



**ST. VINCENT  
DE PAUL**

---

**CATHOLIC SCHOOL**

**St. Vincent de Paul Catholic School  
Extra-Curricular Handbook**

**2024-2025**

## TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
<b>Authorizing Statements</b>	
Philosophy and Purpose	4
Goals	4
Governance	4
Lines of Authority	4
Safe Environment Training Program	4
Participation, Expectations, and Responsibilities	5
Structure, Organization, and Management	5
<b>General Directives</b>	
Academic, Behavioral and Attendance Requirements for Eligibility	6
Adult Supervision	7
Age Eligibility	7
Athletic Games, Tournaments, and Practices	7
Athletic Team Make-Up/Playing Time	8
Athletic Team Rosters	8
Awards	9
Cheerleading/Pom-Poms	9
Complaint Procedures/Conflict Resolution	9
Concussion Procedures/Protocol	9
Disputes Between or Among Schools	11
Fan Code of Conduct	11
First Aid	11
Fundraising/Support from Businesses	12
Intramural Programs in Lower Elementary Grades	12
Medications and Supplements	12
Open Gym	12
Participation in Multiple Activities at the Same Time	12
Playing Up	13
Practices, Games, and Tournament Exclusions	13
Reporting Injuries	13
Scrimmages and Drills	13
Sportsmanship/Player Game Conduct	14
Student Requirements to File Before the Season	14
Technical Fouls	14
Travel and Transportation	14
Uniforms and Equipment	14
Weather-Related School Days, Saturdays, and Holidays	15

## **Appendices**

Athletic Director Job Description	16
Coaches, Assistant Coaches, and Moderators Job Descriptions	17
Coach/Moderator Job Description	18
Concussion Sign-off Agreement	19
Extra-Curricular Policy Agreement	20

## **Philosophy and Purpose**

St. Vincent de Paul believes that extra-curricular exist to guide young people in their self-development spiritually, morally, socially, and physically, through learning and applying Christian principals in all extracurricular activities. A student who participates in any extracurricular activity no longer acts only as an individual but assumes the obligations of being a member of a team and representative of the school. We must remember as coaches, players, fans and parents that people will judge our athletic program and St. Vincent de Paul School by the Christian faith that we display at each extracurricular function.

The purpose of the extra-curricular programs at St. Vincent de Paul School is to provide a healthy outlet for students. The learning of skill, the fostering of sportsmanship, the encouragement of self-discipline, the recognition of the importance of the team and the individual, the practice of positive health habits, and the placement of activities in a proper perspective are points of emphasis that shall be made in all their activities.

## **Goals**

- To experience God-given talents and to be ever thankful for them.
- To experience the God-given gift of a healthy body and mind and to be ever thankful for them.
- To establish successful programs for the purpose of glorifying God, learning to be a positive and respectful team member, and improving individual skills.
- To teach sportsmanship, team spirit, and good fundamentals.
- To afford students the opportunity to display their talents and earn the respect and companionship of peers.
- To develop common goals for success.

## **Governance**

St. Vincent de Paul School and the Office of Catholic Schools will apply Illinois Elementary School Association's (IESA) by-laws for all interscholastic activities in which the schools engage in matters of dispute and accountability. St. Vincent de Paul School will also follow the handbook prepared for Extra-Curricular Activities.

## **Lines of Authority**

Recognizing that the Pastor is ultimately responsible for all parish activities, the Principal will provide the leadership and responsibility for all extra-curricular programs at the local elementary school level. These responsibilities will then extend to the Athletic Director, coaches and moderators, students, and their parent(s) or guardian(s).

## **Safe Environment Training Program (SET)**

Every person is uniquely created and gifted by God. Catholic social teachings remind us that human life is sacred and...*that every person is precious, that people are more important than things and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.*

-United States Conference of Catholic Bishops

In order to guard against incidents of sexual abuse of minors, Safe Environment Training is required of adults who work with youth on a regular basis. The training establishes acceptable behavior that is legal, professional and responsible. It includes standards of conduct regarding sexual abuse and harassment. (cf. Diocese of Peoria Policy C-402) A further description of SET is found at [www.usccb.org/comm/envguide.shtml](http://www.usccb.org/comm/envguide.shtml).

