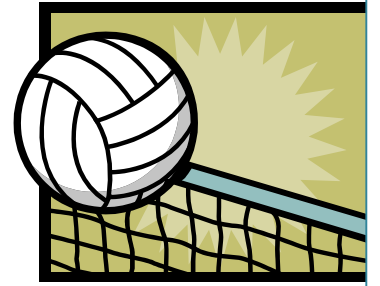
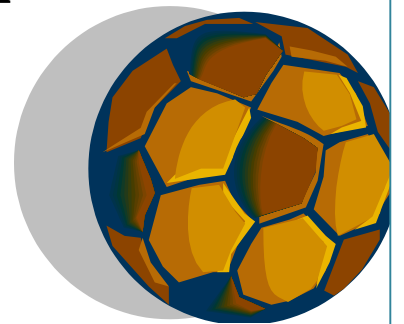


# Athletic Association Handbook



2013 - 2014

Our Lady of Lourdes  
Catholic School



**OLOL Student-Athlete/Parent Handbook**

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## **LOLO Student-Athlete/Parent Handbook**

### **Philosophy**

Our Lady of Lourdes School's Athletic Programs are in agreement with the following statement of philosophy stated in the Handbook of Catholic Education Policies of the Diocese of Springfield #5561:

The purposes of school sponsored athletic programs are to teach the skills of games, to foster healthy exercise, to teach fair play, and to give enjoyment to students. Athletic programs which deny to certain students these opportunities, or that exert undue pressures on students, are inconsistent with these purposes.

School sponsored athletic programs are part of the school curriculum and are subject to policies of the pastor, as well as to the general administrative responsibilities of the principal of the school.

Further, school-sponsored athletic programs are to be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school. Academic and religious policies and norms for students participating in these programs shall be established by the pastor (board) and principal and enforced by the principal.

### **Athletic Association Board and Directors**

#### **Board:**

The Athletic Association Board shall consist of the following members:

- Athletic Director
- 1 Basketball Representative
- 1 Volleyball Representative
- 1 Soccer Representative
- 1 Track/Cross Country Representative
- 1 Athletic Treasurer
- 1 Concessions Representative
- 1 Clean-Up Representative
- 1 Faculty Representative
- The Pastor
- The School Principal

This board will meet quarterly, in August, November, February, and May, to discuss athletic policy and review the progress of the year's athletic program. Board meetings are generally held in the Faculty Room at 6:00 p.m. on the third Thursday of the months mentioned above. The exception will be the August meeting, which will be held on the 4<sup>th</sup> Thursday in order to avoid conflicting with the start of school. Athletic Board meetings are open to any interested party, although the Board does reserve the right to retire into Executive Session when deemed necessary.

The Board Members' names are published in the Parent/Student Handbook, and anyone wishing to suggest agenda items, address the board, or become involved in athletics should contact one of the members. Board members are invited to serve one

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year renewable terms by the Director with the approval of the Pastor and Principal.

### **Director:**

One Athletic Director is appointed by the Pastor, who will take recommendations from the Athletic Board and the Principal, to one (1) year renewable terms, and will be paid a yearly stipend by the Athletic Association. Ordinarily, this person will be the school Physical Education teacher. Responsibilities include scheduling of games and maintenance of files with copies of all contracts for games, organizing and chairing annual parent meetings, scheduling and paying referees, selection and guidance of coaches, providing rosters and schedules for all sports to the school administration, chairing the meetings of the athletic board, monitoring compliance with diocesan rules, maintaining proper use and cleaning of the school building during and after athletic events, enforcing the athletic eligibility policy, organizing the operation of concession and ticket sales, making quarterly financial reports with the assistance of the Treasurer, and reporting quarterly to the School Board on the athletic program.

The Athletic Director or designee is responsible for the security of the school building during and following athletic events. This responsibility includes, but is not limited to, dealing with disorderly fans, coaches, and players, seeing that all areas of the building used (restrooms, lobby, changing areas, gym, and kitchen) are clean and in order for the next school day, turning off all interior lights, fans, air-conditioning or heating which was turned on for the event, and securing all doors. Securing doors includes checking to see that no doors are propped open and that all locked are properly latched.

