

Holy Family Catholic Parish

ATHLETIC PROGRAM

Handbook

The CRUSADERS...
Striving to be more Christ-like in all that we do.

“The advancement of the Gospel mission of Catholic education is the best reason for athletic programs. Athletic programs that successfully integrate the Gospel message into athletics produce individuals who are faith-filled, have respect for others, value human life, and are willing to sacrifice for those in need.”

Brian Vaccaro, “Athletics and the Gospel Mission of the Catholic School”

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**ATHLETIC ACTIVITIES AVAILABLE TO REGISTERED/ACTIVE
HOLY FAMILY PARISH STUDENTS**

Through the Rockford Area Catholic Parochial League

SPORT	GENDER	GRADE	SEASON
Basketball	Boys/Girls	5-8	Fall/Winter
Bowling	Boys/Girls	5-8	Winter/Fall
Cheerleading	Girls	6-8	Starts summer, runs through winter
Soccer	Coed Teams	5-8	Fall
Volleyball	Coed Teams	5-8	Spring

PARTICIPATION IS A PRIVILEGE

Playing sports is a privilege rather than a right. Athletic program administrators have a duty to hold athletes to personal, academic, and disciplinary standards. Since the athlete represents our parish, every effort will be taken to ensure that student athletes are worthy representatives; those who fail to meet academic or disciplinary expectations will not be allowed to play sports, at least until the prescribed penalty or academic improvement has taken place.

RESERVATION OF RIGHT TO AMEND

**The school reserves the right to revise
the policies and procedures contained within this handbook at any time
with little or no notice.**

Dear Parents and Students:

Just as the school and Religious Education program are ministries of the parish, so too the athletic program is a ministry of our parish. It is part of a whole and not a stand-alone piece. As with all parish ministries, our mission is to grow in the Catholic teachings and the living of our faith--yes, even through athletics!

All students, parents, and coaches must "buy into" our parish philosophy and procedures (printed in this handbook) as well as the larger parochial league policies.

OURS IS A PARTICIPATION BASED ATHLETIC PROGRAM. At the elementary school age level (through eighth grade) we stress skill development and participation over competition. If competition is "your thing" then our program is not for you.

Emphasis is placed on Catholic values, teamwork, honesty, cooperation, self-sacrifice, dedication, obedience, hard work, goal setting, respect, self-discipline and mutual encouragement. All of these are more important than winning!

Parent volunteerism is necessary for our athletic program to be successful. Our athletic program functions through parent volunteerism. Please fulfill your volunteer commitment if your child is involved in our athletic program.

Please take the time to read this handbook--it's your responsibility; by registering in our athletic program you agree to abide by these policies and procedures.

Our program is self-policing; that is, we depend on our parents to provide us with feedback on whether our volunteer coaches and parents are following these policies and procedures. Please communicate your concerns to our athletic director or to me.

Most importantly, keep our athletic program, the coaches and players and spectators, in your prayers. Ask God to send His Spirit to guide our participants to be appropriate Catholic role models to others while enjoying the social opportunities athletics offers.

Athlete's Prayer

Fr. Max Striedl

Loving Father:

You have given us the gift of sport

To help us grow in body and mind.

Send your Holy Spirit

To watch over us today.

Keep us from injury.

Bless us, our fans, our coaches

and officials with good sportsmanship.

May our game be marked by hard play,

Fairness, fun, respect and love.

May all we do bring you greater glory.

We ask this through Christ, our Lord

AMEN.

***Holy Family Pride:
Making Our Every Thought, Word and Action Pleasing To God***

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DIOCESES OF ROCKFORD
DIOCESAN PHILOSOPHY, GOALS, RULES AND REGULATIONS
January 2003

REVIEW and REVISED: October 2012

ARTICLE I – BELIEFS

The athletic programs of the Elementary Schools of the Diocese of Rockford are founded on these beliefs:

- the existence of God
- the dignity and worth of the human person
- the collegiality of people
- the right of God’s people to mature in society and in the Church
- the responsibility of parents in transmitting these beliefs to their children

ARTICLE II – PHILOSOPHY AND PURPOSE

The athletic programs of the elementary schools of the Diocese of Rockford exist to promote the spiritual, moral, social and physical development of students guided by the teachings of the Catholic Church. Such programs shall serve the following purposes:

- develop a healthy response to God and society
- show the goodness of God alive in our world
- deepen self-knowledge
- promote growth in social skills and moral development
- promote *physical development and increase potential for improvement in sports*
- experience God-given talents with fellow athletes
- develop within each student a philosophy of teamwork and fair play
- develop common goals
- create a spirit of camaraderie
- recognize personal responsibility based on truth and justice
- afford athletes the opportunity to participate and earn the respect and companionship of their peers
- discover and improve individual skills in each person
- promote self-confidence and poise as team members
- promote excellence through participation and learning while competing with other teams
- teach good fundamentals, team spirit and sportsmanship
- promote understanding and knowledge in healthy living and sound physical development
- improve the ability to respond to the needs of others

ARTICLE III – ADMINISTRATION

In accord with Rockford Diocesan Policy 6200 “All elementary and high school athletic programs associated with Catholic schools in the Diocese of Rockford shall be under the jurisdiction of the local school principal. The athletic director will be accountable to the principal.” The Superintendents Council of the Diocese shall serve as the Board of Directors for diocesan elementary school athletics. This Council shall make decisions on matters that are not resolved by the local school principal and/or the local conference of Catholic schools. All local policies must comply with and compliment diocesan policies. All deanery and/or local league policies must be submitted to the Catholic Education Office annually for review.