### **Participation, Expectations, and Responsibilities**

*It must be emphasized that an authentic human and Christian formation of athletes indirectly becomes an educational instrument on a more vast social level.*

Pope John Paul II

*The Most Authentic Dimension of Sports*

### **Structure, Organization and Management**

*The interscholastic athletic program should be looked upon as the pinnacle and not the foundation of a school's physical education endeavors. A school should provide, first a program of physical education for all children, second an intramural sports program for all who desire some participation in competitive sports, and finally, an athletic program of competition in the skill sports.*

Archdiocese of Milwaukee

Approval of all scheduled offerings, requisites for grade participation, duration of each offering and exact dates from beginning practices to final games/contests, will be planned and communicated before each academic year begins. Ordinarily, games should not be started after 8:00 p.m. on school nights.

***I have competed well; I have finished the race; I have kept the faith.***

**2 Timothy 4:7**

## General Directives

### Academic, Behavioral and Attendance Requirements for Eligibility

Eligibility of the students will be determined by the Principal. To maintain eligibility:

- A student will not fail any of the academic subjects, including Religion. Mid-term first quarter grades and weekly grades thereafter will be used. Students failing to meet academic standards will be suspended from practice and games until grades meet the academic standards. Suspensions will be from Monday through Saturday with notification given to the student on Friday or last day of the school week. Students that become ineligible will be monitored weekly for the remainder of the season. If a student is ineligible three times within the school year, they will not be eligible to participate in ANY extra-curricular activities that follow the third ineligibility offense.

#### EXAMPLE:

1. A student is ineligible during fall golf, again during winter basketball, and again for spring track, they will no longer be eligible to participate in ANY extra-curricular activities.
  2. If a student is ineligible three times during the same sport season, they would be ineligible for ANY extra-curricular activities that would follow.
- A student will cooperate with home and school in maintaining academic standards and Christian conduct including that on social media.
  - A student will conduct himself/herself in a manner appropriate as a student of St. Vincent de Paul. The highest ideals of a young Christian man or woman should always be exemplified. As a team member, the student must understand that his/her actions, works, and behavior reflect on him/her, the team, and St. Vincent de Paul School.
  - A student will follow the directions and instructions given by the coach or moderator. Coaches and moderators are responsible for making the decisions and participants are responsible for executing those decisions.
  - A student will ensure that academic work is completed, preparation for tests takes place, and proper conduct at school is maintained.
  - Use or possession of tobacco, alcoholic beverages, drugs and/or look-alike drugs will result in immediate dismissal for all extracurricular participation for the school year.
  - Any student involved in theft/stealing/ or vandalism of property will result in immediate dismissal for all extracurricular participation for the school year.
  - Attending a social function where alcoholic beverages and/or look-alike drugs are being consumed illegally will result in:
    - First offense – 20 school day suspension from extracurricular participation
    - Second offense – immediate dismissal from extracurricular participation
  - Any violation of school rules or gross misconduct which results in a suspension from school or an in-school suspension will result in a suspension varying from participation from extracurricular activities until the school suspension or in-school suspension is served to immediate dismissal from all extracurricular activities. Final determination will be made by the Principal.

- To be eligible to participate in a week-day competition, the student-athlete must have attended more than 50% of that day's school instruction, as determined by the Principal or Athletic Director. Failure to attend more than 50% of that day's school instruction will result in the student-athlete being ineligible for that evening's game. At the sole discretion of the Principal or Athletic Director, a student-athlete that misses more than 50% of a day's school instruction may participate if the Principal or Athletic Director determines that sufficient extenuating circumstances exist such that the student-athlete should be allowed to participate.

### **Adult Supervision**

Adequate adult supervision must be provided to students every time they arrive, practice, participate in any manner and wait for their rides. It is expected that one of the supervisors will be the coach or moderator. However, it is recommended that parents, legal guardians and other adults oversee the students at all times when they are in the school, on the school premises or at games and contests away from the school.

By the same token, parents and legal guardians must show their respect by bringing their children to events and picking them up at the recommended window of time designated by the school.

### **Age Eligibility**

Teams will be compiled of same gender individuals.

