

# ST. LINUS ATHLETIC PROGRAM HANDBOOK

## HANDBOOK OVERVIEW

These bylaws are the written policies and procedures of the St. Linus Athletic Club Board (“SLAC” or “Board”). They outline various certain practices and guidelines, and address various issues or concerns that may arise. If an issue arises that is not specifically covered by these bylaws, the Board will exercise its best judgment to reach the appropriate outcome that is in the best interests of the overall St. Linus Athletic Program.

## MISSION STATEMENT

The St. Linus Athletic Club (“SLAC”) provides a combined competitive and instructional athletic program as an extension of the St. Linus School academic program. Student participants will learn the fundamentals of each sport and be given the opportunity to develop strong, healthy and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play and team spirit.

## PHILOSOPHY

The SLAC is concerned with the development of the WHOLE person – the religious, moral, social and academic dimensions, as well as, the physical development. Through participation in the St. Linus Athletic Programs students may develop life-long skills and positive values. These values include leadership, healthful living habits, self-discipline, integrity, team work, respect for rules and regulations, respect for those in authority (i.e. parents, coaches and referees), and the ability to participate in sports with dignity and grace.

## GOALS OF THE SLAC ATHLETIC PROGRAM

The goals of the SLAC athletic program are as follows:

- To develop sportsmanship
- To give students the experience of being part of a team
- To develop both school and team spirit
- To help students develop strong, healthy and disciplined bodies and minds
- To help students maintain good health through physical fitness
- To provide an enjoyable sports activity which can be sustained into adulthood
- To encourage values of self-discipline, self-confidence, fair play and cooperation
- To teach the proper attitude toward winning, losing and competing with dignity
- To provide a healthy complement to St. Linus academics

## RESPONSIBILITY FOR THE SLAC ATHLETIC PROGRAM

The SLAC Athletic Program is a school sponsored program and as such is an extension of the parish, school and the school’s curriculum. This program is subject to the authority of the pastor and the school principal. The principal’s liaison to the Board is the athletic director, who is selected by the principal.

## **ORGANIZATION AND MANAGEMENT OF THE SLAC ATHLETIC PROGRAM**

The Board is responsible for organizing and managing the athletic activities for the parish and school. The Board shall have the responsibility and authority to implement the overall athletic program. The Board members are volunteers. The Board shall follow the Bylaws discussed in this Handbook, the applicable conference/league guidelines for particular sports, and the Chicago Archdiocese Athletic Guidelines.

### **THE SLAC BOARD MEMBERS, EXECUTIVE COMMITTEE AND MEETINGS**

- **President** - The representative for the Board in dealings with the parish, school, pastor, principal, athletic director, and in any other way necessary to fulfill the mission and goals of the SLAC. Responsible for setting the priorities for the Board and acting in the Board's and overall Athletic Program's best interests. Also responsible for directing the primary annual SLAC fundraiser.
- **Vice President** - Supports the president and, when the president is unavailable, will serve in his place. Responsible for being the Board's primarily liaison to the Southside Catholic Conference.
- **Treasurer** - Responsible for all of the financial dealings of the SLAC, including but not limited to setting budgets, collecting fees, monitoring fundraising, and preparing and issuing summary financial reports.
- **Secretary** - Prepares the meeting summary agendas and minutes, maintains the Handbook, and is responsible for the written communications of the SLAC.
- **Sports Coordinators** - The various sports coordinators are responsible for overseeing their respective sports, acting as the liaison for their sport to the conferences/leagues, supervising coaches, communicating with the families in their sports, collecting fees and any deposits, distributing and collecting uniforms, and any other reasonable duty associated with their sports
- **Concessions Coordinator** - Will inventory and purchase items for the concession stands.
- **Field House Coordinator** - Will assist in organizing and scheduling maintenance for the field house and field.
- **Gym Coordinator** - Will reserve gym time at outside schools and communicate gym availability with all parish groups and sports teams.
- **Executive Committee** - Comprised of the president, vice president, treasurer, and secretary. If an issue arises and the full Board cannot be convened to address it, this executive committee may act on behalf of the Board.
- **Meetings** - The SLAC will plan on meeting each month from August through May. The SLAC will also host two open meetings - once in the fall and again in the spring. The dates and times of these meetings will be posted in the bulletin. In lieu of a meeting, the president may request that the Board take actions under certain circumstances using alternative means, such as advising the Board of issues and requesting votes via email.
- **Membership** – SLAC Board members shall serve two-year terms. They may be re-nominated after the two years and continue to serve if voted for by a majority of the Board. Potential new members need to be nominated by a current Board member,

vetted by the Board, and voted onto the Board by a majority vote of the current Board.