ARTICLE IV – ATHLETIC PROGRAM REQUIREMENTS

Section 1. A candidate for an athletic team may not practice or play in a game until s/he has filed with the school a certificate of physical fitness issued by a licensed medical doctor for the current school year and a proof of insurance waiver signed by the parent/guardian. As of July 1, 2011 all student-athletes in the State of Illinois must comply with mandated school policies regarding concussions and head injuries. This applies to students in both elementary and high schools. Principals, coaches and athletic directors should refer to Diocesan Policy 5175 for details of this mandatory policy. Also see attached Concussion Information and Parent Release Form that must be distributed to every parent.

Any student athlete who missed a contest due to an injury or a health issue must provide the principal, coach and athletic director a doctor's note clearing them to resume playing.

Section 2. Lower grade (through 6th) programs shall have as their primary emphasis instruction and participation. Upper grade (7th and 8th) shall emphasize instruction, participation, and competition. At the lower grades (through 6th) in order to emphasize instruction and participation, playing time in a given contest is to be equitable among all athletes on a team.

Section 3. Coaches and athletic directors must cooperate in teaching methods, styles of play, etc. so as to provide the best opportunity for athletes to develop proficiency and character.

Section 4. It shall be the responsibility of the host school to lead those assembled in a public prayer and the recitation of the pledge of allegiance or playing/singing of the national anthem.

Section 5. It is mandatory that all team members who are listed in the official scorebook for each contest be given playing time. Playing time at the lower grades (through 6th) is defined in Section 2 of this article above. In the upper grades (7th and 8th) every member listed in the book must enter and play in the game/match/contest before it ends. Likewise, it is mandatory that all team members who are listed in the official scorebook sit out a portion of each contest. Exception: When the number of team members is equal to the number of athletes necessary to field a team. The head coach of each team is responsible for implementing this rule.

Section 6. Host schools are responsible for having a designated person in charge of the game facility at all times. Such person will notify visiting coaches of his/her role. The individual in charge of paying game officials must pay them by check only. Cash payments of officials are NOT allowed.

Section 7. Each school shall establish, implement and communicate scholastic eligibility requirements for its students. Such scholastic eligibility requirements are to be included in the school's handbook, which is, distributed to families each school year.

Section 8. Each school shall establish, implement and communicate conduct eligibility requirements for its students. Such conduct eligibility requirements are to be included in the school's handbook, which is, distributed to families each school year.

Section 9. Religious activities take precedence over all athletic activities.

Section 10. Any Invitational Tournament sponsored by a Diocesan school must follow Diocesan rules and regulations. (See Article VII, Section 4.) Diocesan schools that participate in contests/tournaments with non-Diocesan schools or sponsored by non-Diocesan schools must compete in such contests following these Diocesan rules and regulations.

Section 11. A properly equipped first aid kit must be available to coaches at all practices and contests. Every school gymnasium must have a properly functioning A.E.D. (Automatic External Defibrillator) unit in or near the gym. All adults who oversee athletic (i.e. coaches, athletic directors, principals etc...) must be adequately trained to utilize the A.E.D. in an emergency.

Section 12. Club teams, AAU teams, etc. (those operating independently from school/parish teams) must not be sanctioned by the elementary schools. In addition, to minimize confusion, such teams are not to be allowed to practice or play games in Diocesan elementary school facilities. Also, as a reflection of the philosophy and purpose of the Rockford Diocesan Elementary Athletic Policy, the Catholic Education Office recommends that participation on school teams take precedent over club, travel, or A.A.U. teams.

Section 13. Consequences for violations of these Diocesan Rules and Regulations are to be developed and determined at the local level by the school principal. However, at a minimum, for violations of Article IV, Section 5; Article V – Requirements for Coaches and Athletic Directors; and Article VII – Sport Limitations and Specifics, the school in violation shall be required to forfeit the contest in which the violation occurred and head coach of the school in violation shall be suspended for the following contest.

Section 14. “Slaughter Rule” – If a team is ahead by 25 points at the end of the 3rd quarter (for all regular season and tournament games) the clock will continue to run through the entire 4th quarter. Neither team will run a full court press. The team with the higher score will remove as many of the starters as possible. Official time outs will continue.

ARTICLE V – REQUIREMENTS FOR COACHES AND ATHLETIC DIRECTORS

Section 1. Head coaches must be at least 21 years of age. An assistant coach may be under 21 provided an adult is at every game and practice when the head coach is unavailable. There must be a minimum of 2 adults at every practice and game.

Section 2. At least one adult female must be in attendance at all girls' team practices and contests. At least one adult male must be in attendance at all boys' team practices and contests.

Section 3. All coaches or other adults involved in student supervision must complete all diocesan requirements – Protecting God's Children training, criminal background checks, sexual misconduct norms receipt, Social Media Pastoral Code acknowledgement receipt, blood borne pathogens training, and any other requirements that currently or in the future may exist or be implemented.

Section 4. Coaches shall display good sportsmanship to instill in each student a sense of responsibility for being good examples to one another. Coaches are always to be

positive in coaching and encouraging a good attitude towards officials. Sportsmanship covers not running up the score on another team. Obscene language and behavior will not be tolerated. Coaches are not to incite the fans toward opposing coaches, players or officials. Athletic Directors are instructed to caution coaches and remind them of their responsibilities and accountability in this regard.

Section 5. All coaches will answer directly to their Athletic Director who will in turn answer to his/her Principal. The local school principal is responsible for implementing the requirements for coaches and for determining and applying appropriate consequences for any violations that may occur.

Section 6. Diocesan rules governing sportsmanship and coaches shall apply in all cases.

ARTICLE VI – SPECTATOR GUIDELINES AND EXPECTATIONS

Section 1. All spectators are expected to exhibit acceptable conduct at all times and may be removed by the game officials or authorized personnel of the host school.

