Athletic Board Functions***

Functions of the Athletic Board include:

1. Establishing the philosophy and policies of the Athletic Program.
2. Assisting with the management, inventory, and purchase of necessary equipment.

3. Planning, implementing and supporting fund-raising activities.
4. Supporting sponsored athletic tournaments.
5. Selecting and recruiting of Athletic Board members. A sub-committee of members from the Athletic Board selects each Athletic Board member. This sub-committee makes a recommendation to the Athletic Board for approval.
6. Assisting with the preseason coaches' meetings and coaching clinics.
7. Giving assistance and support to the Athletic Director, coaches, families and athletes.
8. Assisting with dispute resolutions in accordance with grievance procedure process.
9. Serving on the evaluation sub-committee that distributes and collects questionnaires; analyzes the results and communicates the results/information to the appropriate people within the procedural guidelines.
10. Advising regarding budget and registration fees.
11. Coordinating tryout process and procedures in order to achieve a non-biased format.
12. Conducting an annual parent meeting to inform new parents of procedures and policies that govern the St. John of the Cross Parish School Athletic Program.
13. Acting as points of contact for parents needing information and clarification regarding the Athletic Program.
14. Monitoring and supporting all phases of the St. John of the Cross Parish School Athletic Program.

### ***2.1.3 Athletic Board Code of Conduct***

Standards for Athletic Board member's behavior include:

1. All correspondence and letters, meeting minutes, board discussions, dealings with other organizations and results of coaches and Athletic Director surveys shall at all time remain confidential.
2. All e-mails between Board members, Athletic Administrator, Pastor and Principal shall be treated as confidential and shall not be forwarded to others without approval of a majority of the Board or as directed by a majority of the Board.
3. Parents' complaints given directly to Board members shall be treated as confidential. Board members can admit they are aware of disciplinary situations, but must state they are not at liberty to discuss the particulars of the situation. Board members must always make



clear any opinion they voice on the matter is their own and not the opinion of the Athletic Board. Board members upon hearing complaints shall request any complaint to be provided in written form and delivered to the attention of the Athletic Board.

4. Results of parent surveys shall be provided to the Athletic Director and are confidential.
5. Parishioners' suggestions for improvement shall be treated as confidential. Board members are encouraged to review fully any suggestions and ask for written follow-up.
6. Attend **all** scheduled board meetings.

#### ***2.1.4 Penalties for Violations of Code of Conduct:***

1. Failure of an Athletic Board member to maintain confidentiality on items identified above shall result in the board member's suspension from active participation until a full investigation has been performed. If the investigation reveals that the Board member did violate confidentiality, that Board member will be asked to resign.
2. Not attending 3 board meetings is considered inexcusable and grounds for the member's position with the Board to be reviewed and considered grounds for termination. The Athletic Board shall vote on termination with majority considering the motion carried.

#### ***2.1.5 Athletic Board Meeting Agenda Format***

1. Opening prayer
2. Approval of minutes
3. Athletic Director report
4. Parents address board
5. Treasurer's report – Financial report
6. Girls' Basketball report
7. Boys' Basketball report
8. Girls' Volleyball report
9. Cross Country/Track and Field report
10. Boys' Football report
11. Girls' Cheerleading report
12. Fundraising report
13. Communications/Special Events report

14. Assistant Athletic Director report
15. New business
16. Old business
17. Date and time of next meeting

The Athletic Board meets the 2<sup>nd</sup> Tuesday of every month at 7pm in the Learning Resource Center at St. John of the Cross Parish School. Parents are welcome to attend through Agenda Item # 4.

### **2.1.6 Athletic Board Policy Procedure**

The Athletic Board has the authority to review policies associated with the administration of athletics and in so doing the ability to suggest alterations or additions to the Handbook. All policies are subject to the approval of the Athletic Administrator.

If a new policy or existing policy is to be reviewed, the following procedure will be followed: The suggestion for a new policy or altered policy is to be received by the Athletic Director no less than one (1) week before the regular scheduled monthly meeting.

1. The Athletic Director will distribute the suggestion to all Board members before the meeting. At the meeting, a short presentation of the proposed policy will be made. Following the meeting, the suggested policy will be posted on the web site until the next meeting. Any interested party may attend the following meeting to voice their view on the policy.
2. At the regularly scheduled meeting, all parties who wish to be heard will be heard. After hearing all views, the Athletic Board will close the open forum and review policy findings in private.
3. The suggested policy will be voted on at the next regularly scheduled monthly meeting. The policy will be read in its final form and be reviewed by the Board. Upon being offered for a vote and seconded, a formal vote may be taken. To adopt the policy, a clear two-thirds (2/3) majority must vote in favor of the policy.
4. Upon acceptance by the Board, the policy will be presented to the Athletic Administrator, Principal and/or Pastor for final acceptance and will then be publicized.

## **2.2 Athletic Administrator**

### **2.2.1 Athletic Administrator Duties**

The Athletic Administrator is responsible for:

1. The overall conduct of the Athletic Program.
2. Verifying that all coaches have participated in Virtus training, taken the Mandated Reporter training, completed Code of Conduct and CANTS forms, and have submitted to a criminal background check. The Protecting God's Children program is the VIRTUS program for protecting children from child sexual abuse. The

program is mandatory and required of those in the faith community who interact with minors.

3. Organizing the Athletic Program and support functions by collecting written parental permission, student physicals, student emergency information and each coach's 7703 volunteer form and application.
4. Determining academic eligibility of all players.
5. Checking with the parish and school calendars to avoid schedule conflicts; working with parish leaders to avoid conflict with other parish programs.
6. Presenting financial reports to the Pastor.

## **2.3 Athletic Director**

### **2.3.1 Athletic Director Duties**

The Athletic Director is responsible for:

1. Receiving information about athletic business and is responsible for the dissemination of this information to the appropriate parties.
2. Working in conjunction with the respective Sport Coordinator to recruit, train and assign qualified coaches for all teams; providing coaches with workshop information and ensuring that the coaches are informed and prepared for each sport season.
3. Working in conjunction with the respective Sport Coordinator to conduct an informational meeting for all coaches at the beginning of the year.
4. Representing the parish at league meetings (or by sending a representative).
5. Arranging for registration of team players; distributing registration materials; setting time and location for registration (along with the respective Sport Coordinator).
6. Acquiring and maintaining equipment, first aid supplies and uniforms.
7. Working in conjunction with the respective Sport Coordinator to distribute league schedules to all coaches; the coach, through the appropriate Sport Coordinator, must make a request for a schedule change.
8. Working with all Athletic Board members to ensure the efficiency and quality of the entire Athletic Program.

### **2.3.2 Selection of Coaches by Athletic Director and Board Members**

The St. John of the Cross Parish School Athletic Board encourages parent participation in the Athletic Program, believing that the St John of the Cross Parish School parents have the greatest interest in the education of our student-athletes. The Athletic Board strives to

identify qualified coaches. While the Athletic Board recognizes that our Athletic Program cannot totally rely on parent coaches, the Athletic Board believes that the qualified non-parent should be given a preference in those instances in which parents and non-parents have expressed an interest in coaching one of our athletic teams. It is felt by the Athletic Board that the athletes should be coached by a non-parent to remove any influences a parent may have toward her/his child. In those instances in which a non-parent is not available to accept primary coaching responsibilities, participation by a parent of a student athlete is encouraged. All coaches are non-paid volunteers. In all instances in which a college-aged person will act as a primary coach for any of our athletic teams, the applicable Coordinator will make every effort to elicit the assistance of a parent of a student athlete in acting in a secondary role. If the Coordinator is unable to elicit the assistance of a parent in those instances in which a college-aged person will act as the primary coach, the applicable Coordinator should exercise a greater degree of oversight in the supervision of this team as well as in the assignment of a mentor to assure proper handling of our student athletes.

The Athletic Board is constantly looking for and recruiting coaches. Any interested parties should contact the Athletic Board.

### ***2.3.3 Coaches' Training and Workshops Coordinated by Athletic Director***

The Athletic Board recognizes the need to provide our student athletes with competent coaching. While the Athletic Board recognizes that our volunteer coaches will have a wide range of experience as a participant and/or coach in any particular sport, there remains an obligation to encourage all of our coaches to improve their coaching skills. St. John of the Cross Parish School Athletic Association offers coaching clinics and has a collection of training videos. The efforts and skills of our coaches have a direct relationship to the overall success of each student athlete's experience through participation on a St John of the Cross Parish School athletic team. The Athletic Director will also attempt to identify coaching clinics that are available in the area at which prospective and existing coaches may improve their coaching skills. In order to encourage parent participation through coaching for those parents who may have limited knowledge of and/or experience in a particular sport, the Athletic Director will attempt to identify mentors who are experienced coaches to initially assist inexperienced coaches. The respective Sport Coordinators also participate with this function.

### ***2.3.4 Athletic Director's Assignment of Coaches for Grades 5 through 8***

The criteria for selecting a team coach are as follows:

1. Coach demonstrates ability to coach and models Christian values.
2. Coach articulates and models the philosophy and goals of the program.

3. Coach understands the fundamentals of the game.
4. Coach is willing to develop the potential, confidence, and skill of each athlete.

If all candidates demonstrate superior coaching ability, the Athletic Director will make the final decision. This decision is not subject to review or grievance.

At the end of the year, the Athletic Director shall review all of the coaches and their team's player development. Win-loss record is not an indicator for team development. Player and team development will be the deciding factor. Progress shown by all players on the team is a sign of an exceptional coach.

## **2.4 Assistant Athletic Director**

### **2.4.1 Assistant Athletic Director Duties**

The Assistant Athletic Director is responsible for:

1. Scheduling practice facilities (along with the gym coordinator).
2. Website development and maintenance
3. Securing gym supervision, referees, judges, scoring table personnel and other necessary personnel
4. Gym setup and breakdown
5. Coordinating with the school's Operations Personnel regarding operating procedures.
6. Attending league meetings as directed by Athletic Director
7. Functioning as backup coach in emergency situations and/or in the instance of the suspension of a coach
8. Coordinating payment to staff (internal and external) for services rendered
9. Evaluating and purchasing replacement equipment.

## **2.5 Coaches**

### **2.5.1 "Double-Goal Coaches" Guidelines**

"The Positive Coaching Alliance" has developed the "Double-Goal Coach" mental model. A Positive Coach is a "Double-Goal Coach" who wants to win but has a second goal: to help develop positive character traits so players can be successful in life. Winning is important, but the goal of helping players learn "life lessons" is more important. A "Double-Goal Coach" puts players first. The St. John of the Cross Parish School Athletic Program wants every St. John of the Cross Parish School coach to strive to be a "Double-Goal Coach".

### **2.5.2 "Double-Goal Coach" Mental Model**

The job description of a "Double-Goal Coach" includes three major elements:

1. Redefining "winner"
2. Filling Players' Emotional Tanks
3. Honoring the Game

#### **2.5.2.1 Redefining "Winner"**

A "Double-Goal Coach" helps players redefine what it means to be a winner through mastery, rather than scoreboard results. (S)he sees victory as a by-product of the pursuit of excellence. (S)he focuses on effort rather than outcome and on learning rather than comparison to others. (S)he recognizes that mistakes are an inevitable part of learning and fosters an environment in which players do not fear making mistakes. (S)he teaches players that a key to success is how one responds to mistakes. (S)he sets standards of continuous improvement for self and players. (S)he encourages players, whatever their level of ability, to strive to become the best players, and people, they can be. (S)he teaches players that a winner is someone who makes maximum effort, continues to learn and improve, and does not let mistakes (or fear of mistakes) stop her/him.

#### **2.5.2.2 Filling Players Emotional Tanks**

A "Double-Goal Coach":

- Is a positive motivator who refuses to motivate through fear, intimidation, or shame. (S)he recognizes that every player has an "Emotional Tank", like the gas tank of a car. Just as a car with an empty gas tank cannot go very far, a player with an empty emotional tank does not have the energy to do her/his best.
- Understands that compliments, praise, and positive recognition fill Emotional Tanks. (S)he understands the importance of giving truthful and specific feedback. When correction is necessary, a "Double-Goal Coach" communicates criticism to

players in ways that do not undermine their sense of self-worth. A "Double-Goal Coach" strives to achieve a 5:1 "Magic Ratio" of praise to correction, recognizing that this allows players to better hear criticisms.

- Establishes order and maintains discipline in a positive manner. (S)he listens to players and involves them in decisions that affect the team. (S)he works to remain positive even when things are not going well. (S)he recognizes that it is often when things go wrong that a coach can have the most lasting impact and teach the most important lessons. Even in adversity, (s)he refuses to demean her/himself, her/his players, or the environment.

#### **2.5.2.3 Honoring the Game**

A "Double-Goal Coach" feels an obligation to the sport. (S)he understands that Honoring the Game means getting to the ROOTS of the matter, where ROOTS stand for respect for:

- Rules

- Opponents
- Officials
- Teammates, and
- One's Self

A “Double-Goal Coach” loves her/his sport and upholds the spirit, as well as the letter, of its rules. (S)he respects opponents, recognizing that a worthy opponent will push her/his athletes to do their best. (S)he understands the important role that officials play and shows them respect even when (s)he disagrees with their calls. (S)he encourages players to make a commitment to each other, and to encourage one another on and off the field. (S)he lives up to her/his own standards, regardless what others do.

### **2.5.3 Additional Coaching Guidelines**

St. John of the Cross Parish School Athletic Board requires that all coaches comply with the following:

1. Treat opposing coaches, participants and fans with respect and shakes opposing coaches' and team members' hands after each contest.
2. Take steps to minimize a “blow-out” game. For example: when St. John of the Cross Parish School is ahead in the final quarter by a significant advantage, non-starters should be played or additional passing shall be required before scoring attempts.
3. A coach shall not discuss the final results of a game with a referee or umpire after the completion of the game. Any issues with game officiating will be documented and provided to the appropriate Athletic Director for resolution. The coach should not attempt to learn the referee's name but should indicate to the Athletic Director the game, location and issue in question.
4. A coach shall provide fair playing time opportunities in accordance with the section on Player Participation Guidelines and as stated below. It is the goal of the St. John of the Cross Parish School Athletic Program to provide every player with fair playing time as long as they attend practice and follow the direction of the coaches during practice.

