

2016-2017
Sacred Heart Catholic School
ATHLETIC PROGRAM MANUAL

TABLE OF CONTENTS

SECTION 1	ATHLETIC PROGRAM REGULATIONS
	1.1 Objectives
	1.2 Approved Volunteers
	1.3 Supervision and Safety
	1.4 Fees
	1.5 Cancellations
SECTION 2	SH SCHOOL BOARD ATHLETIC COMMITTEE
	2.1 Purpose
	2.2 Members
	2.3 Responsibilities
SECTION 3	SHCS BOOSTER CLUB
	3.1 Purpose
	3.2 Officers and Members
	3.3 Responsibilities
	3.4 Reimbursement
	— Constitution
SECTION 4	PRINCIPAL
	4.1 Expectations
SECTION 5	ATHLETIC DIRECTOR
	5.1 Requirements
	5.2 Expectations
SECTION 6	VOLUNTEER COACH
	6.1 Requirements
	6.2 Christian Coaches Creed
	6.3 Equipment and Supplies
	6.4 Safety
	6.5 Volunteer Coach Evaluation Procedure
	6.6 Expectations
	— Volunteer Coach Job Description and Evaluation Tool
	— Volunteer Coach Agreement
	— Volunteer Coach Application

- SECTION 7 PARENT/GUARDIAN
 - 7.1 Expectations
 - 7.2 Transportation Waiver
 - 7.3 Concussion and Head Injury Information
 - 7.4 Volunteer Opportunities

- SECTION 8 ATHLETES
 - 8.1 Eligibility
 - 8.2 Sports Teams
 - 8.3 Concussion and Head Injury Information
 - 8.4 Athlete Code of Conduct
 - 8.5 Discipline
 - 8.6 Recognition and Awards
 - Athletic Program Agreement

SECTION 1

ATHLETIC PROGRAM REGULATIONS

Sacred Heart Catholic School (SHCS) Athletic Program must comply with Green Bay Diocesan policy, SHCS policies and core values, the rules and safety regulations of WIAA, and the Big 6 Conference rules and procedures.

1.1

OBJECTIVES

- To teach athletic fundamentals, sportsmanship and to accept defeat and victory with grace and dignity.
- To give all students an opportunity to participate in a team effort.
- To encourage participation by all players.
- To build confidence in one's abilities.

1.2

APPROVED VOLUNTEERS

Approved volunteers are those who meet these requirements:

- Complete and comply with [VIRTUS](#) training
- Consent to a [background check](#), must be approved
- Sign and comply with the [Diocesan Code of Pastoral Conduct for Volunteers](#)

1.3

SUPERVISION & SAFETY

- There is to be neither practice nor competition without supervision by approved volunteers (at least 2 must be present, all and any must be approved).
- No one is to be in the gym until the coach or chaperone is present.
- Only athletes participating in the present sport will be allowed in the gym during practice times unless the coaches have given special permission and take responsibility for additional persons.
- No students are allowed in the concession stand.
- A first aid kit will be available for home/away games. First aid kit will be kept at the scoring table during home games and kept with the Athletic Director or appointed Sacred Heart official during away games.

1.4

FEES

- There is a \$20 fee for students participating in volleyball and a \$20 fee for students participating in basketball and cheer-leading. There is a fee for each sport season (volleyball AND basketball/cheer leading). This helps to pay for busing to away games, referees and other necessary Booster Club expenses.
- There is a \$25 volunteer fee per family. This fee will be reimbursed if families volunteer during home events at a minimum of three events per sport. This will depend on whether your student is participating in that sport season. Those refunds will be given at the Spring Athletic Banquet. There will be a \$35 uniform replacement fee per piece (top and/or shorts) for any damaged or unreturned uniforms.
- Families may request an Athletic Scholarship if they are unable to pay program fees.

1.5

CANCELLATIONS

All athletic events will be cancelled in the event of school cancellation or early dismissal. When events have been rescheduled the coach will inform the athletes.

SECTION 2

ATHLETIC COMMITTEE

2.1

PURPOSE

The Sacred Heart School Board wishes to guarantee that sports and those that participate in those sports are guided by high Christian ideals of sportsmanship and fair play. To oversee this process the Athletic Committee was formed.

2.2

MEMBERS

SH School Board Athletic Committee Chairperson, Athletic Director, Booster Club Officers

2.3

RESPONSIBILITIES

- Meet three times per year, or more if needed.
- Submits meeting notes, schedules, important correspondence to the SH School Board.
- Reviews the Athletic Program Regulations and athletic policies to suggest changes to the SH School Board.
- Provides a sounding board for coaches, parents, and others concerning the athletic program.
- Determines needed equipment (balls, scorekeeper books) and uniforms.
- Any other responsibilities as designated by the SH School Board.
- The Principal, in agreement with the SH School Board, is responsible to the GB Diocesan BOTCE for the administration and implementation of the extra-curricular activities

SECTION 3

BOOSTER CLUB

3.1

PURPOSE

Established in 1977, the Booster Club provides the Sacred Heart Catholic School Athletic Program with primary financial support. The Booster Club pays for the bus expenses, the referees that must be hired and all sports equipment and uniforms.

3.2

OFFICERS AND MEMBERS

- President, Vice-President, Treasurer, Secretary
- All officers must be approved volunteers
- Athletic Director is a non-voting member of the Booster Club officers board

*See "Constitution Sacred Heart Booster Club" for terms, elections and duties of officers

VOTING MEMBERS

- Every parent of every child involved in the athletic program at SHCS is a member of Booster Club

3.3

FUNDRAISING

- Submits "Fundraising Activity Proposal" to SH School Board for any Booster Club fundraiser. This does not include the Concession Stand.

