

St. Hilary Cardinals

St. Hilary

**Athletic
Handbook**

2010



2011

St. Hilary Cardinals

Saint Hilary Elementary School
5614 North Fairfield • Chicago, Illinois 60659
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Dear Parents and Guardians of Our School Athletes,

St. Hilary Catholic School is concerned with the development of the WHOLE person - the religious, moral, social, and academic dimensions, as well as, physical development. We believe that participation in athletics is an important part of student development. Through participation in the Saint Hilary athletic program, students may develop life-long skills and positive values. These values include leadership, healthful living habits, self-discipline, integrity, and teamwork, respect for rules and regulations and the ability to participate with dignity and grace.

We are grateful for the rich heritage of sports programs that exists here in St. Hilary Parish and School. Through the efforts of many parents, alumni, parishioners, and volunteers, our students have a well-balanced physical education program as well as intramural and interscholastic sports programs. The students have the opportunity to practice and refine skills learned as well as competitive activities where skill development, teamwork, team achievement, and personal growth are emphasized.

We are indebted to the many talented and hard-working coaches, athletic directors, and parent volunteers for the impressive contribution they give to our students. We are especially proud of our student athletes who play with determination, enthusiasm, teamwork, fairness, and pride.

It is important that athletes, coaches, volunteers, parents and audience members follow a Code of Ethics so as to safeguard those present and their reputations, as well as, the school's property, assets, and good name.

The Code of Ethics states:

- **Good sportsmanship** - playing by the rules in letter and spirit, never booing an opponent or name-calling at coaches or players
- **Positive attitude** - trying one's best and realizing that others are also doing their best
- **Honesty, integrity, personal responsibility** - taking care of oneself and not being led by others' inappropriate behavior
- **Respect for the rights and dignity of others** - welcoming all and sharing in the joy of competition and learning
- **Bringing honor** - to one's self, one's team, and one's school

More is learned about the values and the integrity of our school and students family upbringing through sports programs than through any handbook or newsletter we may print. Together we will keep the magic of St. Hilary alive through our participation and enthusiasm, honoring all present.

Sincerely,

Michael G. Neis Principal

Education for a beginning,.. Values for a lifetime.



- 1) This handbook has been revised (08/01/2010) and supersedes ALL previous St. Hilary Athletic Committee handbook and/or rules.
- 2) This document changes the St. Hilary Athletic Committee to the St. Hilary Athletic Board.
- 3) This handbook provides for a balanced Board in that it authorizes:
 - a) One (1) appointed member from the School Board.
 - b) One (1) appointed member from the Mothers' Club.
 - c) Three (3) appointed members from the Men's Club.
 - d) The members will be appointed by the president of their respective organizations and serve at the pleasure of that president.
 - e) This handbook precludes a coach from being an appointed member of the Athletic Board due to a conflict of interest that may arise. However, it allows for a coach to be appointed as a non-voting adviser/consultant to the board.
- 4) This handbook retains many of the previous rules and regulations as well as updated rules/regulations.
- 5) This handbook includes the coaches' guidelines.
- 6) This handbook is designed for future changes/additions.
- 7) This handbook includes the rules for hearing a complaint.
- 8) This handbook describes the position of Athletic Director.
- 9) This handbook has been revised and approved with the advice and consent of:
 - a) Pastor of St. Hilary Parish
 - b) Principal of St. Hilary School
 - c) President of St. Hilary School Board
 - d) President of St. Hilary Mothers' Club
 - e) President of St. Hilary Mens Club
 - f) Athletic Director
 - g) Athletic Board

SAINT HILARY ATHLETIC BOARD

1) DEFINITION:

- a) This body is officially authorized by St. Hilary Parish and School and is financially supported by the St. Hilary Mens Club, and will be designated as the St. Hilary Athletic Board.