- A) Fans are expected to be courteous and respectful of the host school facility and those in authority
- B) Obscene language and behavior will not be tolerated
- C) Kicking and stomping on bleachers is unacceptable
- D) Local host rules regarding food and drink in gyms must be observed

Section 2. All student spectators must be accompanied by a responsible adult.

Section 3. Diocesan rules governing sportsmanship and spectators shall apply in all cases.

ARTICLE VII—SPORT LIMITATIONS AND SPECIFICS

The Diocese enacts the following sport limitations and specifics:

Section 1. If a school has many students at a particular grade level, there are to be multiple teams at that level so as to encourage greater participation. There is to be no cutting of players in the athletic program.

Section 2. Any contests and practices scheduled on Sundays shall begin at 1:00 P.M. or later.

Section 3. Playing/Practice Time for Diocesan Schools. Each school team shall have a maximum of four days of practices/contests in a given week – Sunday through Saturday. Practice times shall be limited to no more than 90 minutes per session. This applies to cheerleading/Pompon/Dance Squads.

Section 4. Diocesan athletic rules provide guidelines as the limitations on the number of contests (every interscholastic competition/scrimmage shall be considered a contest):

Football

The total number of regular season contests may not exceed nine

Soccer

The total number of regular season matches may not exceed seventeen

Volleyball (7th and 8th Grade Levels)

The total number of regular season contests may not exceed:

- a) Twenty-one matches and no tournaments; or
- b) Nineteen matches plus one tournament; or
- c) Eighteen matches plus two tournaments; or
- d) Sixteen matches plus three tournaments; or
- e) Fifteen matches plus four tournaments
- f) No volleyball team shall play in more than five different matches during any given tournament.

Volleyball (5th and 6th Grade Levels)

The total number of regular season contest may not exceed:

- a) Eighteen matches and no tournaments; or
- b) Sixteen matches plus one tournament; or
- c) Fourteen matches plus two tournaments.
- d) No volleyball team shall play in more than five different matches during any given tournament.

Basketball (7th and 8th Grade Levels)

- a) Twenty-one games and no tournaments; or
- b) Nineteen games plus one tournament; or
- c) Eighteen games plus two tournaments; or
- d) Sixteen games plus three tournaments.
- e) No team shall play in more than five different games during any given tournament.

Basketball (5th and 6th Grade Levels)

The total number of regular season contest may not exceed:

- a) Eighteen games and no tournaments; or
- b) Sixteen games plus one tournament; or
- c) Fourteen games plus two tournaments.
- d) No basketball team shall play in more than five different games during any given tournament.

Cheerleading and Pompons

Regular season contests plus two cheerleader competitions per squad per year

Track & Field and Cross Country

Established school teams should engage in at least three interscholastic contests, however, for the purpose of these rules and regulations, no diocesan school team shall compete in more than eight interscholastic meets/contests.

ROCKFORD AREA PAROCHIAL LEAGUE
ROCKFORD DEANERY ONLY
Addendum to the Rockford Dioceses Athletic Guidelines

Reviewed and Revised: September 2011

Policies and Procedures for all Sports:

1. Referees will be paid upon the completion of required game evaluations (for evaluations only).
2. Coaches must evaluate officials using the appropriate form. Coaches must evaluate the officials of each game regardless whether the evaluation is positive or negative. Forms are to be forwarded to the Athletic Director, who will in turn forward necessary forms to the Principal. The Principal will forward forms to the scheduler.
3. It is the duty of the officials to control games. Coaches are responsible for teaching players to respect the calls of the official.
4. It is the responsibility of the “adult in charge” to remind the official that they are in charge of the game in the event a reminder is needed.
5. If school is cancelled, then games and practices are automatically cancelled. If weather becomes inclement during a school day the host school Principal with the AD will contact the visiting team Principal for joint decision on cancellation. If weather on the weekend is inclement, the same procedure will be followed.
6. Every effort will be made to make up cancelled games five days prior to the end of the year tournament. Games cancelled within five days of the end of year tournament will not be made up.
7. If teams have enough players, schools may field multiple teams in the same level, including on the varsity level. All teams should be blended by ability.
8. All schools will use league rules for tournaments.
9. It is recommended that tournaments will not be scheduled over national and liturgical extended weekends.
10. No more than 2 games per day will be scheduled in tournament play.
11. Trophy size regulation: 1st place – 24-26 inches; 2nd place – 20-22 inches; 3rd place – 16-18 inches.
12. School entrance fees for tournaments are \$75.00
13. Admission fees for basketball and volleyball are as follows: Family--\$5.00; Students and Seniors--\$1.00; Adults--\$2.00; and Children 5 and under—Free. Family is defined as a mother, father, and/or children. All other relatives pay separately.
14. Disruptive fans who are asked to leave a game by the official will also miss the next game of the same team. If the same fan is asked to leave two games during the same season, the fan may not attend the remainder of the games for that season. The coach of the fan’s team will be responsible for reporting such incidences to the Athletic Director who will in turn report it to the Principal.
15. Teams not abiding by the policies, procedures and expectations listed here will be subject to Article IV of Diocesan Athletic Policies, including forfeiting the current game and the following game.

Policies and Procedures specific to Soccer:

1. Multiple teams in the same level should be blended by ability. Varsity level is a blend of 7th and 8th grade; JV is a blend of 5th and 6th grade.
2. Teams will play with the number of players they have. A team should not be penalized because another team is short players. Coaches may mutually agree to play with fewer players.