- 8<sup>th</sup> grade students shall not have reached their 16<sup>th</sup> birthday prior to the beginning date of practice.
- 7<sup>th</sup> grade students shall not have reached their 15<sup>th</sup> birthday prior to the beginning date of practice.
- 6<sup>th</sup> grade students shall not have reached their 14<sup>th</sup> birthday prior to or during the season of the sport the athlete is participating in.

### **Athletic Games, Tournaments and Practices**

The Principal will determine the number of games and tournaments at each grade level before the beginning of each school year.

Whether or not they hold IESA membership, all diocesan schools with existing athletic programs will adhere to the following maximum number of games and tournaments each season.

Basketball:

- Grade 5 and 6 – twenty (20) games including tournaments
- Grade 7 – twenty-two (22) games or number of games per IESA including tournaments, exclusive of the end-of-the season Catholic school championship tournament series or the IESA state tournament series
- Grade 8 – twenty-two (22) games or number of games per IESA including tournaments, exclusive of the end-of-the season Catholic school championship tournament series or the IESA state tournament series

#### Soccer:

- Grades 1-4 – twelve (12) games, including tournaments
- Grade 5 – twelve (12) games including tournaments
- Grade 6 – twelve (12) games including tournaments
- Grade 7 – fourteen (14) games including tournaments
- Grade 8 – fourteen (14) games including tournaments

#### Track and Field:

- Track and Field: Twelve (12) meets
- Note: some student-athletes may qualify for regional and state meets beyond the scheduled meets

#### Cross Country:

- Twelve (12) meets
- Note: some student-athletes may qualify for regional and state meets beyond the scheduled meets

#### Volleyball:

- Grade 5 and 6 – Twenty (20) games including tournaments
- Grade 7 – Twenty-two (22) games including tournaments, exclusive of the IESA tournament series
- Grade 8 – Twenty-two (22) games including tournaments, exclusive of the IESA tournament series

#### Cheerleading/Pom-Poms:

- Grades 7 and 8 – to coincide with regulated games and tournaments

#### **Athletic Team Make-Up/Playing Time**

- All students in grades 5-8 are eligible and encouraged to participate in sports offered at their given grade level. Due to the high numbers of student participation in some programs, tryouts or evaluations will be held. All teams will follow IESA rules for player participation per each grade level.
- Effort will be made to provide playing time for each player with the philosophy of 5<sup>th</sup> and 6<sup>th</sup> grade levels being developmental and a goal of more equal playing time will exist. The 7<sup>th</sup> and 8<sup>th</sup> grade levels will be more competitive. At the 7<sup>th</sup> and 8<sup>th</sup> grade level, coaches should strive to allow each player to participate in each game.
- Students **MUST** be in school by 1:00 PM in order to attend that night's events or co-curriculars. Decisions on excused absences made by the Principal are final. Students are responsible to report their absence to the coach.

#### **Athletic Team Rosters**

An official team roster for each sport sponsored by the school must be on file in the school office and with the Athletic Director and the individual coaches or moderators. Rosters will also be made available to the IESA and other schools conducting approved and scheduled tournaments.

The team rosters should contain information only about the student-athletes' names and birth dates.



### Awards

Awards, including trophies, are traditionally part of extra-curricular programs. Factors to consider in selecting awards should be size, cost, appropriateness, and proportionality.

Only awards officially approved by the school may be presented to students regardless of the funding source of the awards.

### Cheerleading/Pom-Pons

The cheerleading moderator is under the direction of the Athletic Director.

All cheerleaders and pom-pons must follow IESA rules and regulations. (cf. *Spirit Rules Book*)

If a mascot is used to help with cheerleading and development of school spirit, he or she will follow the student conduct and academic expectations as listed in this handbook and the local Parent/Student Handbook.

### Complaint Procedures/Conflict Resolution

In the event of a complaint for non-compliance to IESA rules, diocesan policies or local school policies and administrative regulations, a written form should be completed by the complainant and submitted to the Athletic Director and the Principal. The Principal will make all final decisions regarding complaint resolutions.

- Ordinarily conflicts are handled through a discussion with the team's head coach or moderator. When a conflict arises, contact the team's head coach or moderator and make an appointment to discuss the matter. **Approaching a coach or moderator immediately after a game or event is not an appropriate time to discuss such matters.**
- If there is dissatisfaction after the meeting with the team's head coach or moderator, contact the Athletic Director. The Athletic Director will discuss the situation with the coach involved and with the Principal.
- If the situation is still not resolved after going through these channels, then the Athletic Subcommittee will convene a meeting with the parties involved. The Athletic Subcommittee will then make a written recommendation to the Principal.
- The Principal will then decide whether or not to implement the Committee's recommendation and renders his/her final decision.