## **THE SLAC BOARD GUIDELINES AND PROCEDURES**

The Board shall set guidelines and procedures which govern the scope and direction of the athletics programs and student participation in such programs. The Board will work in cooperation with the pastor, principal, athletic director, School Board, faculty and parents.

The SLAC Board will manage and maintain the athletics programs. Its responsibilities include:

- Submitting any and all application(s) and meeting all training for volunteer service as required by the Archdiocese of Chicago.
- Setting criteria, screening, approving, monitoring and removing coaches and coordinators, as discussed in these bylaws.
- Communicating the philosophy of the program and ensuring that it is clearly understood and adhered to.
- Coordinating, scheduling and supervising program volunteers.
- Determining league participation, the number of games and tournaments to be played.
- Determining how teams will be slated when there is an insufficient number of registered and eligible players per grade or age level. Ordinarily when this occurs students will play up with the higher grade level, however if exceptions are necessary that will be determined by the Board on a case by case basis.
- Preparing an overall budget including appropriate registration fees and ongoing costs and expenses associated with the athletic program.
- Coordinating fundraising events associated with the athletic program.
- Considering requests to donate reasonable amounts of SLAC funds to support school and outside activities.
- Developing, communicating and maintaining a standard of safety.
- Developing a plan for crowd control to be put into effect as needed.
- Establishing a procedure for Conflict Resolution.
- Annually reviewing and evaluating the Board's rules, regulations and eligibility standards.
- Performing any other duties to fulfill the program's objectives.

Anyone wishing to address the Athletic Board should call the Secretary and their issue will be placed on the agenda for the next scheduled open meeting.

## **COACHES: SELECTION, ROLES & RESPONSIBILITIES**

Coaches have the greatest responsibility, as well as the greatest opportunity, to guide and influence our student athletes. Coaches assume the role of teacher, mentor, and minister to the young people in their charge. A coach's attitude, behavior, and reputation are critical to modeling good Christian Catholic sportsmanship both in word and in deed.

Anyone interested in becoming a head coach or assistant coach needs to contact the SLAC Board or the respective sports coordinator.

## **SELECTION**

The selection process for coaches begins when an individual interested in coaching contacts the SLAC Board or the coordinator of a particular sport. All names of potential coaches are then presented to the entire Board with input from the respective sport's coordinator. A vote is then immediately taken to select all coaches on all grade levels for all sports. While prior coaching experience will be considered, coaching in the past does not guarantee a coaching position. Rather, the SLAC Board selects and approves all coaches based upon the following criteria:

- The ability to model Catholic Christian values.
- The overall best interests of the St. Linus Parish student athletes and the families of the student athletes, and the overall best interests of the particular sports program and the respective team.
- The ability to articulate and model the philosophy and goals of the program.
- The ability to supervise and instruct the youth in his/her care.
- An understanding of the basics of the sport to be coached.
- Ability to develop the potential, confidence, and skills of each athlete on their team.
- The ability to separate winning from the more important goals and values of the program.
- Head coaches must be 21 years of age (assistant coaches may be under 21 if under the supervision of the head coach).
- Must be able to conduct scheduled practices and coach in a responsible manner.

## **COACH'S ROLES AND RESPONSIBILITIES**

SLAC coaches are expected to adhere to the following:

- Model Christian sportsmanship knowing that the school and parish are judged more by the team's sportsmanship than by the team's record.
- Submit any and all application(s) and meet all training for volunteer service requirements as outlined by the Archdiocese of Chicago.
- Be familiar with, adhere to and support the SLAC Handbook.
- Complete concussion training pursuant to state law and ensure all student athletes have turned in their required concussion forms annually.
- Be familiar with, adhere to and support all league policies and guidelines.
- Refrain from the use of alcohol before, during and after athletic contests or events where children are present. As per South Side Catholic Conference Rule #6 as follows:
  - "Coaches will provide an environment that is free of drugs, alcohol and tobacco and will refrain from their use at all practices and games."
- Coaches must comply with all relevant conference rules.
- Head coaches should select qualified assistant coaches. Head coaches generally have the discretion to select their own assistant coaches. The Board, however, at its discretion, does reserve the right to override the selection of an assistant coach at

any time during the course of a season for due cause. The reason for removal may or may not always be made known in order to protect the confidentiality of all parties concerned.

