

St. Bede Athletic Association Policies

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Policy No. 1: Participation and Athletics/Extra-Curricular Probation

1.1: Participation

St. Bede follows a universal (“no cut” rule) participation, whereby every full enrolled student is offered the opportunity to be a member of the team. The program offers six activities with various levels being open to students in the 4th through 8th grades. The programs and seasons run as follows:

Fall

Girls' Volleyball
Boys' and Girls' Cross Country
Boys' Soccer

Winter

Boys' Basketball
Girls' Basketball

Spring

Boys' Volleyball
Boys' and Girls' Track
Girls' Soccer

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1.2: Athletic Probation

Please review the School Handbook, available at www.stbedeschool.com for the academic probation policy.

An academic "week" for this purpose is defined from Friday to Thursday. Teachers will communicate student status to the principal early Friday (at the latest). Probation begins on that same Friday and goes for that weekend and the following week. At the end of the week, the students are off probation, unless the probation status is renewed with another email. Multiple weeks of probation may lead to being dropped from the program.

Students who are placed on Athletic Probation will not be allowed to participate in Athletic practices, games (including the attendance of games in their uniform), or any other after school extra- curricular activities until the grade is improved. It is recommended that students on probation do not attend games, even as spectator.

Absence from school, (except in extenuating circumstances), will presuppose absence from a practice or game that day. Unexcused absences from a game or practice may result in loss of playing time for the next game for that sport.

Please reference Policy No. 10: Playing Time for students returning from Athletic/Extra Curricular probation.

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Policy No. 2: Registration Requirements

Four things must be completed before participating in any of our athletic programs and before being given a uniform: online registration, an up-to-date physical must be on file, fees and/or deposits must be paid in full, and a parent/guardian must attend the Mandatory Athletics Parent Night.

2.1: Online Registration

The SBAA utilizes the TeamSnap program for registration, scheduling, and team communication.

Registration deadlines are based on the when the NICC Meetings are scheduled. General Deadlines are as follows:

Fall Sports close in the beginning of July.

Winter Sports close in the beginning of September.

Spring Sports close in the beginning of January.

Teams are formed based on the amount of registrants at the close of registration. We will cancel teams by this date if there are not enough registrants or if we are not able to obtain coaches. We will add an additional team if we have enough for 2. In the event that we do not obtain coaches or enough participants for a certain team, the registration payment will be refunded. The \$65 athletic fee will go up to \$75 for any registrations that come in after the deadline.

2.2: Physical

Students MUST have a valid physical on file with the Athletic Association prior to being allowed to participate. Physicals need to be dated within 395 days of participation. Athletics does not have access to the student's school file at the office - a separate one must be submitted. The physical must be kept current and on file with the Athletic Association and is the sole responsibility of the parent to provide an updated copy prior to expiration.

If parents/guardians are unable to upload the physical during the registration process, a copy can be e-mailed to the SBAA Secretary.

2.3: Fees - Registration Fee AND Volunteer Buyout or Deposit.

Our athletic fees are used to subsidize the cost of uniforms, supplies, equipment, referees, and tournament fees. The athletic fee is \$65.00 per sport, per child. The fee goes up to \$75 for any registrations completed after the deadline. Payment will be accepted online with your registration via credit card or you can send in cash or a check made payable to "SBAA" to the school office in an envelope marked "Athletics."

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Families experiencing financial hardship can email the athletic director to discuss the opportunity for a payment plan. The plan will be approved by the athletic director and treasurer. No student will be denied sports participation because of financial burden. Parents should see the Principal for waiver of fees because of such burden.

Volleyball and Basketball registrations are also subject to a Concession/Gate/Scorekeeper Deposit Fee. Our Concession/Gate/Scorekeeper deposit fee is \$300.00 per athlete. The success of our programs and our ability to maintain low registration fees depends on our ability to bring income into the program by hosting home games and tournaments. Therefore, for each individual sports season, we will communicate the number of shifts each parent has to cover in one of the following areas: gate, concessions, scoreboard, and scorebook. Parents who are unable to fulfill their required volunteer hours will be notified via email of the forfeiture of their deposit.