2) PURPOSE:

- a) To coordinate interscholastic Athletic Programs for St. Hilary School.
- b) To encourage support from all organizations involved at St. Hilary's.
- c) To hear and resolve all grievances.
- d) To act as a liaison among all organizations & individuals involved in the Athletic program at St. Hilary's - (coaches, parents/guardians, participants, parish school and school organizations).
- e) To revise or drop present programs if necessary and stimulate more participation through promotion and development of all programs, and to be open to the development of any new programs.
- f) To establish guidelines and agreements for the Athletic Program.
- g) To review/update Athletic Handbook as needed.

3) MEMBERS:

- a) One (1) appointed representative of the School Board (2-year term).
- b) One (1) appointed representative of the Mother's Club (2-year term).
- c) Three (3) appointed representatives of the Mens Club (with one member's term expiring in an alternate year from the other two members) (2-year term).
- d) Appointed members shall serve at the pleasure of the President of that organization which they represent.

4) MEETING GUIDELINES:

- a) Meetings are held the 1st Wednesday of the month at 7:00 pm in the Rectory.
- b) Anyone wishing to address the Board with a specific topic, needs to submit a request in writing to a board member via the school, at least one week before the meeting.
- c) Athletic Board meetings consist of two parts. The general forum, discussion, (1st part) is open to all concerned. The resolution process, (2nd part) is a closed forum, used for discussion by the board.
- d) The results of any decisions made in the general forum discussion will be reported to all school organizations through the participating member from that organization.

5) PHILOSOPHY:

- a) Through the funding of the Mens Club, St. Hilary provides the opportunity for students to participate in extra-curricular programs. These programs will enable students to become aware of the importance of their development and will instill a sense of responsibility, self-respect, respect for others fairness and good sportsmanship.
- b) The purpose of these programs is to provide an atmosphere in which ALL students participate and strive for excellence spiritually, morally, intellectually, physically,

emotionally and socially.

- c) St. Hilary School does not discriminate on the basis of race, color, sex, national or ethnic origin in its admission or hiring policies, educational programs, loan or scholarship programs, athletics or any other school-administered program.

6) MEETINGS:

- a) At the first meeting of each school year, the board will elect a Chairperson and a Secretary.
- b) The Athletic Director should already be in place from the previous year.
- c) The Athletic Director should have been appointed by the Mens Club President, approved by the Principal and Pastor, and in place at the final Athletic Board meeting from the previous year; if not, all responsibilities must be taken over by the BOARD until the Athletic Director is in place.
- d) Each Board member should receive a copy of this handbook and the definition, purpose, membership, and philosophy should be discussed and understood by all.

7) RESPONSIBILITIES:

- a) The Athletic Board is responsible to the Pastor, Principal and the School Board regarding the player's status as a student of St. Hilary's School. Of special concern should be the student's academic standing. Disciplinary actions regarding a student will be considered on a case by case basis by the Principal.
- b) The Athletic Board is responsible to the Mens Club regarding the commitment of funds on financial obligations.
- c) The Board will be responsible for the entire athletic program with the exception of the activities of the Physical Education Instructor who is under the direction of the school.
- d) No one board member at any given time will issue letters, or any type of notices to students or parents/guardians without the approval of the board. If the entire board is not available, it must be majority approval.
- e) The Principal has the authority to relieve coaches of their duties. This will be done after consultation w/the board. A thorough investigation will also be conducted. A coach will only be relieved after a hearing is held among all necessary parties.
- f) Since the Principal has the authority to dismiss a coach after consulting the board, it would be a conflict of interest for a coach to be appointed to the board but, can serve as an non-voting adviser/consultant to the board.
- g) The board will be responsible to meet with the coaches and parents of team members at the beginning of each sport's program season. The intention of the board shall be to disseminate sports program information and encourage parental participation.
- h) To explore the possibilities of "continuing education" for the coaches such as seminars on coaching and injuries on a periodic basis.
- i) The Athletic Director is responsible for making sure all forms are turned in to them before the athlete will receive a uniform. Copies of rosters will be submitted to the Principal at the beginning of each season. All Physical's will be turned into the school office and will be checked against rosters.
- j) Athletes cannot participate or receive a uniform until all fees have been paid, forms have been submitted, and parents/guardians have attended an informational meeting at the start of the season.