- All head coaches should have at least (1) one assistant coach. If this presents an issue, limited exceptions may be granted by the Board upon the request of the particular sports coordinator.
- Coaches should regularly communicate with their coordinators to discuss team progress and for the coordinators to inform the Board of any coaching or parental concerns/comments and/or any matter the Board should be aware of pertaining to the program.
- Be knowledgeable of the rules of the sport and the techniques for teaching the fundamentals of the sport.
- Use tactics and strategies that are appropriate for the age and skill levels of the student athletes.
- Teach and guide the student athletes with a sense of fair play and model winning and losing in a respectful, courteous and gracious Christian manner.
- Be responsible for the safety and welfare of the team.
- Teach rules of the sport and develop each player's skills within the framework of team concept and help each player to develop self-confidence, discipline, and sportsmanship and make participation a learning experience.
- Strive to be fair and unprejudiced in their relations with student athletes and their parents.
- Attend any informational meetings prior to assuming coaching responsibilities.
- Be responsible for the team equipment/uniforms that are issued and the return of the equipment/uniforms in good condition, along with the coordinators.
- Ensure student participants wear the uniform provided by the SLAC and all required safety equipment.
- Attend all practices and games or be responsible to make sure there is proper adult supervision (21 years or older) in their absence.
- Coaches must never leave a practice or game before all student athletes have been picked up or turned over to a parent or guardian. In the event a coach needs to leave before all students athletes have been picked up or turned over to a parent or guardian, it is the coaches' responsibility to designate a responsible adult or guardian to stay with the student athletes.
- Keep objective, factual, written records (incident reports) of problems concerning attitude and/or behavior.
- Provide a written schedule of practices and games to all participants on a regular basis.
- Keep a written record of accidents and injuries. Parents should be notified of any accident or injury. Serious accidents should be dealt with appropriately under the circumstances and must be communicated to the coordinator for him or her to report to the Board.
- Conduct a parent orientation meeting or publish a parent orientation memo (email) to go over the rules and philosophies. Coordinators should be advised of the meeting or carbon copied on any memos/emails.
- Provide coordinator with updated roster and other pertinent information.

- It is each coach's responsibility to ensure no athlete is practicing or playing on the team unless that athlete appears on the roster provided to the coaches by the Board. Violating league and Board Rules as it relates to this issue may be grounds for removal as coach at the discretion of the Board.
- Sign the SLAC consent form before the start of the season.
- Know the proper procedures for entering and securing the Parish/School facilities.
- Carry at all times pertinent information on every athlete in his or her care in case of emergency. The emergency card should list problems such as asthma, heart problems, diabetes, etc.
- Coaches are **NOT** responsible to, nor shall they agree to administer medication.
- Carry at all time the first aid kit provided to each coach by the Board. This first aid kit should be available at all games and practices.
- Suspend outdoor practice and/or outdoor games at the first sight of lightning.
- Show respect for game officials and opponents; publicly shaking hands with the officials and opposing coach before and/or after the game.
- Refrain from inappropriate outbursts which may lead to similar behavior from students, parents and other spectators.
- Discipline inappropriate student behavior or disrespect but never resort to physical or verbal abuse or profanity.
- Use common sense and maturity in resolving problems and conflicts.
- **GIVE EACH ATHLETE A FAIR OPPORTUNITY TO PARTICIPATE & HAVE FUN**

Coaches are not allowed:

- To submit rosters to a league or conference that are not first approved by the Board and/or Principal.
- To play student athletes who do not appear on their roster. Players are generally limited to one roster spot per sport. However, in certain circumstances, teams may double roster or request an additional player to address the need for enough players to cover the games when there are absences. For example, when there are 2 basketball teams with 7 players each – then double rostering may be appropriate. These exceptions must be approved by the coordinator.
- To join an additional league or tournament without SLAC Board approval.
- To conduct separate fundraising activities for their sport and/or team, unless an exception is approved by the Board. Fundraising is done centrally and intended to benefit all SLAC programs.
- To discourage students from participation in other St. Linus sports and activities.
- To inquire about a student's academic progress

## **MONITORING COACHING PERFORMANCE**

If a coach does not perform his/her duties according to the spirit and guidelines of the SLAC Handbook, his/her actions will be formally addressed by the Board. If a coach continues to be negligent or deficient in carrying out his/her responsibilities or participates in any fundraising activities not approved by the SLAC Board, he/she may be dismissed as coach.

## **PLAYING TIME**

Each player's amount of playing time will reflect his/her effort, attendance at practices, commitment to the team and ability.