PERMIT TO PRACTICE

- Ensures that all athletes have signed Athletic Program Agreement (emergency medical info, insurance waiver, medical treatment permission, athletic program agreement)
- Ensures that all athletes have signed Parent & Athlete Agreement Related to Concussion Law 2011 – Wisconsin Act 172
- Ensures that all athletes provide a WI Interscholastic Athletic Association—Athletic Permit Card or Alternate Year Athletic Permit Card
- Collects \$20 athletic fee per each sport season.
- Collect \$25 Volunteer Fee
- Distributes copies of signed Athletic Program Agreement to Athletic Director
- Upon request from parent/guardian send WIAA Athletic Permit Cards to specified school

SUPERVISION OF ATHLETIC EVENTS

- Assign an officer to each event to be the person in charge.

VOLUNTEER COORDINATION

- Provides the Athletic Director with a list of all persons who will be volunteering for the athletic program
- Coordinates the scheduling of approved volunteers (chaperones for all games and bus trips, concession stand workers, time keepers and score keepers, line judges, down refs)
- Assigns an officer to each home game (gets locker room keys from AD, oversees volunteers from set up to clean up)
- Orders from suppliers (Twigs, Reinharts, Luigi's, etc.)
- Follows "Booster Club Concession Stand Cash Handling Procedure"
- Assists AD with approved volunteers for tournaments

TEAM PICTURES

- Schedule and organize team pictures

PARENTS NIGHT

- Organizes parents night (MC, PA system, purchases flowers/token for parents)

ATHLETIC BANQUET

- Organizes and sponsors the annual athletic banquet (set date, arrange catering, create a program, submit room request to school office, purchase awards for athletic banquet for athletes, token of appreciation for coaches, door prizes dependent on available funds, introduce next year's officers at banquet.) At this time, all our athletes are given awards for their athletic achievement. Special thanks are given to all parents, coaches and volunteers for their support and dedication.

SPORTS MEETING

- Attends the sports meeting with parents and athletes before the volleyball and basketball seasons
- Agenda: Introduction of coaches, review parent expectations and athlete code of conduct, permit to practice, schedule for games & practices, away game bus schedule, addresses to away games, and approved volunteer sign up

UNIFORMS

The Booster Club provides uniforms for the volleyball teams, cheerleaders and all basketball teams.

- Distributes and collects uniforms from coaches/athletes
- Collects \$35 replacement fee per piece (top and shorts) for any damaged or unreturned uniforms
- Provide the Athletic Director and school office with a list of student's assigned uniforms, numbers and/or sizes.
- All new uniform purchases must first be approved by SH School Board

3.4

FINANCES

- Submit to the Athletic Director the receipt (specifying who is to be reimbursed) or invoice with the *expense category code number* from the SHCS Booster Club Funds financial statement, booster treasurer's *signature* and *date*
- Submit to the Principal a budget each year
- Submit the Fundraising Activity Proposal to the SH School Board for any fundraising events

END OF NIGHT/COMPETITION

- At the end of any competitions hosted by Sacred Heart Catholic School, a Booster Club member, along with another VIRTUS trained adult (can be another Booster Club member), must make sure the gym and locker rooms are cleaned.

SECTION 4

4.1

PRINCIPAL EXPECTATIONS

ADMINISTRATION

- The Principal, in agreement with the SH School Board, is responsible to the GB Diocesan BOTCE for the administration and implementation of the extra-curricular activities
- Promote athletic program in school marketing efforts

COMMUNICATION

- The Athletic Director is hired by the Principal and reports to the Principal
- Communicate with AD and Booster Club President as needed
- Receive rosters, schedules and changes to rosters and schedules

VOLUNTEER COACH AGREEMENT

- Review completed Volunteer Coach Agreement for each coach with the AD before practice begins

VOLUNTEER COACHES

- Fill coaching positions with qualified personnel together with the AD

ATTEND EVENTS

- Attend parents night
- Attend games as much as possible
- If deemed necessary by the Booster Club and AD, principal will attend sports meeting with parents and athletes before the volleyball and basketball seasons. Agenda: Introduction of coaches, review parent expectations and athlete code of conduct, permit to practice, schedule for games & practices, away game bus schedule, addresses to away games, and approved volunteer sign up
- Attend athletic banquet

CONFLICT/ DISCIPLINE

- Communicate with AD and coach regarding matters concerning athletic eligibility resulting in suspension from the athletic program
- Assist AD as needed regarding athlete code of conduct violations and enforcing consequences
- AD will communicate in concert with Principal to parents

MANAGEMENT CLAUSE

- School administration reserves the right to make changes to this handbook at any time. An effort to provide families with due notice of change will be made.

SECTION 5

ATHLETIC DIRECTOR EXPECTATIONS

5.1

REQUIREMENTS

- Complete and comply with [VIRTUS](#) training
- Consent to a [background check](#), must be approved
- Sign and comply with the [Diocesan Code of Pastoral Conduct for Volunteers](#)

EXPECTATIONS

5.2

POLICY

- Comply with and enforce [GB Diocesan policy](#), SHCS policies and core values, [WIAA Rules and Regs](#), and the Big 6 Conference rules and procedures
- The Athletic Director is hired by the Principal and reports to the Principal
- Act as liaison between Principal, coaches and Booster Club
- Works with Principal and SH School Board on expectations, variances or requests by the coaches concerning policy
- Post [GB Diocesan Locker Room Policy #5055](#) on locker room doors
- Approve all accounting by co-signing with Booster Club Treasurer before submitting to Parish Business Administrator

VOLUNTEER COACHES

- Require coaches to complete volunteer coach agreements and review forms prior to submitting to Principal
- Submit completed volunteer coach agreements from each coach to the Principal before practice begins
- Fill coaching positions with qualified personnel together with the Principal
- Evaluate coaches on a yearly basis and forward those evaluations to the Booster Club.
- The original evaluation will be kept in the athletic director's file.