### **ALL GRADES AND LEVELS MUST ADHERE TO THE FOLLOWING PLAYER GUIDELINES:**

#### **League by-laws:**

#### **SPL BASKETBALL & VOLLEYBALL RULES FOR COMPETITION:**

All team players seated on the bench in uniform **MUST** play in each league game, including league tournaments. Any player not in good standing and/or suspended from play cannot be in full uniform but may be seated on the bench in street clothes.

### **ADDITIONAL GUIDELINES:**

### **5th GIRLS' BASKETBALL RULES:**

All players must play 1 full quarter before any substitutions can be made. Substitutions can be made before this if:

1. Player has 3 fouls.
2. In case of an injury.

### **5<sup>TH</sup> GRADE BOYS BASKETBALL RULES:**

Playing time – each boy must play one full quarter before any substitutions are made.

5. Wait for all players to be picked up before leaving practice or a game.
6. Coaches shall support and commit to the policies and procedures of the St. John of the Cross Parish School Athletic Program.
7. During a game only 3 “approved / certified coaches” are allowed on the bench. This would consist of the head coach, one assistant coach, and a scorekeeper.

#### **2.5.4 Game Rules of Conduct for Coaches**

1. Coaches may not come onto the court at any time during a game unless to attend to an injured player. The referee will signal the coach onto the court when an injury has occurred.
2. Coaches must address players, spectators and referees respectfully during the game.

#### **2.5.5 Coaching Responsibilities**

Responsibilities of the Coach include:

1. Attending the Athletic Board's mandatory coaches' meeting at the beginning of the sport season.
2. Conducting a team parent meeting before the first practice.
3. Identifying a team parent as defined in the Handbook.
4. **Successfully completing the Virtus program & Mandated Reporting on-line session and completing a criminal background check, a Code of Conduct Form and a CANTS Form.**

VIRTUS Program

Training Adults to Protect Children

Begins by making adults of the Church that interact with children aware of how to protect children. Our PROTECTING GOD'S CHILDREN program for adults is a three to four hour awareness session that instructs adults of the Church who interact with children that to protect children you must have continuous awareness and



vigilance. This awareness session makes trainees understand the signs of child sexual abuse, the methods and means by which offenders commit abuse and five empowerment steps one can use to prevent child sexual abuse.

Child sexual abuse is a worldwide public health issue. Child abuse, particularly child sexual abuse, is reprehensible—especially when the wrongdoer is affiliated with the Church. The VIRTUS® programs assist the Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general. We seek to achieve this lofty goal through our child sexual abuse prevention program: PROTECTING GOD'S CHILDREN™.

#### The PROTECTING GOD'S CHILDREN™ Program

Most organizations that work with children have some sort of child safety program. Through the PROTECTING GOD'S CHILDREN program, we maximize those efforts by helping churches and religious organizations refine their roles as child safe environments and empowering them with new tools to help them, and adults and parents, protect children.

#### Why Does It Work?

Child abusers seek to operate and abuse their power within nurturing, child-friendly environments where it is assumed that nobody would want to harm a child.

Religious organizations of all faiths are an easy target. The PROTECTING GOD'S CHILDREN program implements safety mechanisms that send a message to all abusers and potential abusers:

- Child abuse is not tolerated,
- Children are vigilantly protected,
- Victims are listened to, heard and shielded from further abuse, and
- Offenders are identified and punished.

#### MANDATED REPORTER TRAINING

In keeping with archdiocesan policy [[Book II The People of God, Part I, Policy 603.6](#)], the Office for the Protection of Children & Youth continues to offer Mandated Reporter training to all Archdiocesan employees and volunteers who are mandated by state law and archdiocesan policy to report suspected child abuse and neglect. This training provides adults with the knowledge of how to recognize and report child abuse and neglect. In keeping with archdiocesan policies, catechists, youth ministers, coaches, and pastoral center employees who work directly with children are to attend this training.

5. Conducting a preseason meeting with the parents before the first game. During that meeting the following shall be covered:

- Review practice times
- Verify emergency medical forms/roster
- Ask for a team parent volunteer to act as the team helper

- Review with team parents the Parent Pledge. All parents are required to sign the pledge.
6. Being knowledgeable concerning the league rules pertaining to the sport being coached.
  7. Being knowledgeable in the fundamentals for the sport (s)he is responsible for coaching.
  8. Reporting all scores to the designated team parent.
  9. Maintaining awareness that individual school athletic programs will be held responsible for damages caused by team participants and spectators.
  10. Providing game schedules to all parents as soon as they are available.
  11. Filling out an accident report form in the event a player is injured and immediately notifying the Athletic Director.
  12. Getting required authorization from the Sport Coordinator and Athletic Director before entering a team in any tournament. The decision of the Athletic Director is final.
  13. Encouraging active use of the SJCPS Athletic Website for current information on practice and game schedules.
  14. Staying with student athletes until they have been picked up from practices or games.
  15. Checking that school doors are NOT propped open. Students and parents will be “buzzed in” after ringing the door bell.

### **2.5.6 Coaching Code of Conduct**

Coaches shall comply with the “Double-Goal Coach” guidelines to the best of their ability. The Athletic Board has identified the following events as requiring disciplinary action:

1. Any coach ejected from a game because of unsportsmanlike conduct will be suspended for the next game and may be subject to additional penalties.
2. Any coach who verbally abuses another person (for example, the use of words harmful to a player’s sense of self esteem, or words that are excessively critical of a player’s or a referee’s ability or efforts) may be suspended for the remainder of the season and may be disqualified from participation in the St. John of the Cross Parish School Athletic Program.
3. Any coach who physically abuses or threatens an official, player or other person will be immediately suspended for the remainder of the season and disqualified from further participation in the St. John of the Cross Parish School Athletic Program.

## **2.6 Players**

### **2.6.1 Standards of participant behavior**

1. Treat opponents with respect; shake hands after contests.
2. Respect the judgment of officials and abide by the rules of the contest.
3. Accept seriously the responsibility of representing the school and parish by displaying positive behavior at all times.

4. Play in a positive manner, reflecting Christian values.
5. Treat teammates and coaches with respect during both practices and games.
6. St. John of the Cross Parish School practices and games shall take precedence over non-St. John of the Cross Parish School sponsored activities.
7. Players shall respect, listen, and learn from their coach.

### **2.6.2 Players Code of Conduct**

1. Any player ejected from a game because of unsportsmanlike conduct will be suspended from the next game and may be subjected to additional penalties.
2. Any player who physically or verbally abuses another player, participant or official may be suspended from play for the remainder of the season and may be disqualified from participation in the St. John of the Cross Parish School Athletic Program.
3. Any player who physically or verbally abuses or harasses a teammate or coach during practice or games may be suspended from play for the remainder of the season and may be disqualified from participation in the SJC Parish School Athletic Program
4. All players must conform to the dress code for athletics.

## **2.7 Parents**

Parents can play an important role in letting a coach "coach" by adhering to the coach-parent partnership, acting as a team parent and as the team culture keeper. Parents are required to read and sign the Parent Pledge prior to each season.

### **2.7.1 Coach-Parent Partnership**

The Positive Coaching Alliance encourages parents to contribute to a Coach/Parent Partnership that can help the athlete have the best possible experience by doing the following:

#### **2.7.1.1 Recognize the Commitment the Coach Has Made**

The coach has made a commitment that involves many, many hours of preparation beyond the hours spent at practice and games. (S)he has earned the right to make decisions (even ones that don't work out so well) with her/his commitment. Recognize her/his commitment. Try to remember this whenever something goes awry during the season.

#### **2.7.1.2 Make Early, Positive Contact with the Coach**

As soon as you know who your child's coach is going to be, contact her/him to introduce yourself, and let her/him know you want to help your child have the best experience (s)he can have this season. To the extent that you can do so, ask if there is any way you can help. By getting to know the coach early and establishing a positive relationship, it will be much easier to talk with her/him later if a problem arises.

When the coach is doing something you like, let her/him know about it. Coaching is a difficult job, and most coaches only hear from parents when they want to complain about

something. This in turn will help fill the coach's Emotional Tank while contributing to her/his doing a better job. It also makes it easier to raise problems later when you have shown support for the good (s)he is doing. Every coach does a lot of things well. Take the time to look for them.

### ***2.7.1.3 Don't Put the Player in the Middle***

If you think your child's coach is not handling a situation well, do not tell the player. Rather, seek a meeting with the coach in which you can talk with her/him about it.

### ***2.7.1.4 Let the Coach Coach***

You are not one of the coaches, so avoid giving your child instructions during the game. It can be confusing for a child to hear someone other than the coach yelling out instructions during a game. If you have an idea for a tactic, go to the coach and offer it to her/him. Then let her/him decide whether (s)he is going to use it or not. If (s)he decides not to use it let it be. Getting to decide those things is one of the privileges (s)he has earned by making the commitment to coach.

### ***2.7.1.5 Observe "Cooling Off" Period***

Wait to talk to the coach about something you are upset about for at least 24 hours after a game. Emotions, both yours and the coach's, are often so high after a contest that it's much more productive if you discipline yourself to wait until a day goes by before contacting the coach about a problem. This will also give you time to think about what your goals are and what you want to say.

## ***2.7.2 Parent Volunteer Responsibility***

### ***2.7.2.1 Team Parent***

One parent from each team will be responsible to assist the coach in coordinating team activities.

### ***2.7.2.2 All Parents***

Every family whose child(ren) participate(s) in basketball and/or volleyball will be responsible for volunteering during at least two home games per season. Every family whose child(ren) participate(s) in cross country and/or track & field will be responsible for at least two volunteering experiences per sport. Every family whose child(ren) participate(s) in football will be expected to volunteer on specific committee. Details are provided when each sport begins for the year.

### ***2.7.3 Preseason Parent Responsibilities***

1. Each participant must complete and return the emergency medical release form prior to participation in the Athletic Program. The medical release form may allow emergency medical treatment on the participant if the parent is not available. Again, this form must be completed (signed by both parents or a legal guardian) before a player is allowed to

participate in either a practice session or a game. The coach should keep a form for each player and carry them to all functions (games, practices, tournaments, etc.)

2. Parents shall attend a preseason parent meeting held by the coach. The meeting is mandatory and at that time the coach will review the Parent Pledge. All parents are required to read and sign the pledge before their child may participate in the Athletic Program.

#### **2.7.4 Parents – Game Day**

1. Always show respect for the other team and the officials.
2. Remember that the players are children and are playing for their enjoyment, not yours.
3. Remain seated in the spectator area during games/meets.
4. Respect decisions made by contest officials. Do not at any time attempt to engage officials in discussion either during or after games. Any issues with game officiating shall be documented and provided to the Athletic Director for resolution.

The spectator should not attempt to learn the referee's name, but indicate to the Athletic Director the game, location and issue in question.

5. Be a role model by positively supporting teams and by not shouting instruction(s) or criticism(s) to the players, coaches or officials. Do not coach from the stands.
6. Make no derogatory comments or suggestions to players, coaches or parents of the opposing team, officials or league administrators.
7. Refrain from making any derogatory comments to referees or officials at any contest or meet. Failure to abide by this rule may result in being asked not to attend St. John of the Cross Parish School athletic contests.
8. ***Clean-up:*** After the last home game for the day/evening, parents are expected to spend 10-15 minutes assisting the gym manager and scorekeepers in cleaning up the gym. At Cross Country and Track and Field meets, parents are asked to help in the clean-up of the tent area at the completion of every meet.
9. No pets are allowed at Cross Country or Track and Field meets.

#### **2.7.5 Parents/Spectators Code of Conduct:**

1. Participating teams and their coaches are responsible for the conduct of their spectators.
2. Any spectator/parent who displays poor sportsmanship may be removed from the facility by an official, team coach, a league official or the host gym manager in charge.
3. Any spectator/parent who interferes with the conduct of a St. John of the Cross Parish School's activity may, at the discretion of the Athletic Board, be barred from attendance at subsequent St. John of the Cross Parish School athletic events.

## **3.0 Player Selection Guidelines**

### ***3.1 Player Selection General Guidelines***

The Athletic Board wants parents and players to have a clear understanding of the criteria used at St. John of the Cross Parish School for the selection of athletic teams in grades 5 through 8. Volleyball, Girls' Basketball, Boys' Basketball and Boys' Football have tryouts to divide the teams at each grade level. Cross-country and Track and Field are non-tryout sports.

Sport Coordinators and objective observers appointed by the Sport Coordinators must work together to assure fair and unbiased selection of players. This, in turn, will allow each St. John of the Cross Parish School athletic team to compete at its designated level of competition.

Participants and their parents will be responsible for informing the Athletic Director, if necessary, of any potential problems or other concerns prior to the selection of the teams. A common example is an athlete participating in another program outside of St. John of the Cross Parish School. St. John of the Cross Parish School encourages athletes to explore all the possibilities offered to them. While it would be ideal for the athlete to put St. John of the Cross Parish School first, that is not always the case. As a common courtesy to the coach and players who will be on that athlete's team, parents must notify the Athletic Director of this conflict. Parents, please be aware, that choosing St. John of the Cross Parish School second is acceptable, but will result in minimal playing time as to be fair to the other athletes who contribute 100% to St. John of the Cross Parish School athletics. In some cases, the player will be assigned to a B team.

If a player misses one day of the two- day tryout or both tryout dates, the Sports Coordinator will designate which 'B' team to assign the player.

If a parent has an issue with his or her child's playing for a specific coach, this issue must be explained in writing before the first game is played. The Athletic Director and the Sport Coordinator will evaluate the issue and will make a final determination if the issue is valid.

Reminder:

St. John of the Cross Parish School has a "no cut" policy. Everyone makes a team.

### ***3.2 Player Selection Guidelines Grade 5***

1. At the 5<sup>th</sup> grade level, the primary emphasis will be placed on the physical and mental development and education of each athlete, while introducing the athlete to the competitive nature of athletics.

2. At the 5<sup>th</sup> grade level, players will be rated during tryouts by outside qualified, objective observers and the Sports Coordinator on a number of drills, which highlight skill and team play.
3. At the 5<sup>th</sup> grade level, teams will be selected to be as balanced as possible.