### Concussion Procedures/Protocol

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:**

- 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
- 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:**

- 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

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport Document created 7/1/2011, Reviewed 4/24/2013, 7/2015, 7/2017, 6/2018

\*Every athlete has been given a copy of this policy.

### **Disputes Between or Among Schools**

In the event of a dispute between schools with opposing teams, the schools' Principals and Athletic Directors shall initially meet to address the concern. The Principals will resolve the matter internally.

IESA guidelines should be utilized if the schools involved in the dispute hold IESA membership.

### **Fan Code of Conduct**

As SVdP Fans (students, guests, parents) we have much to be proud of. SVdP is a thriving school and parish. We have great kids, coaches, moderators, parents, and teachers. SVdP believes that sportsmanship is a core value and its promotion and practice are essential to represent SVdP in an appropriate manner. This code of conduct applies to all parents/fans/students involved in SVdP extra-curricular activities.

- Parents/fans/students will teach, enforce, advocate, and promote the development of good character.
- Parents/fans/students will respect participants, officials, opponents, and all others involved.
- Parents/fans/students will conduct themselves in an appropriate manner at all times.
- As such, here's who we are and are not:

We are: Virtuous, enthusiastic, supportive, first class, good sports, win or lose.

We are not: Obnoxious, critical, without class, poor sports, win or lose.

Individuals that violate the Fan Code of Conduct may be asked to leave a game and may be forbidden from attending games and/or practice

### **First Aid**

It is the responsibility of the Athletic Director to provide First Aid supplies to the coaches and moderators. A box that can be accessed only by the Athletic Director, the Principal, coaches and moderators, should contain student emergency information, the score book and students' addresses and phone numbers.

OSHA guidelines must be followed in the event of bodily spills. Disposable gloves and biohazard bags for containment of blood and bodily fluids are mandatory.

Everyone who is at reasonable risk of exposure shall participate annually in a blood borne pathogens information meeting. This universal precautions training will provide basic information regarding exposure to blood borne pathogens including Hepatitis B,

Hepatitis C and human immunodeficiency virus (HIV) through bodily blood and fluid spills.

### **Fundraising/Support from Businesses**

The Principal shall approve businesses who wish to support logos or signs placed in gymnasiums, products promoted through concessions and business names sponsoring ticket stubs and/or programs. The Principal will make final decisions regarding the type and number of fundraising projects.

### **Intramural Programs in Lower Elementary Grades**

If a school has an intramural program, the Principal will approve volunteers who oversee intramural programs. They should be at least 21 years of age and have completed Safe Environment Training (SET), as well as background and fingerprinting checks. If paid, they will also be screened for drug usage.

### **Medications and Supplements**

Under no circumstances may medications and/or supplements be supplied, recommended, permitted or dispensed to students. (cf. Diocesan Policy C-310) Any student who carries their own medication must report this to the coach.

### **Open Gym**

Open Gyms may occasionally be held as gymnasium use permits and the Principal approves. As stated previously, Open Gyms may not take place on Sundays and the additional dates as ascribed. Coaching, competitive play and offering of critical comments shall not take place during Open Gyms. They participants should be SVdP students only.

The minimum standard for supervision of Open Gyms will be a person who is 21 or older who has completed Safe Environment Training (SET), has had a background and fingerprinting check and has been screened for drug usage, if paid. (cf. Appendices – Diocesan Administrative Regulation C-312). An adult trained in CPR and the use of an automated external defibrillator (AED) must be present at all times.

### **Participation in Multiple Activities at the Same Time**

The policy of St. Vincent de Paul is to encourage and allow participation by students in as many extra-curricular activities as possible. At the same time, we recognize that if a student chooses to participate in an activity, attendance by the student at practices, competition and other functions for members of that activity is important.

