

Our Saviour School Athletic Handbook

2010-2011



Go Shamrocks!

PURPOSE

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

PHILOSOPHY

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

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

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

ATHLETIC DEPARTMENT SPONSORED ACTIVITIES

Sports/Activities offered for sixth, seventh and eighth grade Our Saviour students are as follows: Boys' Baseball, Girls' Softball, Boys' Basketball, Girls' Basketball, and Girls' Volleyball. Boys and Girls' Track and Cheerleading will only be offered to seventh and eighth grade students.

Each sport/activity will be initiated with an informational meeting regarding introduction of coaches, distribution of practice schedules, and other general information pertaining to the season at hand. With the exceptions of baseball and softball, the dates and times of these meetings will be announced through the parent letters sent from Mrs. Carney's office and through announcements made in the sixth, seventh, and eighth grade classrooms. The baseball and softball meetings will be announced through a letter sent home in the summer, through the church bulleting, and through an announcement in the newspaper.

AFFILIATIONS

Our Saviour School is a member of the PMSC and Morgan County Conferences. We are also the members of the IESA and follow all their rules and regulations. A copy of the IESA eligibility rules is contained in the back of this book and the student handbook.

TOURNAMENT HOST

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

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

PLAYING FACILITIES

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

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

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

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

REQUIREMENTS FOR PARTICIPATION

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

1. Comply with all the rules and regulations set down in the Diocesan Handbook, as well as those contained in the O.S.S. student and athletic handbooks.
2. Maintain academic and behavior eligibility.
3. Meet all requirements set by the Illinois Elementary School Association and O.S.S.
4. Have a recent physical examination by a doctor. Appropriate forms must be turned in to the athletic office to be kept on file. The physical is good for one year from the date on the physical. No copies will be issued from O.S.S.
5. Have proof of accident insurance on file in the athletic office. Insurance is offered through Our Saviour School.
6. Submit a copy of his/her birth certificate to the office at Our Saviour.
7. Fill out, sign the information sheet at the back of this handbook, and return it to the athletic office.
8. Pay a sports fee of \$20.00 per sport played.
9. Athletes must wear dress clothes to games. (Khakis and nice shirt or team shirt)

PARTICIPATION GUIDELINES FOR COACHES

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

When 7th or 8th grade teams consist of less than the designated number of players (all basketball and volleyball=15, baseball and softball=25), students from the grade level below may be brought up to complete the roster. 6th graders may be used to fill in when needed, but will not be used to play ahead of 7th and 8th grade players. Players are to be treated fairly and coaches should make every effort to make the athletic experience a positive extension of the overall education program at OSS.

TRANSPORTATION– AWAY GAMES

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

COSTS

Each athlete will pay \$20.00 per sport. This will be due when practice begins and must be paid prior to the 1st game. Normally the students will provide their own outfits for practice. School supply packs, which may include T-shirts, shorts, etc. may be offered. These are ordered and purchased through the school by the individual voluntarily. Athletic shoes are the responsibility of the athlete. The coach may order shoes for the participants who must pay for

them before receiving them.

Any camps or clinics attended by athletes or cheerleaders are the financial responsibility of the participants.

UNIFORMS

The school provides uniforms for all athletic teams. These are purchased on a rotating basis. Normally the eighth grade uniforms are passed down to the seventh, when new uniforms are ordered.

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

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

If an athletic uniform is lost or stolen, the parent will be responsible for reimbursement to OSS athletics.

PRACTICES

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

Students are not allowed to remain at O.S.S. after school dismissal to await a practice unless they are signed up for the O.S.S. After Care Program or unless some other arrangement for supervision is provided. (Parent or teacher sponsored study hall). Any student not respecting this risks losing playing time. This is a safety and liability issue.

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

Practices on Sunday or on school holidays such as Thanksgiving, Christmas, etc. will not be permitted.

RESPONSIBILITIES

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

1. Display outstanding sportsmanship.
2. Display a high standard of social behavior.
3. Display proper respect for those in authority. This includes Routt/Our Saviour administrators, teachers, coaches, officials, and all other school's administration, teachers, and coaches.
4. Display a positive spirit of cooperation.
5. Maintain a neat and clean appearance when representing an athletic team.
6. Behave in a manner that is complimentary to the athletic program and the school.
7. Use proper language. Profanity is not tolerated on or off the playing field.
8. Abide by all school rules and regulations, which govern the student body.

9. Be responsible for the care and return of all equipment and uniforms. Uniforms will be collected at the last game of the season or the last meeting of the team.
10. Be responsible for the care and maintenance of all facilities including the gymnasium, locker rooms, and fields.