### ***3.3 Player Selection Guidelines Grades 6, 7 and 8***

1. In grades 6, 7 and 8, players will be selected by skills and drills ranking.
2. In grade levels 6, 7 and 8, players will be selected for an “A” team. For the “B” team level, the players will be divided equally on the teams.

During tryouts, players shall be exposed to a number of drills and simulated game situations to allow an accurate assessment of each player’s ability. For a list of drills for tryouts, please see Appendix A for Basketball and Appendix B for Volleyball.

4. Players selected for the “A” team must be fully committed to attend all practices and games. Should the athlete want to participate in another program during the St. John of the Cross Parish School season, the athlete should remove her/himself from the “A” team level before the team roster is posted at the school.
5. The remaining athletes will be divided into teams of equal caliber.

### ***3.4 Player Selection Guidelines for Cross Country***

Cross Country begins mid-August for all 5<sup>th</sup> thru 8<sup>th</sup> grade boys and girls. There are 5 Saturday meets. The 5<sup>th</sup> graders run a one-mile course, the 6<sup>th</sup> graders run 1.5 miles and the 7<sup>th</sup> and 8<sup>th</sup> graders run 2 miles. There is a clinic/tryout for Cross Country but all interested students may participate in the sport. In order for an athlete to participate in a Saturday meet (s)he must attend two (2) practices that week. Athletes are not allowed to wear any sort of spiked shoe.

### ***3.5 Player Selection Guidelines for Track and Field***

Track and Field is offered to all 5<sup>th</sup> thru 8<sup>th</sup> grade boys and girls. Athletes must commit to attend all five (5) meets during the spring. There is a clinic/tryout for T & F but all interested students may participate in the sport. Athletes are required to attend two (2) practices per week to compete in a Saturday meet. Athletes are not allowed to wear any sort of spiked shoe.

## **4.0 Player Participation Guidelines**

## **4.1 Participation Guidelines General**

1. All players deserve to be given the opportunity during the regular season, tournaments and playoffs to develop along with their teammates. Coaches are required, before the game, to inform an athlete they will not be playing the minimum time required stated in this Handbook and to let that athlete know the specific reason(s).
2. Players who are suspended from school shall not be eligible to participate in practice or games until their suspension has been served.
3. Players must understand that participating in an extracurricular activity is a privilege, not a right. All students will be held to personal, academic, and disciplinary standards.

Students who are not academically eligible per the St. John of the Cross Parish School Academic Code are not eligible to play until their grades have been raised to meet St. John of the Cross Parish School requirements.

4. Players who are absent due to illness or who leave school early or arrive at school late due to illnesses may not participate in either a practice or game on the same day. Players who are ill on Friday may attend and participate in a game on Saturday or Sunday if their illness permits.
5. If a player does not participate in physical education class for injury/illness reasons, (s)he cannot participate in Athletics on that day.
6. Players who miss practice and games on a regular basis, which is not due to illness or injury, shall have their playing time reduced to the degree by which they miss. For instance, a player who misses one practice a week could have their playing time cut to half of the minimum required. Players who miss practices and games on a continuing basis can have their playing time suspended, but only after the coach has contacted the Athletic Director and received his approval. Players who miss a practice or game due to participation in another St. John of the Cross Parish School event shall not be penalized.
7. Players should try to resolve any issues with the coach before parent involvement.

## **4.2 Sports Physical Requirement**

Athletes planning to participate in ANY sport during the 2017-18 school year must have a current physical on file at the school office by August 1<sup>st</sup>, 2017. To be considered “current” ALL physicals must be administered between May 1<sup>st</sup> and August 1<sup>st</sup>, 2017



regardless of when your student will be playing a sport during the next school year. This “current” physical must be administered during the prescribed time frame regardless of when the last sports physical was administered. For 2017-2018, NO PHYSICALS WILL BE ACCEPTED AFTER AUGUST 1<sup>st</sup> OR at any tryouts OR on start dates for any sport; notices of physical exams scheduled after August 1<sup>st</sup> WILL NOT be accepted.

Please Note: Any current 5th grade student who plans to participate in the athletic programs should have her/his physician mark the “yes” on the State of Illinois Child Health Examination Form which is required for entrance into 6<sup>th</sup> grade. These physicals must also be administered between May 1<sup>st</sup> and August 1<sup>st</sup> 2017 to be accepted by the Athletic Association for the 2017-2018 school year.

### **4.3 League and Tournament(s) Goals**

1. 5<sup>th</sup> grade                      1 league & 2 tournaments maximum (including league tournament)
2. 6<sup>th</sup> grade A team        1 league & 3 tournaments maximum (including league tournament)
3. 7<sup>th</sup> grade A team        1 league & 4 tournaments maximum (including league tournament)
4. 8<sup>th</sup> grade A team        1 league & 4 tournaments maximum (including league tournament)
5. Grades 6-8 ‘B’ teams play in 1 league and participate in at least 1 tournament, not to exceed 2 tournaments.

Basketball and volleyball players will be required to pay an additional charge of \$50 to defray the cost of tournament entry fees. A coach must get authorization from the Sport Coordinator and Athletic Director before entering a team in any tournament. The decision of the Athletic Director is final.

## **5.0 Enforcement of Athletic Handbook Codes of Conduct**

The St. John of the Cross Parish School Athletic Association shall enforce the above codes of conduct and guidelines. Complaints regarding violations of the code of conduct and guidelines shall be first brought to the attention of the Sport Coordinator, then to the Athletic Director and then to the Athletic Administrator. Coaches, participants or

spectators may be placed on probation or suspended from St. John of the Cross Parish School athletic activities for their actions. The Athletic Director will review and investigate all violations of the Codes of Conduct and guidelines and will enforce the penalties stated in the coaches, parents and players sections.

If a disciplinary issue occurs that does not fall within the present guidelines, the Athletic Director will refer the issue to the Athletic Board for policy clarification. After the Athletic Board has clarified the athletic policy, the Athletic Director will then inform the coach/player/spectator of the policy clarification. If the coach/parent/spectator does not agree with the policy clarification (s)he can request from the Athletic Board an opportunity to address the full Board on the subject matter. The Athletic Board will at that time evaluate whether their initial policy decision was correct and any decision from that time forward will be considered to be final and not subject to further appeal.

Guidelines for grievance procedures are stated in the Grievance Procedure section and should be followed accordingly.

## **6.0 Grievance Procedures**

### ***6.1 Grievance Procedure Team Selection***

All team selections and player placements are final. Special consideration for team placement must be made at least one day before tryouts and will be reviewed on a case-by-case basis by the Sport Coordinator and the Athletic Director.

### ***6.2 Grievance Procedure Coach/Player/Parent/Spectator***

Any parent with a coaching grievance shall first observe the "Cooling off Period" explained in the Coach-Parent Partnership section of this Handbook. If any person with a grievance is in any way uncertain of the outcome of a direct conversation with either a coach or parent, (s)he should consult with the appropriate Sport Coordinator. The best course of action still might be to have a direct conversation with the coach or parent, but the Sport Coordinator can advise the aggrieved party on any rules governing the situation and will make a recommendation on the best course of action.

The Sport Coordinator will evaluate all grievances and discuss the situation with the parties involved and will present to all parties her/his solution based on St. John of the Cross Parish School Athletic Guide. Any decision the Athletic Director makes during the review of the grievance will be final.

The Athletic Director can request, at her/his discretion, the help of the Athletic Board in resolving a grievance issue, which involves issues not presently covered by the Handbook. In such a case, the Athletic Administrator should be contacted immediately. The Athletic Director will immediately notify the other members of the Athletic Board and either adds the grievance to the next scheduled Athletic Board meeting agenda or calls an emergency

meeting. The Athletic Director will then brief the full Athletic Board at the next Athletic Board meeting. During the Athletic Board meeting, the Board will review the grievance and will determine a solution for the grievance, which will be decided by a simple majority vote of all of the Board members that are present. Any parties involved in the grievance may request to present their side of the grievance at the Athletic Board meeting as long as they notify the Athletic Board chair ahead of time so that they can be added to the meeting agenda. If a special emergency meeting is called, the Athletic Director will be responsible for informing all interested parties of the time and date of the meeting.

The Athletic Administrator can intervene in the grievance process at any time and any ruling she makes will be final. All guidelines in the Athletic Guidebook will be strictly adhered to.

## **7.0 Insurance**

The Parochial School Secondary Insurance Policy for interscholastic sports participation covers players who attend St. John of the Cross Parish elementary school and play for a St. John of the Cross Parish School sponsored team. St. John of the Cross Parish School Athletic Association provides supplemental accident insurance for all its athletes. The insurance is available to supplement a family's primary health insurance.

The Athletic Director shall approve all practices. Any injuries that occur during a practice that was not approved by Athletic Director might not be covered by the Parochial School Insurance Policy. In some instances coaches could be held liable for unapproved activities.

## **8.0 First Aid Procedures and Concussion Protocols**

### ***8.1 First Aid Procedures***

Each coach will be given a coach's binder at the beginning of each season. The binder will contain the following forms, which are to be completed at the appropriate times as set forth in the guidebook:

Player roster to be completed before participation in the first game.

Medical Release Form for each player to be completed before participation.

Incident Report forms (found in the coaching handbooks) to be completed immediately following an injury and submitted to the Athletic Director.

### ***8.2 AOC Concussion Protocols for Elementary and Secondary Schools***

The Office of Catholic Schools requires all Archdiocesan operated elementary and secondary schools that offer interscholastic athletic activities or interscholastic athletics under the direction of a coach, athletic director or band leader to develop and implement

protocols to manage student concussions and head injuries on or before September 1, 2016, in accordance with the Illinois *Youth Sports Concussion Safety Act*.

To comply with the Illinois Youth Sports Concussion Safety Act, each school is required to:

1. Create a Concussion Oversight Team (“COT”) and Appoint its Members. The School Principal shall appoint individuals to the COT and supervise the COT.
  - a. Function of COT. The COT must establish and implement the following concussion/head injury protocols on or before September 1, 2016:
    - i. A return-to-play protocol governing a student’s return to interscholastic athletics, practice or competition following a concussion or suspected concussion.
    - ii. A return-to-learn protocol governing a student’s return to the classroom following a concussion or suspected concussion, whether or not the concussion resulted from student participation in an interscholastic athletic activity.
  - b. Members of COT. The COT must include, at a minimum, one member who is responsible for implementing the return-to-play and return-to-learn protocols. If practicable, a physician must be appointed to the COT. If the school employs a nurse and/or athletic trainer, these individuals must be appointed to the COT to the extent practicable.
2. Require each student and the student’s parent/guardian to sign a concussion information receipt form each school year before allowing the student to participate in an interscholastic athletic activity.
3. Inform student athletes and their parents/guardians about this policy in a written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
4. Remove a student from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student’s parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
5. Return a student who was removed from interscholastic athletic practice or competition only after: (1) medical evaluation by a treating physician or athletic trainer under the supervision of a treating physician; (2) successful completion of requirements of both the return-to-play and return-to-learn protocols; (3) written statement from treating physician or athletic trainer under the supervision of

physician stating it is safe for the student to return to play and learn; and (4) parents provide a written statement from parent/guardian acknowledging that the student successfully completed the return-to-play/learn protocols to return to play together with the physician's written statement noted in item 3 herein and a signed post-concussion consent form to the school principal. A head coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

6. Require all coaches or assistant coaches (whether volunteer or employee) of interscholastic athletic activities; nurses who serve on the COT; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the COT to complete concussion training. Coaches and game officials must complete at least 2 hours of concussion training provided by an individual or organization approved by the IHSA at least once every 2 years. Nurses must take a continuing education course concerning concussions approved by the Department of Professional Regulation at least once every 2 years. An athletic trainer must take a concussion related continuing education course from an athletic continuing education sponsor approved by the Department of Professional Regulation.
7. Develop/Approve a school-specific emergency action plan for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly. The plan must be: (i) in writing; (ii) reviewed by the COT; and (iii) approved by the principal; (iv) provided to all personnel; (v) posted at all venues used by the school; and (vi) reviewed annually by coaches, nurses, athletic directors, first responders and volunteers for interscholastic activities.
8. Require all *high school coaching personnel*, including the head and assistant coaches, and athletic directors to complete online concussion awareness training in accordance with 105 ILCS 25/1.15 and obtain a certificate evidencing the training was completed.
9. Require all student athletes to view the Illinois High School Association's video about concussions.
10. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
11. Require staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

## **9.0 Transportation of Players**

Archdiocese policy suggests that whenever possible, coaches should have parents arrange for the transportation of their own children. Coaches are not allowed to transport children.

## **10.0 Uniforms and Equipment**

### ***10.1 Uniforms***

The St. John of the Cross Parish School Athletic Program provides each player with a uniform for each sport. The uniform program is structured as follows:

All athletes are provided uniforms for Football, Volleyball, Boys' Basketball and Girls' Basketball; Cheerleading participants will purchase their own uniform through the Athletic Department and will use it from year to year. Prior to being issued, at the time of tryout, all participants in Basketball and Volleyball will be required to provide a uniform deposit in the amount of \$65.00; Football participants will be required to provide a uniform deposit in the amount of \$250. Uniform deposits will be destroyed upon the receipt of the uniform in good condition *by the announced deadline for each team*. The deadline will be communicated through email, hard copy and school announcements. It will remain the responsibility of the parent and child to follow the policy. If the uniform is not returned by the announced deadline, the deposit check will be cashed.

These uniforms are the property of the Athletic Program although the athlete retains the uniform for the season; girls retain their basketball/volleyball uniform for the alternate sport for the year. Each player is responsible for the upkeep of her/his uniform.

Each participant in Track and Cross Country purchases her/his own T-shirt.

Washing Instructions:

Uniforms should always be washed in cold water and hung to dry

Never place uniforms in the dryer as this fades the colors and melts printed material.

Distribution of uniforms will take place on specific days prior to the start of each season. The Sport Coordinator will notify the coaches of the date for distribution.

### ***10.2 Equipment***

The Assistant Athletic Director is responsible for the purchase, inventory, maintenance and storage of all equipment. Equipment requests should be submitted to the Athletic Board in April for consideration in the preparation of the following year's budget.