In some cases, students will wish to participate in activities whose seasons overlap. In such cases, it is unavoidable that conflicts between the practices, competitions, and other functions of the different activities will occur despite the efforts of the school, coaches, and moderators to minimize conflicts. It is essential that when a student wishes to participate in activities whose seasons overlap, the student and his/her parents discuss the situation with the coach or moderator of each activity prior to the start of the specific activity.

It is expected that the coaches or moderators of the overlapping activities will cooperate to allow the student to participate in both activities. The student and his/her parents must understand, however, that in a team activity, fairness to the team, its coaches or moderators, and other team members requires attendance by team members at team practices, competitions, and other functions, to the extent that a student's participation in competitions may be limited as well, at the discretion of the coach or moderator.

### **Playing Up**

In the event that a grade level does not have sufficient members to form a team, the Athletic Director and the Principal may allow students to play up; however, those playing up will be from the next lower grade level only. Any exception will be at the approval of the Athletic Director and Principal. The total number of team members will not exceed a reasonable number if there was a need to have lower grade students play up. The Principal will determine what the "reasonable" number is: a "reasonable" number is either a minimum number set by the Athletic Director and Principal or in the event of cuts that "reasonable" number becomes the number of athletes the team was cut to.

### **Practices, Games and Tournaments Exclusions**

No games or practices, including tournaments or Open Gyms, may be scheduled or played on Sundays. In addition, no practices, games, tournaments and Open Gyms, may be scheduled or played on Holy Days of Obligation, Holy Thursday, Good Friday and parish religious events.

Practices, games and tournaments will be limited to five days per week, per team. Practices should not exceed one and a half (1.5) hours per day. Parish events and school events such as seasonal programs, fairs and concerts should take precedence over practice, games and tournaments. Careful scheduling of all such events, including scheduling, should be precisely planned into each year's school calendar and placed on the parish master calendar.

### **Reporting Injuries**

Whether at home or away or whether serious or not serious, all injuries must be reported to the Principal, the Athletic Director, and the parent(s)/legal guardian(s) as soon as possible during or after an athletic event.

The Principal will determine who is to report an accident/injury to the parents/legal guardians; this administrative regulation will be communicated to the Athletic Director, coaches and moderators.

Schools that participate in the blanket accident insurance program offered by the Diocese must submit a claim form to the company that documents the cause and nature of the injury. The person completing the form should certify that the student-athlete sustained the injury while practicing or playing in a school-sponsored sports program.

### **Scrimmages and Drills**

All scrimmages and drills with any outsiders will be considered as scheduled games.

### **Sportsmanship/Player Game Conduct**

The conduct of players, coaches, and fans should characterize the philosophy of Christian sportsmanship. Each player will be held accountable for his/her behavior by the coaching staff.

### **Student Requirements to File Before the Season**

Previous to the beginning of each activity during the school year, participants will be required to have on file:

- Parental/Guardian Consent Form and Liability Waiver (cf. School Forms–website)
- Acknowledgement and Adherence Form regarding the Diocese of Peoria Athletic Handbook for Catholic Elementary Schools and the local school's Parent/Student Handbook, signed by the student and his or her parent(s) or legal guardian(s) (school-generated form)
- Medical Information and Emergency Form (cf. School Forms – website)
- Annual Proof of Physical Examination, signed by a licensed physician

### **Technical Fouls**

If a student-athlete is assessed a technical foul or other similar foul or infraction (collectively as “foul”) during competition, the student-athlete may be excluded from the remainder of the competition if the coach determines that the foul was the result of unsportsmanlike conduct. The in-competition determination of whether a foul was a result of unsportsmanlike competition rests with the coach. Immediately following the conclusion of the competition, the coach must report to the Athletic Director that such a foul was assessed and describe the circumstances of the foul. The student-athlete to whom a foul was assessed may be subject to further discipline at the discretion of the Principal and Athletic Director.

If a student-athlete commits two technical fouls related to unsportsmanlike conduct in a season, he or she will be meeting with AD and principal to discuss further disciplinary action.

Coaches who receive technical fouls may continue to coach; contingent upon the reason for the technical foul, the Principal may have sanctions in place and act upon them as soon as possible after the game.

### **Travel and Transportation**

The Principal will determine the maximum distances for traveling to away events. Activities that may require overnight stays may not be made for any event at the elementary school level.

### **Uniforms and Equipment**

The Principal shall be responsible for approving the purchase of team uniforms. Uniforms will be issued annually. If an athletic team, a timetable for their expedient return should be determined by the Athletic Director.