Policies and Procedures specific to Basketball:

- A. Basketball officials for regular and tournament games are required to be registered/certified through IHSA.
- B. At least 3 1/2 minutes (1/2 of one quarter) of playing time is required per player per game at the varsity (8th grade) level.
- C. At least 7 minutes (1/4 of the game) of playing time is required per player per game at the junior varsity (7th grade) level.
- D. At least 1 quarter of playing time is required per player per game at the 5th and 6th grade levels.
- E. If a coach receives two technical fouls in one game, the coach will be ejected from the game.

- F. If the same coach is ejected from a future game during the same season, the coach may no longer coach the team for the rest of the season.
- G. Players may 'move up' to play one grade higher in any level. Players must play on the same team for the entire season.
- H. If a team is ahead by 25 points at the end of the 3rd quarter for all regular season and tournament games, the clock will continue to run through the entire 4th quarter. Neither team will use a full court press. The team with the higher score will remove as many starters as possible. Official time outs will continue.
- I. There will be a no press rule for 5th grade boys and girls basketball teams.

Policies and Procedures specific to Volleyball:

1. Volleyball officials for regular and tournament games are required to be registered/certified through IHSA.
2. Volleyball officials will receive \$25.00 per match compensation.
3. In both JV and Varsity games, every player will play 15 service points per match.
4. Multiple teams in the same level should be blended by ability. Varsity level is a blend of 7th and 8th grade; JV is a blend of 5th and 6th grade.

HOLY FAMILY PARISH ATHLETIC DEPARTMENT PHILOSOPHY

The Athletic Department of Holy Family Parish is sponsored by Holy Family Parish and is to reflect the Catholic faith and the faith values of Holy Family Parish and of the Roman Catholic Church. These faith values will be reflected in decisions we make, in the approaches that we take to the children in our program and in everything about our Athletic Program as well as every other area of our parish life.

Although the Athletic Program is open to all children of Holy Family Parish, both those in our religious education program and those in our parish grade school, our history of the program shows that for the most part, they will be children from our parish grade school. Our Athletic Program is regarded as an extension of our grade school and religious education program -- that is, the values and philosophy that is conveyed by the coaches and staff of the program must be seen as a continuation of, a furthering of what our children are taught by way of Catholic Christian values in our school and religious education program.

The Athletic Program of Holy Family Parish exists in its own right and is not seen simply as the "feeder program" or a preparatory program for any other school or system in our area.

All children should play. Each sport shall have a defined minimum participation time, such as number of quarters, number of innings, etc.

All children who go out for a team should be able to find a place on the team. No one should be denied a place except for serious health reasons.

The number of games and number of practices per season should be carefully monitored so that our grade school children also have time to be with their families. Practice times should also be monitored closely so that our young grade school children are home on school nights at an appropriate hour to get adequate rest for the next day of school.

Values of Christian sportsmanship should be reflected at all times within our program.

HOLY FAMILY PARISH ATHLETICS

STUDENT REQUIREMENTS FOR PARTICIPATION (OVERVIEW)

***ACADEMIC:** HFCS students may participate as long as they maintain passing grades in all subjects.

Religious Education (CCD) students must maintain 80% attendance to all classes throughout the year. The principal and/or Religious Education Director shall consider exceptions on an individual basis.

***ATTENDANCE:** A student must be in attendance the entire day in order to be eligible for any practices, games or tournaments that day.

***BEHAVIOR:** HFCS students remain eligible as long as their cumulative demerits remain at or below 15.

Religious Education students must exhibit appropriate behavior during class.

The principal and/or Religious Education Director shall consider exceptions on an individual basis.

***ELIGIBILITY:** All athletic program participants must be students currently enrolled and actively participating in either Holy Family Catholic School (HFCS) or the Parish Religious Education Program (CCD).

***HEAD CONCUSSION:** Each student who participates in the Holy Family Parish Athletic Program, and their parent/legal guardian must read and sign off on all Concussion documents prior to the first practice, game or tournament.

***INSURANCE:** Each student who participates in the Parish Athletic Program is required to be covered by a health insurance plan, either a supplemental plan or as a dependent on a parent's plan.

***PHYSICAL EXAMINATION:** Participants must submit a sports physical issued by a licensed medical doctor for the current school year. The physical must be on file in the school office prior to the first practice, game or tournament. (Sixth grade physicals are acceptable as long as the physician addresses the athletic participation question).

*** EACH OF THESE REQUIREMENTS IS DEFINED IN DETAIL ON THE FOLLOWING PAGES.**

CANCELLATIONS

When school is closed due to inclement weather (announcement will be on TV news, radio stations, emails and School Speak. It will be similar to "Boylan Catholic High School and Rockford Area Catholic Elementary Schools are closed") formally **scheduled evening athletic events will also be canceled**.

ELIGIBILITY: ADMINISTRATIVE

All athletic program participants must be students currently enrolled and actively participating in either Holy Family School or the Parish Religious Education program. A student who enrolls in RE solely for the purpose of participating in a sport, and drops out at the conclusion of that sport, shall not be able to participate in that activity the following year.

All yearly health exam current (6th grade school exam is also acceptable for athletic exam--completely filled out by physician), athletic releases signed.

ELIGIBILITY: ACADEMIC

- A. Students must maintain passing grades, a "D" average in each subject. The "D" average refers to the grade average for the grading period, not just the week of eligibility notice.
- B. Each Monday morning grades 5th thru 8th progress reports are reviewed by the administrative assistant to inform them of the names of students who have either a "D" average or are failing. The grade is a cumulative grade in each subject, not just for the grades earned for the week.
- C. An eligibility warning will be issued the week before a student becomes ineligible to participate. This warning will be issued even if the student is earning a failing average in a subject. A warning week must always precede a week of ineligibility. This warning notice allows the parent and student one week to do "what is necessary" to achieve a passing grade in all subjects.
- D. A conference will be held with all students to discuss their warning status. A written notice is sent home and must be signed by the parents and returned the following day to the administrative assistant.
- E. Students may fully participate in any activity during the warning week.
- F. When a student becomes ineligible, the focus of his/her time should be on improving the failing grade(s). Students will not be allowed to be present at or participate in their team's practice, games and/or tournaments. Reasonable attempts will be made to notify parents by phone and in writing if a student is declared ineligible.