### **Building Use Guidelines**

The following guidelines apply to all organizations or groups which use the school building, including athletics. These rules must be enforced by the directors and coaches and apply to both practice and games:

We are very proud of our school facility and request the respect and cooperation of everyone who uses it. Therefore, the following rules are in effect **AT ALL TIMES** for everyone who uses this building:

1. No running in the building.
2. No **gum** is permitted at any time.
3. **No climbing** on furniture, bleachers, counters, or stair railings.
4. **No skates**, skateboards, or bikes allowed in the building.
5. **No loitering** in lobby and/or restrooms.
6. No children on the stage, in the gym, or in the kitchen without adult supervision.
7. No littering...please throw wrappers, etc. in wastebaskets provided and clean up any messes you make.
8. No slamming of doors.
9. **No damaging or removal** of school property.
10. **NO DISRESPECT** to adults who ask for compliance with these rules.
11. **PLAYERS ONLY on the Court on Game Days. NO SHOOTING of Baskets at Half-**

**Time by spectators.**

12. **No one is allowed to be on the gym floor unless they are the team playing the current game.**

OUR LADY OF LOURDES SCHOOL IS A SMOKE FREE ENVIRONMENT.

**Anyone who cannot comply with these rules will be required to leave the school building and grounds.**

**Cancellation of Games**

In the event of a cancellation of games or practices, the coach will contact his or her players as soon as possible. However, if there is a **School Cancellation due to inclement weather** such as a **snow day** it should be presumed that all school sponsored events and extracurricular activities (such as home and away games) will be **canceled for the day**. Scheduled practices on snow days should be considered cancelled unless the coach contacts players to schedule a voluntary practice.

The Athletic Director or principal are the only people who can cancel a game. In the case of a shortage of people the Athletic Director will call on players from the lower age group to play up in order to make a full team.

**Coaches**

**Guidelines for Coaches:**

- A list of ineligible students participating on current athletic teams will be given to the appropriate coach/athletic director by the principal on the Monday beginning their ineligible week.
- Coaches will have the authority to make decisions affecting players. For example, a player who is not present 10 minutes before a game, or a player who has not attended a sufficient number of practices prior to the game will not be allowed to play.
- Every student who qualifies in terms of eligibility and who cooperates with the coach through effort and practice will be allowed to play in EVERY GAME in which he or she is present in 5<sup>th</sup> and 6<sup>th</sup> grade games.
- Players must notify the coach if they are unable to attend a game or practice.**
- Coaches **MUST BE IN THE GYM** before students are allowed in the gym. A coach **MUST STAY WITH THE PLAYERS** until all have left the school area.
- Coaches are responsible for turning lights on and off and locking the gym
- The HOME TEAM locker is the gender specific locker room and the GUEST TEAM locker room is the opposite locker room. Neither the stage nor classrooms can be used as locker rooms.

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- Swearing, name calling, or any other derogatory remarks directed towards players, coaches, officials or spectators **WILL NOT BE TOLERATED** from students, coaches, or others representing Our Lady of Lourdes School whether at home or away. Those who persist in this behavior will be ejected from the game or, in extreme cases, removed from the team or from the privilege of watching the event.
- Adult supervision of events includes the enforcement of these rules. In addition, the following requirements are made of adults who supervise activities:
  - When moving school furniture, please note the original set-up of the room and return everything to its original place.
  - Items on top of or inside of teachers' or students' desks are **off limits** to visitors. Please do not use or remove these items.
  - **Security** is a serious concern. Please be **certain** that **all doors and windows** are closed and locked before leaving the building.
  - Never leave children or teenagers in the building without adult supervision. Coaches and adult supervisors of events must be present when children enter the building and must wait until all children are picked up before leaving.
  - **Never lend a school key** to another person or let **an unauthorized person or group** into the school building.
  - See to it that all rooms are cleaned up and returned to their original condition after being used. This includes picking up trash and cleaning up spills.
  - See that the Athletic team benches are lifted and not pushed across the gym floor.
  - Check restrooms for cleanliness and security (closing and locking of windows) of all fixtures before leaving the building.

### Selection of Coaches:

The selection of coaches, discipline of coaches, and the retention of coaches in all sports at Our Lady of Lourdes will be at the sole discretion of the Athletic Director and Athletic Board and will be based on adherence to the guidelines for coaches set forth by the Board. Coaching selections must be submitted to the Pastor and Principal for approval. Anyone wishing to coach or assist in any sport should contact the Directors or a Board member. The Athletic Director and Athletic Board will make final decisions on coaches if there are multiple willing candidates.

