

ST. LAURENCE ATHLETIC HANDBOOK



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ARTICLE I. BELIEFS

The athletic program of St. Laurence School is founded on these beliefs:

- A. The dignity and worth of the human person
- B. The right of God's people to mature in society and the Church
- C. The responsibility of parents in transmitting these beliefs to their children

ARTICLE II. PHILOSOPHY & PURPOSE

Our athletic program exists to promote the spiritual, moral, social and physical development of students guided by the teachings of the Catholic Church. Our program will serve the following purposes:

- A. Promote growth in social skills and moral development
- B. Promote physical development and increase potential for improvement in sports
- C. Experience God-given talents with fellow athletes
- D. Develop within each student a philosophy of teamwork and fair play
- E. Develop common goals
- F. Create a spirit of camaraderie
- G. Afford athletes the opportunity to participate and earn the respect and companionship of their peers
- H. Discover and improve individual skills
- I. Promote self-confidence and poise as team members
- J. Teach good fundamentals, team spirit and sportsmanship

ARTICLE III. ADMINISTRATION

- A. In accordance with Rockford Diocesan Policy "All elementary athletic programs associated with Catholic Schools shall be under the jurisdiction of the school principal".
- B. The Athletic Director (AD) will be accountable to the Principal.
- C. The St. Laurence Athletic Committee shall be comprised of the Principal, AD, Secretary, Treasurer and one member of the Education Commission to act as a liaison between the Athletic Committee and Education Commission.
- D. Athletic Committee members must be 21 years of age and registered members or spouses of registered members of the parish.
- E. The AD may assign sport coordinators to be responsible for various duties.
- F. Athletic Committee members may serve for as long as they remain in good standing with the committee.
- G. As it becomes necessary to replace Athletic Committee members, St. Laurence Parish and school will be notified of the openings.
- H. Individuals applying for open positions must submit their request in writing to the Athletic Committee.
- I. If there are more candidates than positions, the Athletic Committee will conduct a vote.
- J. The Athletic Committee will meet quarterly. Additional meetings may be called at the discretion of the Principal or AD.
- K. All regular meetings of the Athletic Committee shall be open to the members of the parish/school.
- L. Individuals wishing to address the Athletic Committee must request an opportunity to do so by submitting a request in writing to the principal or AD.
- M. Written records of all meetings shall be maintained by the Secretary.
- N. Steps for conflict resolution are as follows:
 - 1. Speak directly to the individual.
 - 2. If the issue is not addressed to your satisfaction, contact the AD.
 - 3. If you still have questions or concerns, write or call the Principal.

ARTICLE IV. ATHLETIC PROGRAM REQUIREMENTS

- A. Every student that desires to participate shall be given the opportunity as long as they meet all other requirements of the school.
- B. There will be no tryouts or cutting of players.
- C. All students participating in the athletic program must maintain a “C” average in core subjects (English, Math, Science, Reading, Religion and Social Studies) with no failing grades in any subject. If these criteria are not met, the athlete will be placed on Academic Probation. Any athlete on Academic Probation may not attend practices; however, they should attend games to show their support for the team.
 - 1. The Principal will notify the AD of any student who becomes academically ineligible as well as the period of ineligibility.
 - 2. The AD will notify the appropriate coach of any student who becomes academically ineligible as well as the period of ineligibility.
- D. A candidate for an athletic team may not practice or play in a game until he or she 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.
- E. Lower grade (5th & 6th) programs shall have as their primary emphasis instruction and participation. Upper grade (7th & 8th) shall emphasize instruction, participation, and competition. At lower grades (5th & 6th) in order to emphasize instruction and participation, playing time in a given contest is to be equitable among all athletes on the team.
- F. Coaches and ADs must cooperate in teaching methods, styles of play, etc. so as to provide the best opportunity for athletes to develop proficiency and character.
- G. 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.
- H. It is mandatory that all team members who are listed in the official scorebook for each contest be given playing time. 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. Exception: The sit out rule will not apply for girls’ and boys’ volleyball.
- I. 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.
- J. Athletes must follow the rules and general philosophies of the church, school and coach regarding discipline, sportsmanship and conduct. Violations can result in suspension or dismissal from the team.
- K. Athletes are expected to attend all games and practices. If the athlete is unable to attend, the coach must be notified by the parent or athlete. Excessive absences from practices or games are subject to penalties such as reduced playing time or suspension.
- L. Athletes should be allowed equal participation in practice.
- M. Athletes may not participate in a game or practice if they were absent from school on that day.
- N. Religious activities take precedence over all athletic activities.
- O. A properly equipped first aid kit must be available to coaches at all practices and contests.
- P. Conference rules and regulations shall govern play in each sport. If no conference regulation exists, decisions are referred / made according to IESA guidelines.

ARTICLE V. REQUIREMENTS FOR COACHES

- A. 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.
- B. At least one adult female must be in attendance at all girls’ teams’ practices and contests.
- C. At least one adult male must be in attendance at all boys’ team practices.
- D. All coaches or other adults involved in student supervision must complete all diocesan requirements regarding criminal background checks, Sexual Misconduct Norms Receipt, Pastoral Code of Conduct, Blood Borne Pathogen training, Protecting God’s Children classes, etc.
- E. 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

toward 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. ADs are instructed to caution coaches and remind them of their responsibilities and accountability in this regard.