CODE OF CONDUCT/ CONFLICT

- Receives communication from Principal regarding matters concerning athletic eligibility resulting in suspension from the athletic program (ensure coach is informed)
- AD will communicate in concert with Principal to parents/guardians
- Enforce consequences regarding athlete code of conduct violations
- Manage conflicts and complaints related to the athletic program

- For RE students, enforce attendance policies and anything deemed necessary by the Parish for athletic participation.

MEETINGS

- Attends Big 6 AD meeting in June
- Attend Booster Club and Athletic Committee meetings. Athletic Director does not have voting rights during these meetings.
- In June: initiates coaches meeting to plan for next volleyball season (determines practice schedule and if practice will start before school starts)
- In early October: initiates coaches meeting to set up practice schedule for basketball and cheer-leading
- Organizes sports meeting with parents and athletes before the volleyball and basketball seasons. Agenda: Introduction of coaches, review parent expectations and athlete code of conduct, permit to practice, schedule for games & practices, away game bus schedule, addresses to away games and approved volunteer sign up
- Call a meeting with Principal if an athlete wants to join or quit after season begins

GAMES AND PRACTICES

- Attend all functions home and away or find a replacement who is an approved volunteer
- Leads a prayer at all athletic events
- Schedule transportation for away games and tournaments
- Schedules referees/game officials
- Submits "Request for Check to Pay Referee" to Booster Club Treasurer
- Maintain complete program schedule, including all uses of the gym. Schedule should be shared accordingly
- Distributes practice and game schedule to Booster Club Officers, school office, athletes and parents
- No Wednesday night events (home/away games or practices) unless approved by Principal
- Submits rosters, schedules and changes to rosters and schedules to Principal
- Submits team rosters to Big Six Conference ADs
- Inform Principal and parents of changes to roster and rationale behind decision
- Coordinates tournaments with assistance of Booster Club
- Coordinates open gym

OPEN GYM

- Coordinates all open gyms, with gym space being scheduled accordingly
- Ensures that two approved volunteer chaperones are present at all times
- After approved announce to students/parents

SECTION 6

VOLUNTEER COACH

6.1

REQUIREMENTS

- Complete and comply with [VIRTUS](#) training

- Consent to a [background check](#), must be approved
- Sign and comply with the [Diocesan Code of Pastoral Conduct for Volunteers, COACHES AGREEMENT Related to Concussion Law 2011 – Wisconsin Act 172](#), and Volunteer Coach Agreement.

6.2

EXPECTATIONS

POLICY

- Comply with GB Diocesan policy, SHCS policies and core values, WIAA Rules and Regs, and the Big 6 Conference rules and procedures
- Submit requests for exceptions to policy to the AD.
- Cooperate with the AD, Booster Club, Athletic Committee, and Principal in all matters under the sports program.
- Submit practice schedule changes to the AD for approval who will inform parents of changes.
- Submit roster changes to the AD who will inform Principal and parents of changes to roster and rationale behind decision.

SUPERVISION

- Provide supervision at all practices for the players from time of arrival at school until all players have been picked up by a parent/guardian or have left for home.
- Ensure that two approved volunteers are present at all times for both practice and home/away games.
- Chaperone the bus or find replacement who is an approved volunteer.
- Attend all scheduled games and practices or find a replacement who is an approved volunteer.
- If unable, game/practice must be canceled.
- Check to see that facilities (gym and locker rooms) at practices and home/away games are left in proper order and used properly at all times.
- Be responsible for use and care of the equipment.
- Handle athlete and parent complaints, refer to AD as appropriate or if unable to resolve.
- Handle violations to athlete code of conduct; inform AD who will submit notice of discipline to principal.
- Keep a copy of each athlete's Athletic Program Agreement at all games and practices in case an athlete needs medical attention. Take a first aid kit to away games.
- Comply with GB Diocesan Locker Room Policy #5055 (no cell phone, media devices in locker room at any time)
- Keep a record of attendance of all practices and all games, report unexcused absences to Athletic director and call parents immediately.

MEETINGS

- Attend basketball meeting: In early October, attend coaches meeting to set up practice schedule
- Attend volleyball meeting: In June, attend coaches meeting to plan for next volleyball season (determines practice schedule and if practice will start before school starts)
- Attend sports meeting with parents and athletes before the volleyball and basketball seasons.
Agenda: Introduction of coaches, review parent expectations and athlete code of conduct, permit to practice, schedule for games & practices, away game bus schedule, addresses to away games, and approved volunteer sign up.

VOLUNTEER COACH cont.

COACHING

- Teach sportsmanship, fundamentals, and provide opportunities to improve on existing skills.
- Encourage fair participation by all players and with a team effort (based on playing guidelines that are in place)
- Exemplify the Christian Coaches Creed

CHRISTIAN COACHES CREED

I BELIEVE that the sports sponsored at Sacred Heart Catholic School have an important place in education and therefore pledge to cooperate with other educators to administer sports so that their value will be understood and accepted as an integral component of Christian growth. I BELIEVE that Christian sportsmanship is learned and realize that I am a model to officials, spectators, and players. I believe my actions have a lasting effect on those who observe me. Therefore I will:

1. Accept and support the decisions of officials
2. Contain my emotions and actions to the best of my ability in order to be a witness to my school, my church, and my Christian faith
3. Exercise patience, tolerance, and diplomacy in my relationships with all players, co-workers, game officials and spectators
4. Teach the game for the benefit of all and seek to coach according to the rules, remembering that the feelings of the members of both teams are equally important

6.3

EQUIPMENT AND SUPPLIES

- A first aid kit, practice jerseys, practice balls and bags are located on the stage in the “ball room.” The key can be checked out from the school office
- Scoreboard clock and possession box is located in the closet in the “ball room”
- A first aid kit, game books, and game balls are located in concession stand in the locked cabinet.

