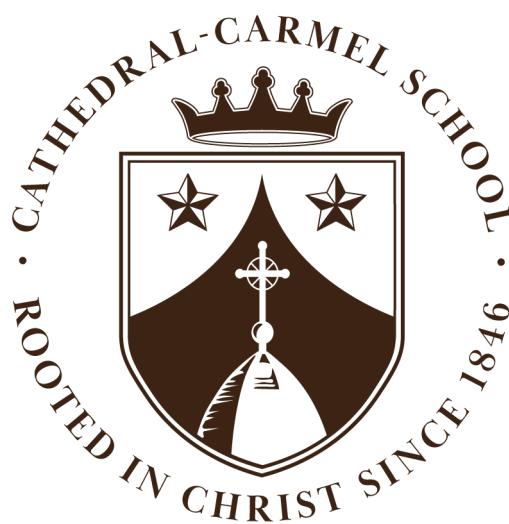


# Cathedral-Carmel School

*“Christ Centered Students”*

*Where Excellence in Catholic Education is a Tradition*



## ATHLETIC PROGRAM POLICY HANDBOOK

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## **ATHLETIC PROGRAM MISSION and PURPOSE**

The mission of Cathedral-Carmel School is to teach our students Catholic values in an environment of academic excellence. We are motivated by our founders St. John Baptist de la Salle and Mother Therese Chevrel who call us to “teach minds and touch hearts” and to “love one another …uphold one another.” In keeping with the traditions and the mission statement of Cathedral-Carmel School, the goal of the Athletic Program is to teach Catholic moral values, teamwork, and sportsmanship through participation in athletic programs. The purpose of the program is to develop competitive teams and to provide students an opportunity to be involved in the athletic teams offered at Cathedral-Carmel.

## **GUIDING PRINCIPLES**

The mission of the school and the purpose of the athletic program shall always be used as a guide when developing policy and making decisions. The objective of the Cathedral-Carmel Athletic Program is to give students an opportunity to participate in organized sports. The athletic director will exhibit a good faith effort to obtain the appropriate facilities, coaches, and other resources required to implement the athletic program consistent with the philosophy.

The actions of each of our individual stakeholders - students, coaches, parents, spectators - determine the overall reputation of the athletic program and school. Through our individual and collective actions, we will strive to be a school community recognized for having the highest level of sportsmanship and Catholic moral values. It is with this in mind that we encourage priority participation in CCS activities. The first priority of the school is the overall development of each of its students; therefore, the school will utilize a progressive, age appropriate approach in the determination of team size and number of teams.

## **CATHEDRAL-CARMEL ATHLETIC BOOSTER CLUB**

CCABC was established as a support organization to encourage parent participation and to raise funds to foster safe and successful athletic programs that are available to each student at Cathedral-Carmel School. In addition to financial support, CCABC recognizes that participation in athletics benefits everyone, and CCABC promotes opportunities to build and strengthen relationships among all involved: the student body, Cathedral-Carmel School staff, parents, and the community.

Funding will be provided by three (3) major sources:

- Annual membership donations
- Sponsorships
- Annual fundraiser (CCABC Crawfish Boil)

**One athlete per/family will be required to sell (5) CCABC Crawfish Boil tickets or pay \$100.00 to the CCABC.**

## ELIGIBILITY REQUIREMENTS

The following are the requirements for students to be eligible to participate in all sports:

- ❖ Grade in Conduct must be **82%** or higher.
- ❖ Grades must be 70% or higher in any graded subject on the progress report and/or the report card.
- ❖ A grade below 70% in any graded subject will result in the following:
  - A failing grade at progress report time will result in (10) school days of ineligibility.
  - A failing grade at report card time will result in ineligibility until the next progress report.

If the above requirements are not satisfied, students will be declared ineligible until the following reporting period.

Eligibility or ineligibility begins upon receipt of the progress report and report card respectively. Upon receipt of the report card or progress report, the Athletic Director will inform students, parents and coaches of student ineligibility. At the end of the probationary period, the student must obtain verification from his/her teacher(s) of passing grades, using the [CCS Athletics Grade Equivalency Forms](#). Once the student submits **TWO** completed [CCS Athletics Grade Eligibility Forms](#), one to the Athletic Director **AND** another to the students' current coach(es), eligibility will be confirmed and the athlete may be reinstated.

If a student is declared ineligible after two consecutive occasions, then he/she will be restricted from athletic participation for (45) school days beginning at the time of notification.