This deposit check should be dated January 1 of that school year. If a family meets their volunteer requirements, the deposit check can roll over to a subsequent season or be returned if the athlete is not participating in any additional sports.

Any parent wishing to forgo the required hours can do so for a buyout of \$200.00 per athlete, per sport. This buyout is required to be communicated and paid within one week of the close of registration, with a current-dated check. This buyout can be completed online in our registration system, or with a check, pre-empted by an email, confirming the buyout to the athletic director.

We use signup.com to manage our volunteer hours for athletics (these hours do not count toward any required volunteer hours for school purposes, rather, they are in addition to those hours). Once the schedules are finalized, all parents will receive communication about their required shifts and a link to sign up.

Coaches are exempt from any volunteer hours for the sport they are coaching only, please see the list of sports below:

- Girls Volleyball
- Boys Basketball
- Girls Basketball
- Boys Volleyball

Certain exceptions due to extenuating circumstances may be made with board approval.

2.4 Athletics Parent Night

A parent or guardian must attend the mandatory Athletics Parent Night in August or confirm that the slideshow presentation has been viewed.

If you have not attended the Parent Night, you must view the slideshow below and email athleticdirector@stbedeschool.com that you have viewed and understand the slideshow.

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Policy No. 3: Coaching

Any person, 21 years of age and older, interested in volunteering to coach a team should contact the Athletic Director at athleticdirector@stbedeschool.com or indicate their interest via the registration process. If more than one person wishes to coach the same team, the decision will be made by the SBAA Board as far as who will be designated "Head Coach". The SBAA Board will conduct interviews for all new coaching candidates prior to each sport's first practice sessions.

All coaches and assistant coaches are subject to an eApps online background check performed by the Archdiocese of Chicago, complete the Child Abuse and Neglect Tracking System Form – CANTS, and Virtus training required by the Archdiocese, and complete the required Concussion Protocol. All coaches must keep up to date on all Virtus training material required by the Archdiocese each month. Failure to complete monthly Virtus Bulletins may result in suspension from coaching until requirements are met.

Each team will have one Head Coach and preferably one Assistant Coach.

Head Coaches may engage the help of teen coaches with the approval of the St. Bede Athletic Board. Teen Coaches will never hold practice without an adult present. Teen Coaches are to act under the supervision/guidance of the Head or Assistant Coach at all times. Teen coaches only act in the capacity of an aide to Head and/or Assistant Coach.

While it is most desirable for the program to have a main coach continue to teach a curriculum of skills repetitively to a grade level, a coach may have the option of continuing coaching for the same team up to the 8th grade level with the approval of the SBAA Board.

Coaches at the 7th and 8th grade levels should ideally have at least two years of experience in coaching the sport they wish to coach and/or the approval of the Athletic Director.

Coaches' performance will be monitored on a regular basis by the Athletic Board or Athletic Director.

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Policy No. 4: Uniforms/Equipment/Facilities

4.1: Uniforms

A uniform deposit is no longer required. The uniforms are the property of the SBAA, unless otherwise noted in the registration packet. The St. Bede School Athletic Program provides each player with a uniform for each sport, and specifications on any part of the uniform that is not provided. The current specifications are as follows:

Cross-Country and Track – Uniform jersey and jacket are provided and is returned at the end of the season. Black shorts or pants can be worn, purchased by the athlete.

Girls' Volleyball – Uniform jersey is provided to be worn with black shorts. The jersey is returned at the end of the season. There are strict guidelines for the volleyball shorts as follows: 1) No spandex, 2) 5" minimum inseam, and 3) no writing or words on the shorts (small logo, stripe or emblem on the leg is acceptable). Additionally, no spandex bottoms are allowed at practice.