RULES FOR HEARING COMPLAINTS

- 1) The purpose of these rules is to insure that a fair and equitable hearing is provided to all complainants and opposition parties. ALL members of the Athletic Board shall hear the complaint, at the same time. The chairman shall conduct the interview of the complainant (with all board members present) to determine the facts as listed:
 - a) What did the incident involve?
 - b) What rules were violated?
 - c) Where did the incident occur?
 - d) When did the incident occur?
 - e) Who was involved in the incident?
 - f) A brief description of action before, during and after the incident.
 - g) Any witnesses to the incident?
- 2) Upon conclusion of the interview, board members may question the complainant to clarify any points not understood.
- 3) Upon completion of the interview and questions from the board members, the complainant will be excused. During the interview the chairman and board members will conduct themselves in the following manner:
 - a) They will provide a congenial, sensitive hearing.
 - b) They will not be argumentative.
 - c) They will not prejudge based on personalities involved.
 - d) They will be objective; decide on the facts as presented.
 - e) They will not provide any indication to the complainant as to what the decision will be.
 - f) The members shall be courteous and attentive.
 - g) They will be cognizant of any anxiety the complainant has.
 - h) Above all the board shall display the fact that its goal is to be fair and just in their solution of problems.
- 4) Upon completion of the interview with the complainant, the board will examine all policies and inform the principal to decide if further action is required.
- 5) If necessary, the board will interview the opposition party (ies) against whom the complaint was lodged.
- 6) Upon conclusion of all interviews, investigation, etc., the board may convene a special session with all parties concerned to provide them with results and decisions. This can also be done in writing.

ATHLETIC GUIDELINES

- 1) Practices for grade school will not extend beyond 9:00 pm, and/or more than two hours on any given day.
- 2) Final screening & approval of coaches is done by the Principal of St. Hilary School.
- 3) All student agreements and emergency forms are filed in the Athletic Director's and Principal's office.
- 4) All coaching agreement and approval forms are filed in the Athletic Director's and Principal's office.
- 5) The Athletic Director, Parents/Guardians (with students involved with the Athletic Program) and Coaches should have a copy of the handbook.
- 6) Quitting one sport to participate in another during the same year is prohibited.
- 7) Athletes cannot be rostered on more than one (team) sport per season.
 - Extra Curricular Activities (i.e.: not limited to Cub Scouts, Girl Scouts or Cheerleading) during any sport season, does not constitute a conflict

COMPOSITION OF TEAM SPORTS

- **FOOTBALL** 7th, 8th Grade (Varsity), 4th, 5th & 6th Grade (Widgets)
- **VOLLEYBALL** 7th, 8th Grade (Varsity), 5th, 6th (Junior Varsity)
 - **BASEBALL/SOFTBALL** 7th and 8th Grade (Varsity)
 - **CHEERLEADERS** 4th thru 8th Grades
 - **BASKETBALL** 4th thru 8th Grades