6.4

SAFETY

INJURIES

An athlete with a medical excuse must be cleared by a MD in writing prior to participating in practice or games.

CONCUSSION AND HEAD INJURY INFORMATION

[Wisconsin Concussion Fact Sheet for COACHES](#)

VOLUNTEER COACH EVALUATION PROCEDURE

The AD will coordinate the evaluation of each coach at least once a year. A copy will be provided to the coach and Booster Club The original will be placed in the coach’s file. If necessary, a meeting will be scheduled to discuss the evaluation. Coaches found to be non-compliant with the job requirements and job description will be immediately contacted by the Athletic Director to discuss such issues.

VOLUNTEER COACH JOB DESCRIPTION & EVALUATION TOOL

Sacred Heart Catholic School

Coach		
Team	*Circle S for Satisfactory or U for Unsatisfactory	
POLICY		
Comply with GB Diocesan policy, SHCS policies and core values, WIAA Rules and Regs, and the Big 6 Conference rules and procedures	S	U
Submit requests for exceptions to policy to the AD.	S	U
Cooperate with the AD, Booster Club, Athletic Committee, and Principal in all matters under the sports program.	S	U
Submit practice schedule changes to the AD for approval who will inform parents of changes.	S	U
Submit roster changes to the AD who will inform Principal and parents of changes to roster and rationale behind decision.	S	U
SUPERVISION		
Provide supervision at all practices for the players from time of arrival at school until all players have been picked up by a parent/guardian or have left for home.	S	U
Ensure that two approved volunteers are present at all times for both practice and home/away games.	S	U
Chaperone the bus or find replacement who is an approved volunteer.	S	U
Attend all scheduled games and practices or find a replacement who is an approved volunteer. If unable, game/practice must be canceled.	S	U
Check to see that facilities (gym and locker rooms) at practices and home/away games are left in proper order and used properly at all times. Complete Gym Checklist at the end of ALL practices	S	U
Be responsible for use and care of the equipment.	S	U
Handle athlete and parent complaints, refer to AD as appropriate or if unable to resolve.	S	U
Handle violations to athlete code of conduct; inform AD who will submit notice of discipline to principal.	S	U
Keep a copy of each athlete’s Athletic Program Agreement at all games and practices in case an athlete needs medical attention. Take a first aid kit to away games.	S	U
Comply with GB Diocesan Locker Room Policy #5055 (no cell phone, media devices in locker room at any time)	S	U
Keep a record of attendance of all practices and all games, report unexcused absences to Principal and call parents immediately.	S	U
MEETINGS		

Attend basketball meeting: In early October, attend coaches meeting to set up practice schedule	S	U
Attend volleyball meeting: In June, attend coaches meeting to plan for next volleyball season (determines practice schedule and if practice will start before school starts)	S	U
Attend sports meeting with parents and athletes before the volleyball and basketball seasons. <u>Agenda</u> : Introduction of coaches, review parent expectations and athlete code of conduct, permit to practice, schedule for games & practices, away game bus schedule, addresses to away games, and approved volunteer sign up.	S	U
COACHING		
Teach sportsmanship, fundamentals, and provide opportunities to improve on existing skills.	S	U
Encourage fair participation by all players and with a team effort. *Fair participation for the A teams is equal to 25% playing time in basketball and 33% playing time in volleyball. *Participation for the B and C teams should be equitable among all participants.	S	U
Exemplify the Christian Coaches Creed	S	U
Athletic Director Comments		
		Date
Athletic Director Signature		
Coach Comments		
Coach Signature		Date

VOLUNTEER COACH AGREEMENT

Sacred Heart Catholic School

- I agree to complete VIRTUS training before practice begins.
- I consent to a background check (must have approval from Athletic Director before practice begins).
- I agree with and will comply with the Diocesan Code of Pastoral Conduct for Volunteers.
- I agree with and will comply with the COACHES AGREEMENT Related to Concussion Law 2011 – Wisconsin Act 172.

I have received a copy of the SHCS Athletic Program Manual. I understand, agree with, will abide by and enforce all that is stated within.

Coach Name _____

Coach Signature _____

Date _____

Athletic Director to Complete:

- VIRTUS Training Complete, date _____
- Background Check Approved
- Diocesan Code of Pastoral Conduct for Volunteers Signed
- COACHES AGREEMENT Related to Concussion Law 2011 – Wisconsin Act 172 Signed

The above named volunteer coach has met all requirements as is approved to volunteer as a coach for Sacred Heart Catholic School.

Athletic Director _____

Date _____

Once complete, submit to Principal.

VOLUNTEER COACH APPLICATION
Sacred Heart Catholic School

Name: _____

Address: _____

Phone: _____

Email Address: _____

Sport and Team you are applying to be a volunteer coach for?

What is your availability for practice after school?

Have you ever had any formal training as a coach?

List any previous coaching experience in this or any other sport:

List personal playing experience in this or any other sport:

Are you currently CPR and First Aid Certified?

Describe the coaching goals and objectives you wish to accomplish:

REFERENCES

Name/Phone/Relation _____

Name/Phone/Relation _____

I am willing to attend VIRTUS training or already have completed the training.