Equipment will be issued at the coaches' meeting prior to the start of each sport season. Coaches are responsible for the return of all equipment. Coaches should also note the

condition of the returned equipment in order to assist the Assistant Athletic Director with the inventory and condition of the equipment.

## **11.0 Team, Program Fees & Sports Seasons**

St. John of the Cross Parish School Athletic Program serves nearly 400 children. The fees charged to each family do not cover the costs to run the entire Athletic Program. The Athletic Program is funded from activity fees and fund-raising activities, the sum of which generally results in a budget deficit. The activity fee will be reassessed annually as costs rise due to inflation or expansion of the Athletic Program. *All sport and tournament fees will be due by tryouts.* **Fees will not be reimbursed after tryouts for basketball or volleyball; or after the first week of practice for cross country and track & field; or after the first summer clinic for cheerleading; or after uniforms are ordered for football; or after the first session of camps and clinics.**

**Community and parent support of the fund-raising activities is imperative for the continued operation and success of the Athletic Program.**

### **Activity Fees:**

Cross Country – Boys and Girls (each)	\$ 70
Basketball – Boys and Girls (each)	\$100
Track & Field – Boys and Girls (each)	\$ 70
Girls' Volleyball	\$100
Girls' Cheerleading	\$ 45
Boys' Football	\$250

### **Tournament Fee:**

5<sup>th</sup>-8<sup>th</sup> grade boy basketball players and 7<sup>th</sup> & 8<sup>th</sup> grade girl basketball players will be required to pay an additional charge of \$50 each to defray the cost of tournament entry fees. *Payment is due prior to the first game.*

### **Parent Volunteer Requirement:**

Every Family whose child(ren) participate(s) in basketball and/or volleyball will be responsible for volunteering during at least two home games per season. Every Family whose child(ren) participate(s) in cheerleading, cross country, football and/or track & field will be responsible for at least two volunteering experiences per sport. Details will be provided each season.

### **Sports Seasons:**

<u>Cross Country:</u> 5 <sup>th</sup> – 8 <sup>th</sup> Grade Boys and Girls	Mid- August to Early October
<u>Basketball:</u> 7 <sup>th</sup> & 8 <sup>th</sup> Grade Girls	Mid-August through October
5 <sup>th</sup> & 6 <sup>th</sup> Grade Girls	Mid-January through Mid-March
5 <sup>th</sup> - 8 <sup>th</sup> Grade Boys	Mid-October through Mid-February
<u>Cheerleading:</u> 5 <sup>th</sup> – 8 <sup>th</sup> Grade Girls	Late August through October
<u>Football:</u> 5 <sup>th</sup> – 8 <sup>th</sup> Grade Boys	Late August through October
<u>Track &amp; Field:</u> 5 <sup>th</sup> - 8 <sup>th</sup> Grade Boys & Girls	Mid-March to Mid-May
<u>Volleyball:</u> 5 <sup>th</sup> & 6 <sup>th</sup> Grade Girls	Mid-August to Mid-October
7 <sup>th</sup> & 8 <sup>th</sup> Grade Girls	November through January

## **12.0 St. John of the Cross Parish School**

### **Game Schedules**

Schedules are usually ready for distribution at the first Coaches' meeting held at the beginning of each sport season. The Coach must make requests for schedule changes in advance, to the Assistant Athletic Director. Each Coach is responsible for distributing her/his schedule to team participants and parents through her/his respective team parent.

### **13.0 Player Eligibility**

General Rule: All players must attend St. John of the Cross Parish School in order to be eligible to participate in the Athletic Program.

### **14.0 Team Practices**

All approved practices will be held on the St. John of the Cross Parish School campus. Practice times will be determined by the appropriate Sport Coordinator and Assistant Athletic Director and communicated to the Coaches. Consideration will be given to the younger participants in the scheduling of practice times. Once practice times have been set



by the appropriate Sport Coordinator and Assistant Athletic Director any changes must be approved by the appropriate Sport Coordinator and Assistant Athletic Director.

## **15.0 Parent Meeting**

The Athletic Board will schedule an annual parent informational meeting regarding the St. John of the Cross Parish School Athletic Program. The objectives of this meeting include the following:

1. To enable the parents to support their children in a manner positive for the child.
2. To introduce parents to the goals and objective of the St. John of the Cross Parish School Athletic Program coaching philosophy, team rules, game and practice procedures, and allocation of playing time.
3. To ask for help from parents in supporting the teams in various tasks including the team parent role.
4. To provide an avenue for feedback and communication with parents.
5. To discuss safety and medical considerations.

## **16.0 Parent Pledge**

Please read, initial each item, sign, print your child(ren)'s name(s) who are in 5<sup>th</sup> through 8<sup>th</sup> grade and return to the Athletic Department.

1. I pledge to get my child to practice and games on time. I understand that it can be embarrassing for my child to be late and that I may be putting her/him at risk by not providing adequate time for warm up. I will be on time to pick up my child from all games and practices. This shows respect for the Coach, and it tells my child that (s)he is my top priority. \_\_\_\_\_
2. I pledge to use positive encouragement to fill my child's Emotional Tank because athletes do their best when their "Emotional Tank" is full. I understand that less than 1% of youth sports participants receive college scholarships and that the top three reasons kids play sports are:

to have fun,

to make new friends, and

to learn new skills. I understand that the game is for the players, and I will keep sports in the proper perspective. \_\_\_\_\_

3. I pledge to "Honor the Game". I understand the importance of setting a good example for my child. No matter what others may do, I will show respect for all involved in the game including coaches, players, opponents, opposing fans, and officials. I understand that officials make mistakes. If the official makes a "bad" call against my team, I will "Honor the Game" and be silent. \_\_\_\_\_

4. I pledge to refrain from yelling out instructions to my child. I understand that this is the Coach's job. I understand that games are chaotic times for children trying to deal with fast-paced action and respond to opponents, teammates and coaches. I will limit my comments during the game to encouraging my child and other players for both teams. \_\_\_\_\_

5. I pledge to refrain from making negative comments about my child's coach in my child's presence. I understand that this plants a negative seed in my child's head that can negatively influence my child's motivation and overall experience. \_\_\_\_\_

I will honor the Parent Pledge in my words and actions.

\_\_\_\_\_  
\_\_\_\_\_  
Parent Signatures                      Date                      Print Student(s) Names

## **Appendix A: Evaluation Criteria for Basketball**

### 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Basketball

All participants will be observed doing the following drills. Points are given not only for making a shot, but more importantly whether the shot is taken properly, off the proper foot, where the eyes are as they take the shot, dribble or pass. Teams are divided at 6<sup>th</sup> thru 8<sup>th</sup> into an A team and as many B teams as we may be able to field. The number of B teams is based upon the number of participants as well as the number of qualified coaches. The B teams are divided as equally as possible given the time frame available for tryouts.

1. Right handed lay up: Participant will be observed for technique as well as if the ball goes in. Technique is if the proper hand was used, jumping off proper foot, where eyes are when taking shot and overall form.

2. Left handed lay up: Participant will be observed for technique as well as if the ball goes in. Technique is if the proper hand was used, jumping off proper foot, where eyes are when taking shot and overall form.

3. Free throws: Participant will be observed for technique as well as if the ball goes in. Technique is if the proper hand placement, arch, ability to get ball to the basket, where eyes are when taking shot and overall form.

4. Perimeter shot: Participant will be observed for technique as well as if shot goes in. Technique is proper hand placement, arch, proper position and overall form. Each participant will do this twice. Shots are taken from specific positions on the floor.

## **Appendix A: Evaluation Criteria for Basketball** **(continued)**

5. Right hand dribble: Participant will be observed for technique. Are the eyes looking where they should be (forward), can the participant move swiftly and control the ball and where is ball being dribbled.

6. Left hand dribble: Participant will be observed for technique. Are the eyes looking where they should be (forward), can the participant move swiftly and control the ball and where is ball being dribbled.

7. Close shot: Participant will be observed for technique as well as if shot goes in. Technique is proper hand placement, arch, proper position and overall form. This is a timed drill where the participant tries to shoot as many shots as possible within an allotted time alternating hands.

8. 3 on 2 drill: During this drill the participant is observed for working, passing and dribbling with teammates as well as defensive awareness and techniques. A fast break of three offensive players runs against a defensive team of two. All are observed for how they react to game situations and for the ability to play with other players.

9. Scrimmage: If time permits participants will be observed in a 5 on 5 scrimmage. They again will be observed and looked at based on their ability to work with other players, leadership, passing and dribbling, and court awareness.

## **Appendix B: Evaluation Criteria for Volleyball**

### 5<sup>th</sup> Grade Volleyball

Teams are divided as equally as possible. There is no A team or B team. Fifth grade is purely an introductory level for the sport and emphasis is on teaching the sport. All techniques will be demonstrated prior to participants trying the skills.

1. Passing: Pass the ball to several identified locations on the court. Ability to use the proper technique will enhance the score.
2. Serving: Serve the ball over the net and inbounds. Ability to serve overhand will also enhance the score but is not required.
3. Setting: Set the ball to specific locations on the floor. This includes not only location but also the ability to arch the ball to a teammate for a spike. Ability to set the ball overhead vs. a “bump set” will enhance the score.
4. Hitting: Ability to spike the ball over the net and inbounds. Ability to use proper technique will enhance the score.
5. Game situations: Objective observations identifying game awareness and court positioning.

## **Appendix B: Evaluation Criteria for Volleyball** **(continued)**

### 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Volleyball

Teams are divided into an A team and as many B teams as we feel we can field. The number of B teams is based upon the number of participants as well as the number of qualified coaches we can assemble. All techniques will be demonstrated prior to participants trying the skills. The B teams are divided with equal talent.

1. Passing: Pass the ball to target as well as passing to a player for a “set”. Ball control will also be considered. Ability to use the proper technique will enhance the score.
2. Serving: Serve the ball over the net and inbounds. Arm speed and shoulder strength will also be considered. Ability to serve overhand is a requirement.
3. Setting: Set the ball to specific locations on the floor. This includes not only location but also wrist and shoulder strength and the ability to push the ball out to the antenna. Ability to set the ball overhead vs. a “bump set” will enhance the score.
4. Hitting: Ability to spike the ball over the net and inbounds. Ability to use proper technique will enhance the score. Arm speed and strength will also be considered.
5. Jumping: Stand on end line of court and jump forward as far as possible.
6. Game situations: Objective observations identifying game awareness, aggressiveness, court positioning, and running a 4-2 configuration.

## **Appendix C:**

### **Coordinator Responsibilities**

#### **Advisory Board--Sport Coordinators:**

An advisory board of parents assists the Athletic Program. The committee includes Coordinators for each sport and two at-large members. The Athletic Administrator, Athletic Director and Assistant Athletic Director select the Sport Coordinator after the applicant has submitted an Archdiocese Volunteer form (Form 7703) and a letter of intent listing her/his experience. The at-large members are voted on by the school community after each candidate has submitted an Archdiocese Volunteer form (Form 7703) and a letter of intent listing her/his experience. Should there be no candidates, the Athletic Administrator, Athletic Director and Assistant Athletic Director will seek people to serve in this capacity. The Sport Coordinators and at-large members serve a two-year term and may reapply upon completion of their term.

#### **Responsibility:**

The Sport Coordinator is responsible for assisting the Athletic Director and the Assistant Athletic Director in the management of her/his sport. The Individual Sport Coordinators are for Boys' Basketball, Girls' Basketball, Cross Country, Track and Field, and Girls' Volleyball. The Sport Coordinator is also responsible for:

- Recruiting coaches in the sport they coordinate.
- Coordinating the tryout for the individual sport.
- Attending board meetings.
- Acting as a liaison between coaches and the Athletic Director and Assistant Director.
- Gathering and making recommendations for local tournaments and leagues.
- Communicating practice and game schedules to each team coach for their sport.

## **Appendix D: Youth Sports Parent Code of Conduct**

### *Preamble*

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 "six pillars of character".

*I, therefore, agree to the following:*

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using 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 regardless of race, creed, color, sex or ability.

## **Appendix D: Youth Sports Parent Code of Conduct (continued)**

10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
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 of the team.

## **Appendix E: Sideline Suggestions**

### **SIDELINE SUGGESTIONS:**

#### 10 Things Kids Say They Don't Want Their Parents to Do

*By Dr. Darrell J. Burnett*

1. Don't yell out instructions.

During the game I'm trying to concentrate on what the coach says and working on what I've been practicing. It's easier for me to do my best if you save instructions and reminders for practice or just before the game.

2. Don't put down the officials.

This embarrasses me and I sometimes wonder whether the official is going to be tougher on me because my parents yell.

3. Don't yell at me in public.

It will just make things worse because I'll be upset, embarrassed, or worried that you're going to yell at me the next time I do something "wrong."

4. Don't yell at the coach.

When you yell about who gets to play what position, it just stirs things up and takes away from the fun.

5. Don't put down my teammates.

Don't make put-down remarks about any of my teammates who make mistakes. It takes away from our team spirit.

6. Don't put down the other team.

When you do this you're not giving us a very good example of sportsmanship so we get mixed messages about being "good sports".

**SIDELINE SUGGESTIONS:** (continued)

7. Don't lose your cool.

I love to see you excited about the game, but there's no reason to get so upset that you lose your temper! It's our game and all the attention is supposed to be on us.

8. Don't lecture me about mistakes after the game.

Those rides home in the car after the game are not a good time for lectures about how I messed up -- I already feel bad. We can talk later, but please stay calm, and don't forget to mention things I did well during the game!

9. Don't forget how to laugh and have fun.

Sometimes it's hard for me to relax and have fun during the game when I look over and see you so tense and worried.

10. Don't forget that it's just a game!

Odds are, I'm not going to make a career out of playing sports. I know I may get upset if we lose, but I also know that I'm usually feeling better after we go get a pizza. I need to be reminded sometimes that it's just a game.