Boys' Volleyball – Uniform jersey is provided to be worn with black shorts. The jersey is returned at the end of the season. There are strict guidelines for the volleyball shorts as follows: 1) No spandex, 2) 5" minimum inseam, and 3) no writing or words on the shorts (small logo, stripe or emblem on the leg is acceptable).

Basketball – Full uniform provided to all athletes, undershirts or compression pants may be worn underneath in either royal blue or white, to compliment the uniform colors.

The uniform program is structured as follows:

At the beginning of the sport season, each athlete will be given a uniform with the condition of the uniform recorded. Upon completion of the season, the CLEANED uniform must be returned to the Uniform Coordinator. The condition of the uniform will again be noted.

In the event that a uniform is lost or damaged, parents will be charged for the uniform replacement cost up to \$225.00. In the event that the uniform is returned dirty, parents will be charged \$20.00 for the uniform cleaning.

Athletes that do not return their uniform, or pay the fee noted above, will preclude the athlete from participating in the next sport season, or next athletic year program.

Students will not be issued a uniform until concession deposit is submitted and all registration is paid (unless special arrangements have been made directly with the athletic director ahead of time).

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4.2: Equipment

Parents/guardians will be charged for property or equipment damaged by the child. It is the responsibility of the individual coaches to ensure that equipment is supervised during practices, and put away at the close of practice. **Under no circumstances should equipment leave the gym.**

4.3: Facilities

The gymnasium, locker rooms, restrooms, and the front lobby are the only areas available to all participants. Participants and spectators are not allowed anywhere else in the school building or outside of the building.

The SBAA reserves the right to not allow spectators on the gym floor before, during, or after the games. This includes students.

Please Note: Parents/guardians are expected to monitor their children at all times while at athletic functions at St. Bede. Children are to sit with their parents/guardians at all times. Children left unsupervised outside of the gym will be escorted back to their parents. **All children must be accompanied by an adult 18 years of age or older.** Parents/guardians of unaccompanied children will be called to pick up their children in accordance with this policy.

Extra-curricular activities are an extension of the school day and are covered by school rules of behavior. Misbehavior at extracurricular events will be subject to disciplinary action by the SBAA and/or Principal.

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Policy No. 5: Sportsmanship

The principles of good sportsmanship include conduct of the athlete on the athletic field of play, respect for opponents and game officials, and adherence to the rules of the game to our school and to the visiting school and its property.

The honorable conduct of an athlete brings esteem to St. Bede and to the athlete's teammates. Good conduct includes the way the athlete receives the judgments of the officials. First and foremost, the athlete will be courteous and respectful. Team leadership, fair play, and humility are paramount virtues to be built into the character of the athlete. Each St. Bede athlete plays as part of a team. Personal gain and glory are sacrifices for the sake of the team.

Profanity, lack of sportsmanship, poor conduct, disrespect of any form or inappropriate behavior at any St. Bede athletic function (i.e., games, practices, tournaments, etc.) shown towards any person or property will not be allowed and will be subject to discipline by the SBAA and/or Principal and may result in loss of play time, suspension or dismissal from the team.

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Policy No. 6: Technical Fouls

Any player, coach or spectator receiving a technical foul (basketball), a yellow/red card (volleyball) due to unacceptable behavior, or is ejected from a game for any reason, will be expected to serve a one game suspension immediately effective their next NICC game, non-conference game or tournament game. Any player, coach or spectator who receives two technical fouls, two yellow/red cards or is ejected from more than one game for any reason, in one season will be dismissed from their team/banned from attending games for the remainder of the season – including both home or away games. *This ruling is in line with the guidelines of both the Northeast Illinois Catholic Conference Bylaws, dated 4/12/16 and the Archdiocese Catholic Schools Handbook for Athletics in the Catholic Elementary School - 2013.*

Any athlete who places his/her health or team in jeopardy by failing to observe the team training rules is subject to suspension or dismissal from the team.