○ I am willing to give permission for a background check or already have done so.

Signature _____ Date _____

*Thank you for your interest in serving as a volunteer coach with SHCS.
Your volunteer spirit & willingness to give your time & expertise are greatly appreciated.*

GO CARDINALS!

VOLUNTEER COACH

Section 6.6

Playing Time

- C teams are developmental, therefore they are expected to have equal or as close to equal playing time as possible.
- B teams are starting to develop, so playing time may not be equal, but there will be guaranteed playing time for all athletes. Coaches will have every player participate for no less than one third (33%) of the competition.
- A teams playing time will vary based on skills. Playing time is given to each player and coaches are expected to have every player participate for at least one fourth (25%) of the competition.
- Cheer is an included sport. Cheer is normally performed during A boys team games, with some exceptions/additions. All cheerleaders will cheer during this time.
- For all levels and all sports, the coach has the discretion to determine playing/cheering based on attendance of practices, athlete participation in practice and attentiveness and behavior in practice. (If there is a concern from the coach about a lack of attentiveness and behavior at practice, this will be communicated to the athlete and parents. If it is not communicated, the player will not be held accountable to lose playing/cheer time. Communication is crucial.)
- The following form will be filled in after each practice:

QUALITY PRACTICE CHECKLIST FOR ATHLETES

Coaches: Place a Y for yes and N for no. Any concerns need to be addressed with parents if a student is going to be penalized playing time.

- ___ Was the athlete at practice
- ___ was the athlete highly motivated and willing to practice
- ___ was the athlete focused
- ___ was the athlete giving effort at all times
- ___ did the athlete follow instructions given by the coach
 - ___ did the athlete behavior have to be redirected
 - ___ did the athlete communicate any concerns

- One unexcused practice equals one quarter out of a game for basketball, one quarter of the game if cheering and up to 15 points of a game if in volleyball. Unexcused absences are any

absences that are not communicated to the coach or athletic director ahead of time (it is parents' responsibility to choose whether or not their child will be excused)

- Three excused absences equals one quarter out of a game. Excused absences must be communicated with the coach or athletic director BEFORE practice begins.(if a student chooses to miss practice because of prior commitments, that is their choice to be involved in other activities so they will have to sit out one quarter based on three absences)
(See Section 8.4 Attendance)
- It is important that all students are given the opportunity to be engaged during practice at all times. If a coach has a concern about student effort or behavior, this concern should be addressed with the athlete and parent as soon as possible, by the next practice whenever possible. (If it is not addressed by the next game, the student will have fair playing time, as listed above)

SECTION 7

PARENT/GUARDIAN

7.1

EXPECTATIONS VOLUNTEERING

- Before volunteering must be approved *see **1.2 APPROVED VOLUNTEERS**
- Volunteer for home sporting events, if you are unable to fulfill your commitment find a replacement
- Help clean the locker rooms, gym and hall areas after home games
- There is a \$25 volunteer fee. This fee will be reimbursed if families volunteer during home events at a minimum of three events per sport season. This will depend on whether your student is participating in that sport season. Those refunds will be given at the Spring Athletic Banquet.

PARENT/GUARDIAN

Sportsmanship

- Responsible for good sportsmanship
- Be supportive of players and coaches. Enforce the **8.4 ATHLETE CODE OF CONDUCT** and participate in disciplinary action. Monitor your child/children
- The chain of command, when dealing with a situation involving athletes and coaches shall be the following:
 1. Coach
 2. Athletic Director
 3. Booster Club President and School Board Athletic Chairperson
 4. Principal
- Concerns should be addressed at an appropriate time, before or after games or practices, and consideration should be given as to whether or not other athletes/students are present.

ATTENDANCE

- If your child will be absent from practice inform the coach, unexcused absence from practice will be reported to the Coach and AD and subject to discipline See Section 6.6 Playing Time

UNIFORMS

- Launder and maintain uniforms

MEETINGS

- Attend sports meeting before the volleyball and basketball seasons. Agenda: Introduction of coaches, review parent expectations and athlete code of conduct, permit to practice, schedule for games & practices, away game bus schedule, addresses to away games, and approved volunteer sign up.

PERMIT TO PRACTICE

Before a student can participate in practice the following must be complete:

- signed Athletic Program Agreement
- signed [Parent & Athlete Agreement Related to Concussion Law 2011 – Wisconsin Act 172 / ACUERDO PARA PADRES Y ATLETAS](#)
- provide a WI Interscholastic Athletic Association—[Athletic Permit Card](#) or [Alternate Year Athletic Permit Card / Asociación Atlética de Interescuelas de Wisconsin Tarjeta de Permiso del Año Alterno](#)
- \$20 Athletic Fee per Sport Season.

PICK UP/DROP OFF

- Pick up/drop off your child(ren) on time for games and practices
- Players are not to be dropped off prior to the start time of practice. The coaches must be present in order for the players to be at school.
- Parents must make arrangements for supervision of their child before practice. Students are not allowed to “hang around” waiting for practice to begin.
- Pick up the players in the parking lot immediately after practice or a game. This includes away games.
- Parents/guardians are responsible for students after 3:10 p.m. If an official game or practice begins immediately after school, athletes and student spectators will be allowed to remain.
- Provide the chaperones with parental written permission if using transportation other than that provided by the school. *see **7.2 TRANSPORTATION WAIVER**

7.2

TRANSPORTATION WAIVER

Sacred Heart Catholic School

For those students returning from a school sponsored activity by means other than the school sponsored transportation.

Student Name

Date of Event

I am personally transporting the above named student(s).