### Coaches Training:

Our Lady of Lourdes School abides by the IESA regulation requiring all coaches either to be certified teachers or to have completed an approved coaching education program. This will apply to all coaches beginning in the 2008-2009 season. Details are below:

## Coaching Education Required

In January of 2008, the IESA Board of Directors voted to require that all members of a school's athletic coaching staff must have successfully completed an approved coaching education program. The requirement goes into effect for the 2009-10 school year. However, the Board recommends that member schools adopt a local policy for the 2008-09 school year that encourages their athletic coaching staff to pursue completing the requirement as soon as possible.

Interscholastic Athletics can be a great way to teach life skills and learn important life lessons. The IESA is committed to improving the quality of coaching in our member schools and the IESA Coaching Essentials course, offered through ASEP, is being created to assist middle school coaches in creating a developmentally appropriate experience for students in junior high schools.

By-laws and specific information concerning the ASEP programs approved by the IESA Board of Directors is enclosed on the following pages of this newsletter. Please take a few minutes to review this pertinent information. Any questions you might have concerning the requirement should be directed to the IESA Office.

## APPROVED COACHES EDUCATION COURSES

The IESA Board of Directors has approved the following two courses for IESA middle school coaches.

### ASEP/IESA Coaching Essentials Course

- Available August 2008
- Cost: Online Course \$ 19.95
- Completed Online (avg. 3 hours)

### ASEP/IHSA Coaching Principles Course

- Available Now
- Cost: Online Version: \$115 (w/IHSA bylaws) Sport First Aid Course: \$95 Classroom course: price set by instructor

The IHSA Coaching Principles course does meet the IESA coaches education requirement. Those coaches that desire to coach at both the middle school and high school levels do not need to take both tests. More information concerning the IHSA program visit the IHSA web-site for current listing of Coaching Principle clinics in your area. Price does vary on the classroom course. If

you would like to be notified when the IESA Coaching Essentials course is available online, email Lori Brown at ASEP at LoriB@hkusa.com. The IESA is currently working with ASEP to finish this program by August 2008.

## COACHING EDUCATION

### IESA Bylaw Changes for 2008-09

#### 2.110 QUALIFICATIONS OF NON-ATHLETIC COACHES

Non-athletic instructors in all member schools shall be designated by their Board of Education or governing board as personnel responsible for the supervision of the school's contestants.

Q&A

Q. Do cheer coaches have to take a coach's certification test?

A. No, cheer coaches are considered non-athletic coaches and simply must be approved by their Board of Education or governing board as personnel responsible for the supervision of the school's contestants.

#### 2.120 QUALIFICATIONS OF ATHLETIC COACHES

2.121 Athletic coaches in all member schools shall be designated by their Board of Education or governing board as personnel responsible for the supervision of the school's contestants. Athletic coaches in member schools shall be regularly certified to teach in the schools of Illinois or must complete an approved coaching education course.

2.122 If the following criteria are met for athletic coaches who are certified to teach, these individuals are exempt from taking a required coaches education course:

(a) Teaching or supervising classroom activity at least two periods daily in the member school; or

(b) Employed full-time in any elementary, junior high, or high school; or

(c) An assistant teacher, resource aide, lay supervisor or other paraprofessional who is employed at least half-time per day in the member school; or

(d) Teaching full time, within the provisions of the Illinois School Code, in a member school or in a vocational or special education cooperative in which the member school participates; or

(e) A retired teacher from a member school provided the person remains certified to teach.

2.123 The Board of Directors shall approve proposed coaches education courses through which individuals may meet the requirements of section 2.121

2.124 Students in teacher-training institutions may be assigned to assist with the coaching of athletic teams in a member school as a part of their practice teaching course provided they are under the direct supervision of an individual who is qualified to coach under the provision of Sections 2.121 or 2.122.

Q. What does the phrase 'regularly certified to teach in the schools of Illinois' mean?

A. You are a person who has fulfilled the requirements of state law to teach by the Illinois State Board of Education.

Q. How often does a coach have to take the approved coaches education course?

A. Once.



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### STUDENT TEACHERS

Q. May a student teacher assist with the coaching of an athletic team?

A. Yes, provided it is part of the student teaching experience.

Q. May student teachers continue coaching their student teaching assignments after the regular student teaching period ends?