LOCKER ROOMS

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

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

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

INJURIES

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

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

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

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

ELIGIBILITY SYSTEM

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

Minimum standards for Our Saviour students will be the following:

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

ELIGIBILITY AND PROBATION

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

1. To be considered eligible and in good standing to participate in athletics a student must be receiving a passing grade in all subjects and behavior in each class or subject must be deemed satisfactory.
2. A student will be considered ON PROBATION for athletic purposes if their most recent academic report reflects any one or a combination of the following:

- a. One failing grade in any class or subject.
 - b. One incomplete in any class or subject.
 - c. Below satisfactory conduct in any class or subject.
3. Probation for a student-athlete shall consist of the following:
- a. A one week period during which the student works to improve his/her grades and/or conduct which led to the probation.
 - b. The student will be ineligible to participate in any games or contests during the period of probation but is still considered a full, participating member of the athletic team.
 - c. Ineligible Students will not be allowed to participate in practices.
 - d. During the period of probation the student is encouraged to seek extra help from the teachers in courses where he/she is struggling either before or after school. The student's focus during the period of probation shall be on improving performance or conduct in the areas which led to the probation.
 - e. A period of probation may be extended for a second or third subsequent week if the student fails to make improvement during the initial week of probation. The additional week shall be considered a separate period of probation. For example, if a student is on probation for two consecutive weeks before the student's grades become satisfactory, the probation shall be counted as two separate periods of probation.
 - f. A student may only be placed on probation three times during any season. If an athlete's grades or conduct are unsatisfactory for a fourth time during a season, the athlete's privilege to participate on the team will be revoked.
 - g. Individual coaches reserve the right to reduce the number of probationary periods during his/her season. For example, a coach may choose to allow only two periods of probation instead of three. If this is done, it is done as a team rule that applies to all team members. Individual coaches will notify players and parents if their specific sport eligibility policy is more stringent than the policy in this handbook.
 - h. For eligibility and probationary purposes, a "season" begins on the first contest date.
 - i. A coach or the principal may place an athlete on probation for violation of other rules regarding an athlete's conduct contained in this handbook or the Our Saviour Student Handbook.
4. A student placed on suspension from school will not be permitted to participate in any athletic practice or contest until the suspension is successfully completed. After completing the suspension, the athlete will be placed on probation. If an athlete is placed on suspension for a second time during a season, the student will be dismissed from the team and no awards will be given.
5. Eligibility is reported each week to the principal. On Friday, the principal will notify the athletic department, students and parents (via a letter home through the student) of the student having failed to meet eligibility requirements or having been placed on probation. The period of probation will begin the following Sunday.
- If ineligible student attends the game, the student must adhere to the following rules:
- a. Ride to and from the game with the team.
 - b. Sit on the bench during the game dressed in navy or khaki pants and team jersey or spirit wear shirt.
 - c. Contribute to the team's effort by doing stats or carrying equipment.
 - d. Stay with team during halftimes.

If the student fails to abide by the rules, he/she must pay admission to attend any contests.

GRIEVANCES

Any player or parent wishing to make a grievance, for any reason, should follow the following process:

1. Discuss the problematic issue(s) with the head coach of the specific athletic program.
2. If a resolution cannot be reached at step one, the player(s) and parent(s) should then take the grievance to the athletic coordinator.
3. On the rare occasion that a resolution for a problem cannot be reached at these two levels, the family may wish to then go to the O.S.S. Principal.

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

SCHOOL SUSPENSIONS

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

ATTENDANCE AT SCHOOL

A Student must be in attendance from 11:15 a.m. on, in order to participate in a school activity or practice. There may be some instances, a doctor's appointment, a funeral, etc., where an afternoon absence does not prohibit a student from participating in a school activity or practice. If they are absent on the day following a game or activity, they must report to the coach before they will be allowed to participate in the next scheduled game or activity.

EARLY DISMISSAL FOR CONTESTS

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

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

AWARDS

The Routt/Our Saviour Booster Club sponsors awards nights for the high school and junior high school. Dates for award programs for all sports will be provided as the sports season draws to an end.

All athletes are encouraged to attend so that final recognition and thank you can be given to the athlete and the parents.

All Jr. High athletes will receive certificates. All conference honors will be recognized at the awards night, along with any individual awards given by the coach.

The Routt/Our Saviour Athletic Booster Club will recognize those athletes who advance to state competition during the sports banquets/awards nights.

TEAM RULES

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

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

DRESS CODE

Athletes must wear dress clothes to games– khakis and nice shirt or team shirt.