I have made arrangements with _____ who will be transporting the above named student.

I agree to take full responsibility for their safety and agree to hold harmless any coach, school board member, Principal, teacher, bus personnel, or any other person connected with Sacred Heart Catholic School or Parish.

I understand that my signature below absolves the school and their agents from all responsibility for the given student.

Parent/Guardian Signature

Date

7.3

CONCUSSION AND HEAD INJURY INFORMATION

[Wisconsin Concussion Fact Sheet for Parents / Hoja de información para padres](#)

7.4

VOLUNTEER OPPORTUNITIES

Volunteers can sign up on the forms provided by the Booster Club. The schedule for Athletic Home events will be posted outside the Concession Stand and in the Weekly Newsletter.

CHAPERONES—HOME GAMES

See **1.2 APPROVED VOLUNTEERS**

- Chaperones should arrive ½ hour before the game to sweep gym floor.
- Obtain locker room keys from school office or Booster Club Officer, allow athletes to change before and after games then lock door. Unlock boys locker room for visiting team, leave unlocked until end of event.
- Station yourself near the main doors of the gym.. The entrance to the gym will be roped off during competition, opened during timeouts, between games and at halftime.
- During play, fans and students are not allowed to enter the gym. There will be door monitor at each event.
- Periodically, check the bathroom to see that all is orderly.
- Sweep gym floor between games or at half time as necessary.
- Athletes/students/spectators are not allowed on the stairs leading to the second floor. No running up and down the hallways or in and out of the building, no congregating in the bathrooms.
- Only players/cheerleaders are allowed on the floor at any time before, during, at half time or after games.
- After the game: sweep hallways, entryways, gym, under bleachers, ensure locker rooms and bathroom are clean and empty (no running water, paper on the floor, toilets flushed, lights off)
- Ask any persons found to be disruptive to leave the gym/school premises

CHAPERONES—AWAY GAMES

See **1.2 APPROVED VOLUNTEERS**

- Responsible for supervising the entire trip. Two approved volunteer chaperones are required.
- St. James is considered an away game. Athletes will walk to and from St. James with their coach(es) and chaperone(s).
- Take the team rosters. Make sure all students get on the bus at SHCS and when you are leaving the visited school. Athletes must check out with the chaperones before being excused. No one is to leave directly from the bus. Make sure all athletes have been picked up before leaving the school.
- **ON THE BUS:** All persons are to remain seated at all times. Keep the volume of noise to a minimum, especially at railroad crossings. Ensure that the waste container is used and the bus is cleaned after its use.
- **AT THE VISITED SCHOOL:** Students are to remain in the gym area. Athletes are expected to be sitting together in the gym with the chaperone and cheering on our teams. Students are not allowed to leave the visiting school for any reason or to play on the visiting school's playground. Enforce GB Diocesan Locker Room Policy #5055 (no cell phone, media devices in locker room at any time). Obtain locker room keys, allow athletes to change before and after games then lock door (not all schools have keys to lock their locker rooms). Athletes will provide the chaperones

with parental written permission if using transportation other than that provide by the school.
*see **7.2 TRANSPORTATION WAIVER**

- Any student being disruptive should be reported to the Principal the next school day.

CONCESSION STAND WORKERS

- See **1.2 APPROVED VOLUNTEERS**
- Arrive ½ hour before game time to set up:
- order pizza, start popcorn/slushy machine, heat nacho cheese, set out candy, light pizza oven, take pretzels out of freezer, open window
- **Do not let students into the concession stand.**
- Do not allow anyone (parents/coaches) to make a tab. All items must be paid for when purchased.
- Each worker can have one complimentary soda and popcorn. Offer to chaperone, scorekeeper and timekeeper as well.
- Pay refs with prepared checks and offer complimentary water and popcorn.
- After games:
- Lock up candy
- Clean popcorn machine, slushy machine, utensils, pizza oven, nacho cheese container
- Refill soda/water/Gatorade in frig, then pad lock frig door
- Make a list of supplies that are low and give to Booster Club Officer who is in charge
- Sweep concession room floor
- Give away or take home extra pizza, popcorn and slushies
- Empty garbage
- Check gym and locker rooms

OFFICIAL SCOREKEEPER

- Arrive ½ hour before start of game to get the book.
- Get rosters from the coaches for the **book** (locked in concession stand cabinet); it is the official record if there is a discrepancy. Put away and lock up after game.
- Report the final scores of each game to the SHCS Athletic Director.
- After the game: sweep hallways, entryways, gym, under bleachers, ensure locker rooms and bathroom are clean and empty (no running water, paper on the floor, toilets flushed, lights off)

TIMEKEEPER

- Arrive ½ hour before the game to get the **clock and possession box** (ball/ref closet) and the **game balls** and **first aid kit** (locked up in concession stand). Put away and lock up after game.
- The timekeeper works the clock at the game and works directly with the scorekeeper.
- After the game: sweep hallways, entryways, gym, under bleachers, ensure locker rooms and bathroom are clean and empty (no running water, paper on the floor, toilets flushed, lights off)

VOLLEYBALL LINE JUDGE

- Two needed for A team matches, preferably adults, 17 years or older.
- Stand at the corner of the endline that is closest to the right hand of each referee, diagonally from the corner. Watch the endline and sideline of respective corner, signal ball in or out whenever the ball lands near the lines.

VOLLEYBALL DOWN REF

- One needed for A team matches, assists the up ref (help to keep track of subs, rotation, violations) does not need to be WIAA certified.