- 1) When the roster size of a particular team is verified at 16 or more students, strong consideration should be given to form 2 separate team rosters.
- 2) In the event of a suspension /lack of participation in a program ALL participants would be allowed to move up 1 (one) level only. Principal, Athletic Director, parental and coaches' approval is required, subject to the limits of safety
- 3) For teams in grade 4-6 the division shall be made to reflect two evenly skilled rosters. The Athletic Director, along with the two (2) coaches will make the selections by alternating selections.
- 4) For teams at the 7th and 8th grade level, the split can be made competitively. The Athletic Director, along with the two (2) coaches, are to make the roster selections.
 - If the goal is to create two evenly skilled rosters, then alternating selections will be used to complete the roster.
 - If a competitive team is the goal, then the Athletic Director, along with the two (2) coaches will sit down and select rosters based on ability.
- 5) Playing Time for grades 4-6: These are considered Competitive but Instructional Grades.
 - Basketball - Playing time should be as equal as possible, if the roster allows.
- 6) Playing time for grades 7-8: These are considered Competitive Grades.
 - Basketball - For the 7th Grade it is suggested that a player play a minimum of 8 minutes per game, if the roster allows.
 - Basketball - For the 8th Grade, although there is no guarantee of playing time, it is suggested that a player play a minimum of 6 minutes per game, if the roster allows.
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 - Baseball/Softball – For All grades, All players must play at least 3 innings in the field.
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 - Volleyball – For All grades, All players must play at the equivalent of at least 1 of the 3 games in the match.
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ATHLETIC FEE'S

- 1) The Annual Men's Club fee is \$40.00 per club's guideline. This may vary from year to year.
- 2) Athletic fee per sport is \$ 40.00. This may vary from year to year.
- 3) Every family must pay the fees for each sport before the uniforms will be issued

ADDITIONAL GUIDANCE

- Athletic Director Responsibilities
- Coaches Guidelines & Agreement Form
- Parents/Guardians Responsibilities, Agreement Forms, Permission Forms & Emergency Forms.
- Athlete's Responsibilities (athlete also signs an agreement form same as parents/ guardians)
- Archdiocese Agreement Forms

ATHLETIC DIRECTOR RESPONSIBILITIES

- 1) The Athletic Director will be responsible for budget requirements and schedules for all teams.
- 2) The Athletic Director will insure that all budget requirements are submitted to the Mens Club Board no later than April/May for the coming year
- 3) The Athletic Director is responsible for the recruitment of all new coaches and will submit names of new coaches to the Principal for final approval. The Athletic Director may choose to delegate his authority regarding recruitment by appointing a Head Coach to assume the function of recruiting new coaches.
- 4) All Coaches' applications/agreements must be received and approved by the Athletic Director and the Athletic Board, with final approval by the Principal of St. Hilary's School. The Athletic Board, Rectory, and School should have a list of all approved coaches (Head & Assistant).
- 5) The Athletic Director and Athletic Board, is aware of the status and inventory of all uniforms and will inform the Mens Club Board of any additional needs
- 6) The director will be responsible for allocation of gym time after school hours for all sports activities, in coordination with rectory, with the exception of school directed programs. Requests for gym must be submitted at least one(1) month prior to use. Practices for grade school students will not extend beyond 9:00 pm and/or more than two (2) hours on any given day.
- 7) The director will act as a liaison between the School, Parish, and various league directors as well as between coaches and the Athletic Board. Any questions/complaints a coach might have regarding the league should be directed to the Athletic Director.
- 8) The Athletic Director will observe practices and games of all sports on a periodic basis to insure continuity of each program (i.e., lower grade boys basketball should teach the same basic skills as taught on the varsity level to allow for a smooth transition from one program to another and to allow for the substitution for a coach who might not be able to make a particular practice or game for one reason or another)
- 9) Should be available to either fill in or find someone else to fill in for a coach who will be late for a practice or game (this again would require a working knowledge of coaching as well as periodic observation of each coach's practices to insure that continuity is maintained).
- 10) Coordinate the efforts between various programs. Act as a buffer between various sports to insure that each head coach receives as much cooperation as possible.

