**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.

## ELIGIBILITY REQUIREMENTS

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

- Students must have **fewer than 13 behavior demerits** per quarter to remain eligible. If demerit count reaches 13 or more in a quarter, students are restricted from athletic participation for the remainder of the quarter.

- Students possessing one "F" or two "D's" in any graded subject on a progress report will be ineligible to participate for (10) school days. A completed CCS Grade Eligibility Form must be submitted to the CCS Athletic Director before the athlete may be reinstated.

- Students possessing one "F" or two "D's" in any graded subject on a report card are ineligible until the next progress report. A completed CCS Grade Eligibility Form must be submitted to the CCS Athletic Director before the athlete may be reinstated.

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.

Every attempt is made to allow each player some playing time each game. Coaches may allocate playing time to players who have been dedicated to their team, practice, good attitude and desire to get better, no matter their level of play. (Ex. A student who attends CCS practice instead of select practice or non-CCS activity.) 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 Department and finalized, it will be submitted to the Finance Department. If the student decides to not participate in a specific sport, an email needs to be submitted to the Athletic Department before the sports deadline (see chart on last page). There will be no refund after the deadline.

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

The Athletic Department will announce the dates and times for all tryouts. Sign ups for sports will be sent out via email, message boards, text messages and Weekly Roar. A student must be signed up before the deadline set by the Athletic Department to be considered for the sport. Students will not be added after the deadline has passed. 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 or conduct 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 Directors, will make the final decisions involving the selection of the team. **Parents are NOT allowed to observe tryouts/practices.** 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 10 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.
- Siblings of athletes may not remain in the gym for scheduled practices. Siblings should either be picked up from school or sent to Reach.
- 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 Reach program at the parent's expense.
- Cellphones, headphones or any electronic devices are not allowed at practice and/or games.
- 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.

- 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: (The chain of command will be strictly followed by everyone involved)
  - ✔ Athletic Director
  - ✔ Coach
  - ✔ Administration
  - o Submit any complaints/concerns to the Athletic Department in writing **no sooner than 24 hours** following the completion of the incident causing concern.
  - 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.
- Students will be required to turn in uniforms **1 week** after the last event/game. Uniforms/equipment should be clean, acceptable condition and in a bag labeled with the student's name. Uniforms will not be accepted or considered missing if this process is not followed. FACTS accounts will be billed the cost of the uniform/equipment for all items missing or not turned in by the deadline.

## 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 engaging in prohibited behaviors may be asked to leave the premises and/or prohibited from attending future sporting events.
- Parents are not allowed to approach, interfere, or interrupt a coach or AD before, during, or after a practice or game.

*Parents who are dissatisfied with the enforcement of the above rules should contact the Athletic Department 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.

## 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 sent in writing **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**
**5th – 8th 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 (7th and 8th grade only) |

| ATHLETIC ACTIVITY | SEASON |
|---|---|
| Football | August - October |
| Volleyball | September - October |
| Boys Basketball | November - January |
| Girls Basketball | November - January |
| Tennis | February - April |
| 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*
# *2026-2027*

**We have read the Cathedral-Carmel School *Athletic Program Policy Handbook* online at www.cathedralcarmel.com. The handbook can be located under *Athletics/Forms* on our CCS website. *W*e agree to support these rules and policies.**

**I agree that my behavior and that of my guests attending athletic events is a reflection on Cathedral-Carmel. I understand that if my behavior or that of my guests results in an ejection from any athletic event (either home or away events), Cathedral-Carmel requires that the family must attend a mandatory meeting with the athletic director and/or principal prior to the student being allowed to continue participation in athletics.**

_____ _____

Parent Signature Date

_____ _____

Parent Signature Date

**********

**********

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

_____ _____

Athlete's Signature Date

Christ
Centered
Students

# Athletic Fees/Deadlines

| Sport | Expectations | Fee | Additional Fee/Equipment | Deadline to withdraw |
|---|---|---|---|---|
| Football | Practice 3-4x/wk<br>Games 1x/wk | $150 | cleats, practice pants, mouthpiece | Aug 15th |
| Volleyball | Practice 1-2x/wk<br>Game 1-2x/wk | $100 | shorts, shoes, knee pads | Aug 15th |
| Cross Country | Practice 1-2x/wk<br>Meets 1x/wk | $100 | shorts, shoes | Aug 15th |
| Basketball | Practice 2-3x/wk<br>Games 2-3x/wk | $100 | shoes | Nov 15th |
| Soccer | Practice 1-2x/wk<br>Games 2x/wk | $100 | cleats, shin guards | Nov 15th |
| Baseball | Games 2x/wk | $100 | glove, cleats, pants | Feb 1st |
| Softball | Games 1-2x/wk | $100 | glove, cleats, pants | Feb 1st |
| Golf | Practice 2x/wk<br>Match 1x/wk | $100 | golf clubs, shoes | March 15th |
| Tennis | Practice 1-2x/wk<br>Match 1x/wk | $100 | short/skirt, shoes, racket | March 30th |
| Track | Practice 2x/wk<br>Meet 1x/wk | $100 | shorts, shoes | March 15th |