END OF NIGHT/COMPETITION

- At the end of any competitions hosted by Sacred Heart Catholic School, a Booster Club member, along with another VIRTUS trained adult (can be another Booster Club member), must complete and sign the “Gym Checklist.” This must then be left in the AD folder kept in the Concession Stand.

SECTION 8

ATHLETES

8.1

ATHLETIC ELIGIBILITY

- It is a privilege to participate in athletics; it is a privilege to represent the school.
- Students in grades 4th thru 8th may participate in Athletic Competitions sponsored by Sacred Heart Catholic School and the Big 6 Conference.
- Students in grades 4-8 may participate in Sacred Heart Catholic School Athletics as long as they are not participating in the same sport in their middle school. Students must choose one or the other. This does not include non-school sponsored activities (i.e Shawano Hoops). RE Students must also follow the attendance policy and other guidelines program by the Sacred Heart Religious Education Program.
- Sacred Heart follows a “NO CUT RULE” to athlete participation.
- A student must attend school all day in order to be eligible to participate in an athletic event during that calendar day. Any exceptions must be approved in advance by the Principal.
- *See **8.5 DISCIPLINE**
- Athletes must be covered by family insurance for both travel and competition.

PERMIT TO PRACTICE

Before a student can participate in practice the following must be complete:

- signed Athletic Program Agreement
- signed [Parent & Athlete Agreement Related to Concussion Law 2011 – Wisconsin Act 172](#)
- provide a WI Interscholastic Athletic Association—[Athletic Permit Card](#) or [Alternate Year Athletic Permit Card](#) / [Asociación Atlética de Interescuelas de Wisconsin Tarjeta de Permiso del Año Alterno](#)
- There is a \$20 fee for students participating in volleyball and a \$20 fee for students participating in basketball and cheer-leading. There is a fee for each sport season (volleyball AND basketball/cheer leading). This helps to pay for busing to away games, referees and other necessary Booster Club fees.

8.2

SPORTS TEAMS

- Athletes compete in boys and girls volleyball, boys and girls basketball and cheerleading.
- Athletes are split into A, B, and C teams depending on grade and number of players.

BIG 6 CONFERENCE

Sacred Heart Cardinals belong to the Big 6 Conference which includes:

St Paul Comets, 240 E Green Bay St, Bonduel 54107	715-758-8532
St James Crusaders, 324 S Andrews St, Shawano 54166	715-524-4213
St Martin Rockets, 100 S Clinton Ave, Clintonville 54929	715-823-6538
Trinity Eagles, 120 S Henry St, Green Bay 54302	920-468-4065
Pilgrim Cougars, 1731 St Agnes Dr, Green Bay 54304	920-965-2244

Non-conference games may be scheduled as well.

OPPORTUNITIES PROVIDED IN COOPERATION WITH SCMS

Grades 7th and 8th are invited to join SCMS football. Grades 6th, 7th, and 8th are invited to join SCMS track, cross country, wrestling, hockey and soccer. Transportation is not provided to SCMS.

8.3

CONCUSSION AND HEAD INJURY INFORMATION

[Wisconsin Concussion Fact Sheet for Athletes](#)

8.4

ATHLETE CODE OF CONDUCT

Live your Faith, Be responsible (for good sportsmanship), **be respectful** (of others and school property home and away) and **be safe**.

EXPECTATIONS

- Practice good sportsmanship (seek to play and cheer fairly, applaud teammates and opponents who make good plays, accept defeat with dignity)
- Expected to watch other teams compete
- No running around in gym, halls, concession/lobby area, or playground
- Maintain a GPA of greater than 2.0 with no F's in core academic classes based on mid quarter progress reports and end of the quarter report cards. Fall sports participation will be based on previous 4th quarter grades. Athletes who do not meet this expectation will be put on probation.
 - While on probation grades will be checked every 2 weeks (athlete can practice, but not play)
 - Once the athlete is passing and GPA is above 2.0 with no F's, the athlete may practice and play
- Comply with the Homework Agreement
- Help clean the locker room, gymnasium and hall areas after home games
- Stay out of the concession stand

Attendance

- Attend all games and practices unless excused by the coach, or if you're injured or ill and unable to attend practice. Must notify coaches or Athletic Director of an absence BEFORE practice or game begins. Athletic Director will contact coaches regarding a student excused due to illness or injury.
- Unexcused absence from practice or games will be reported to the AD and may be subject to disciplinary action. Parents will be called as soon as possible by coach.
- Athletes are expected to attend, participate and be attentive at all practices and games. Failure to meet these requirements can result in a loss of playing time. **(See Section 6.6**

PLAYING TIME)

AWAY GAMES

- *See **8.4 ATHLETE CODE OF CONDUCT**—applies while traveling to and from games.
- Return to school on designated bus/vehicle.
- Provide the chaperone(s) with parental written permission if using transportation other than that provided by the school. *see **7.2 TRANSPORTATION WAIVER**
- Upon return to SHCS athletes must CHECK OUT with the chaperone before being excused. No one is to leave directly from the bus.
- St. James is considered an away game. Athletes will walk to and from St. James with their coach(es) and chaperone(s).
- It is suggested that athletes bring bottled water, a snack and/or lunch sack.

SPECTATOR EXPECTATIONS

Must comply with **8.4 ATHLETE CODE OF CONDUCT** and **EXPECTATIONS**

UNIFORM & APPEARANCE

- Athletes may wear their uniform tops the day of competition
- Remove all jewelry (barrettes, rings, earrings, necklaces, etc.) before practice/games.
- Athletes are expected to maintain their uniforms and return them in good clean condition to their coach or the school office as soon as possible after the last game.
- Any modifications to the uniform must be approved by the AD

LOCKER ROOMS

- Comply with GB Diocesan Locker Room Policy #5055 posted on locker room doors (no cell phone, media devices in locker room at any time)
- May use a pad lock to secure valuables in locker room.
- Athletes are only allowed in the locker room immediately prior and after their game to dress/change. No one athlete in locker room at a time.