If a student misses more than half of the school day, he/she cannot participate in any extra curricular activities that day.

Students receiving an in-school suspension will not be allowed to participate in extracurricular activities, and/or athletic events **for five (5) school days starting the day suspension is assigned.**

Students receiving an out-of-school suspension will not be allowed to participate in extracurricular activities, and/or athletic events **for ten (10) school days starting the day suspension is assigned.**

Any unacceptable behavior at Cathedral-Carmel School, or when representing Cathedral-Carmel School off-campus, may disqualify a student from participation in any extra-curricular activity. Final decisions will be left up to the discretion of the administration. In addition, all athletic and extra-curricular activity fees are non-refundable.

## PARTICIPATION IN ATHLETICS

Cathedral-Carmel Tigers have always played in strong competitive leagues. Our membership in competitive leagues and limitations imposed by our available facilities allow for only our top athletes to make the cut. For our coaches, making cuts is a difficult process. Certain game situations call for athletes with certain attributes and abilities. Decisions concerning when and how much each athlete plays will be at the coaches' discretion. Our coaches offer every opportunity at practices for each athlete to show his/her ability to perform in game situations.

Athletes will generally play according to their level of ability and as game situations dictate. Every attempt is made to allow each player some playing time each game. In the case of large leads, players generally rotate on a fairly even basis. In the fifth and sixth grade, a greater emphasis is placed on giving the participants playing time. Individual sports may be divided into JV and Varsity teams, depending on the number of players available.

All parents of athletes will be required to volunteer or be assigned for working games (Gate Concessions, scorers table, etc.) Parents are still required to pay an entrance fee even if they are volunteering or assigned a position to work.

## ATHLETIC FEES

In an effort to maintain an extensive and quality sports program, the participation fee is \$100.00 per/student, per/sport, with the exception of football, which is \$150.00 per/ year. The money collected from each student athlete will be used for equipment, uniforms, and coaches' pay. Athletic fees are non-refundable. **Athletic sport meetings are mandatory for all parents and at least one parent must attend these meetings.** Once a roster has been submitted to the Athletic Director, it will be put in FACTS under "Activity." All athletic fees will be drawn out of the parents' FACTS account ten (10) days after the roster is finalized.

Note: All tuition balances must be paid in full in order for students to participate/try out for any sport.

## TEAM TRY-OUT SELECTION PROCESS

One week prior to the first tryout, the Athletic Directors will announce the dates and times for all tryouts. A make-up day will be scheduled for emergency situations with a signed excuse from a medical professional.

### **Eligibility Requirements:**

- Updated Physical (signed by a doctor) is required prior to tryouts.
- Before a CCS student can try out for any sport throughout the year the parent's school tuition and cafeteria lunch account should be current and in order with the CCS Business Office.
- If at the time of tryouts, the student does not meet academic eligibility requirements, he/she may try out, but not participate in practice or play in games until the academic eligibility has been met.

- If the student becomes academically ineligible before the team has been chosen, he/she will not have a chance of making the team's roster.

The coach, along with the Athletic Director, will make the final decisions involving the selection of the team. **Parents are NOT allowed to observe tryouts.** The Athletic Director, along with an advisor of his/her choosing, will select the players of a team if the coach is in a conflicting position. (Example: Being related to a student who is trying out). After the final try-out, the coach will submit the roster to the Athletic Director and the roster will be posted on the Cathedral-Carmel website at a designated time. Once the season has begun for individual sports, students will not be able to join the team.