- F. All coaches will answer directly to their AD who in turn answers to his/her Principal.
- G. IESA rules governing sportsmanship and coaches shall apply in all cases.
- H. At the end of the school year, each coach will be required to submit a letter stating his or her intention to return as a coach for the following year.
- I. If a coach currently holds a coaching position and remains in good standing, he or she will continue to have the opportunity of remaining in that position for the following year. If that individual does not wish to remain in the current position, there will then be an opportunity for a coach at a lower level to move up. (Example: If the 8th grade coach relinquishes his or her position, the 7th grade coach will have the opportunity to move up; if the 7th grade coach chooses not to move up, the 6th grade coach will have the opportunity to move up; if the 6th grade coach chooses not to move up, the 5th grade coach will have the opportunity to move up. The same process will be followed for lower grades. If no coach chooses to move up, then the position will open up to any interested individuals subject to confirmation by the Principal and AD).
- J. If an individual is interested in coaching, and is not currently a coach, he or she should submit their request in writing to the Principal or AD.
- K. Every attempt will be made to allow anyone who wants to coach the opportunity to do so.
- L. Dismissal of coaches will be addressed by the Athletic Committee.

ARTICLE VI. SPECTATOR GUIDELINES AND EXPECTATIONS

- A. All spectators and participants (i.e. parents, grandparents, coaches, players and referee's) are expected to exhibit acceptable conduct at all times. If not, they may be removed from the premises of the school by the game officials or authorized personnel of the school.
- B. Fans are expected to be courteous and respectful of the host school facility and those in authority.
- C. Obscene language and behavior will not be tolerated towards any official, coach, player and/or fan.
- D. Kicking and stomping on bleachers is not permitted.
- E. Local host rules regarding food and drink in gyms must be observed.
- F. All student spectators are to be accompanied by a responsible adult.
- G. Be a good representative of St. Laurence Catholic School.
- H. All school rules should be followed when attending Athletic events.
- I. Good sportsmanship should be demonstrated at all times.
- J. Hats are to be removed while in school or in gym.
- K. Only students participating in an athletic event should be handling or using the equipment.
- L. Students will stay off the floor during time-outs, halftime and during games.
- M. Since St. Edward High School has allowed us to use their facilities for all home basketball games, extra care must be taken to ensure that the gym area and bathrooms are clean, doors are locked and lights are turned off. Per our agreement with St. Edward staff, all other areas of the school are off limits to all parents, coaches and students (i.e. locker rooms, small gym).
- N. It is expected that parents and family members will conduct themselves in an exemplary Christian manner.
- O. It is expected that coaches will conduct themselves in a Christian manner. Coaches shall instill in each student, good sportsmanship and a sense of responsibility for being good examples to one another. (Sportsmanship covers not running up the score on another team.) Coaches should not incite the fans toward opposing coaches, players, or officials.
- P. It is expected that players will conduct themselves in a Christian manner.
- Q. Serious infraction regarding sportsmanship should be brought to the attention of the Principal and AD.

ARTICLE VII. PARENT/GUARDIAN RESPONSIBILITIES

- A. Demonstrate a Christian attitude at athletic events towards coaches, players, referees, opposing teams and other spectators.

- B. Transport your child to and from practices and games on time. Coaches will inform parents of what time to arrive.
- C. Reinforce with your child the responsibility of playing on a team. If your child signs up for a sport, he or she is making a commitment and the other players on the team are depending on them to be at all practices and games.
- D. Work Admissions & Concessions for assigned home games. If you are scheduled for the first game of the day, you are to arrive 30 minutes prior to the start of the game to help setup Admissions & Concessions. If you are scheduled for the last game of the day, you are to help put away all Concessions and equipment. Cash boxes are to be returned to the Sport Coordinator or AD.
- E. Clean up and put away equipment after games.
- F. Upkeep of athlete's uniforms and following washing instructions.
- G. Clean uniforms should be returned to the school office following the last game of the season.
- H. Parents are responsible for lost or damaged uniforms and can be charged replacement cost of the uniform.
- I. Parent attendance is strongly encouraged for games.
- J. 7th grade parents are responsible for 8th grade Black & Gold Day, which is the last home game of the season.

ARTICLE VIII. SPORT COORDINATOR RESPONSIBILITIES

A. VOLLEYBALL (St. Laurence)

- 1. Arrive 30 minutes before the first game time.
- 2. Open facility for event.
- 3. Prepare gym.
- 4. Help set up Concessions and Admissions table.
- 5. Ensure that individuals assigned to Concession and Admissions arrive and are present for their duties. Inform AD of any parents who missed their scheduled work time.
- 6. Put Concession items away and help clean up after last game.
- 7. Collect cash boxes and return them to the AD after last game.
- 8. Check restrooms after last game.
- 9. Secure the school building after games, lights off and doors locked.
- 10. Keep the school building in good condition and report any damage to the AD and Principal.

B. BASKETBALL (St. Ed's High School)

- 1. Prepare gym
 - a. Arrive 1 hour prior to start of first game.
 - b. Open facility for event.
 - c. Turn on lights.
 - d. Open storage room under bleacher in gym for tables and chairs.
 - e. Setup 10 chairs for each team.
 - f. Setup scoreboard (located in AD office).
 - g. Plug in lights for scorer's table.
 - h. Set out basketballs for each team.
 - i. Set out game ball.
 - j. Turn on lights in restrooms.
- 2. Concessions & Admissions
 - a. Setup Concessions/Admissions table and chairs in hallway and put them away at the end of the games.
 - b. Setup floor mats in hallway leading to gym.
 - c. Setup microwave, food, candy, drinks, coolers and paper goods.
 - d. Confirm that workers are there for their scheduled times.
 - e. Report no-shows to AD.
 - f. Collect Concessions and Admissions cash boxes at the end of the games.
 - g. Put Concession items away and help clean up after last game.

h. Keeps AD informed of Concessions needs.

3. Cleanup

- a. Put away chairs and sweep floor.
- b. Cleanup gym and bleachers.
- c. Secure the school building after games, lights off and doors locked.
- d. Keep the school building in good condition and report any damage to the St. Laurence AD and Principal.
- e. Collect all basketballs.