AN INELIGIBILITY BECOMES EFFECTIVE WEDNESDAY MORNING AND LASTS THROUGH MIDNIGHT TUESDAY OF THE FOLLOWING WEEK.

ELIGIBILITY: BEHAVIOR

- A. Students must remain at or below 15 demerits to be present at or participate in their team's practices, games and/or tournaments.
- B. If a student is ineligible due to demerits, refer to the Student Handbook where "DEMERIT REMOVAL" is addressed.

ELIGIBILITY PERIOD

Begins each WEDNESDAY morning and ends the following TUESDAY at midnight. The eligibility periods cover school-scheduled vacations. Parents and students should maintain current academic and behavior information so as to avoid extended ineligibility periods over scheduled vacations.

ELIGIBILITY: SCHOOL ATTENDANCE

- A. Students must be in attendance at school the entire day in order to participate in any athletic activity that day.
- B. If a student is absent due to vacation, illness, suspension, or any other inexcusable reason, he/she will be ineligible to participate in any athletic activity that day.
- C. Students who do not participate fully in Physical Education class will not be eligible to participate in any athletic activity that day.

FEEES

- A. Each student participating pays a nonrefundable fee to help defray costs of replacing worn out uniforms, entry fees for various leagues, costs for officials' stipends and equipment. If the requested participation fee causes a financial problem to you, please inform the principal with a written note.
- B. Fees per student per sport: \$40.00.

GAMES AND TOURNAMENTS

- A. Games and tournaments, in addition to those scheduled by the parochial league, are scheduled only by the Athletic Director.
- B. No game or tournament should be scheduled before 1:30 on Sunday.
- C. There are specific guidelines for each sport concerning the number of games and tournaments and participant playing time that will be allowed. Refer to "Team Sports" for a detailed explanation of game and tournament limits for each sport.

HEAD CONCUSSIONS

Diocesan Policy 5175

THE MANAGEMENT OF CONCUSSION AND HEAD INJURY IN YOUTH SPORTS

The State of Illinois enacted a law effective July 1, 2011, requiring IHSA member schools to adopt a policy regarding student-athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the IHSA. The School and its coaches shall continue to adhere to the IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions and the IHSA Return to Play Policy, as they are now and may hereafter be amended. This Diocesan Policy applies to elementary schools and high schools.

Definition

A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. The risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed.

Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur in any organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or with obstacles. Concussions occur with or without loss of consciousness, but the vast majority of concussions occur without loss of consciousness.

Removal from Practice and Game if Suspected Injury

When a student exhibits signs, symptoms, or behaviors consistent with a concussion or other head injury, such as a loss of consciousness, headache, dizziness, confusion, or balance problems, or when a coach otherwise suspects a student has suffered a concussion or other head injury, the student shall be removed at that time from participation in a practice or game or other competition.

No Return to the Practice or Game without Physician Clearance

A student who has been removed from an interscholastic contest for a possible concussion or head injury shall not be permitted to return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

If not cleared to return to that contest, a student shall not be permitted to return to play or practice until the student has provided the School with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Application of this Policy

This policy and the attached appendices are to be made a part of the any agreement, contract, code, or other written instrument the School requires a student and his or her parents or guardian to sign before participating in practice or interscholastic competition.

Procedure:

The School shall educate its coaches in recognizing the signs and symptoms of and properly managing head injuries. The School shall distribute to every coach a copy of the attached, three-page “A Fact Sheet for Coaches,” which can be found at http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf; and the CDC Guide for Coaches which can be found at http://www.cdc.gov/concussion/pdf/Coach_Guide-a.pdf.

The School shall distribute to every parent whose student is in a youth sport the Fact Sheet for Athletes, found at http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf (English) and http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet_Spanish-a.pdf (Spanish); and the Fact Sheet for Parents, found at http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf (English) and http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet_Spanish-a.pdf (Spanish); and the attached 2-page Concussion Information and Release Form which must be signed and returned to the School by the parents or guardian and the student.

Every locker room in the School shall display the two attached posters, which can be found at http://www.cdc.gov/concussion/pdf/Signs_Symptoms_Poster-a.pdf and http://www.cdc.gov/concussion/pdf/Main_Message_Poster-a.pdf.

Athletic Concussion Oversight Team

In order to meet Diocese Policy, Holy Family Catholic School will implement a Concussion Oversight Team. This Team shall meet on an AS NEEDED BASIS and will comprise of one physician, the Athletic Trainer or Athletic Director and the school nurse. The Athletic Director and/or school nurse is responsible for implementing and complying with the Return-To-Play and Return-To-Learn policies adopted by the Oversight Team.

A student under suspicion with any signs or symptoms of a concussion shall be removed from any interscholastic athletic practice or competition and is not permitted to practice or compete again until ALL of the following protocols are completed.

RETURN-TO-PLAY/RETURN-TO-LEARN PROTOCOL:

A student-athlete displaying any signs or symptoms of a concussion shall be immediately removed from play and **NOT ALLOWED TO RETURN TO ACTIVITY** until they are evaluated by a licensed physician.