Playing time by grade level:

Grades K-5: Every player must play a balanced amount of playing time during each scheduled contest with respect to the majority of their peers on the team. This includes play-offs and tournaments.

Grades 6-8: The amount of playing time will be left to the coach's discretion. However, every player should experience some playing time during each scheduled contest. Playing time in the play-offs is at the coach's discretion and will be communicated by the coaches at the beginning of the season.

Missing practice without cause or excessive absences may result in reduced playing time and even exclusion from the team. Playing time may also be reduced as a disciplinary action, e.g., if a player loses self-control, uses inappropriate language, or engages in other conduct unbecoming of a Christian student athlete.

## **DUAL PARTICIPATION**

St. Linus athletes may be a member of another athletic team/organization/activity (e.g., AAU, Windy City, travel teams, etc.) while playing on the school team if the league allows. However, given a conflict in the schedule of practices and games with the other team/organization, the St. Linus team member will maintain his/her allegiance to the school team. If the other organization is given top priority, the student athlete may experience reduced playing time.

## **ZERO TOLERANCE POLICY**

The St. Linus Athletic Program is run by volunteers - Board members, coordinators, coaches and assistants. In order to continue to sponsor a highly respected athletic program, we must continue to have good volunteers. In an effort to make athletics a desirable and rewarding experience for all participants, the SLAC will adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all SLAC games and events.

The following points of emphasis must be implemented. Zero Tolerance for unsportsmanlike conduct includes but is not limited to:

- Use of obscene or vulgar language at any time.
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, or threatening physical violence.
- Visually or verbally demonstrating any sign of dissatisfaction with a coach's or an official's decision

## CONCUSSION MANAGEMENT PLAN 2016

Introduction: In accordance with Illinois State Legislature, St. Linus has developed a policy and procedure for the implementation of a concussion management program for student athletes, parents/ guardians and medical professionals.

Purpose: The expectation of excellence is rooted in the traditions of St. Linus. As an elite academic and athletic institution, it is our mission to deliver a high caliber of care in order to protect and support student athlete safety and well-being. It is the policy of St. Linus for all student athletes, parents/guardians, athletic trainers, coaches, athletic directors and educators to be cognizant and comply with the Illinois State Legislation - legislation which was enacted to protect students from the dangerous effects of concussions. Illinois State Legislation provides protections for students who are suspected of incurring a concussion during practice or play. Any such student will be removed from practice or play and returned only after clearance by an appropriate licensed health care professional. The legislation also calls for the Illinois State Department of Education to implement concussion awareness programs for coaches, school personnel, student athletes and parents/guardians. Students and their parents/guardians will sign a concussion information sheet before participating in any sport. This applies to sports events played on public school and Parks & Recreation lands.

*Definitions* - Concussion: A concussion is defined as a complex patho-physiological process affecting the brain, induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

- 1) Concussion may be caused either by a direct blow to the head, face or neck or a blow elsewhere on the body with an "impulsive" force transmitted to the head.
- 2) Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
- 3) Concussion may result in neuro-pathological changes but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
- 4) Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. In a small percentage of cases, however, post-concussive symptoms may be prolonged.
- 5) No abnormality on standard structural neuro-imaging studies is seen in concussion.

The suspected diagnosis of concussion can include one or more of the following clinical domains:

- 1) Symptoms-somatic (e.g., headache), cognitive (e.g., feeling like in a fog) and /or emotional symptoms.
- 2) Physical signs (e.g., loss of consciousness, amnesia).
- 3) Behavioral changes (e.g., irritability).
- 4) Cognitive impairment (e.g., slowed reaction times).
- 5) Sleep disturbance (e.g., drowsiness).

If any one or more of these components is present, a concussion should be suspected and the appropriate management strategy instituted.

Concussion Team Leader: A Concussion Team Leader (CTL) is an individual (coach, school nurse, teacher, or student) who is trained on basic concussion signs and symptoms recognition. Each team will have a designated CTL at games or practices when the Head Athletic Trainer is not present (away games, simultaneous events, etc.). The role of the CTL is to assist with player safety and act as a liaison to the Head Athletic Trainer.

1. Before the beginning of each season a responsible adult will be assigned the task of Concussion Team Leader, responsible for assessing potentially concussed athletes on the sidelines. This person can be an assistant coach, volunteer parent, Athletic Trainer or EMT/medical personnel and should be present at all practices and games.
2. Education: All coaches, assistant coaches, athletic program support staff, physical education teachers, school nurses and concussion team leaders shall complete a concussion training course annually. On-line training programs such as the Centers for Disease Control and Prevention's "HEADS UP to Youth Sports" training program or a comparable program will meet this requirement.
3. All athletes and parents/guardians will be presented the Concussion Information Sheet and will be required to sign the Acknowledgement & Consent Form. No athlete will be allowed to participate in any activity until the education and acknowledgement has been completed. There are no exceptions.