A. Yes, provided their college or university authorizes the continuation.

### VOLUNTEER COACHES

Q. May a person volunteer to coach without pay at a member school?

A. Yes. However, whether a person is paid to coach or is a non-paid volunteer, the person must meet the qualification requirements of By-law 2.110 and its sub-sections.

## Concussion Policy

August, 2012

The National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

### **Definition of a Concussion**

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

### **Behavior or signs observed indicative of a possible concussion**

#### **Symptoms reported by a player indicative of a possible concussion**

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to or after the injury
- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

**NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.**

## OLOL Student-Athlete/Parent Handbook

### Protocol

**Background:** This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

### Policy:

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional will need to clear for return to play any athlete removed from a contest for an apparent head injury, **unless that injury is the result of the student-athlete losing consciousness for any period of time. In such a situation, the student-athlete shall be removed from the practice or contest and will not be allowed to return to activity that day and will be subject to the Association's Return to Play policy.**
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school approved health care provider.
3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. **RETURN TO PLAY POLICY:** In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.
5. Following the contest, a Concussion Special Report must be filed by the contest official(s) with the IESA Office through the Officials Center.
6. In cases where an assigned IESA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

### Diocesan Athletic Policy

*Athletics §5561 The Handbook of Catholic Education Policies*

The purposes of school-sponsored athletic programs are to teach the skills of games, to foster healthy exercise, to teach fair play, and to give enjoyment to students. Athletic programs which deny to certain students these opportunities, or that exert undue pressures on students, are inconsistent with these purposes.

School-sponsored athletic programs are part of the school curriculum and are subject to policies of the pastor and board as well as to the general administrative responsibilities of the principal of the school.

Further, school-sponsored athletic programs are to be guided by the general curriculum

## OLOL Student-Athlete/Parent Handbook

goals of the school and should in no way detract from the academic and religious goals of the school. Academic and religious policies and norms for students participating in these programs shall be established by the pastor (board) and principal and enforced by the principal.

### *Athletic programs for girls and boys are encouraged.*

The following are requirements of elementary school-sponsored athletic programs:

- written permission of parents
- physical examination within the appropriate school year
- proof of medical insurance coverage
- competent supervision by qualified adult coaches who understand the sport, child growth and development, and first aid
- students shall be grouped into teams on the basis of grade level<sup>1</sup>
- proper physical conditioning prior to participation in games
- appropriate equipment, including properly fitting protective gear, and well-maintained facilities

In those cases where the number of students prohibits play under the current policy, exceptions to the two clauses marked ma)' be permitted by mutual agreement of the local pastor, local boards and local school principal/s in accordance with the purposes outlined at the beginning of this section

- reasonable scheduling of practices and games — generally, this would exclude games requiring substantial travel time on weekdays unless followed by a free day
- basketball schedules shall not exceed fifteen (15) regular season games, plus two tournaments or shall follow IESA regulations.
- athletic schedules shall be approved by the principal

The following practices are prohibited in elementary school-sponsored athletic programs:

- the denial of play by students who cooperate with coaches through effort and practice the participation of students on more than one team in the same sport<sup>2</sup>
- high-pressure contests, excessive publicity, elaborate recognition ceremonies, or exploitation of children in any manner

**Our Lady of Lourdes School complies with the rules and regulations of the Diocese of Springfield in Illinois and with all IESA ( Illinois Elementary Schools Association) regulations.**

**Eligibility for All Sports**

All students in grades 4 through 8 who participate in athletics are bound by the following eligibility policy. Students in Grades 1-3 who play soccer may participate at the discretion of their parents and teachers.