1. The student-athlete must then receive written confirmation from a licensed medical physician **ON LETTER HEAD** that they have been evaluated and are eligible to Return-To-Play/Return-To-Learn activities.
2. The parent/legal guardian **MUST** provide the signed medical release form to School Nurse prior to the student-athlete returning to athletics acknowledging that they are released for activities, with our without restrictions.
 - i. If school is not in session, the Parent/guardian may provide signed physicians form to the coach. The coach must then **IMMEDIATELY** call the Athletic Director who will contact the appropriate administrative officer or designee to determine if the student-athlete may **RETURN-TO-PLAY**.
 - ii. If the Athletic Director or the Administrative Officer/Designee **CANNOT** be reached, the student-athlete **WILL NOT BE ALLOWED TO PRACTICE OR PLAY UNTIL** the school Administer Officer/Designee has been notified.

Concussion Information and Release Form

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

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

Signs observed by teammates, parents and coaches include:

- | |
|---|
| <ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays in-coordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness |
|---|

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

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it’s better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

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

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

Student-athlete Name Printed	Student-athlete Signature	Date
Parent or Legal Guardian Printed	Parent or Legal Guardian Signature	Date

Adapted from the CDC and the 3rd International Conference on Concussion in Sport

Effective 10/1/2011

HOME SCHOOLING

Registered parishioner's children being home schooled follow the Religious Education (CCD) requirements.

INJURY REPORT FORMS

- A. Completed accident forms must be on file in the school office for any injuries or when any significant first aid has been administered to any athlete.
- B. Forms are available from the Athletic Director or school office.
- C. Completed forms must be returned to the school office.

INSURANCE

- A. All students who participate in any athletic activities and practices at Holy Family Catholic School must be covered by family health insurance. The diocese requires proof of insurance before participation.
- B. Holy Family Parish/School will not be responsible for any expenses incurred because of injuries a student might sustain while participating in practices, games, or related activities.

PARENT INVOLVEMENT

- A. Parents are required to participate equally with other team parents in the program. This would include helping score, keeping official book, working concessions and collecting gate money.
- B. Parents will be assigned duties for all home games; if unable to work an assignment, parents must trade with another parent for a different game.
- C. The team parent helps the coach coordinate parent involvement for their team.
- D. An appropriate number of game suspensions will result when parents/guardians fail to comply with volunteer assignments, as needed.

PHYSICAL EXAMINATIONS

- A. All students participating in athletics are expected to be in good health and must submit a copy of examination, LESS THAN ONE YEAR OLD, from a doctor.
- B. Sixth grade school physicals are acceptable for athletics as long as the sports participation question is addressed.
- C. A sports physical must be on file in the school office prior to the first game, practice, or tournament in order for a student to be eligible to participate in any athletic activity. A copy of a current physical must be on file in school before team placement is made.
- D. Parents are responsible to notify the coach if any changes occur in an athlete's physical condition. The coach will then inform the Athletic Director.
- E. After an injury a written release is required from a physician so that the athlete may be allowed to participate again for his/her team.
- F. Sports physicals are offered by hospitals/clinics throughout the summer in Rockford.

PRACTICES

- A. During practices all students must have an equal opportunity to participate in every activity that is offered.
- B. No practices are scheduled to end after 5pm Saturday.
- C. Practice content and organization, consistent with the philosophy of the parish athletic program, are left to the discretion of the coach.
- D. There are specific guidelines for each sport concerning the amount of time that is allowed for each practice and the number of practices per week. Please refer to Team Sports for a detailed explanation of practice guidelines for each sport.

RECRUITMENT

Recruiting of students/players from other schools and parishes is not allowed.

RELIGIOUS EDUCATION (CCD)

This section does not apply to Holy Family School students.

Eligibility Requirements (CCD)

- A. A student must attend the parish school or be an active participant in the Parish Religious Education program. Active participation entails 80% attendance in Religious Education programs, as well as appropriate behavior during classes as determined by the Director of Religious Education and the teachers. Class participation is also necessary on the part of the participant during all classes. In addition, Religious Education students must meet all of the above criteria in order to be eligible for participation for the new school year and must be **registered by August 31.**
- B. A student must be registered and have met the academic/conduct requirements in religious education for one full year before being eligible to register for athletics.
- C. Students must attend 80% of classes throughout the year. Any student who enrolls in Religious Education classes solely for the purpose of participating in a sport, and drops out at the conclusion of that sport, shall not be able to participate in that activity the following year.
- D. Weekly assessment of each student involved in athletics will take place each Thursday. The students will have to fulfill the following requirements:
 - a. Attendance for total class time
 - b. Appropriate behavior for each class
 - c. Class participation is essential in order to maintain a positive and healthy classroom atmosphere.
 - d. A weekly eligibility sheet signed by each classroom teacher, including Religious Education Teacher, stating that they are passing class for the week. This form must be given to the child's coach weekly, and then forwarded to the Athletic Director.
- E. If a student involved in athletics is not willing to comply with the above requirements, they will become ineligible for athletic activities for that week. A warning week will be given to any students if behavior/participation during classes is inappropriate as deemed by the Director of Religious Education.
- F. Coaches and parents will be notified by the Parish Athletic Director if a student becomes ineligible from athletic events for the week.

- G. All Religious Education students will be required to sign a letter indicating that both parents and students have read the requirements and are willing to abide by these rules throughout the year.
- H. ***Religious Education students may not be listed on/play for both a Holy Family parish team and their school team. Students are expected to choose one team and commit their loyalty to that team.***

SCHEDULES, PRACTICE AND GAME

- A. Coaches for each team will distribute team practice schedules.
- B. Game schedules are distributed by the Athletic Director.
- C. Parents drop off and pick up their children on time from practices and games.
- D. Coaches and athletes will be notified of any changes in game/practice schedules through the Athletic Director.
- E. Coaches do not schedule any additional games/tournaments without first receiving approval from the athletic director/principal.