*17.0 St. John of the Cross Football Handbook*

**SAINT JOHN OF THE  
CROSS  
PARISH SCHOOL  
2017-2018  
FOOTBALL HANDBOOK**

**August 2017**

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## SECTION 1 ORGANIZATIONAL ALIGNMENT

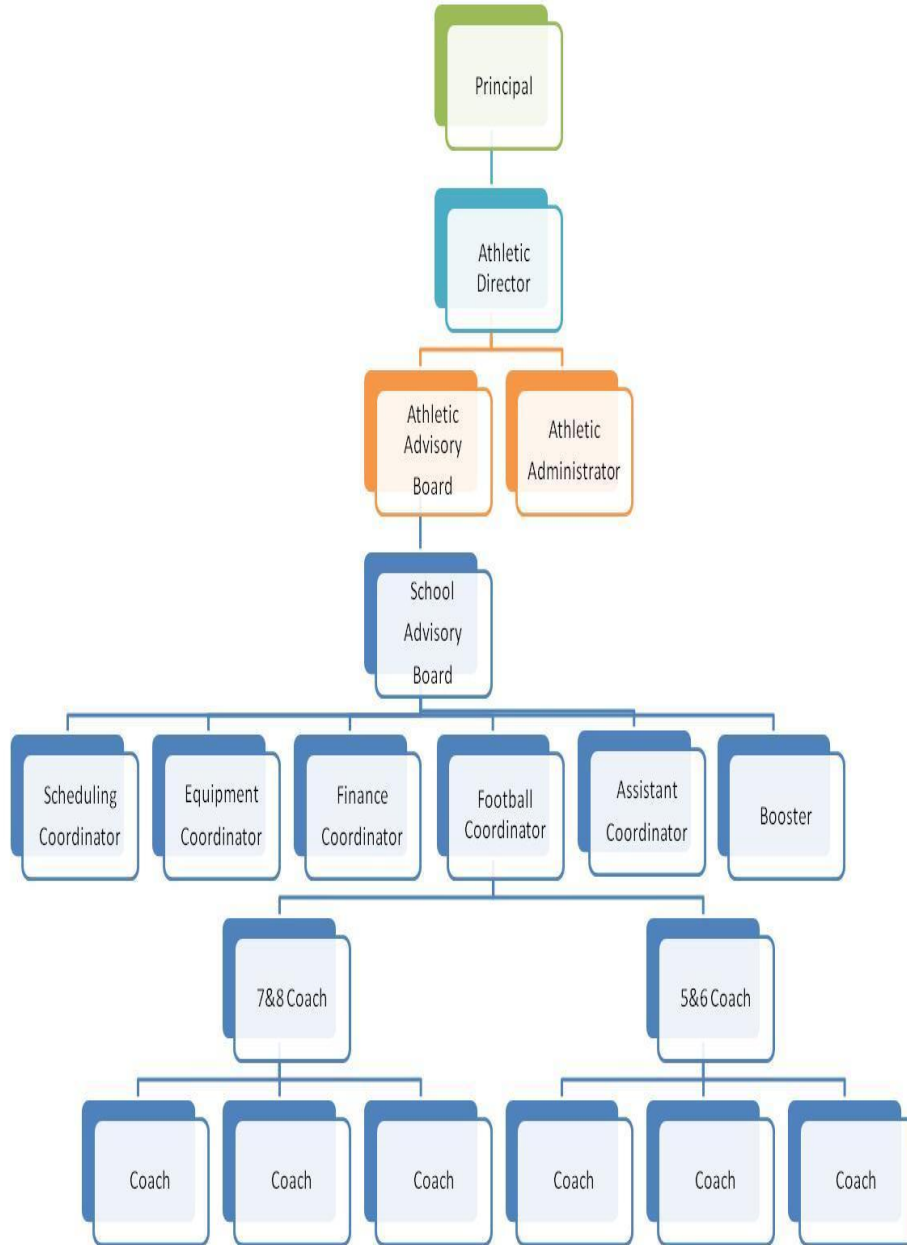
**1.1 The Football Advisory Board (FAB).** The St. John of the Cross (SJC) Football Advisory Board (“FAB”) will be comprised of eight (8) volunteers who coordinate, administer, coach and raise funds for the Saint John of the Cross football program. The Board will promote an adherence to the highest standards of ethics and will refute a ‘win at all costs’ attitude. The objective of the Board is to provide every interested student an opportunity to participate in parochial league football at a level most appropriate to them, while maximizing the physical, intellectual, social, and spiritual development of each student.

**1.2 The SJC Athletic Association (SJAA).** The SJAA is a group of volunteers whose purpose is to develop operational policies and procedures that will allow for the effective governance and coordination of St Johns’ athletic programs. The SJAA reports to the St. John’s School Advisory Board and is responsible for overseeing all athletic programs and activities sponsored by the school.

In its role of supporting the football program, the FAB will report to the SJAA and will be responsible for complying with all directives of the SJAA and the Athletic Director. The A.D., or his designate, shall serve as a permanent member of the FAB and shall have the *full* authority under the auspices of the Principal, to direct its actions in accordance with school policy.

**1.3 Administration.** Administration and accounting functions shall reside with the Athletic Administrative Assistant, subject to the oversight of the SJAA and pursuant to standard policies and procedures for the Athletic Department.

# Football Advisory Board



Note: Named positions in this organizational chart are under consideration and are subject to the policy and procedures outlined in the handbook regarding the selection process and Virtus training.

**SECTION II**  
**ROLES & RESPONSIBILITIES OF**  
**THE FOOTBALL ADVISORY BOARD**

**2.1 Football Coordinator (FC).** The Football Coordinator shall oversee all aspects of the football program including budgeting, administration, personnel, safety and logistics. The FC will be a volunteer position and will report directly to the Athletic Director. A critical responsibility of the FC will be the identification of qualified coaches to guide the teams and maintain the high standards of behavior and conduct. The Football Coordinator will be liaison to the Suburban Parochial Football Conference.

**2.2 Asst. Football Coordinator (AFC).** The Assistant Football Coordinator will be assigned by the FC and will assist the FC in all aspects of the football program including budgeting, administration, personnel, safety and logistics. Among his specific duties, the AFC will be responsible for administering and responding to formal Feedback Forms from parents, coaches or community at large. The AFC will incorporate such requests or comments into the minutes of the FAB meetings as warranted, and shall be singularly responsible for documenting all such input for review by the Board, The Football Coordinator and the Athletic Director.

**2.3 Scheduling Coordinator.** The Scheduling Coordinator has the overall responsibility for scheduling games, fields, practice times, on-field support personnel, and any administrative requirements of parent, players or coaches. The Scheduling Coordinator will serve as the primary contact between the coaches and the administration as well as the primary liaison to the Athletics Administrative Assistant for administrative support (i.e. Virtus training, safety training, etc). The Scheduling Coordinator will not have supervisory authority over the Athletics Administrative Assistant. The Scheduling Coordinator will also handle all aspects of game-day concessions and parental support.

**2.4 Finance Coordinator.** The Finance Coordinator has the responsibility for setting the budget for the upcoming fiscal year for presentation to the SAB February meeting, and communicating the details to the FAB, the Athletic



Director and the AAB. Responsibilities include ensuring budgets are set and communicated to appropriate members/coordinators and serving as the primary liaison to Athletic Administrator, who manages the football profit and loss statement and vendor payments and receipts.

**2.5 Boosters/Fundraising Coordinator.** The Boosters/Fundraising Coordinator has the responsibility for organizing the boosters club and developing and implementing fundraising activities and/or spirit wear that contribute financially to the football program and school at large. It is expressly understood that all fundraising activities will be pre-approved by the

Principal, Athletic Director and the School Advisory Board and be conducted in strict accordance with Section VII below.

**2.6 Equipment Coordinator.** The Equipment Coordinator will be responsible for coordinating all equipment purchases, maintaining the quality and safety of all equipment and coordinating the storage and transportation of all equipment in the off-season. The Equipment Coordinator will work closely with the Budget Coordinator to ensure that all equipment is refurbished each year in accordance with the budget, all pads and field equipment are safety checked annually, and that all equipment purchases are executed as prescribed and approved by the AD and the FC. *Equipment will be stored in an offsite storage facility.*

**2.7 Cheerleading Coordinator.** The Cheerleading Coordinator shall oversee all aspects of the cheerleading program including budgeting, administration, personnel, safety and logistics. A critical responsibility of the Cheerleading Coordinator will be the identification of qualified coaches to guide the cheerleading teams and maintain the highest standards of behavior and conduct.

### SECTION III PHILOSOPHY AND MISSION STATEMENTS

**3.1 Commitment.** It is assumed that every student-athlete is fully committed to his or her team. The FAB will take the representations in the registration forms seriously and will ask that parents and participants do the same.

**3.2 Eligibility.** To be eligible to participate in the football program, students must be in good standing both academically and behaviorally. These standards are discussed in the school handbook. School related eligibility requirements are determined, set and enforced by the School Advisory Board and not by the Football Advisory Board. Further, CCD students will be eligible to participate in accordance with Section IV of the Western Suburban Parochial League bylaws.

**A. Sports Physical.** All student athletes must have a valid sports physical on file pursuant to the current guidelines.

**3.3 Code of Conduct.** Our student-athletes and all spectators will be expected to conduct themselves in a manner consistent with the goals and the philosophy of our athletic program. This includes, but is not limited to, showing respect at all times to coaches, parents, officials, spectators and all others

present at the sporting event. It is also expected that all those present at our games and practices will treat our facility, those of our opponents and our practice fields with respect.

Major discipline problems with students during practices or games where a student represents SJC and which would necessitate serious disciplinary procedures including suspension/ expulsion can and will be enforced by the school. A child can and will miss practices and games for disciplinary reasons at school. The AD will be contacted by the Principal, and in turn, contact the coach of the child's inability to practice/play for a set period of time. Coaches also represent the school and can be requested to step down by the Principal for serious violation of the code of conduct.

**SECTION IV  
CODE OF CONDUCT**

**4.1. Parents.**

- A. Commitment** – Parents are expected to volunteer as assigned to concessions and an equal and proportionate amount at the season’s Booster’s events
  
- B. Code of Conduct** – Parental cooperation and participation is essential to the success of our teams and the program as a whole. To that end, pursuant to the following code of conduct, we expect all parents to:
  - a. Conduct themselves in a manner consistent with the philosophy of the SJC athletic program and its goals at all sporting events
  - b. Players are expected to attend practices and games, and parents are primarily responsible to ensure that this occurs. We ask that parents honor the time commitments a coach makes and advise the coach in advance when a player will be unable to attend. This includes days the child is sick from school.
  - c. Parents are expected to show respect to the coaches, players and referees
  - d. Parents are expected to let the coach “coach” the team during the game and should not relay instructions to their child on what they should be doing. It is very difficult for a child to know whom he or she should listen to – the coach or the parent – particularly when contradictory instructions are given
  - e. The parent may raise any issue or concern with a head or assistant coach. This should be done after a practice or game has been fully completed and preferably away from the field or gym. The 24 hour rule must apply. Please see policy under “communication”. Please see attached feedback form for more details.
  - f. A parent may bring any unresolved issue to the Assistant Football Coordinator, Football Coordinator or Athletic Director. In every case, however, we will ask that the coach be

given the first opportunity and a reasonable amount of time to resolve the issue.

## 4.2 Coaches

- A. Eligibility** – Individuals are eligible to serve as head or assistant coaches if they have met the following criteria:
- a. Completed “Protecting God’s Children”, and completed a full background check and all applicable requirements as prescribed by the Archdiocese and Saint John of the Cross.
  - b. Signed an acknowledgement and agreement to conform to the Coaches Code of Conduct as described below.
  - c. Are willing to meet the significant time requirements necessary to plan and attend practice sessions, meetings and games.
  - d. Possess knowledge of the game sufficient to instruct and develop players consistent with the philosophy of the Program.
- B. Code of Conduct.** All coaches are the individuals primarily responsible for implementing the philosophy of our athletic programs, and are the individuals who will have the most impact on our student athletes. With that in mind, we set forth the following code of conduct that our coaches are expected to follow:
- a. Coaches shall conduct themselves at all times in a manner consistent with the philosophy of the SJC program so as to further the goals of the program including the development of the physical, intellectual, social and spiritual aspects of each team member.
  - b. Coaches shall use positive reinforcement and constructive encouragement as much as possible and refrain from personal attacks and ridicule of players, parents, coaches, officials and opponents.
  - c. Coaches shall at all times conduct themselves in a manner that is in the best interests of the children and the team as a whole.

- d. Coaches shall refrain from the use of profanity and vulgar language.
- e. Coaches shall at all times conduct themselves in a manner reflecting good sportsmanship, and should never embarrass a player, coach, official, parent or opponent.
- f. Coaches shall at all times show respect for the parents of the players, and shall have a process in place where communication can be had between parents and coaches when needed.
- g. Coaches shall never physically or mentally abuse a player
- h. Coaches shall keep abreast of the rules of the game and playing and coaching techniques and shall prepare sufficiently in advance of practices and games so as to make the practice or game as beneficial as possible to the advancement of the goals of the SJC athletic program; and
- i. Coaches shall be familiar with, and abide by, all the playing time rules as well as all league rules.
- j. Major discipline problems with students during practices or games where a student represents SJC and which would necessitate serious disciplinary procedures including suspension/ expulsion can and will be enforced by the school. A child can and will miss practices and games for disciplinary reasons at school. The AD will be contacted by the Principal, and in turn, contact the coach of the child's inability to practice/play for a set period of time. Coaches also represent the school and can be requested to step down by the Principal for serious violation of the code of conduct.

We also ask that our coaches:

- a. Make the sport fun and a vehicle for the total development of the child.
- b. Create an environment that is conducive to learning, supportive, proactive, and characterized by positive reinforcement.
- c. Let the player know what to expect from you and what you expect from them.
- d. Develop team discipline that is internally generated rather than externally imposed.

- e. Focus your efforts on the continuous improvement of all players regardless of ability level.
- f. Do not coach your child to the exclusion of others.
- g. Get to know your players, and help them to get to know you and their teammates.
- h. Listen to your players, so they listen to you.

**C. Responsibilities:**

- a. Must attend all orientation meetings presented by the FAB.
- b. Conduct a team meeting with the parents at the first practice to clearly set our team expectations and to provide parents with a schedule of practices, games and any administrative meetings (weigh-ins, uniform pick-up, etc).
- c. Notify his/her team of all practices and their locations. Coaches must keep players within their designated practice areas and not be disruptive to other activities taking place in the school.
- d. Notify all parents and the Football Coordinator of any changes or cancellations to schedules by 12:00 noon. Under no circumstances should changes be conveyed between students. Cancellations include all remaining scheduled practices after the season has completed.
- e. Responsible for the distribution and collection of all uniforms. Roster numbers of each player must be provided to the Football Coordinator.
- f. Ensure that all students have been safely picked up by a parent or guardian from all practices and games. At no time should a student be left without supervision.