## **CONFLICT RESOLUTION PROCEDURE**

All communications should start with the coach. Please respect the 24 hour rule of thumb and wait until a day or evening has passed before communicating with a coach about an issue. If the student athlete, parent or guardian and coach cannot respectfully and courteously resolve the conflict, then comments or complaints should follow the procedure as stated:

1. Call to set up an appointment with the coordinator for the respective sport.
2. If no resolution can be reached, the issue should be presented in writing to the SLAC Board through the Board Secretary. The SLAC Board reserves the right to finalize all problematic situations.

Any violation of the zero tolerance policy or the conflict resolutions procedure will be referred to the SLAC Board for review and action. Sanctions include, but are not limited to, the athlete, coach, and/or parent/spectators being removed from team activities for a certain length of time or number of games, or for the remainder of the season depending on the seriousness of the offense. Money will not be refunded. Each case will be handled on an individual basis.

## **ATHLETIC ELIGIBILITY**

The athletic program is open to all boys and girls registered in the K grade thru 8<sup>th</sup> grade at St. Linus School (and St. Germaine students where applicable). Athletes must adhere to the St. Linus Extra-Curricular Activity Policy as stated in the School Handbook. Students enrolled in the St. Linus Religious Education Program are allowed to participate in the Football, Cheerleading and Soccer programs. Religious Education Football and

Cheerleading participants must also meet specific rules set by the Southside Catholic Conference that pertain to Religious Education participation/eligibility.

In order to be eligible for participation, an athlete must:

1. Submit all documentation within an established timeline.
2. Meet the academic requirements.
3. Sign & submit completed permission and registration forms.
4. Pay all required fees including any associated fundraising.

Any exceptions to Athletic Eligibility involving Religious Education students for sports other than football, Cheerleading and Soccer will be decided on a case-by-case basis (either individually or by team), after a proposal by the coordinator of the impacted sport, by a vote of the Athletic Board at an open meeting (time and place published in advance in the bulletin).

Religious education students who receive an exception to participate in the Athletic Program for St. Linus School will need to make the necessary accommodations to allow for the monitoring of their schoolwork, and discipline so that it is consistent with St. Linus School's Extra-Curricular Eligibility Policy. Failure to comply with this rule will result in the immediate removal of that player from the particular team, subject to a vote of the Athletic Board at an open meeting (time and place published in advance in the bulletin).

Religious education students that are allowed to participate in the Athletic Program for St. Linus School are required to agree that they will not play the same sport for their school. If it's discovered that any Religious Education athlete is playing the same sport for their school, that athlete will be subject to the immediate removal from the respective St. Linus School team.

No exception to athletic eligibility can be proposed by a sport coordinator, until after the signups for the St. Linus School students for a particular sport.

Religious Education students granted an exception will need to be re-proposed and re-approved every year for each sport.

## **PARENT/GUARDIAN: EXPECTATIONS AND RESPONSIBILITIES**

The parents and families of student athletes playing St. Linus School sports will need to support St. Linus School and its Athletic Program, and they cannot openly and actively criticize St. Linus School, as it is a mission of St. Linus Parish. If credible evidence is presented to the Athletic Board that parents or families of student athletes are openly and actively criticizing the school, the Athletic Board will inform the pastor of the inappropriate behavior.

## **STUDENT ATHLETES: EXPECTATIONS, RESPONSIBILITIES, AND ELIGIBILITY**

Participating in the SLAC Athletic Program is a privilege not a right. Student athletes will be held to personal, academic and disciplinary standards. Students who choose to participate in the SLAC Athletic Program are representing the parish and school at all times. Students must act in a manner that reflects favorably upon the parish, school and themselves. This expectation is not limited to the sports field or court, but should be evident at school, in the community, at other schools, as well as before, during and after games and practices.

The athlete is responsible for the uniform/equipment issued by the SLAC. In the event the uniform/equipment is lost, stolen, damaged or not returned at the end of the season, an appropriate assessment will be made by the Board as to the cost to replace the uniform/equipment and any deposit may be cashed. At the end of the season, uniforms/equipment must be returned in good, clean, reusable conditions. Uniforms are only to be worn during games.