8.5

DISCIPLINE

DISCIPLINARY ACTION

Noncompliance with **8.4 ATHLETE CODE OF CONDUCT** will result in the following:

FIRST INFRACTION—Verbal warning from AD, coach, chaperone, official

SECOND INFRACTION—Conference with student/athlete, parent/guardian, coach and AD

THIRD INFRACTION—Suspension from the athletics program for a minimum of three days and one game

*Depending on the severity of the offence the progression of disciplinary action may be expedited.

ATHLETIC SUSPENSION (for noncompliance with 8.4 ATHLETE CODE OF CONDUCT)

- Athletic suspension will be for a minimum of three days, which must include one game. Athletes suspended must continue to attend both practice (will not participate) and games (suited up but benched).
- Any school suspension will also result in suspension from the athletic program.
- An athlete may lose eligibility any time during the school year.
- Suspension will begin immediately after the suspension is determined.
- Principal or AD will notify athlete, parents and coach in writing and by telephone when suspension has been determined.

- Suspension will continue until the problem is resolved.
- After three suspensions in one school year either academic or athletic related, athletes will be denied further participation in the athletic program.

DISCIPLINARY ACTION NOTICE

SACRED HEART CATHOLIC SCHOOL

TYPES OF INFRACTIONS

*ATHLETIC CODE OF CONDUCT *EXPECTATIONS *ATTENDANCE *AWAY GAMES
*SPECTATOR EXPECTATIONS *UNIFORM & APPEARANCE * LOCKER ROOMS

WRITTEN WARNING FROM COACH, CHAPERONE OR OFFICIAL

***FIRST INFRACTION**

DATE: _____

TYPE OF INFRACTION: _____

STUDENT/ ATHLETE SIGNATURE: _____

COACH SIGNATURE: _____

*COPY TO PRINCIPAL AND AD

CONFERENCE WITH STUDENT/ ATHLETE, COACH AND PARENT

*** SECOND INFRACTION**

DATE: _____

TYPE OF INFRACTION: _____

STUDENT/ ATHLETE SIGNATURE: _____

COACH SIGNATURE: _____

PARENT/ GUARDIAN SIGNATURE: _____

*COPY TO PRINCIPAL AND AD

CONFERENCE WITH STUDENT/ATHLETE, PARENT, AD AND/OR PRINCIPAL

*** THIRD INFRACTION**

DATE: _____

TYPE OF INFRACTION: _____

STUDENT/ ATHLETE SIGNATURE: _____

PARENT/ GUARDIAN SIGNATURE: _____

ATHLETIC DIRECTOR SIGNATURE: _____

PRINCIPAL SIGNATURE: _____

SUSPENSION

* FOURTH INFRACTION

DATE: _____

TYPE OF INFRACTION: _____

STUDENT/ ATHLETE SIGNATURE: _____

PARENT/ GUARDIAN SIGNATURE: _____

ATHLETIC DIRECTOR SIGNATURE: _____

PRINCIPAL SIGNATURE: _____

*AD TO INFORM THE COACH OF THE SUSPENSION

8.6

RECOGNITION AND AWARDS

Recognition is given to all participants at the annual Athletic Banquet held in the spring.

- 4th and 5th grade: certificate of participation
- 6th grade: certificate of participation, a school letter
- 7th grade: certificate of participation, a sports pin
- 8th grade: certificate of participation, a year pin

*if an athlete enters a sport in a later grade, he/she will receive all the awards from the previous grades.

In all sports including tournaments no individual awards (most valuable, most improved) are to be given to athletes below the 8th grade level unless the coach is awarding every athlete a special award.

ATHLETIC PROGRAM AGREEMENT
Sacred Heart Catholic School

EMERGENCY MEDICAL INFORMATION

Student _____ Age _____ Grade _____
Parent/Guardian _____
Email _____
Phone _____ **Cell Phone** _____
Address _____
Doctor _____ **Phone** _____
Insurance Co. _____ **Policy Number** _____
Drug Allergies _____ **Prescription Drugs** _____
Medical Problems _____

MEDICAL TREATMENT PERMISSION

I hereby give permission for medical treatment to be given to my child in case of injury when participating in or going to and from a sports activity. I understand I will be contacted immediately. However, if I cannot be reached or circumstances necessitate it, medical treatment may be given. I will not hold the coaches, the school, or the parish responsible for the payment of the medical treatment.

PARENT/GUARDIAN INSURANCE WAIVER

I hereby give my permission for the above named student to compete in the athletic program sponsored by Sacred Heart Catholic School with the knowledge that this student is not covered by the school/parish insurance. I have adequate insurance protection for my child and will assume all responsibility for medical bills incurred from injuries received while practicing for or participating in interscholastic sports.

ATHLETIC PROGRAM AGREEMENT

I received a copy of the SHCS Athletic Program Manual. I understand, agree with and will abide by/enforce all that is stated within. (*available online at www.shccardinals.org*)

Athlete Signature

Parent/Guardian Signature

Date

Booster Club to Complete:

- Parent & Athlete Agreement Related to Concussion Law 2011 – Wisconsin Act 172 SIGNED
- WIAA ATHLETIC PERMIT CARD ALTERNATE YEAR ATHLETIC PERMIT CARD
- \$20 ATHLETIC FEE/Sport Season (Volleyball and Basketball/Cheerleading)
 - Cash Check # _____

Copy to Head Coach