### ALL - SPORTS POLICY

- All volunteers MUST be Safe-Environment trained. This includes working the gate, concessions, coaching, etc. Continuing Education training can be done online. Verification of training must be submitted to the Safe Environment Coordinator before participating.
- All parents will be required to work either concessions, clock, or gate for their child's games. It is the parent's responsibility to find a replacement for their assigned time if they are unable to fulfill the responsibility.
- Players who miss a practice or a game without a valid excuse may not play in the next game. Coaches, along with the athletic director, will decide if the excuse is valid or not.
- If a player misses more than half of the school day, he/she cannot participate in any extra-curricular activities that day.
- Parents are responsible for picking up and dropping off their child on time at the end of a practice or a game.
- For a scheduled practice, parents should drop off only 5 minutes before the scheduled practice time unless indicated otherwise by individual coaches.
- Parents should check the gym, field or track to make sure the coach is present before dropping off a child for a practice or game.
- Parents will pay a penalty of \$10.00 for each (15) minutes that the child is present after the practice has ended.
- Siblings of athletes may not remain in the gym for scheduled practices. Siblings should either be picked up from school or sent to Tiger Care.
- Students participating in sports may not remain on campus unsupervised waiting for their practice to begin. Any student found on campus will be sent to the Tiger Care program at the parent's expense.
- Unsportsmanlike conduct by any player will not be tolerated and may result in removal from the game. Severity of infraction could lead to removal from the team.
- A parent should not shout instructions to his/her child. The coaches have instructed the team of their game plan and shouting instructions to your child only confuses your child.
- Cathedral-Carmel students and families are to be courteous to the coaches, opposing coaches, players, fans, and referees. They should not shout insults or verbally abuse any of the above. It is difficult for a child to learn respect for those when parents set a poor example. The referee has the power to stop the game if the crowd becomes discourteous. Coaches will handle all situations.
- School rules apply not only to the school day, but also to field studies, sporting events, and extracurricular activities. Cathedral-Carmel School students should remember that they

represent the school at all times and should always behave in a Christian manner. Cathedral-Carmel students should strive to live by the school philosophy at all times.... “Love one another, uphold one another.”

- If you or your child have a complaint about any team situation or sport, please follow this chain of command:
  - ✓ Athletic Director
  - ✓ Coach
  - ✓ Administration
- o Upon notification, the complaint will be investigated and the appropriate action will be taken.
- Alcohol is not permitted at any Cathedral-Carmel sanctioned event, including pre-game and/or post game events.
- **NO Sunday Events** - This includes practice, games, tournaments and meets.
- Athletic events will not be held during final exams.
- Practices and athletic events will be allowed during the week of SAT testing.
- **The 24 Hour Rule:** Many issues can be discussed in a private office **24 hours** after the incident has been filed. The issue may then be discussed wisely and prayerfully in a proper setting.
- Team and individual pictures are scheduled within the first week after the season is completed. Parents are encouraged to not schedule appointments or other activities within that time frame. Students will be required to turn in uniforms immediately after pictures. If students do not turn in their uniforms on the day of pictures, a \$15.00 daily late fee will be assessed.

## PARENT EXPECTATIONS

This information is being provided in an effort to assist you and your child in gaining the maximum benefit possible from each sport Cathedral-Carmel School offers. Below are some simple rules you should observe. Please consider them carefully.

- Cheer for your child when he/she plays well. However, remember that your child is a member of a team. Let the other players know you support them, too.
- Suffer in silence whenever something occurs that goes against your child’s team or when coaches make what you consider a bad decision. A display of anger may inflame a delicate situation, resulting in embarrassment for you or your child. Coaches give their time to Cathedral-Carmel School, so be patient during any sporting event. If you feel the need to discuss a particular situation about your child, follow this chain of command to express your concern: Athletic Director - Coach - Administration
- Set the tone for good sportsmanship by adopting a positive attitude if your team loses. Compliment your child for his/her good plays and ignore the mistakes. The coach will point those out to him/her. Your child will be happy you noticed his/her good qualities.

*Parents who are dissatisfied with the enforcement of the above rules should contact the Athletic Director and/or administration.*

## SELECTION OF COACHES

Coaches serve at the discretion of administration and are selected by the Athletic Director, with the approval of the administration. The primary factors considered in the selection of coaches are:

- Evidence of Christian values
- Depth of character and personality
- Ability to communicate with athletes
- Technical knowledge of the sport
- Fingerprint / Background Check
- Safe-Environment Training

If at all possible, CCS will not allow parents to act as head coach of a team in which that parent may have a son or daughter participating. There are, however, exceptions to every rule. At CCS we rely on volunteers to coach our teams. If we do not have a coach, we cannot have a team; therefore, a qualified parent may be asked to coach his/her daughter's or son's team. In the event that the coach is in a conflicting position, the athletic directors, along with the advisor of his/her choosing, will select the players of a team.

#### **LHSAA HEALTH EXAMINATION FORM**

A completed medical exam form must be on file in the school office for every student who practices or participates in athletics during a school year. All athletes must have a completed physical and signed "Concussion Statement" before he/she can try out for any sport. **Every athlete, therefore, must receive a medical exam by a licensed physician prior to the sports season or at least every 365 days.** The official **LHSAA Health Examination Form** is located on the CCS Athletic Website under the forms tab.