**RESPECT IS A MUST.** The student athlete is expected to show respect for coaches and to cooperate with them fully. This respect must also be given to members of their team, opponents and officials of the sport. The student athlete shall also show respect to fans and spectators. Student athletes are expected to show good sportsmanship and to play by the rules. Student athletes should be supportive of their teammates.

Losing self-control, using inappropriate gestures or tone of voice, or foul and abusive language, arguing a referee's call or a coach's decision or other signs of disrespect are reasons for disciplinary action. Consequences of such behavior could be reduced playing time or even suspension or expulsion from a team. The St. Linus School policies and procedures will govern all such incidents and should be enforced by the administration and the faculty.

Athletes are expected to be present and on time for all practices and games. Not attending practices affects the entire team and detracts from the sense of teamwork coaches are striving to achieve. Families are expected to notify coaches or coordinators of any absences. Failure to notify coaches (or a coordinator) will be considered an unexcused absence. If you are absent from school due to illness, you cannot practice or play in a game that day.

Athletes must demonstrate a commitment to the program. School sports should come before Club sports.

Athletes must make attending Mass a priority. No student should miss Mass due to a game or practice.

Students must sign the acknowledgment form for the SLAC policies and procedures before the start of the season. The acknowledgment form is good for the academic year.

Students are expected to put academics before athletics.

Students are expected to obey Zero Tolerance Policies (See above).

## **PARENT/GUARDIAN: EXPECTATIONS AND RESPONSIBILITIES**

Parents/guardians should be expected to support and encourage their child's efforts. Attending games and cheering for the team is a show of support, however parents are always reminded to act in a responsible manner and show good Christian sportsmanship.

Parents will be expected to contribute time and service in support of the team and the SLAC Athletic Program. The SLAC Program is dependent upon everyone's help and support to maintain a high level of quality and success. Parents will be asked to assist as scorekeepers, timekeepers, money or ticket takers, refreshment sellers, to monitor crowd control, to help with field/court set up, clean up and to support fundraising initiatives.

Parents must comply with work schedules and provide replacement coverage when unable to perform assigned duties.

Parents must assist in fundraising activities.

Parents should make no attempt to instruct or direct the play of an athlete or of the team during practices or games. Parents should not criticize the playing efforts of any athlete on the team.

Questioning, criticizing or berating the coach, the referees or any other officials is inappropriate behavior and will not be tolerated and sanctions will be taken.

Parents should make no attempt to put pressure on a coach to choose their son/daughter on his/her team.

Parents are expected to provide transportation for their children to and from games and practices. It is not the responsibility of the coach.

Parents will assist their children in maintaining and returning their uniforms/equipment. Failure to return the uniform/equipment in good condition will result in an appropriate assessment as to the cost to replace the uniform/equipment and/or cashing of their deposit check.

Parents are required to complete and sign the registration and permission form at registration. All fees must be paid before participation.

Parents are required to attend any orientation meetings or review any orientation memos/emails that go over rules and philosophies of the program and/or sport.

Parents must sign the acknowledgment form for SLAC policies and procedures before the start of the season. The acknowledgment form is good for the academic year.

Parents must follow the Conflict Resolution Procedures outlined above should a problem exist.

Parents must notify a coach when their child will not attend a practice or a game.

**Alcohol is prohibited** before, during and after athletic contests or events where children are present.

Give the coaches a chance to coach. Remember, they are all volunteers.

## **FINANCES**

The SLAC Athletic Program is financed primarily by registration fees, tournament team participation fees, and SLAC fundraisers. Registration fees by sport will be reviewed by the Board on an annual basis. Each family must purchase a \$100 raffle ticket in order for their child to play a sport. The drawing will be held at homecoming so families who only participate in Spring sports should buy their tickets in the fall in order to be included in the raffle. If families do not purchase the ticket in the fall they will be charged the \$100 in the Spring before their student can play on a team.

A cash summary report, presented by the treasurer will be presented and reviewed by the Board at its periodic meetings. A year-end financial summary report should be prepared and made available by July of each calendar year.

## **GENERAL ATHLETIC TEAM GUIDELINES**

### **TRY-OUTS FOR COURT SPORTS (BASKETBALL AND VOLLEYBALL)**

Try-outs for basketball and volleyball will be held well in advance of each season in order to permit the coordinators, in coordination with the Board, to decide on the number of teams and the leagues in which each team will participate. If there is only enough interest for one team, then tryouts need not be held - subject to the approval of the respective coordinator and the Board. If there is enough interest for 3<sup>rd</sup> grade basketball and/or volleyball and coaches for those teams, then subject to the coordinator and Board's approval, 3<sup>rd</sup> grade teams may be allowed. However, tryouts need not be held for the 3<sup>rd</sup> grade teams.