SIGNUP

- A. Sport sign up dates are published on the school calendar.
- B. ***Parents should review with their child(ren) what commitment to a sport means...that others rely on them being present for practice and games.***
- C. The signup fee is non-refundable. This helps us determine the sincerity of commitment to a sport as decisions are made impacting the number of students placed on teams which, in turn, impacts playing time of team members.

SPECTATOR SPORTSMANSHIP

- A. Holy Family Parish encourages and expects all spectators to observe and to demonstrate good sportsmanship at all times, whether at a home or away game.
- B. Unsportsmanlike conduct (coaching from the stands, disagreeing with an official's call, "booing", seeking preferential treatment for one's child, etc.) has absolutely no place in the kind of environment desired at all athletic events in which HFCS participate.
- C. A spectator may be asked to leave the athletic contest by the Athletic Director or designee/Coach and/or referee if the unsportsmanlike conduct is present.

SUPERVISION OF CHILDREN, PARENTAL

Children, both preschool and school age who are not directly participating in an activity, should be under the direct supervision of an adult whenever attending any parish function, including after school activities such as athletics.

Direct supervision means that the parent can see and speak to the child at all times.

SUPPLIES AND EQUIPMENT, PURCHASING

A parish PURCHASE ORDER system exists and is to be used. All requests for supplies and equipment must be made through the athletic director who, in turn, will arrange for the ordering/purchasing of items through the school office.

TEAM SELECTION

- A. Teams will be player skill balanced as equally and fairly as possible so that all teams have similar abilities and talents.
- B. Special requests for students to be placed on a specific team are not honored. Students who are siblings will be placed on the same team.
- C. Per Diocese Policy, in the event of there being enough athletes the school will create multiple teams.
 - i. For the 8th Grade (Varsity Level), if there are 17 or more athletes willing to play, the school will create two teams.

TEAM SPORTS

EACH PLAYER PARTICIPATES IN GAMES AS LONG AS TEAM ATTENDANCE AND BEHAVIOR REQUIREMENTS ARE MET. EACH PLAYER MUST PARTICIPATE EQUALLY IN EVERY PRACTICE.

Basketball: Grades 5-8

- A. Number of games and tournaments: refer to Dioceses of Rockford policies, Article VII, Section 4
- B. Scrimmages formed within a team will be deemed as a practice; however, scrimmages formed with students outside of the team will be counted as 1 of the maximum games.
- C. Practices may not exceed 1 1/2 hours in length.
- D. Practices and/or games may not exceed 4 a week.
- E. No player may be listed on more than one basketball roster.
- F. Varsity (Grade 8 Boys/Grade 7-8 Girls): Each player must participate a minimum of 3 ½ minutes per game, including tournament games, as long as team attendance/behavior requirements are met.
- G. Jr. Varsity (Grade 7 Boys): Each player must participate a minimum of one quarter, or 7 minutes per game, including tournament games, as long as team attendance/behavior requirements are met.
- H. Grades 5/6: Each eligible player must participate for one quarter, or six minutes. However, based on the game situation, the goal should be that each player's participation be as equitable as possible.
- I. Holy Family School students are not permitted to play with other school teams while they are listed on a HF roster, *(or multiple school Parochial League only roster: this exception only happens when a parochial league school does not have enough players at a single grade level, and is approved by all athletic directors and principals).*
- J. Religious Education students play for either their school team or a Holy Family team, but not both.

Cheerleading: Grades 6-8

- A. Number of games and tournaments: refer to Dioceses of Rockford policies, Article VII, Section 4
- B. Practices may not exceed 1 1/2 hours in length.
- C. Practices and/or cheering at games may not exceed 4 a week, with a maximum of 2 school nights. (Mon-Thurs.)
- D. Cheerleading is the only sport that is dual participatory.
- E. No cheerleader shall be listed on more than one cheerleading roster.
- F. Varsity – Grade 8: Each cheerleader must participate a minimum of one quarter per game, including tournaments as long as team attendance/behavior requirements are met.
- G. Junior Varsity – Grade 7: Each cheerleader must participate a minimum one quarter per game, including tournaments, as long as team attendance/behavior requirements are met.
- H. Pep Squad – Grade 6: Each cheerleader must participate equally in each game, including tournaments, as long as team attendance/behavior requirements are met.

Soccer: Coed, grades 5-8

- A. Number of games and tournaments: refer to Dioceses of Rockford policies, Article VII, Section 4
- B. Practices may not begin before August 1st and terminate prior to the last Saturday in October.
- C. Practices may not exceed 1 1/2 hours in length.
- D. Practices and/or games are limited to no more than four (4) school nights (Mon.-Thurs.) and may not exceed 8:30 p.m. on any night.
- E. No player shall be listed on more than one soccer roster.
- F. Varsity - Grades 7 & 8: Each player must participate a minimum of 12 minutes per game, and tournament game, as long as team attendance/behavior requirements are met.
- G. Jr. Varsity - Grades 5 & 6: Each player must participate equally in every game, and tournament game, as long as team attendance/behavior requirements are met.

Volleyball: Coed, grades 5-8

- A. Number of matches and tournaments: refer to Diocesan policy Article VII, Section 4.
- B. Practices may not begin prior to March 1st and must terminate prior to the third week in May.
- C. Practices may not exceed 1 1/2 hours in length.
- D. Practices and/or games may not exceed 4 a week, with a maximum of 2 school nights (Mon.-Thurs).
- E. No player shall be listed on more than one roster.
- F. Varsity – Grades 7 & 8: Each player must participate a minimum of 15 service points per match, and tournament match, as long as team attendance/behavior requirements are met.
- G. Jr. Varsity – Grades 5 & 6: Each player must participate equally in each match, and tournament match, as long as team attendance/behavior requirements are met.