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Policy No. 7: Responsibilities & Expectations for Parents/Guardians

Parents/guardians are expected to support and encourage their child's efforts in the athletic program. All comments from the stands should be supportive of the team's efforts. No negative comments or criticisms should ever be directed towards student athletes. In addition, public criticisms directed towards the coaches, the athletic director, and school administration are absolutely unacceptable. In addition, it is expected that parents/guardians act as role models for their children by putting wins and losses in their proper perspective. The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when parents reflect these "six pillars of character".

Therefore, it is critical for parent/guardians to display the following behaviors:

- trust in their child's ability to have fun as well as to perform and achieve excellence on his/her own;
- help their child to learn the right lessons from winning and losing and from individual accomplishments and mistakes;
- respect their child's coaches, teammates, and fellow parents as well as the players, parents, and coaches from opposing teams;
- give only encouragement and applaud positive accomplishments, whether for their child, his/her teammates, their opponents or the officials;
- show respect towards all officials and their decisions; and
- never coach their child or other players during games and practices, unless they are one of the official coaches of the team.

Parents/guardians of an athlete are to engage in sportsmanlike conduct at all practices, games and tournaments on-site or off-site. In the event that an official, coach, manager, principal, pastor or any SBAA Board Member determines at his/her sole discretion, that parents/guardians have engaged in unsportsmanlike or otherwise offensive conduct directed toward any player, coach, manager, official, or other spectator that the parents/guardians may be ejected from the gym and that they leave immediately upon being requested to do so. The matter will be referred to the SBAA for further action deemed as appropriate under the circumstances. Failure to follow the above rules could result in the athlete being suspended from the team.

If an official or SBAA Board Member removes a spectator from a game for unsportsmanlike conduct, that spectator will not be allowed to enter the gym for the next home game.

As part of the registration process in the online registration system, parents are required to review and acknowledge the "Sports Parent/Guardian Code of Conduct" per the Archdiocese Handbook for Athletics.

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Policy No. 8: Playing Up

8.1 – Playing Up

Based on the number of registered athletes, the SBAA will set and finalize the team rosters.

In the event that a team does not have enough registered athletes to complete a roster, the SBAA Board will consult with the parents of the athletes that did register and will make final decisions on team placement. This may include a student permanently moving up to a higher grade level team or playing up as needed – see 8.2 Tryout below.

Per the NICC, a team may only move players up if they have less than 9 team members. If a team has 9 or more at the level, they are not permitted to move additional players up. Additionally, per the NICC and Archdiocese Guidelines, students may only play up 1 grade level. No athlete is allowed to play at a level “lower” than his/her grade level.

In the event that a team has too many athletes on its roster the SBAA will make the final decision on splitting the team.

8.2 – Tryouts

Athletes who desire to play-up shall always play for their grade level first and then attend the game of the higher grade level. Athletes committing to playing-up will also have to attend both their team practice and the higher grade level practice.

At the discretion of the SBAA, a tryout may be held at the upper levels:

- All athletes will be invited to try out and be expected to commit to both teams, including all games and practices prior to attending the tryout (with normal exceptions allowed);
- Athletes selecting to permanently move up may be subject to an objective evaluation process to determine level of skill to assist with the decision-making process;
- Coaches will be invited to participate in the evaluation and make recommendations to the SBAA in regards to the same; and
- After the tryout happens, we will adopt a “one team” mentality and all additional policies will be applied as such.

Please see Policy No. 9 – Playing Time to understand where equal playing time is applied and where it is not applied in our program.

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Policy No. 9: Playing Time

Every eligible athlete, in full uniform, on the team bench will play in every game.

The playing time guidelines are as follows for each grade level:

- 4th, 5th and 6th grade is equal playing time over the course of the season
- 7th and 8th grade playing time will be a reflection of ability, effort, attendance at practices, commitment to the team, and at the discretion of the coach

If participants have prior commitments, these must be brought to the Coach's attention prior to the sports season to determine conflicts that could affect playing time. The SBAA Board reserved the right to cancel any activity, practice, or game.