### **TRY-OUT GUIDELINES**

The 6th, 7th, and 8th grade teams are competitive in nature. When there are enough participants to field two teams the following consideration will be made: divide the players into 2 teams of "A" and "B." If there are 3 teams at the competitive level, teams may be divided into one "A" team and two "B" teams - to be split as evenly as possible. Athletes at this level must be committed to the program. Coaches are encouraged to play all athletes each game. In the event a team at the 6th, 7th and 8th level is carrying 13-17 players, special consideration may be given to allow the team to participate in three leagues in order that all players get an opportunity to gain game situation experiences.

- For 6th, 7th & 8th grades the "A" and "B" teams will be determined by tryout.
- For 4th & 5th grades – the teams should be split as evenly as possible with equal talent allotment between teams as determined by the evaluators.
- Depending upon the number of registered student athletes for a particular sport they may be allowed in three leagues (assuming coach is able to commit) under the

“White/Blue/Gold” concept to help avoid playing time concerns with more than ten players on a basketball or volleyball team.

	<b>4th and 5th</b>	<b>6th</b>	<b>7th</b>	<b>8th</b>
Recommended number of tryouts	One	Two	Two	Two
Recommended length of tryout	1 hr.	1¼ hr.	1¼ hr.	1 ¼ hr.

Recommendations for first session – primarily skills and drills, with little or no scrimmaging.

Recommendations for second session - primarily scrimmaging, with a focus in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade on determining who will make the “A” team.

No Transfer Rule – If players make the “A” team – they are not allowed to “transfer” to the “B” team. Manipulation of rosters is strictly prohibited.

Illness – “Illness is defined as an excused absence from school with a parental note. To be fair to all of the players trying out, players must attend at least one of the two tryouts to be considered for the “A” team. To address the possibility of illness conflicts, it is recommended that tryouts be held on separate weeks. Other non-illness absences may be reviewed by the Board on a case-by-case basis (e.g., death in the family, etc.)

Coordinators:

- Must not be one of the evaluators, unless you do not have a child in that particular sport program.
- May assist the evaluators and run drills for the evaluators and conduct scrimmages in an organized manner.
- Tryout results should be announced as soon as possible, typically within 24 hours of the end of tryouts, but not to exceed 48 hours

Evaluators:

- Two to four non-parents with experience coaching/teaching/evaluating particular sport.
- The same evaluators should be used for both nights.
- If appropriate, evaluators may be paid. If they work all of the tryouts for two nights for a sport, they may be paid \$100. For one night - \$50. Depending on participation, the rate should be decreased proportionally.

Team makeup depends on the number of participants for each specific sport and each specific grade and will likely not be uniform from grade to grade.

The 3<sup>rd</sup> grade through 5th grade teams are instructional in nature and should be divided equally by talent. The goal is for playing time to be as equal as possible for all of the players to develop.

## LEAGUE GUIDELINES

Volleyball and Basketball:

	Leagues	Tournaments
3 <sup>rd</sup> Grade	1 league	
4 <sup>th</sup> Grade	2 leagues	1 tournament
5 <sup>th</sup> Grade	2 leagues	1 tournament
6 <sup>th</sup> Grade	2 leagues	2 tournaments
7 <sup>th</sup> Grade	2 leagues	3 tournaments
8 <sup>th</sup> Grade	2 leagues	3 tournaments

## FIELD SPORT GUIDELINES

Football plays in the Southside Catholic Conference, follows their rules and is competitive in nature. There are typically at least three teams; a junior varsity 5<sup>th</sup> and 6<sup>th</sup> grade "A" team, a junior varsity 5<sup>th</sup> and 6<sup>th</sup> grade "B" team, and a varsity 7<sup>th</sup> and 8<sup>th</sup> grade team. If there is enough interest from 4<sup>th</sup> grade families and coaches to volunteer, then subject to the coordinator and Board's approval, 4<sup>th</sup> grade players may be allowed to participate.

Soccer teams will be divided based on the number of participants at each grade level. Soccer is offered in the fall for boys and girls in kindergarten through 4<sup>th</sup> grade through the Most Holy Redeemer League. Spring soccer is offered for boys and girls in all grades and plays in the Southwest Catholic Soccer Association and follows their rules.

### Soccer Program Roster Rules

St. Linus has historically fielded its soccer teams per each grade level. This is being adopted as a SLAC policy for spring soccer, unless an exception is requested to combine an odd and even consecutive two-grade team before the start of that spring season. Team determinations for fall soccer will be made on a year-by-year basis, for amongst other reasons to attempt to avoid any issues with girls' basketball.