**SECTION V  
COACHING SELECTION**

Football will follow the guidelines for coaching selection as put forth by the Athletic Advisory Board.

**SECTION VI**

## SAFETY

**6.1 Safety.** The safety of the players is the most important responsibility of the FAB and the coaches. To help ensure the health and safety of our young athletes, all coaches will be required to take the online course “Heads Up” developed by the Center for Disease Control. See <http://www.cdc.gov/concussion/HeadsUp/youth.html> for further details.

The CDC developed the *Heads Up: Concussion in Youth Sports* initiative to offer information about concussions to coaches, parents, and athletes involved in youth sports. The *Heads Up* initiative provides important information on preventing, recognizing, and responding to a concussion.

**6.2 On-Staff Medical Attendant.** SJC Football will provide on-site medical attention to ensure the health and safety of all players. Volunteer licensed health care providers will be welcomed to provide the game day medical service. When volunteer health care services are unavailable a professional licensed health care provide will be contracted.

**6.3 Equipment.** To further ensure the safety of our young athletes SJC Football will provide the highest quality football equipment possible. To guide the FAB in equipment purchases the FAB will utilize the peer reviewed scientific study (published May 2011) by the Virginia Tech Wake Forest National Impact Database. (<http://www.sbes.vt.edu/nid.php>). As new studies become available, the FAB will work to incorporate all new key learnings.


**6.4 Adult Football Helmet Ratings - May 2011.** A total of 10 adult football helmet models were evaluated using the STAR evaluation system for May 2011 release. All 10 are publicly available at the time of publication. Helmets with lower STAR values provide a reduction in impact compared to helmets with higher STAR values. Based on this, the best overall rating of ‘5 Stars’ has the lowest STAR value. Group rankings are differentiated by statistical significance. **The FAB has committed to a *minimum overall rating of four stars for the purchase all SJC football equipment.***



**5 Stars: Best Available**

*Significantly better than all others*




	<b>Riddell Revolution Speed</b>	STAR Value: 0.297 Cost: \$243.99
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**4 Stars: Very Good**


*Significantly better than 3,2,1,NR Star groups  
No significant difference between the 5 in this group*




	<b>Schutt ION 4D</b>	STAR Value: 0.351 Cost: \$259.95
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	<b>Schutt DNA Pro +</b>	STAR Value: 0.352 Cost: \$169.95
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	<b>Xenith X1</b>	STAR Value: 0.356 Cost: \$299.99
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	<b>Riddell Revolution</b>	STAR Value: 0.362 Cost: \$182.99
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	<b>Riddell Revolution IQ</b>	STAR Value: 0.369 Cost: \$222.99
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**3 Stars: Good**

*Significantly better than 2,1,NR Star groups*



	<b>Schutt Air XP</b>	STAR Value: 0.434 Cost: \$179.95
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**2 Stars: Adequate**

*Significantly better than 1, NR Star groups*



	<b>Schutt Air Advantage</b>	STAR Value: 0.678 Cost: \$159.99
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**1 Star: Marginal**

*Significantly better than NR group*



	<b>Riddell VSR4</b>	STAR Value: 0.791 Cost: Not Applicable Used helmets were tested to provide a reference
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**NR: Not Recommended**

	<b>Adams A2000 Pro Elite</b>	STAR Value: 1.700 Cost: \$199.95
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## SECTION VII BUDGETING

**7.1 Budget Submission.** The football budget is part of the overall athletic budget. The FAB will work with the Athletic Director in planning the budget for presentation to the School Advisory Board for recommendation to the Principal for approval. Such budget shall provide for all the necessary equipment, fees, salaries, and off site requirements to meet the needs of the program for the year. The budget will detail the necessary reserves to maintain the equipment.

**7.2 Budget Approval .**The criteria for budget approval shall be as follows:

- A. The football budget is part of the athletic budget, which exists under the umbrella of the school. As such, all monies go through the athletic Administrative Assistant who collects fees, makes deposits, charges the appropriate line items, and writes checks for any expenses incurred by football, in the same manner for all sports within the Athletic Association. Monthly reports shall be generated by the Athletic Administrative Assistant and given to the Athletic Director.
- B. **Reserves.** Any reserves required for necessary equipment, uniforms, etc. will be requested through the Athletic Director and approved by the principal.
- C. **Personnel.** The Athletic Director presently receives a stipend for his job as Athletic Director. With the addition of football to his responsibilities, the football budget will contain a stipend for his additional work. The Athletic Administrative Assistant is employed at the school on an hourly rate. Any additional hours worked spent on football business shall be charged her hourly rate within the football part of the budget.

**7.3 Fundraising.** The FAB shall be allowed to sponsor one main fundraising event in the fall of each school year to support the ongoing needs of the football program with an anticipated give back to the school of \$20,000. Such event shall be pre-approved by the School Advisory Board and conducted in accordance with parish and school guidelines. Any additional, non-revenue generating “booster” events (homecoming events, pep rallies, etc.), shall also be subject to approval by the School Advisory Board.

**7.4 Use of Surplus.** Subject to the provisions of Section 7.2, it is assumed that after the first year of operation the fundraising efforts of the FAB will exceed the financial needs of the program. Annually, in conjunction with the budgeting process, the FAB shall identify the specific surplus amount (the amount remaining in the operating account less current and reserve requirements) to go back to the general fund of the school. The surplus amount shall be approved by the Athletic Director and formally presented to the School Advisory Board in conjunction with the annual budget process.

**7.5 Event of Shortage.** In the event that the FAB is unable to fund the operations of the Program as prescribed by the pro-forma budget, the Football Coordinator and Athletic Director shall make a recommendation to the School Advisory Board to cease the operation of the Program. In such case, the winding down of the program shall occur as follows:

- A. The balance in the operating account shall be applied to any remaining expenses.
- B. Disposition of all uniforms and equipment shall be made at the discretion of the School Advisory Board, to include liquidation through re-sale or in-kind donation to another program.
- C. All remaining funds in the operating account shall be transferred to the general fund of the school.

**7.6 Accounting Controls.** All accounting functions for the football and cheerleading programs will be administered through the Athletic Administrative Assistant in accordance with standard Athletic Department policies and procedures. A separate Profit and Loss Statement for these programs shall be maintained as described in Sections 7.1 – 7.3 above.

## Section IX Insurance

**9.1 Liability Insurance** . The SJC Football Program and its volunteers are covered under the Archdiocese of Chicago’s liability insurance umbrella.

**9.2 Medical Waiver.** All participants sign a medical waiver releasing SJC and the Archdiocese of Chicago from any obligations injury or necessary medical attention. (See following medical release)

**9.3 Prevention.** The policies and procedures set forth by the FAB including the Football Handbook will be reviewed the Archdiocese of Chicago’s Risk Manager (and SJC parishioner) to ensure the appropriate levels preventative measures are in place. Specifically, all coaches will not be allowed to transport student athletes to or from any games, practices, or any football functions. For further information regarding insurance, please contact:

### ARCHDIOCESE OF CHICAGO

#### Risk Management - Insurance and Risk

Contact Information

Donald Turlek

Risk Manager

PO Box 1979

Chicago, IL 60690-1979

Telephone: 312-534-8295

Facsimile: 312-534-8392

E-mail: [dturlek@archchicago.org](mailto:dturlek@archchicago.org)

**Enclosure (1): Parochial League Constitution and By-Laws**

**Suburban Parochial League  
Constitution and By-laws**

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## CONSTITUTION

### **Article I**

**Name** This association shall be known as the Suburban Parochial Football League (SPFL).

### **Article II**

**Philosophy** The SPFL is based upon the belief that football is educationally sound and plays an important part in the development of the participant's physical, mental, emotional and moral growth. The SPFL offers experiences through competition and its lead-up activities should enhance the educational programs of the member school.

### **Article III**

**Purpose** The purpose of the SPFL is to offer those experiences needed to reach the educational objectives of interscholastic athletics as stated in the philosophy of the league. The league shall provide a means for member schools to enhance their instructional program. The SPFL shall provide the participants with opportunities to learn skills and develop moral and emotional patterns beyond those offered in the school. Major emphasis will be placed on learning through competition as well as acquiring the skills of the sport. These activities shall be modified to meet the physical, mental and emotional levels of the participants.

**Article IV**

**Eligibility**

- Section I** All participants of the SPFL must be currently enrolled in respective member school as a full-time student, unless participants qualify as CCD participants hereinafter.
- Section II** Any participant whose fifteenth (15<sup>th</sup>) birthday is before August 15<sup>th</sup> of the current school year shall be declared ineligible for competition.

**Article V**

**Administration**

- Section I** Management of this association shall be vested in the SPFL Board and the respective school athletic directors or designees
- Section II** The members of the SPFL Board shall be:
- Commissioner
  - Secretary
  - Treasurer

**Section III** Commissioner - Appointment and Duties:

a.) The league commissioner office shall be rotated every two (2) years among the member schools. The rotation order and term are listed below.  
(Note: Any new members will be added to the end of the rotation list after their two-year probation period has expired.)

<u>School</u>	<u>Term</u>
St. Francis	'03-'04
St. Cletus	'05-'06
St. Joseph	'07-'08
IC	'09-'10

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St. Isaac	'11-'12
Visitation	'13-'14
Sts. Peter & Paul	'15-'16
Our Lady of Peace	'17-'18
St. Joan of Arc	'19-'20
Queen of the Rosary	'21-'22
St. Michael	'23-'24
Sacred Heart	'25-'26

- b.) The duties of the Commissioner shall be to:
- 1) Chair all league meetings
  - 2) Set-up and appoint member schools' representatives to committees when needed
  - 3) Supervise all league functions
  - 4) Assist with league weigh-in
  - 5) Uphold the league's Constitution/By-Laws

Secretary - Election and Duties:

- a.) The Secretary shall be elected to office every three (3) years by a two-thirds majority vote of the league members.
- b.) The duties of the Secretary shall be to:
- 1) Assist the Commissioner at all league meetings
  - 2) Take and distribute the minutes for all meetings
  - 3) Validate and distribute all member school's rosters
  - 4) Oversee & assist with league weigh-ins
  - 5) Provide weekly scores and standings for league.
  - 6) Uphold the league's Constitution/By-Laws

Treasurer - Election and Duties:

- a.) The Treasurer shall be elected to office every three (3) years by a two-thirds majority vote of the league members.
- b.) The duties of the Treasurer shall be to:



- 1) Assist the commissioner at all league meetings
- 2) Manage and direct the finances of the SPFL - recommend any increase/decrease in annual league fees based on league expenses.
- 3) Oversee the Head of Officials in charge of assigning referees
- 4) Assist with league weigh-in
- 5) Uphold the league's Constitution/By-Laws

**Section IV** The Commissioner with the assistance of the Treasurer shall propose to each member school the expense necessary to facilitate the league for the new season. A recommendation of a fee increase or decrease shall be discussed at the fall meeting with voting on the increase/decrease to come in the spring by member schools.

**Section V** The athletic directors or a duly appointed designee of each member school shall determine the rules governing eligibility, make any rule change recommendations that are in the best interest of the SPFL, and assist in arranging schedules when necessary.

## ***Article VI***

### **Meetings**

**Section I** There will be tri-annual meetings of member schools to discuss general league business and set the schedule for the upcoming season. The meetings will be held as follows:

- October (End of regular season)
- May (Prior to end of school year)
- August (Before league weigh-in)

**Section II** Special meetings may be called by the Commissioner, Secretary or Treasurer if deemed necessary or by notification of two (2) or more of the league members. The Board shall determine if a special meeting is warranted based on the

request. Member schools shall be notified in writing a minimum of seven (7) days before the meeting.

**Section III**

Each member school must have an authorized representative (designee) empowered to set schedules and vote on proposals at all meetings requested.

- a.) Member schools not represented at league meetings shall be subject to probation for one (1) calendar year
- b.) A second offense while on probation will result in immediate suspension from all league events.

***Article VII***

**Voting**

All issues involving the Constitution shall require a two-thirds majority vote while a simple majority vote shall apply to issues involving the By-laws or any general league business.

***Article VIII***

**Amendments**

The Constitution/By-Laws shall be amended at the spring meeting only. The 'proposed' amendment(s) must be submitted in the fall or at a 'special' meeting called by the league board. At that time all proposals shall be reviewed by the league members who shall recommend whether to table a proposal until the following October or put it to a vote in the spring. Member schools shall receive in writing the proposal(s) to be voted on at least 120 days before the scheduled spring meeting unless submitted at a 'special' meeting then they must receive it thirty days beforehand.

***Article IX***

**League Organization**

**Section I**

The SPFL shall consist of a maximum of sixteen (16) member schools with two eight-team divisions. Divisions will be based upon but not limited to the school's team(s) size, 3 year school enrollment forecast, the overall team/school success, school

rivalries and the ability of schools to participate in 'B' games on a regular and ongoing basis

Requests for re-alignment by any league member, by any new member or by the Board must be submitted to the Board in writing at least 120 days prior to the Spring Meeting. Any re-alignment proposal must be submitted to all member schools at least thirty-days before the Spring Meeting and voted on at the Spring Meeting. A two-thirds vote is required at the Spring Meeting to approve a league re-alignment proposal.

## **New Members**

### **Section II**

A minimum of two (2) schools must petition and be approved by the league for entry. The league shall not accept one school at a time unless it is to replace any current member who has withdrawn from the league. The league shall accept one new member at a time for each current member that withdraws.

### **Section III**

School(s) shall petition the league in writing no later than May 1<sup>st</sup>. If approved at the spring meeting the new member(s) shall begin participation a minimum of twelve (12) months after approval unless the Board allows immediate participation. Should a member school withdraw the new school would be allowed to immediately assume the schedule of the withdrawn member school for the upcoming season if prepared to do so.