TIME COMMITMENT

As a team member a student/student's family makes a commitment of time for practices and games. Most teams have about 4 events (practices and/or games) during a week (weekdays and weekends inclusive). Teams playing in tournaments may continue to win resulting in possibly 6 or more events in a week's time. Parents should consider this commitment in light of other family activities and the stresses more activities may put on a family.

UNIFORMS

- A. All participants will receive a uniform appropriate for the sport in which he/she is involved.
- B. Teams representing Holy Family Parish will wear only the uniform issued.
- C. No participant will be allowed to keep his/her school-issued uniform for any reason. All uniforms must be returned at the end of each sport season to the Athletic Director.
- D. Worn out uniforms will be replaced as needed. This will be the responsibility of the Athletic Director/Principal.
- E. Participants are responsible for the upkeep of uniforms while in their possession. Should anything other than the natural wear and tear occur, including loss, reimbursement will be made to the Athletic Department.
- F. All washing instruction on the uniform tag should be followed. If instructions are not attached, contact the Athletic Department for instructions.
- G. Uniforms are worn at games only. Uniforms or parts of a uniform are not worn as casual clothing outside of school or for school gym class.

VOLUNTEER REQUIREMENTS

In accordance with diocesan policy, all volunteers coming into contact with students must have attended/or completed the following, and any other requirements that currently or in the future may exist or be implemented:

- A. The Protecting God's Children workshop (sexual abuse prevention)
- B. A mandated reporter form (for reporting suspected physical, mental, sexual abuse to the state)
- C. An Illinois Police Criminal Background check (one time during all volunteer years at Holy Family)
- D. A Social Media Pastoral Code acknowledgement receipt
- E. Blood borne pathogens training

TEAM PARENT

Assists the coach in organizational activities and be responsible for their implementation as follows:

- A. Establish email contact list.
- B. Submitting and collecting all handouts, correspondence and required forms.
- C. Assigning and supervising parent volunteers as scorekeeper and timekeeper, gate collector, concession operator and clean up detail.
- D. Remind all parents of their volunteer responsibility for each home game.
- E. Assisting in the planning and set-up of team end of year party.

VOLUNTEER HEAD COACH/ASSISTANT COACH ROLE DESCRIPTION

For each sport, it will be the responsibility of the athletic department to submit a questionnaire to all students and/or parents grades 5-8. This questionnaire will indicate students' participation interest, and parents' willingness to coach.

In the case that a parent is coaching his/her own child, we ask that partiality not be shown toward that child. The parent coach should not expect more from his/her child than others on the team. The Athletic Director or Principal will see that all coaches are informed of the potential problems that may arise.

In order to allow the coach to utilize his/her volunteer time efficiently, each head coach will do the following:

- A. Select a Team Parent: Assist the coach in organizational activities and be responsible for their implementation.
- B. Communicate with athletic director all names of assistant coaches and team parents.

Program Development:

- A. Utilizing the formats suggested by each individual parish and following the guidelines established by the Rockford Area Catholic League, each head coach shall develop his/her own team's participation requirements. The Athletic Director/Principal must approve these requirements.
- B. All volunteer coaches must sign off verifying that they have read with understanding the athletic policies and procedures of our athletic program.

Team Management:

- 1. Recruit parent and non-parent volunteers from the parish.
- 2. With the Athletic Director, arrange and coordinate the following:
 - Practice schedule
 - Practice games
- 3. Distribute uniforms.
- 4. Maintain copies at all games of Medical Release paperwork for each player.
- 5. Review volunteer scheduling with the team parent.
- 6. Direct, motivate and manage player personnel.
- 7. Submit an accurate roster of team uniform numbers at the beginning of each season to the athletic director.
- 8. No changes can be made once a roster is submitted to the League Secretary.

Required Procedural Guidelines:

- 1. Consciously remember to smile.
- 2. Attempt to learn and use children's names.

3. Be friendly to children, parents, and staff.
4. Act in a Christian and professional manner at all times.
5. Prepare for practices ahead of time.
6. Communicate to parents and staff:
 - Any major changes in schedule
 - Upcoming events
 - Starting/ending dates
 - Any handouts (schedule, letters, etc.)
7. Be at the gym 15 minutes before practice time to get ready before players arrive.
8. Be at game 30 minutes before scheduled time.
9. Greet players as they arrive for practice, etc.
10. Conduct practices and games according to league philosophy and standards.
11. Keep players in designated area at end of practice.
12. Escort players out of building at the end of practice.
13. Secure building after players have left.
14. Report any problems to the athletic director.
15. Remember to put safety first in all activities.
16. Supervise activities closely.
17. Attend all coaches' meetings and training sessions.
 - (Attendance required for each coach, whether experienced or new)
18. Create an atmosphere to make players glad that they are involved in the athletic program.
19. Any games/tournaments in addition to the regular league schedule must be first approved by the athletic director/principal.
20. Do not give students use of keys for any part of the parish complex at any time.
21. Field teams that wear only Holy Family parish athletic department issued uniforms.

Coach's Code of Conduct

All coaches must uphold all policies and be good Catholic role models for our students. The AD/principal (under the recommendation of the Athletic Advisory Committee) may replace coaches not adhering to the policies.

Depending upon the degree of seriousness of a situation, the following guidelines may be followed when program policies and procedures are not followed:

- 1st situation results in a verbal/written warning
- 2nd situation results in a two game suspension
- 3rd situation results in replacement of the coach