- The official SLAC soccer rosters will be provided to the soccer coordinators and coaches, in coordination with the SLAC Treasurer, before the first game of each season. Players can only be rostered on one team each season, unless that particular grade has both a co-ed and a same sex team that season.
- For players to be rostered and play for a St. Linus Soccer team - their registration form and any related paperwork needs to be completed and the soccer fee needs to be paid in full or the family needs to be on a payment plan approved by the SLAC Treasurer before the first game.
- The SLAC soccer roster will be the official team roster for the remainder of the season, through the playoffs and any championship game. Players not on an official team roster are not allowed to practice or play in any games for that team.
- Coaches are responsible for being aware of which student athletes appear on the official roster and for notifying the soccer coordinator(s) and Board if/when a student athlete who does not appear on the roster shows up to practice or play. No such student athlete shall be allowed to practice or play without prior approval from the soccer coordinator(s) and the Board.

- To the extent a team may be shorthanded for a regular season game; the coach of that team is to notify the soccer coordinator(s). The soccer coordinator(s) and coaches will work with the next lower grade team to ask for volunteers to play up for only the game(s) necessary to fill in for the shorthanded team.
- To the extent a team may be shorthanded for a playoff or championship game (which should only be due to limited circumstances such as serious injury, serious illness, or some other significant and unique reason); the coach of that team will notify the soccer coordinator(s) who will work with the SLAC Board to consider a player to be moved up for one playoff game at a time. Under these circumstances, SLAC Board approval is required.
- Any coaches and/or coordinator(s) not abiding by this rule will be disciplined by the SLAC Board, which may involve suspension or termination from coaching for St. Linus.

Recreational cheerleading promotes school spirit and takes place in the fall and cheers for home football games. There are 3 squads; Mascots, (1st through 3rd grade), Junior Varsity (4th, 5th, and 6th grade) and Varsity (7th and 8th grade).

#### Competitive Cheerleading

When offered, the number of registered competitive cheerleaders will determine the number of teams. There will be a Junior Varsity (5th & 6th grade) and a Varsity Squad (7th & 8<sup>th</sup> grade) provided that enough girls register and participate. If numbers dictate only one team, that team would be comprised of girls from 5th thru 8th grade and they will compete as a Varsity Squad. Competitive Cheerleading runs two seasons. It is critical that the Competitive Cheerleading Coordinator and the Volleyball Coordinator work together closely to avoid scheduling conflicts due to the overlapping volleyball and competitive cheerleading seasons. The competitive cheerleaders compete in three competitions which dates are predetermined and no volleyball games are scheduled. In addition, the competitive cheerleading teams will be allowed to compete in up to 2 additional competitions provided both the Competitive Cheerleading Coordinator and the Volleyball Coordinator agree that no conflict exists. In the event that additional competitions may be desired by the team, the Board is required to approve the team's participation in those competitions above the five competition limit.

#### **SLAC CONTRIBUTIONS**

The SLAC agrees to contribute \$200 per sport on an annual basis directly to the 8th grade general fund to support pack the house or pack the field events. In addition, the SLAC Board agrees to cover the cost of the DJ for the annual Homecoming bonfire, pep rally, and dance held during the football season. The SLAC also agrees to support the activities of the Ladies Guild, the FTC, Boy Scout Pack #4104 and any other St. Linus parish organizations as needed in the form of purchased raffle tickets or other requested contributions with the necessary approval of the entire Board.

#### **AMENDMENT**

Please note that the pastor, principal, athletic director, and/or any Board member may at its or his/her discretion propose changes or amendments to this handbook to ensure effective administration of the St. Linus athletic program. All changes must be submitted in writing at

a SLAC Board meeting and voted on at the next SLAC Board meeting. A majority vote is required to adopt any changes or amendments.

### **SIGN UP POLICY**

- The SLAC will provide online registration, and at least 1 in-person registration on a reasonable date and time, for each sport/activity offered.
- After the sign up deadline has passed, a mandatory \$25 late fee will be required. For families on a payment plan, an initial down payment agreeable to the SLAC Treasurer by the deadline will avoid the application of the \$25 late fee.
- For any particular sport, families may be allowed to sign up their child during the first week from the time of the first practice, subject to the recommendation of that sport's coordinator, the approval of the SLAC Board, and payment in full including the \$25 late fee.
- One week after the first practice – no players will be allowed to sign up.