- 11) Coordinate requests for various equipment/uniforms with each of the Head Coaches. The Athletic Director can designate an Equipment Manager.
- 12) To obtain and distribute the latest rules for each of the coaches with regard to the sport and unique league rules pertaining to their sport. The Athletic Director can designate a person to be responsible for attending League meetings
- 13) To attend league meetings and insure proper representation of the school.
- 14) To insure that the policies and guidelines of the Athletic Board are followed.
- 15) To keep the Athletic Board and Principal informed of any grievances (i.e., coaches vs parents, league vs coaches, etc.). .
- 16) If a student cannot participate in a program per the Principal, the Principal will inform the Athletic Director, who will inform the Coach.
- 17) There must be an orientation at the beginning of the sporting season for all students and parents/guardians who wish to be involved in the Athletic Program. The Athletic Board must also be present at this orientation. Attendance is mandatory for participation. Each student (family) is to be represented by an adult (18 years or older) at the meeting.
- 18) .
- 19) .
- 20) .

COACHES' AGREEMENT

- 1) All coaches are expected to conduct themselves on and off the playing field/court in a manner that reflects positively on the St. Hilary Athletic Program.
- 2) The coach is responsible for seeing that his/her team follows the league rules and code of ethics both to its letter and spirit.
- 3) Each coach must model exemplary Christian behavior to his/her athletes. Specifically:
 - a) Coaches are never to instruct or encourage an athlete to violate either the spirit or letter of the rules of the sport or league.
 - b) In questioning or disagreeing with an official's decisions, a coach is to act with respect and self-control.
 - c) In coaching his/her team, a coach is to treat all persons with respect, never resorting to insulting words or gestures.
 - d) Submit rosters of all team players to the Athletic Director prior to the start of the season.
 - e) Any paperwork/letters, which will be sent home to the parents/guardians and students, should be reviewed and approved by the Athletic Director
- 4) Coaches must make sure that the parents/guardians of children participating in the program receive a schedule for practices and games. Practices for a grade school student during school nights will not extend beyond 9:00 PM or two hours at any given day.
- 5) Players shall not be allowed outside the gym until official practice is completed.
- 6) During practices, if the gym doors are open, a parent must be present at the door. If no parent is at the door, it must remain closed and locked.
- 7) COACHES MUST HAVE COPIES OF ALL EMERGENCY INFORMATION PER ATHLETES WITH THEM AT ALL PRACTICES AND GAMES.
- 8) If a practice or game is called off, the coach is responsible for notifying each team member.
- 9) Only coaches approved by the Athletic Director and the Principal of the School may work with the teams. No unauthorized person shall be on the floor.
- 10) Each coach should be considerate of the gym time he/she is allocated. In other words, if you start the practice late, that does not mean you can run into the following grade time frame.
- 11) Only one grade should be scheduled per time slot (unless the coaches on both teams have agreed to work together). During another team practice the following team should NOT be on the gym floor interrupting the current practice.

- 12) ALL HEAD Coaches must be 21 years of age or older. The ASSISTANT must be at least 18 years of age or older.
- 13) Coaches will be responsible for clean up and securing of parish facilities.
- 14) Give credit to players when team loses as well as when it wins. Consider individual differences in both the ability to learn as well as to perform.
- 15) A CONCERTED EFFORT MUST BE MADE TO ENSURE THAT ALL ATHLETES ARE INVOLVED AND PARTICIPATE IN EACH GAME.
- 16) Since we are committed to TEAM sports, no individual awards will be designated for the Sports Banquet.
- 17) Coaches are ALWAYS to have another adult present at all practices and games. The assistant coach or another parent will fulfill this requirement.
- 18) In keeping with the policy of the Archdioceses of Chicago, unless it is your child, coaches are never to transport athletes, one on one, to and from athletic events.
- 19) To make clear to the Parents and Athlete's, rules regarding missing practices or games.
- 20) .
- 21) .
- 22)
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PARENT'S/GUARDIAN'S RESPONSIBILITIES

Your child's participation in the St. Hilary Sports Program will require your cooperation and participation.