OUR SAVIOUR TEAM RULES

1. ELIGIBILITY

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

2. EXCUSED ABSENCES

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

3. UNEXCUSED ABSENCES -(As defined by the individual coach)

| | |
|-----------------|--|
| <i>Practice</i> | 1 st Offense- 1 game; may dress, but will not play |
| | 2 nd Offense- 1 game; NO dress |
| | 3 rd Offense- Dismissed from team; no awards given. |
| <i>Game</i> | 1 st Offense- 1 game; NO dress |
| | 2 nd Offense- Dismissed from team; no awards given. |

4. BEHAVIOR POLICY

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

In school suspension #1- 1 game; NO dress

In school suspension #2- Dismissed from team; no awards given.

5. UNIFORM/PRACTICE GEAR POLICY

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

6. MUST BE AT PRACTICE 5 MINUTES BEFORE THE SCHEDULED PRACTICE TIME

Excused tardy is defined by head coach; unexcused tardy results in extra conditioning.

7. DISMISSAL FROM PRACTICE FOR INDIVIDUALS WILL BE TREATED AS UNEXCUSED ABSENCE

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

Individual coaches may add to these rules if desired.

The head coach will handle tardiness and/or leaving practice early

Parents and Athletes- Please read over carefully, sign, and return to the coach or athletic coordinator.

Parent's Signature

Athlete's Signature

Our Saviour Information Sheet

School Year _____ - _____

| General Information | |
|---|-----------|
| Athlete's Name | |
| Grade | |
| Birth Date | |
| Birth Place (County and State) | |
| Father's Name Address (City/State/Zip) Home Phone Work Phone Cell Phone | |
| Mother's Name Address (City/State/Zip) Home Phone Work Phone Cell Phone | |
| Emergency/Insurance Information | |
| Emergency Contact Person | |
| Emergency Phone | |
| Insurance Company | |
| Plan/Policy Number | |
| Do you wish to purchase school insurance | Yes or No |
| Athlete's Allergies | |
| Athlete's Medical Conditions | |
| Athlete/Parent Pledge | |
| I have read and understand the rules and regulations as stated in this handbook. I agree to guide my conduct accordingly. | |
| Athlete's Signature/Date | / / |
| Parent's Signature/Date | / / |

Key

- ∅ No Defect
- ✓ Slight Defect
- X Marked Defect

Illinois Elementary School Assn.

PHYSICIAN'S CERTIFICATE FOR ATHLETES

If student transfers
this card should be
sent to new school.

Name _____ School _____ Grade _____ Birth Date _____

| | | | | | | | | | |
|-------------------|--------|--------|--------|--------|--------------------|--------|--------|--------|--------|
| REQUIRED: | 20____ | 20____ | 20____ | 20____ | RECOMMENDED | 20____ | 20____ | 20____ | 20____ |
| MONTH-DAY | | | | | URINE: Spec. Grav. | | | | |
| HEIGHT | | | | | Albumen | | | | |
| WEIGHT | | | | | Sugar | | | | |
| GEN. POSTURE | | | | | Casts | | | | |
| HEART: Murmur | | | | | TONSILS | | | | |
| Rhythm | | | | | NOSE AND THROAT | | | | |
| Blood Pressure | | | | | GLANDS | | | | |
| RATE: Normal | | | | | EARS: Right | | | | |
| After 15 Hops | | | | | Left | | | | |
| After 2 Min. | | | | | TEETH | | | | |
| HERNIA | | | | | EYES: Right | | | | |
| LUNGS: Percussion | | | | | Left | | | | |
| Auscultation | | | | | BLOOD TESTS: | | | | |
| ORTHOPEDIC: Feet | | | | | TUBERCULIN TEST: | | | | |
| Spine | | | | | OTHER DEFECTS | | | | |
| CONTAGION: | | | | | | | | | |

IN THE SPACE BELOW INDICATE ATHLETIC ACTIVITIES IN WHICH STUDENT SHOULD NOT PARTICIPATE:

DATE OF EXAM: _____

PHYSICIAN SIGNATURE: _____

PHYSICIAN PRINTED NAME: _____

PHYSICIAN ADDRESS: _____

PHYSICIAN PHONE: _____

PARENT PERMISSION SECTION

Our son or daughter has our permission to take part in:

(cross out those NOT approved)

under the direction of the school during the year of

20____ - 20____

Physical examination must be done annually. Each exam is good for a one year period.

**The school will take reasonable care and precaution to prevent accidents,
but the school, or teachers, are not responsible if any accident
should occur in practice or games.**

I am in full accord with this agreement.

Date _____

Parent Signature _____