#### **HIGH SCHOOL ELIGIBILITY RULE: RULE 1.31.12**

A "hold-back repeat student" is a student who has successfully completed the academic requirements or failed to meet the academic requirements due to excessive absences (as defined by the Louisiana State Department of Education) that have been established for 6th, 7th and/or 8th grade students and who repeats one or more of these grades prior to entering the 9th grade. A student who successfully completes all requirements of the 8th grade and who does not enroll in and attend a high school the next school year after completing the 8th grade shall be classified as a "hold back repeat student."

When a "hold-back repeat student" enters the 9<sup>th</sup> grade for the first time, he/she shall be eligible to participate in interscholastic athletics in the LHSAA for only the next ensuing six consecutive semesters or terms of 90 days.

#### **OFF-CAMPUS HOME GAME PROCEDURES**

As most of you are aware that St. Thomas More Catholic High School and Teurlings have beautiful facilities in which we are blessed to be able to practice and play. In order to ensure that this PRIVILEGE is upheld in the future, the Athletic Director and CCS Administration would please ask the following of all of our players, coaches, and fans who attend any sporting venue.

- **ONLY** players, coaches and cheerleaders are allowed on the field/sidelines. **NO PARENTS, SIBLINGS OF PLAYERS, STUDENTS ARE ALLOWED ON THE FIELD OR SIDELINES.**
- **NO** sunflower seeds, gum, peanuts, etc. will be allowed in the stadium or on the field.
- **NO RED GATORADE** is allowed on the field. CCS concessions does not sell red Gatorade.

- **TRASH:** Please throw all trash in available garbage cans located throughout the stadium and on the grounds. Cathedral-Carmel is responsible for cleaning up after each of our home games.
- **PARENTS** should not shout instructions to their child. Coaches have instructed the team of their game plan, and shouting instructions to your child only confuses him/her.
- **COURTEOUS:** Cathedral-Carmel students, parents and families are to be courteous to the referees. They should not shout insults or verbally abuse the referees. It is difficult for a child to learn respect for the referee or other officials when parents set a poor example. The referee has the power to stop the game if the crowd becomes discourteous. **Coaches will handle all situations.**
- **CLASS ACT:** Cathedral-Carmel students and parents should remember they represent the school at all times and should always behave in a Christ Centered manner. Cathedral-Carmel students should strive to live by the school philosophy at all times.
- **ALCOHOL** is not permitted at any Cathedral-Carmel sanctioned event, including pre-game or post game events.
- **The 24 Hour Rule** If you or your child has a complaint about any team situation, please follow the chain of command and the 24-Hour Rule. Concerns or complaints can be discussed in a private office, **24-hours** after the incident has occurred. The issue should be discussed wisely and prayerfully in the proper setting. The consequence for parents who break the "**24-Hour Rule**" policy is exemption from the next game/sporting event.

#### **ATHLETIC ACTIVITIES**

#### **5<sup>th</sup> – 8<sup>th</sup> GRADE**

Football
Basketball (5th-8th Boys & Girls only)
Tennis (Boys & Girls)
Golf (Boys & Girls)
Track (Boys & Girls)
Baseball
Softball
Cross-Country (Boys & Girls)
Soccer (Boys and Girls)
Volleyball
Swimming (Boys & Girls)
Cheerleading (7 <sup>th</sup> and 8 <sup>th</sup> grade only)

<b>ATHLETIC ACTIVITY</b>	<b>SEASON</b>
Football	August - October
Volleyball	September - October
Boys Basketball	November - January
Girls Basketball	November - January
Tennis	February - April

ATHLETIC ACTIVITY	SEASON
Golf	February - April
Track	April - May
Baseball	February - March
Softball	February - March
Cross-Country	August - October
Soccer	November - February
Cheerleading	July- April
Swimming	February - April

***Cathedral-Carmel School***  
***Athletic Program Handbook Contract***  
***2024-2025***

We have read the Cathedral-Carmel School *Athletic Program Policy Handbook* online at [www.cathedralcarmel.com](http://www.cathedralcarmel.com). The handbook can be located under *Athletics/Forms* on our CCS website. We agree to support these rules and policies. We understand that our family will be responsible for selling (5) CCABC Crawfish Boil tickets in the spring for the annual fundraiser.

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Parent Signature

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Date

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Parent Signature

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Date

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**I have read the Cathedral-Carmel School *Athletic Program Policy Handbook*, and I agree to follow these rules and policies.**

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Athlete's Signature

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Date