### **Section IV**

The league shall review any petition received and vote on acceptance or rejection of the petitioning school(s) at the spring meeting. Notification shall be provided in writing for acceptance or to state the reason(s) for rejection.

**Section V**

New member(s) shall automatically serve a two-year probation period before becoming a permanent member of the league. During the probation new member(s) shall be allowed to partake in all league activities but shall not be able to serve on the board or vote until their probation has expired. While the school is on probation the league shall have the power to reprimand /expel the new member should the integrity of the SPFL and its Constitution/By-Laws be compromised without due process.

**Article X**

**Awards**

**Section I**

There shall be a plaque(s) awarded to the team(s) finishing in first place during the regular season at both the JV & Varsity level. Should there be more than one team tied for first place based on final season record (including any “crossover” games), a plaque(s) will be awarded designating co-champions or tri-champions, as appropriate. Should there be more than one conference, first place plaques shall be awarded at both the JV and Varsity level for each conference. A league or conference playoff championship game shall require at a minimum a 1<sup>st</sup> place trophy.

**Section II**

While there shall be a first place season conference championship award and a conference playoff championship game and award (should there be more than one conference), at the Junior Varsity level the league stresses that this level shall be considered instructional. The league recommends that member schools encourage the younger boys to participate by offering additional playing time (5<sup>th</sup> quarter/'B' games) and making the experience fun while learning the game.

**Section III**

There shall be an All-Conference Team selection on the Varsity level only. The number of selections per team is as follows:

<u>Place</u>	<u># of Selections</u>
1 <sup>st</sup>	8
2 <sup>nd</sup>	7
3 <sup>rd</sup>	6
4 <sup>th</sup>	5

5 <sup>th</sup>	4
6 <sup>th</sup>	3
7 <sup>th</sup> & Below	2

The respective school's coaches shall make their team's selections. Certificates will be provided by the league and validated by the commissioner.

### ***Article XI***

#### **Expulsion**

**Section I** Any blatant violation of the SPFL Constitution/By-Laws or the spirit of its philosophy shall render the offending school eligible for expulsion.

**Section II** Any complaint concerning a member school must be submitted in writing to the board for evaluation and action. Depending on the severity of the complaint the commissioner shall appoint a committee consisting of the secretary, treasurer (unless their respective school(s) is party to the complaint) and two (2) neutral member schools. The committee shall review and investigate the complaint after which recommendations shall be presented to the member schools within thirty (30) days. The commissioner shall notify any party named in writing within fifteen (15) days of receiving the complaint with a copy of the letter forwarded to the school's administrator. The member schools not involved shall vote on one of the recommendations provided by the committee. The vote shall take place at the league's next scheduled meeting or at a special meeting called by the commissioner if deemed necessary. The league's decision shall be binding and the party(s) involved shall abide by the ruling given. There shall be no appeal process.

***Article XII***

**Withdraw**

Any league member wanting to voluntarily withdraw from the SPFL shall make their intentions known in writing to the board at least 180 days (6 months) in advance or until all contractual obligations are met.

## **BY-LAWS**

### ***Article I***

#### **Contests**

##### **Section I**

There shall be contests held at the following levels:

- Junior Varsity (5<sup>th</sup> & 6<sup>th</sup> grade)
- Varsity (7<sup>th</sup> & 8<sup>th</sup> grade)

##### **Section 1.1**

In the event that there are two conferences of teams, the regular season shall consist of seven league games, five games in conference and two out-of-conference ‘cross-over’ games.

##### **Section II**

There shall be a league champion acknowledged when at least five (5) schools participate in the SPFL. A team plaque shall be awarded to the first place team at both the JV & Varsity levels. Should there be more than one conference the first place teams of each conference at both the JV and Varsity level shall be awarded team plaques. An award shall be given to the winner and runner up in any league or conference playoff championship game.

##### **Section III**

There shall be a league playoff on Week 8 consisting of a 4-team playoff bracket comprised of the top four finishing teams in each Conference. The winners of the playoff game will play for the Conference Playoff Bowl Championship in Week 9. Every effort shall be made to play the Gold & Silver Playoff Championship Games on a central field.

An end of season game shall be played for all teams not qualified for league playoffs extending the season by one week. The 5<sup>th</sup> & 6<sup>th</sup> place teams within each conference will play a consolation game in Week 8. All member schools shall participate in post-season play. Schools not willing to participate shall sit out two (2) years from playoff consideration before regarding eligibility. The playoff pairings will be as follows:

#### **Four Team (One week)**

(One Conference)

1 vs. 4 & 2 vs 3

#### **Eight Team (Two weeks)**

(Two Conferences)

1 vs. 4 & 2 vs. 3 in each

(Winners advance) conference  
(Winners advance)

Note: The higher seeded team shall be the home team.

Should two teams tie, the higher seeded or 'qualifying' team would be determined by their head-to-head meeting during the season.

If three or more teams tie, the order of finish would be determined by the following tie breaker rule(s):

1. Point Differential, where no more than 16 points are counted for a given game.
2. If more than two teams are still tied, then point differential just for conference games are counted.
3. If more than two teams are still tied, then a coin flip by the League Commissioner will decide the winners.

If three or more teams tie, the order of finish would be determined by the point differential of the games played among those teams. Should a minimum of three teams remain tied (Note: if after determining the point differential among the teams two teams still remain tied then the tiebreaker shall revert to the head-to-head meeting of the two schools during the season) then a coin flip shall be conducted by the Commissioner.

A conference call shall be made to the athletic directors of the schools involved and either the Secretary or Treasurer shall be witness to the event (unless their respective schools are party to the coin flip, then the Commissioner shall appoint a representative of a member school as witness).

#### **Section IV**

Registered Illinois High School Association referees shall be used for all league games. The assignment chairman (Head of Officials) shall provide member schools with a list of all the league referees and rating cards. It will be the responsibility of each member school to rate the referees at both the JV and Varsity level and forward the cards to the Head of Officials



each week. Three (3) referees shall work all games including the 5<sup>th</sup> quarter/'B' game.

**Section V**

All league members shall maintain adequate insurance for those players competing on their teams (JV & Varsity). This shall be the responsibility of the individual member schools. The league is not liable for any school that does not obtain proper insurance.

**Section VI**

The home team shall either have a paramedic/doctor on site during all contests or have “reasonable” access to medical treatment. (Reasonable shall be defined as within fifteen (15) minutes of the field)

**Section VII**

During all contests players, coaches and school personnel (managers, ball boys, athletic directors, etc.) must remain within the 25-yard lines and one yard back from the playing field. (No non-coaching parents are allowed within the 25-yard lines. It is the responsibility of each member school to control its crowd.)

**Section VIII**

Should the visiting team be delayed for any reason in arriving at the home team's field the visiting team shall notify the home team at least fifteen (15) minutes to the start of the game. Otherwise the game shall be ruled a forfeit win for the home team.

***Article II***

**Weight Eligibility**

The maximum weight limit for a non-striper is as follows:

Varsity 135 lbs

JV 105 lbs

All other weight requirements will be provided at the spring meeting.

### **Article III**

#### **Rules Competition**

##### **Section I**

The SPFL shall abide by the Illinois High School Association (IHSA) rules in conjunction with the following league additions:

- A.) There shall be no more than five (5) strikers per team allowed on the field at any one time.  
(NOTE: Of the 11 players on the field only 5 can be strikers.)

**Penalty:** **A fifteen (15) yard penalty shall be assessed from the line of scrimmage (LOS) if more than five strikers are on the field at any one time unless it can be rectified before the play starts then no penalty shall be called.**

- B.) All strikers shall be marked with a contrasting stripe on the helmet. Stripe shall be a minimum of one (1) inch and cover the circumference of the helmet (from ear-hole to ear-hole in a complete circle). Failure to comply will result in the player being removed from the game and the violating team being charged a timeout. The player can only return once the stripe is in compliance with league rules.

- C.) A striker shall not advance the football under any circumstances (i.e. kick/punt return, fumble recovery, pass interception, pass reception, running, etc.). The player must down the ball immediately at the spot of possession.

**Penalty:** **A fifteen (15) yard penalty shall be assessed from the spot of the infraction when advancing the football.**

- D.) Any player classified as a striker will be restricted to the following positions and/or stipulations:

1.) Offense center - guard - tackle (non-ball carrying positions)

2.) Defense No restriction on position but player must line-up in

set position within five (5) yards of the LOS before the ball is snapped.

- 3.) Kickoff No restriction on position (Kicker may be one of the 5 striper on the field.)
- 4.) KO return Must line-up no more than ten (10) yards from the placement of the football by the referee.
- 5.) Pt return No restrictions on position but player(s) must line-up within five (5) yards of LOS before ball is snapped.

**Penalty:** A fifteen (15) yard penalty shall be assessed from the LOS if a striper:

- a) lines up in an eligible (ball-carrying) position
- b) is outside the yardage limitations when the ball is snapped

6.) Punt/Place-kick No restrictions unless lining up in an eligible position. Eligible position shall be defined as follows:

- End
- Blocking Back
- Punter
- Holder (Placekick only)
- Kicker (Placekick only)

If a striper lines up in one of these positions then the ball cannot be advanced under any circumstances except by punting or kicking. Should there be a bad snap or the ball muffed the play shall immediately be whistled dead and the ball shall be placed at the spot it was at when the play ended (referee's determination).

**Penalty:** A fifteen (15) yard penalty shall be assessed at the spot of the infraction if:

- a) the ball is advanced by a striper
- b) the ball is advanced by a non-striper when a striper is lined up in an eligible position at the start of the play.

**Section II** A 'slaughter' rule shall be enforced at the Junior Varsity and Varsity level once the point differential between the two teams becomes 24 points or greater. A running clock shall immediately be implemented and will be maintained. Once the point differential drops below 24 the clock will revert back to normal (stopping when required).

**Section III** There shall be overtime at the Varsity level and the league shall follow the IHSA format. There shall be no limit on the number of overtimes. The Junior Varsity will be limited to three overtimes during the regular season but unlimited in tournament play.

**Section IV** League rosters shall be turned in to the Secretary 7 days before the initial weigh-in and must contain the following information and completed on the provided template provided by the league. A signed copy must be turned in before initial weigh-ins.

- Player's Name
  - Date of Birth
  - Grade Level
  - Weight
  - Jersey Number
  - CCD
  - School Administrator (or designee) signature
- (NOTE: Without signature roster is invalid)

The Secretary shall verify weight, age & CCD eligibility of the players and provide copies of all rosters to each team by the first game of the season. The roster must be complete

(all information included) when turned in, otherwise the players for the violating team shall not be weighed until a signed completed roster is provided.

**Section V** Protests shall be limited to the following:

- 1.) Ineligible player (due to):
  - a.) Age

- b.) CCD eligibility
- c.) Weight (non-striper vs. striper)
- 2.) League rules interpretation
- 3.) Field conditions
- 4.) Correctable error(s) (includes but not limited to clock, score, etc.)

The protesting team must notify the opposition and referees either before or during the game. The protest must be filed with the League Office within 24 hours. The three member board (Commissioner, Secretary, and Treasurer) shall meet within 48 hours to review the protest, consult with the parties involved and issue a ruling. Should one of the board members be a party to the protest, a representative of a member school shall be chosen by one of the officers to serve in their place until a ruling has been given.

**Section VI**

Member schools shall be limited to four "gatherings" per week once school is in session. "Gatherings" shall be defined as any practice or game or film session. There shall be no restrictions on "gatherings" before the start of school. Please note film sessions will be considered a 'gathering' by the diocese and therefore do count against the four gathering limitation.

**Section VII**

First day of practice will be voted on at the Spring meeting. All participants are required to participate in a total of twelve (12) practices before the first game in order to be eligible to play. The first three days of practice for all participants must be conducted in helmet and shoes only. Any team in violation of the above shall result in the game/games that the player(s) participated in being forfeited. Please note the SPFL season shall not exceed a maximum of twelve weeks.

### ***Article IV***

#### **CCD**

CCD participants shall be allowed on all Silver Division schools when eligible based on their combined enrollment of male students at the 5-6 level and the 7-8 level. The league reserves the right to remove CCD eligibility from any school if the league discovers they have failed to adhere to the rules outlined below. A two (2) year suspension from any new CCD player eligibility will follow any violation determined by the league.

1.) CCD eligibility shall be determined by the '50% Test'.

a.) The CCD eligible school must provide on an annual basis a complete 'SPFL Information Sheet' indicating school enrollment and the total number of boys at each eligible grade level (5<sup>th</sup> - 6<sup>th</sup> - 7<sup>th</sup> - 8<sup>th</sup>). The school athletic director and administrator must validate this information.

b.) The 5<sup>th</sup> & 6<sup>th</sup> grade boys' numbers must be added together (as well as the 7<sup>th</sup> and 8<sup>th</sup> grade boys' numbers) to determine the number of eligible players for the JV & Varsity levels.

c.) The total number of boys for each level shall be multiplied by 50% to determine the following:

- If the number so calculated is less than twenty-six (26) that school shall be CCD player eligible.

- If the number calculated is equal to or greater than twenty-six (26) that school is not eligible for CCD player participation.

d.) Each level, JV & Varsity, for each school must qualify separately, however, both levels need not qualify for one level to be CCD eligible at any given school.

2.) Each CCD eligible team shall be limited to twenty-six (26) players and no more than 50% of these players can be CCD participants.

a.) If the school participants are greater than 13 the CCD participants must be reduced accordingly. (e.g., with 16 school players on roster only 10 CCD players will be allowed)

b.) If the school participants are less than 13 the roster size shall be less than 26 players. (i.e., If 11 school players on roster only 11 CCD players (50%) can participate limiting the roster to 22.)

3.) All CCD participants shall be enrolled and attending CCD classes at the eligible school and be members of the parish. A league form must be completed and validated by the RED Administrator. This form must be turned in at each weigh-in to retain CCD eligibility.

4.) Any exception to the CCD policy must be requested in writing to the Commissioner a minimum of thirty (30) days before the first league game. The Commissioner shall poll the members at a special meeting for league approval/denial. Exceptions must be requested on an annual basis.