- Students **MUST BE PASSING ALL SUBJECTS** which include reading/literature, language arts, mathematics, music, physical education, religion, science, social studies, and spelling/vocabulary, **with a weekly cumulative average of 70% or above**. Failure to pass these subjects will result in a period of ineligibility lasting **ONE WEEK**.
- The following will result in a student's being ineligible for **at least** a one week period: an accumulation of **3 infractions** per week involving the teachers' rules of classroom conduct, and/or **incidents of Serious Misconduct** as defined in the Discipline section of this Handbook.
- The period of ineligibility will last one week. Determinations will be made by the teachers, and coaches will be notified on **Mondays** or the first school day of the week in the event of a Monday holiday. **Students are considered ineligible from Monday morning to the following Monday morning.**
- **Ineligibility slips that are not returned, signed by a parent, by Wednesday of the week received will result in a detention.**
- Averages for determining eligibility are cumulative over the course of the nine-week grading period. Eligibility will be based on a student's average as of Monday morning of each week. Teachers refigure averages on a weekly basis to include new work completed and graded. Students may participate if they satisfactorily complete and pass all assignments.
- **Probationary Period: Students with a grade of 60-69.99% in any subject would be placed on the probation list. Probation status will last for one week. Coaches, parents, and the student will be notified of the probation. It is the student's responsibility to make arrangements with teachers, if needed, for extra help in the subject he or she is failing. After the week, if the grade is 70% or above, the student will be eligible again. If the grade is not 70% or above after the probation week, the student will be ineligible to participate in extra-curricular activities. During the week of probation, the student may continue to participate in all extra-curricular activities.**
  - **If a student has a grade <60% in any subject, he or she will be ineligible for the week.**
  - **If a student has <60% grade one week, but raises the grade between 60 and 69.99%, the student will then be on probation for that week.**
- **At the beginning of each quarter there will be a 2-week "grace period" where students are not evaluated for academic ineligibility. The purpose of this is for the students to acquire enough grades to help with the overall grade in a subject. A minimum of 5 grades per subject will be required before evaluating. This includes all grades from homework, tests, quizzes, etc.**
- A rating of "ineligible" pertains to **all extracurricular activities including all sports**. Students who are ineligible **may practice but MAY NOT play**. If a person is ineligible they must sit on the bench in street clothes during their ineligibility period, if present at the game.

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- Services to the school and parish are not affected by eligibility, i.e. altar servers, student council, etc.
- Students who are absent from school on weekdays are ineligible to participate in activities that evening. Exceptions to this rule can be found on p. 9, "**excused absences**" #2,3, and 4 only. Coaches will be notified.

### Athletic Fees and Physicals

The Athletic Fee for each sport is \$25.00 with the maximum of \$50.00 per student in any school year. There are no exceptions or waivers of the fee, and it must be paid before a student is allowed to practice. In addition, athletic physicals must be on file with the Athletic Director before a student is allowed to practice.

### Our Lady of Lourdes Sports

#### **General Rules:**

1. The Athletic Association will sell family passes, which will serve as admission to all athletic events. The price for the season will be \$25.00/family.
2. Selection of weekly practice times in the gym for the basketball season will be done at the fall coaches' meeting. No 5<sup>th</sup> or 6<sup>th</sup> grade practice can last beyond 8:45 p.m.
3. Practice times for volleyball and track in the gym will be scheduled with the parish secretary by the Athletic Director as soon as their schedule is determined. Practice times are approved subject to prior commitment of the gym for other school and parish functions.
4. Practice times are subject to availability of the gym with school functions taking precedence over practice times. Practice times **must** be scheduled with the parish secretary by the athletic directors in order to occur.
5. No practices can begin before 4:00 p.m. on a school day due to the use of the gym by the Extended Care Program. In addition, there will not be any practices on Mondays after 7:00 p.m. due to Boy Scout meetings.
6. When arriving for early practice, players must stay in the east hallway of the gym until their practice time begins.
7. Practices are sports specific. Only teams involved and others assisting should be in the gym. For basketball, boys and girls, and volleyball 5<sup>th</sup> /6<sup>th</sup> grades and 7<sup>th</sup>/8<sup>th</sup> will be scheduled to practice together.
8. Playing Up to the Next Grade Level in all Sports:

## OLOL Student-Athlete/Parent Handbook

It is discouraged to play anyone up to the next level, but on occasion, this has to be done. A special meeting of the Athletics Board will be called to discuss all the implications of the procedure of playing up from one grade level to the next. If the Board decides that it is necessary to do so, the following guidelines will apply:

- If at the beginning of the season it is determined by the Athletic Director that there are not enough players to field a team at 5<sup>th</sup> or 6<sup>th</sup> grade level, then all players of the same gender at the grade level below will be invited to play up on a rotating basis. Parents' permission will be required as will the agreement of the younger team's coach. The purpose of playing up here is to provide enough players to practice effectively and to complete a team on the floor in case of ineligible or ill players.
- If numbers are not an issue, an exceptional player may be brought up to the next grade level team in order to enhance his or her athletic development provided the parents and coaches of both level teams agree. The number of quarters or matches played may not exceed IESA limits.
- Per Diocesan regulations, the School (Pastor and Principal) retain the right veto any decisions, which are not in the best interest of school sponsored teams.
- IESA regulations regarding the number of quarters a player can play will be observed in determining eligibility to play up.