Missing practice without cause, excessive absences, or tardiness can reduce playing time and may include dismissal from the team. At the coach's discretion, a student returning from Athletic/Extracurricular Probation may not be able to play. If the student is reinstated from probation and is able to participate in practice, then the student may play in the next game. If the student misses practice(s) and returns just before a game, the coach has the discretion to determine the appropriate playing time, if any, based on grade level.

Playing time can also be reduced for disciplinary reasons, including conduct unbecoming of a student, or behavior in violation with the policies of the SBAA.

Practices are limited to a maximum of 90 minutes. For grades four through sixth, there should only be two practices per week; for grades seven and eight, there can be three to four practices per week.

We defer to the Archdiocese guidelines for games and practices beyond the information shared above. Exceptions to this rule are if the team is playing in a tournament; additional practices have to be approved by the athletic director.

There will be no practices or games on Sundays.

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Policy No. 10: Zero Tolerance

The NICC and SBAA have adopted a ZERO TOLERANCE policy for misconduct.

Profanity, lack of sportsmanship, disrespect shown towards any person, property, or poor conduct will not be allowed at practice, in the locker room, at games, or any events sponsored by the SBAA which includes practices, games and tournaments on-site or at the host facility. This includes off-site functions at public places (i.e., restaurants, banquet halls, public sports facilities, etc.). Students, coaches, parents/guardians behavior must be consistent with the St. Bede School policies. The Athletic Director(s) and SBAA Board will subject violators to disciplinary actions as appropriate.

Such disciplinary actions may include, but not limited to removal from game, sitting out game(s), and/or removal from the team.

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Policy No. 11: Athlete Recognition

At the conclusion of the season, 8th Grade teams will be recognized at the last home game of the year. This will include a presentation of flowers to the parents, and recognition of each athlete.

An athletic banquet will be held each spring at an off-site location. Students, families, parents/guardians, are welcome to attend with their paid registration. 8th grade athletes, coaches and school administrators are welcome to attend and their tickets are paid for by the SBAA.

This event is not required, and the registration will be separate from sports registration, as it is an optional event.

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Policy No. 12: First Aid

The severity and frequency of sports related injuries can be significantly reduced with coaches understanding and proactively performing the following duties: properly plan the activity, provide proper instruction, provide a safe environment, provide adequate and proper equipment, match your athletes, evaluate athletes for injury or incapacity, supervise the activity closely (forbid horseplay and do not allow athletes to use sport facilities without supervision), and from a legal standpoint, coaches are expected to take action when needed and provide a certain standard of care. This includes performing basic first aid care for any injury or illness suffered by an athlete, in addition to CPR if necessary. It is strongly encouraged, but not mandatory, that every coach be certified in CPR.

Concussions are complex injuries that cause a disturbance in brain functions. It usually starts with a blow to the head, face or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

Concussion symptoms may be mild, moderate, or severe. Common mild concussion symptoms can include headache or migraine, temporary memory, and nausea. Moderate to severe concussion symptoms can include dizziness, dilation of pupils, migraine, convulsions, and temporary changes in vision, smell, and taste. A person may also lose consciousness. With the loss of consciousness, emergency medical services are needed immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment.

Anyone who has suffered a concussion needs to rest their brain until all the symptoms are gone and under no circumstances can an athlete return to action without clearance from a medical professional.

All minor or major incidents are to be reported to the Athletic Director who in turn will report the incident to the Principal. Coaches are required to complete "Archdiocese of Chicago – Office of Catholic Schools – INCIDENT REPORT FORM (Internal Use Only)" within 24-hours of incident. Completed Incident Forms are to be turned in to the Principal. (see attached form)

A stocked First Aid cabinet is located in the St. Bede Athletic Office along with a binder containing blank Incident Reports Forms.