5.) Individual player CCD grandfather clause.

a.) If a player is eligible for CCD participation at a CCD eligible school, and plays one year at that CCD eligible school, that player will be allowed to finish his football career at that school provided he plays every year and is in good standing with the RED, irrespective of whether that school remains a CCD eligible school during the remaining years of that player's grade school career.

b.) A player who is a school participant and who thereafter transfers to a public school and becomes a CCD eligible player, is granted CCD grandfather status provided he doesn't skip any years of participation and is enrolled in CCD at that parish thereafter.

c.) CCD eligible schools may exceed the twenty-six player roster maximum by the number of grandfathered players participating on a given team by the number of grandfathered participants. However, no new CCD players may be added while the roster exceeds the twenty-six player maximum.

### **Sister School**

Member schools that have fewer than 26 eligible players by the '50% Test' may elect to partner with a non-league sister school to form one team. Combined enrollment at each level; JV (5<sup>th</sup> & 6<sup>th</sup>) and Varsity (7<sup>th</sup> & 8<sup>th</sup>), must be fewer than 40 male students for each school to be eligible for partnership.

School partnership proposals must be brought before the league for a vote at the spring meeting. Enrollment projections for the next four years for each school will be reviewed and considered as part of the proposal. Partnerships will be subject to review every four years.

The combined team will be considered as one (1) team by the SPFL, having one vote on league matters. As a full member of the SPFL, sister schools are subject to all rules and eligibility requirements outlined by the SPFL.

## ***Article V***

### **5<sup>th</sup> Quarter / B Games**

**Section 1** A '5<sup>th</sup> Quarter' or complete 'B Game' shall be played after the JV game with the official start times as described below.



- Section II** 5<sup>th</sup> Quarter shall be played with a running clock for a minimum of thirty (30) minutes with each team having fifteen (15) minutes on offense & defense.
- Section III** Time between plays (ball put into play by the referee) should not exceed a maximum of thirty (30) seconds. The 'delay of game' penalty shall be enforced by the referee if continually abused.
- Section IV** Only one (1) coach shall be on the field during defense and in the huddle on offense at all times. The other coaches shall be on the sidelines or behind their offensive huddle with the other players/substitutes.
- Section V** Players not currently participating shall remain on the sideline during defense and either on the sideline or approximately ten (10) yards behind the huddle during offense.
- Section VI** Abuse of sections III, IV & V may result in the referees calling the game and/or removing coaches/players from the field. Regular abuse of the above by-laws shall result in league sanctions.
- Section VII** A minimum of five B games will be played at both the junior varsity and varsity level in the Gold Conference while the Silver Conference may play a 5<sup>th</sup> Quarter or B game if possible. Schools in the Silver Conference are obligated to play a 5<sup>th</sup> quarter if they have 26-32 eligible players and a B game if they have 33 or greater eligible players. Any school meeting the league requirements but not able to satisfy the 5<sup>th</sup> Quarter / B game requirements must notify the Commissioner in writing (e-mail) copying the Head of Officials and opposing school no later than 72 hours before the game. Please note that extenuating circumstances must exist for the Commissioner to grant such a request.
- Section VII** 5<sup>th</sup> Quarter and/or B games shall be played on the same day and when possible at the same field as the 'A' games. Unlike 5<sup>th</sup> Quarter, B Games will follow the same rules as the A games. When B games are scheduled, every effort shall be made by the teams and officials to play a complete B game, including appropriate clock stoppages, provided, however, that the Varsity A game shall not be delayed by more than fifteen (15) minutes.

The times of the games would be as follows:

<b>Game</b>	<b>Day</b>	<b>Evening</b>
JV 'A'	10:00	4:30
JV '5 <sup>th</sup> Quarter	11:30	6:00
JV 'B'	11:30	6:00
Varsity 'A'	1:00	7:00
Varsity 'B'	2:30	8:30

The Head Official (in charge of assigning referees) must be notified 72 hours in advance if the 5<sup>th</sup> Quarter will be extended or a 'B' game will be played. If playing a JV 'B' game the game must start at the times noted above so as not to adversely affect the start of the Varsity 'A' game. Also games re-scheduled or played during the week ('B' games) must be scheduled Tuesday or Wednesday due to availability of referees.

**Section IX** The Home team shall have the responsibility of contacting the opponent about playing a 5<sup>th</sup> quarter / B Game. The home team must contact the opposing team no later than the Wednesday night before their scheduled game otherwise the opponent is allowed to schedule 5<sup>th</sup> quarter / B games with other member schools.

## ***Article VI***

### **Sportsmanship**

**Section I** All member schools agree to adhere to the highest standard of ethics and shall refute any "win at all cost" philosophy in order to maintain and uphold the Interscholastic Program as educationally and morally sound.

**Section II** Member school personnel (includes coaches, players, managers, ball boys, cheerleaders, etc.) and fans shall conduct themselves at each contest in a manner that does not compromise the integrity and spirit of the SPFL.

**Section III** Any coach and/or player ejected from a game (including the "5<sup>th</sup> Quarter/'B' games) for unsportsmanlike conduct the following shall occur:

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- 1.) \*1<sup>st</sup> ejection: One game suspension
- 2.) \*2<sup>nd</sup> ejection: Two game suspension with hearing

\*Any type of physical contact with a referee shall result in an immediate suspension of indefinite length until a hearing can take place.

(\*NOTE:

The commissioner shall appoint three non-involved member schools who shall review the incident(s) and recommend if additional disciplinary action is needed. The hearing shall take place within 72 hours of notification by the Head of Officials with a recommendation(s) to follow within ten days of the hearing. All non-involved schools shall vote on the recommendation(s) provided.)

**Article VII**

**Contests: Time & Length**

**Section I** Varsity and Junior Varsity contests shall consist of four quarters and the quarters shall consist of the following minutes:

	<u>Minutes</u>	<u>Quarters</u>	<u>Total Minutes</u>
JV:	Nine (9)	Four (4)	= 36 minutes
Varsity:	Ten (10)	Four (4)	= 40 minutes

**Section II** Half-time for both levels shall consist of fifteen (15) minutes with the last three (3) minutes to be for stretching & warming-up as required per IHSA rules.

**Section III** Games shall be played weekly. The game times for each level shall be:

	<u>Junior Varsity</u>	<u>Varsity</u>
Day:	10:00am	1:00pm
Night:	4:30pm	7:00pm

(NOTE: 5<sup>th</sup> quarter shall start no later than 12:00am during the day and by 6:00pm at night. If playing a JV B Game should start no later than 12:00pm and 6:00pm respectively.)

**Section IV** The varsity teams shall be required to warm-up before their game away from the playing field. Once the JV game has ended the varsity shall have a minimum of five (5) minutes on the field before the start of the game.

**Section V** The referees shall require a minimum of five (5) minutes between the JV 'A' games & 5<sup>th</sup> Quarter/B, the 5<sup>th</sup>/B games & Varsity A games and the Varsity A & B games.

## ***Article VIII***

### **Equipment & Uniforms**

**Section I** All players must wear the following equipment to be eligible for participation:

- 1.) Helmet with faceguard - NOCSE approved
- 2.) Shoulder pads of standard football issue
- 3.) Padded football pants or standard football issue
- 4.) Protective mouthpiece
- 5.) Colored jersey with contrasting numbers

- 6.) Shoes of any football issue (no metal exposed)

(NOTE: Jewelry is not permitted.)

**Section II**

Failure in meeting the minimum equipment requirement shall result in the following:

- 1.) Immediate ejection of the player(s) from the game
- 2.) Fifteen (15) yard penalty assessed against the team

**Section III**

Teams shall have standard uniforms in colors and design. SPFL schools are encouraged to follow IHSA uniform guidelines when purchasing new and/or supplementing existing uniforms. Schools purchasing new uniforms should avoid color/design combination conflicts with existing schools uniforms. SPFL Board recommends schools to submit notification of new uniforms prior to purchase to avoid league conflicts.'

**Section IV**

The number system shall be the same as IHSA. Lineman should be either

50-60-70 and 1-9, 10-20-30-40-80-90 may be worn at any other position.

(Note: If there is an issue regarding jersey numbers, due to roster size/shortage of uniforms, coaches must notify the referee and the opposing team of any deviation from the foregoing before the start of the game, especially if a ball carrying position is involved to avoid a possible disqualification.)

**Section V**

All member schools' coaching staffs must wear similar shirts while on the sidelines during a game so as to be identifiable to the referees.

(Hats are optional)

**Section VI** The official league ball for the SPFL is:

J.V.: Leather -- Wilson TDJ  
Varsity: Leather -----Wilson TDY

### ***Article IX***

#### **Field and Weather**

**Section I** Home Teams shall provide the following for each game:

- 1.) A lined field every five (5) yards including ten yard field markers, goal, side and end lines.
- 2.) Cones or flags shall mark goal & end lines and hash marks.
- 3.) Linesmen chain, down box and competent persons to work them.
- 4.) Goalpost in each end zone including padding for the pole(s).
- 5.) Acceptable game ball per league requirement: Visiting team shall have the option to accept game ball provided by home team or use their own.  
(NOTE: If visiting team decides to use their own ball the home team should provide a ball boy to run the footballs on & off the field for the referees.)

**Section II** Failure to comply with Section I may be cause for forfeiture of will be made to play the games with the consensus of all parties (officials & both coaches). But the officials will not compromise the safety of the children if they feel the field conditions are not suitable to play football.

**Section III** Because the nature of a contest can be unduly influenced by the lack of field markings (yardage), special care must be taken to have them in place on the day of the contest. If the markings are not available the visiting team has the right to refuse to play the contest but must notify the referees and home team immediately. The home team must pay for the referees and attempt to re-schedule the game by Thursday of that week or forfeit the contest.

NOTE: The following points shall be taken into consideration in the above instance:

- 1.) An act of nature of sufficient time and/or intensity as to render the field unplayable shall be cause for postponement rather than forfeiture though both teams must agree upon the postponement.
- 2.) Vandalism
- 3.) Inclement weather which makes it impossible to have sufficient time to line and mark the field.
- 4.) Inclement weather within a period of five (5) hours preceding start of contest. Field shall be marked before this time.

#### **Section IV**

Because of inclement weather, Act of God or if fields are not playable the home team must notify the visiting coach and referees no later than one-half hour prior to 1<sup>st</sup> game on the day of the contest. It also is the responsibility of the home team to notify the Head Official of the cancellation and to re-schedule the game(s) no later than Thursday of that week otherwise it may be forfeited.

#### **Section V**

In the case of lightning occurring during a game, the contest shall be halted for a period not to exceed sixty (60) minutes. If a threat of lightning still exists the schools involved in the contest shall re-schedule the game for during the week but no later than Thursday otherwise it may be forfeited.

NOTE: The contest shall resume at the point it was halted. The home team shall contact the Head of Officials to arrange for referees to be at the contest.

### ***Article X***

#### **Scoring**

Scoring shall be determined as follows:

- 1.) Touchdown (running/passing/any other method): 6 points
- 2.) Field Goal: 3 points
- 3.) Safety: 2 points
- 4.) Extra-Point Conversion (kicking only): 2 points
- 5.) Extra Point Conversion (any other method): 1 point



***Article X***

**Pre-Season** League members may conduct non-mandatory supervised summer practices not to exceed a total of twenty-five (25). The practices cannot begin until school is out and must end by the fourth Saturday of the IHSA calendar. Helmet, shoulder pads and football shoes are allowed and may be worn by the players at these practices. Please note any school in violation of these summer practice provisions shall be placed on probation for one year, rendering it ineligible to participate for any conference league or playoff championships. A second violation may result in the offending school being expelled from the league.

*18.0 St. John of the Cross Cheerleading Handbook*

Saint John of the Cross Parish  
School

Cheerleading Handbook

2017-2018

## **August 2017**

### **Goal:**

St. John of the Cross cheerleading program is a no-cut sport designed to increase interest and support for the football program. The sport provides girls in grades 5<sup>th</sup> through 8<sup>th</sup> an opportunity to learn skills in cheering and poms while promoting school spirit. Cheerleading affords girls the chance to display their talents in a non-competitive arena.

### **Foundation:**

The foundation of the SJC cheerleading program will focus on discipline, sportsmanship, and proper fundamentals with a core commitment to safety and teamwork.

### **Squad Creation and Function:**

Cheerleading involves the creation for a Varsity and Junior Varsity squad. The Varsity squad (comprised of 7<sup>th</sup> and 8<sup>th</sup> grade girls) and the Junior Varsity squad (comprised of 5<sup>th</sup> and 6<sup>th</sup> grade girls) will cheer at home and away games for their respective football team levels with the purpose of providing general support for booster and fundraising activities. Both squads will focus on creating game-day excitement and bolstering general team spirit and fun.

The cheerleading coordinator will recruit volunteer adult supervisors and paid high school coaches. The coaches will be paid at the rate of \$15/hour for time spent running two half-day summer clinics. These coaches will be paid after the cheerleading season during which they will be expected to supervise the cheerleaders at the games.

The squads will practice independently by grade. Under the direction of the cheerleading coordinator, the adult and high school coaches will determine practice times, locations and specific drills for their individual grade. Practices are held once a week; to maintain a position on the squad, the expectation is that the participants will attend at least one of the two summer clinics (no additional cost) and most weekly practices.

## **Uniforms and Fees:**

The \$45 fee for cheerleading must be paid at the Registration and Uniform Fitting in March. Each participant must order and purchase the designated uniform, briefs, and pom-poms (approximately \$90 total price) at the time of registration due to long delivery time. The uniform and set of pom-poms are the property of the each girl and should be kept for use year-to-year. Individual replacement items may be ordered in March for the appropriate item cost. Girls provide their own white gym shoes and socks and may purchase a cheer jacket for \$35 if they choose.

## **Expectations of Participants:**

All cheerleaders are expected to adhere to all player standards of behavior and participation guidelines as set forth in the St. John of the Cross Athletic Handbook.

### **Expectations of Supervisors and Coaches:**

All supervisors and coaches are expected to adhere to the coaching standards as set forth in the St. John of the Cross Athletic Handbook.

### **Budgeting:**

A cheerleading budget will be created each year and subject to participation levels. Cheerleading support will be funded through an annual participation fee, but will be subject to the same provisions as detailed in Section 7 of the St. John of the Cross Football Handbook. Any expenditures for program related costs must be supported by the participation fees or accommodated within the football budget.