### 9. Number of Games in a Season:

Our Lady of Lourdes School abides by all Diocesan and IESA regulations regarding the number of games and tournaments to be played in a season. This number applies to all teams, Grades 5 – 8.

### **Volleyball:**

#### PLAYING TIME:

- In the 5th and 6th grades, playing time should be divided as equally as possible.
- In the 7th and 8th grades, playing time will be at the discretion of the coach.

### **Basketball:**

#### PLAYING TIME:

- A player who does not follow team rules (i.e. not attend practice or not participate in practice) can be sat down the entire game.
- In the 5th and 6th grades, playing time should be divided as equally as possible.

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- In the 7th and 8th grades, playing time will be at the discretion of the coach.

### **Soccer:**

Our Lady of Lourdes Soccer program is designed to allow the students to compete in Spring Soccer on teams comprised of their classmates at OLOL. The teams will compete against the other parochial schools in Decatur. Soccer is offered to all students in Grades 1-8 in co-ed teams. The season runs approximately 4-5 weeks and is considered a recreational league.

### **Cross-Country/Track:**

This program is designed for participation at the 5th through 8th grade levels for both boys and girls. A fall cross country program is also available for jr. high students.

Attendance at practice is mandatory and all meets are scheduled with the highest level of competition expected from all athletes. **On rare occasions, students are dismissed early from school in order to travel to an out of town meet. When this early dismissal occurs ALL STUDENTS are responsible for inquiring about assignments from a responsible source and are responsible for completing all work missed on time. Zeros will be given for missing work due to such early dismissals.**

### **Referees**

As stated in the Decatur Parochial League rules, Our Lady of Lourdes School will hire only registered officials for junior high and League games. **Decisions of the referees are final and both the decision and the person of the official must be treated with respect by coaches, players, and spectators.**

Those persons who will not act in a respectful manner will be ejected from play and/or from the premises.

### **Right of Amendment of Handbook**

The school and/or the Principal and Pastor retain the right to amend this handbook for just cause. The Athletic Board will be consulted and coaches, parents, and players will be promptly notified.

### **Role of Parents/Guardians**

Parents and/or guardians are encouraged to become involved in a supportive way in the athletic programs in which their children participate. This includes assuring prompt and regular attendance at practices and games/meets, supporting the eligibility policy of the school, working the concession and ticket sales stands on a rotating basis, and working cooperatively with coaches to resolve any differences which occur in the course of a season.

In addition, parents must give written permission for their child to participate in each sport, provide proof of medical coverage prior to the season, pay all athletic fees and provide a doctor's physical examination for the player to prove that they are in good health and able to participate in strenuous physical activity. **Our Lady of Lourdes Athletic Association schedules a physical examination night which athletes may attend to get a doctor's exam at a reduced group price.**

### **Rule Changes**

Any and all rules in athletics can be amended, added, or removed by doing the following:

1. Submit in writing to the Athletic Board the rule in dispute and reasons for change.
2. This will be discussed, and voted on by the Pastor, Principal and the Athletic Board, with the majority vote deciding the outcome.
3. In the event that the principal feels strongly enough to overturn the majority rule, then with the approval of the Pastor, the rule will be amended or changed.
4. **Grievance Procedure for Athletics:** This is a step by step procedure to handle any problems within the athletic program at Our Lady of Lourdes School. This policy has been put in place to solve problems efficiently and effectively. These procedures need to be followed. People trying to not follow the outlined steps will be told to complete the previous steps before their complaint is heard.

**Step One:** The player and/or parent should talk directly with the coach in order to resolve the problem. The coach will inform the Athletic Directors of the conversation.

**Step Two:** If the problem is unresolved following Step One, the parent should talk with one of the Athletic Directors in order to arrive at a solution.