Normal wear and tear is expected. In the event the uniform is returned in less than acceptable condition or not returned at all, the parent(s) or legal guardian(s) will be assessed the cost for its replacement.

Some costs for the completion of the entire uniform will become the responsibility of the parent(s) or legal guardian(s). For example, such items may be shoes, socks, warm up tops and outfits as well as ball caps. Equipment should be inventoried after practices as well as after home and away games.

The school allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

#### **Weather-Related School Days, Saturdays and Holidays**

On school days, Saturdays and school holidays when severe weather conditions may preclude practices, games and/or tournaments, the Principal and the Athletic Director will determine whether or not practices, games and/or tournaments will take place or be cancelled.

A reliable relay system for communicating cancellations or changes to parent(s) or guardian(s) and student-athletes should be planned, written and distributed to coaches and moderators prior to each sport's season.

## **APPENDICES**

### **Athletic Director**

The Athletic Director will be selected and approved by the Principal and will be directly responsible to the Principal.

The Athletic Director will meet the following requisites before being employed:

- Completion of Safe Environment Training (SET)
- Background check and fingerprinting (cf. Diocesan Policy C-403)
- Screening for drug usage, if paid (cf. Diocesan Administrative Regulation C-312)
- Bloodborne Pathogens (annually)
- CPR and AED training
- Submission of a resume
- Meeting for the purposes of discussing athletic philosophy, duties and responsibilities with the Principal
- Understanding and agreeing to abide by the policies and regulations set in the Diocese of Peoria Athletic Handbook and the local Parent/Student Handbook

The Athletic Director will oversee all aspects of the athletic program, working in close collaboration with the Principal in matters beyond routine responsibilities. Examples of collaboration include fundraising decisions, purchase of uniforms, purchase of equipment, athletic activities that require transportation to out of town locations and significant concerns warranting administrative guidance.

The Athletic Director will maintain a permanent record of coaches' certifications. A copy of the record should be filed with the school.

The Athletic Director's agreement will include the job description listed below.

The Principal will informally evaluate the Athletic Director periodically.

#### **Athletic Director Job Description**

- Responsible to the Principal, who appoints the Athletic Director
- Responsible for the overall organization of the athletic program within the parameters of the IESA Handbook and St. Vincent de Paul Extra-Curricular Handbook
- Coordinates with the Principal the athletic program schedule in relation to the school calendar and extra-curricular activities beyond athletics
- Develops a master schedule of all athletic events, including practices, games, tournaments and use of facilities. Seeks approval of the schedule from the Principal who communicates it to the parish, parents and guardians, faculty, staff and student-athletes
- Collaborates with the Principal regarding qualifications, selection and duties of coaches and moderators; makes recommendations of coaches and moderators to the Principal for his or her approval



- Communicates with coaches on a weekly basis to ascertain their needs, discuss problems and give suggestions
- Prepares First Aid kits and Emergency Information packets for coaches and moderators
- Hires or organizes all officials and personnel required for home games; organized all other aspects for home games including, but not limited to, scorekeepers, gate and concession workers, supervisors and hall monitors and timers, clean up, turning out lights and securing all doors
- Orders concession food products or assigns it to a specific individual
- Attends and reports information at Athletic Advisory Committee meetings.
- Collaborates with the Principal about all aspects for an annual athletic banquet if one is held at the local level; discusses the number and types of awards
- Is present at all home games or home-sponsored meets or has selected someone who has been approved by the Principal to take his or her place; enforces the policies and regulations for spectator behavior
- Makes disciplinary recommendations to the Principal regarding student-athlete misbehaviors that go beyond the local school's written expectations
- Keeps an inventory of all uniforms and equipment; maintains a listing of assigned uniforms and determines an expeditious return of them at the end of each season
- Attends all required conference meetings
- Is keenly aware of IESA rules and regulations
- Performs any other responsibilities that are required on a local school basis

### **Coaches, Assistant Coaches and Moderators**

Coaches and moderators at St. Vincent de Paul School are generally volunteers. They are approved by the both the Athletic Director and Principal and are ultimately responsible to the Principal.