- 1) Parents/guardians will be asked to drive to away games. If you are unable to do so, you are responsible for finding a driver to replace you.
- 2) You will also be asked to work the concession stand during the games at home; it will require 1 to 1½ hours of your time. The concession time consists of selling candy, food, popcorn and hot coffee.
- 3) Fathers must be a member of the Men's Club (per Men's Club guidelines). Single, (widowed) Mothers, must be a member of the Mothers Club.

During practices, if the gym doors are open, a parent must be present at the door. If no parent is at the door, it must remain closed and locked.

Remember, the success of any sports program lies not only with the coaches and children, but also with the parents'/guardians' cooperation.

GENERAL RULES:

- 1) Quitting one sport to participate in another during the same season is prohibited
- 2) Parents/guardians and athletes must complete and sign the St. Hilary Athletic Agreement, Parental Approval Form and Medical Form, along w/payment of all required fees.
- 3) Please read these forms carefully and be aware that in signing up and participating in this program you will be waiving and releasing all claims for injuries your child might sustain arising out of this program.

COMPLAINTS AND CONSERNS:

- If there is a concern, Parents need to communicate directly (1st) first with the Coach, (2nd) second with the Athletic Director and lastly to the Athletic Board. Never approach a Coach before, during or directly after a game with complaints. Also, do not attempt to resolve any dispute during a practice.
- Make arrangements for a meeting (ie: on a off day or before/after practice) with the Coach, to discuss any issues that you may have.

SPECTATOR'S RESPONSIBILITIES:

The following statements are taken from the Athletic League Code of Ethics:

Spectators are to reflect the same Christian behavior and sportsmanship required of coaches and athletes.

- If a spectator exhibits unruly, disruptive, or non-sportsmanlike behavior, the game official shall temporarily stop the game and notify both the home and visiting team coaches. The appropriate coach deals with the unruly spectator and, if necessary, removes him/her from the premises.
- If the actions of the manager do not rectify the situation, the game official shall inform both teams of the forfeiture of the game by the offending team.

ATHLETE'S RESPONSIBILITIES

The following statements are taken from the Athletic League Code of Ethics:

- 1) Each Athlete represents his/her team, school and league. Therefore, each Athlete's conduct must exemplify self-respect, self-control, respect for others and sportsmanship.
- 2) Each Athlete is to treat every other Athlete, Coach and Official with respect and courtesy.
- 3) Athletes are to respect the decisions of the Officials. No words, actions, or gestures of disrespect are to be tolerated.
- 4) No Athlete may resort to roughness or fighting with an opponent.
- 5) A Student Athlete represents his/her school both while on his/her campus and when on a visiting campus.
- 6) Misbehavior on the part of an Athlete may jeopardize the outcome of the game by his/her team's forfeiture of the game.
- 7) Once rostered to a team, the Athlete expected to fulfill his/her commitment to the team for the entire season, in that sport.
- 8) It is the responsibility of the Athlete, to communicate with the Coach regarding missing practices or games. Failure to do so may effect participation on game days.

ACADEMIC EXPECTATIONS

The student must perform satisfactorily in the areas of academic effort, behavior and attitude.

We are confident that St Hilary students will strive to work to the best of their ability. Homework, classroom participation, and tests will be used as evaluation tools. If there is a dramatic change in a student's work or effort or behavior, or the grade average in a class falls below a student's capabilities, then the following steps will be initiated:

- **Step 1** The principal will be made aware of the situation. A phone call will be made home. The student will have one week to show signs of improvement.
- **Step 2** If no improvement is evident the Principal will direct that student be removed or suspended from the team until the academic/behavioral situation improves.

Any student who participates in the inter-scholastic sports program must be covered by insurance. The Archdiocese requires that the school have on file a record of the insurance for each student involved. A yearly physical is also required.

Sports being offered are, but not limited to, football, volleyball, basketball, softball and baseball.

An inter-scholastic program supported financially by St. Hilary Men's Club, is offered throughout the school year when volunteer coaches are available.

The Principal and Athletic Committee establish details of the interscholastic program.