**Step Three:** If the problem still remains unresolved, the parent should submit, in writing, the problem or grievance to the Athletic Director(s) or the Principal. The written submission should include details of the incident(s) in question and a proposed solution. The Athletic Director(s) or Principal will then schedule a special meeting of the Athletic Board and invite the parent(s) involved. The decision of the Board will be final with the approval of the Pastor. The following procedure will be followed by the Board in addressing grievances:

- The Board will see how and if this problem is addressed in the Athletic Manual. If so, the solution will be determined according to the policies stated in the manual.
- If the grievance is not address by existing policy, the Board will determine a solution to the immediate problem and also discuss whether or not a new policy needs to be added to the athletic manual.
- The Athletic Board will appoint one of its members to inform the parents of the Board's decision if they were not present at the meeting.



### Schedule of Games

All previously mentioned regulations regarding scheduling of games apply. In addition:

- According to Diocesan policy, the principal must approve all athletic schedules prior to publishing them.
- **Coaches MAY NOT schedule additional games or make changes to scheduled games once the schedule has been approved.**
- Additional games MAY NOT be scheduled as "practice games".
- Games which are canceled due to inclement weather or other emergencies, MAY be rescheduled.

### Uniforms and Equipment

Uniforms are provided to students by the Athletic Association. Students and their parents/guardians are responsible for the upkeep and cleaning of uniforms. Uniforms will be turned in at the end of the season after having been washed and repaired. **A deposit check of \$50.00 per sport will be turned in at/or before the parent meeting with the check to be help by Joe Snow. When the uniform is turned back in, the parents will receive their check back.**

Any sweatshirts, T-shirts, or any type of warm-up attire purchased by any athletic team must have approval from the Athletic Director and the Principal prior to purchase.

Students are expected to use reasonable care in handling equipment purchased by the Athletic Association for their use. Willful or negligent damage to equipment is also the financial responsibility of the parent/ guardian.

### Unsportsmanlike Conduct

Our Lady of Lourdes students, coaches and parents are expected to represent the school appropriately at all times. For this reason, the school enforces both academic and disciplinary eligibility in extracurricular activities, including but not limited to athletics. Similarly, student athletes who display unsportsmanlike conduct during athletic events, both home and away, should be subject to disciplinary measures. Unsportsmanlike conduct is defined as any type of verbal or physical action which shows disrespect for an individual, team, or school including, but not limited to theft and vandalism.

The following procedure will be followed in cases where unsportsmanlike conduct is alleged:

1. A thorough investigation of the situation will be conducted by the coach, athletic directors, and/or school officials.
2. If the unsportsmanlike conduct occurs on the court or field and is adequately dealt with by the official's call, the school will accept and honor the official's judgment.
3. If the alleged unsportsmanlike conduct did occur and is not subject to the official's call, the following steps will be taken:

## **OLOL Student-Athlete/Parent Handbook**

- 1<sup>st</sup> Offense
  - Apology, written and/or verbal from student athlete(s)
  - Two week suspension from play
  - Monetary reimbursement in the event of theft and/or vandalism.
  -
- 2<sup>nd</sup> Offense
  - The penalty will be determined following a hearing of the Athletic Board with the student, coach and parents present.

### **Athletic Director Compensation**

Current staff gets \$5,000.00 for Athletic Directing to be re-evaluated each year. Athletic Director will get a base pay of \$5,000, and if an honest effort is made to find a coach, but they are unsuccessful, then the AD or other staff member will make an additional \$500.00 to coach.

### **Pastor's Ratification**

This Student-Athlete/Parent Handbook has been drafted by the School Administration and the Athletic Directors. This document includes input from the Rules and Regulations of the Decatur Parochial League, the Handbook of Catholic Education Policies of the Diocese of Springfield and from Athletics and Physical Education Programs in Catholic Schools: Legal Issues by Mary Angela

## **OLOL Student-Athlete/Parent Handbook**

Shaughnessy, SCN, J.D., PhD. and Thomas M. McDonough, J.D.

I hereby ratify its contents.

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Reverend Richard Weltin, Pastor  
Our Lady of Lourdes  
3850 Lourdes Drive  
Decatur, IL 62526-3345

July 1, 2013

**Agreement to Abide by the Athletic Handbook**

**OLOL Student-Athlete/Parent Handbook**

Our family has read and agree to abide by all of the regulations contained in the 2013-2014 Our Lady of Lourdes Athletic Handbook. This includes all School, Diocesan, and IESA regulations.

Parent: \_\_\_\_\_

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_