Before coaches and moderators begin the position in any of the sports offerings, they must have completed:

- Safe Environment Training (SET)
- Background check including fingerprinting. (cf. Diocesan Policy C-403)
- Screening for drug usage, if paid. (cf. Diocesan Administrative Regulation C-312)
- Bloodborne Pathogens training (annually)
- CPR and AED training
- Acknowledgement and Adherence to the IESA Handbook. (School-generated form)
- Coaches of the interscholastic activities at diocesan schools, unless they are a teaching member of the faculty at the schools, are required to complete the IESA on-line coaches' training education course and concussion certification. This requirement includes coaches that are voluntary or paid.
- The coach/moderator's agreement should include a job description (cf. Appendices –Coach/Moderator Job Description)
- Participation in an annual workshop for coaches and moderators

Each coach or moderator must be at least 21 years of age. In the event that someone wishes to coach or moderate who is 18-20, he or she may be chosen by the Athletic Director to assist a coach under the guidance and supervision of the coach or moderator. Assistant coaches will be responsible to meet all of the above-bulleted requirements.

Careful selection of those expressing an interest to coach or moderate shall be required of the Athletic Director and the Principal. Candidates must have given evidence of their commitment to living Gospel values prior to their selection.

All coaches shall be trained toward the goal of certification. Training should include, but not be limited to:

Basic preparation in the Catholic Christian philosophy of coaching

- Risk management and the prevention and treatment of injuries
- Specific sports preparation including rules, practices, organization, skill development and
- coaching behavior

A listing of responsibilities shall be attached to and signed by the coach or moderator. Those responsibilities are listed below.

Coaches and moderators will:

- Provide each student with opportunities to participate
- Promote good sportsmanship, that is, fairness, respect for opponents and graciousness in winning or losing
- Represent themselves as positive role models to their players, opponents, game officials and the school community
- Pray with the students prior to the beginning and at the conclusion of practices and games
- Refrain from using alcohol and tobacco in the presence of students at school-sponsored athletic events
- Refrain from using abusive and foul language and gestures as well as making inappropriate remarks
- Refrain from berating the efforts of students

The Principal will establish a written process for sanctioning misconduct that violates the expected behavior of coaches. Behavioral expectations, as well as the sanctioning process, should be delineated in the job description or in a written Code of Conduct.

### **Coach/Moderator Job Description**

In developing the job description for coaches and moderators, the following responsibilities should be considered along with what each local school expects:

- Understands thoroughly the rules and regulations of the sport that is coached
- Is familiar with and agrees to abide by the IESA Handbook and the St. Vincent de Paul Parent/Student handbook; supports the mission and philosophy of the school.
- Meets with parents and guardians previous to the beginning of the activity season

- Constructively works with early adolescents, never berating or criticizing them; conscientiously employs strategies that allow all students to experience success, not just those who have more ability to play
- Displays Christian behavior on and off the field or court
- Works cooperatively with the Athletic Director in the areas of organization and development of the extra-curricular program  
Is equipped at all practices and games with First Aid supplies, record books and emergency information
- Shares responsibility with supervisors in overseeing locker rooms and in controlling fan behavior; secures all locker rooms and doors before leaving
- Recognizes that coaching is teaching; substitutes excessive competition with opportunities for student athletes to develop self confidence
- Secures all equipment needed for games and meets
- In collaboration with the Athletic Director, plans for all aspects of away games and meets
- Emphasizes the importance of Christian conduct and academic achievement

### **Concussion Information Sheet**

#### **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. The Return-to-Play Policy of the IESA and IHSA 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 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/ConcussionInYouthSports/>

**Student/Parent Consent and Acknowledgements**

By signing this form, we acknowledge we have been provided information regarding concussions.

**Student**

Student Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Legal Guardian**

Name (Print): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_

Each year IESA member schools are required to keep a signed Acknowledgement and Consent form and a current pre-participation Physical Examination on file for all student athletes.

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport Document created 7/1/2011, Reviewed 4/24/2013, 7/2015, 7/2017, 6/2018, 7/2024

**EXTRA-CURRICULAR POLICY AGREEMENT**

I have read the attached **St. Vincent de Paul Catholic School Extra-Curricular Handbook for the**

\_\_\_\_\_ school year and agree to abide by all of its provisions.

\_\_\_\_\_  
Player signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date