

HOLY FAMILY CATHOLIC SCHOOL
ATHLETIC PROGRAM POLICY MANUAL
2018-19 Sports Season



HFCS Mission:

The mission of our Roman Catholic School is to promote excellence in education – both spiritually and academically – for the whole person, thereby nourishing the gifts uniquely given to each by God. This mission will be fulfilled through a covenant with the whole faith community.

Holy Family Catholic School Pledge

We live, we follow, we love like Jesus
with our hearts, minds, and bodies.

We speak, we listen, we learn like Jesus
with our hearts, minds, and bodies.

We serve, we respect, we act with courage
with our hearts, minds, and bodies.

We represent Holy Family Catholic School
with our hearts, minds, and bodies.

Prior to participation in each school sponsored athletic activity each student athlete must have the following forms on file in the school:

_____ Registration (each sport)

_____ Sports Physical – 6th-8th (1st- 5th- well child check)

Students entering 6th grade will need to have a sports physical that is good through their 8th grade year. Students entering 1st-5th grade will need to have a well-child examination which is good for 2 years. You can check with the office or Cathy Greif at cgreif@hfcs.net to see if your child has a current physical on file.

_____ Sports Liability and Medical Waiver (sign each year)

_____ Concussion (sign each year)

**Baseline concussion testing (not required – for your information)

- Dr. Craig Panos – Kootenai Clinic’s Family Medicine Hayden, 566 W. Prairie Avenue, Coeur d’Alene - Phone - (208) 772-8263

_____ Code of Conduct/Policies/Procedures (sign each year)

These forms are available on the school website under athletics and must be returned to the school office before a student may attend practice or participate in games/meets.

Parents, please be proactive and regularly check your student's grade online—at least once weekly!

Academic Eligibility:

- 1A. 5th through 8th grade athletes must maintain a minimum of a **70%** in each class during the athletic season.
- 1B. 1st-4th grade athletes' eligibility will not be tied to letter grades, but to good academic standing in all classes.
2. Teachers will report to the coach and principal every Monday during the season regarding student status. Teacher will notify student(s) and parents of ineligibility.
3. Loss of eligibility will result in no participation in the athletic game or meet effective Tuesday after notification through and including the following Monday.
4. There may be students under contract to a teacher for matters of academics, behavior, and/or attendance. If a student fails to maintain compliance with his/her contract, it is left to the teacher's discretion regarding that student's participation in after school activities, including practices.

NOTE: When a parent or player has questions or concerns regarding sports policies and their implementation, they may request a meeting with the Holy Family Catholic School Athletics Policy Arbitration Panel. This board is made up of: 1 advisory council member, 1 teacher (not the teacher of the student in question), Ms. Arkoosh, and David Wineinger.

Attendance:

Any student participating in a sport-related activity shall be in good attendance and is expected to participate in all classes on the day of the scheduled practice or game. There are instances where students have games on weekends; absences on school days prior to those games do not necessarily impact eligibility. The coach has final discretion for determining eligibility based on attendance prior to weekend games. Parents are expected to communicate with the coach regarding absences due to appointments or prior commitments. Again, final eligibility in these situations will be determined by the team coach.

Safe Environment Training:

If planning to participate with after school practices in any sport, volunteers are required to take the Safe Environment Training class.

Game Policy:

HFCS is committed to providing a well rounded educational experience for each student: spirit, mind, and body. To ensure that we maintain a healthy balance, no HFCS athlete will participate in more than 3 HFCS sponsored games per week.

Locker Room:

Athletes are not allowed to be in the locker room unsupervised before practice, during practice, during the games, or in between games. Coaches will supervise the locker rooms by standing outside the door. Athletes are expected to exercise good judgment and follow all HFCS rules and expectations at all times. (If issues arise, the locker room will be locked.)

Ejections:

Any ejected player is ineligible for the next game that the team plays and will read a letter of apology to his/her coach and team as well as send an apology to the referee and/or player that were affected. If a player is ejected a second time within the same sport, the player is suspended for the remainder of that sport season and will write the above mentioned letters. Should the ejection occur at the end of a sport season, the Principal will determine a suitable consequence. Should a player incur additional ejections, and present the issue of being a repeat offender, a meeting with the principal, the offending player and his/her parents and apology letters sent to the afore mentioned people must happen before the player may resume participation in any sport. A behavior contract shall be written to determine play eligibility.

Ejection of Spectators:

Any ejected spectator is ineligible to attend the next game that the team plays. If a spectator is ejected a second time within the same sport, the spectator is suspended from attendance at sporting events for the remainder of that sport season. Should the ejection occur at the end of a sport season, the Principal will determine a suitable consequence. Should a spectator incur additional ejections, and present the issue of being a repeat offender, a meeting with the principal, the offending spectator and his/her parents must happen before the spectator may visit campus activities.

Early Release:

Our school policy is that students do not need to have a permission slip for a game as it is an afterschool event. If a student is traveling to an out of town game that requires an early release (such as 2:00 pm), **Holy Family requires parents not going on the trip to sign a permission slip authorizing the school to release their child from school and naming the specific driver responsible for taking them to the event.** The student in that case should come to the office to be released to the parent driver indicated on the permission form. If the student does not have a permission slip, Holy Family cannot release the student unless we receive a permission slip FAXED with the parent's signature on it.

Childcare:

- **Practice/Game:** All athletes should be in aftercare/homework room or leave campus after school.
- No athletes may enter the gym or locker room unless the coach is in the gym.
- **½ the cost of the normal hourly fee.**

After Practice:

Students should have all of their possessions with them at practice. There should be no reason to enter the halls or classrooms. If you need to enter the halls, please do so with adult supervision.

Parents need to be ready to pick up their student athlete after practice. If a parent is not there within 10 minutes of practice concluding, the child will be placed in aftercare.

If practice ends after 5:30 pm (after childcare has left), an additional parent will be asked to stay with the coach per Safe Environment expectations and the parent who is late will be charge \$1/minute they are late, to be paid to the supervising adults. (NOTE: this is the same policy in place for our aftercare program).

Jerseys:

Student athletes will decide as a team whether or not to wear their jerseys on game days (with their school uniform bottoms). Volleyball players do not need to wear a white polo under their jerseys due to the style of jersey. Basketball and cross country players/runners will need to wear the white polo under their jerseys due to the design of their jersey. Jerseys are not to be worn on Spirit Days, unless the team has a meet/game on that Friday/Saturday/Sunday.

Uniform Expectations:

As a member of an HFCS sports team, you will be issued a full uniform (jersey and shorts). As the uniform is the property of HFCS, it comes with certain responsibilities. By accepting the uniform you agree to the following:

- Report any damage to the uniform immediately
- The uniform will be cared for properly (NO ALTERATIONS, NO BLEACH AND LINE DRY ONLY)
- The uniform deposited will be credited to your account, or refunded, if the uniform is returned in same condition as received
- The uniform will be returned in a timely manner as requested by the coach. Uniforms will be collected following the final game, meet or match of the season unless other arrangements are made

Home Game GYM Expectations of Coaches/Parents/Players:**BEFORE GAME:**

1. Dry mop the gym floor
2. Put out chairs for both teams
3. Set up scorekeeper table
4. Make sure bleachers are out and the bottom step is placed
5. Set up the large trash can (from near the computer lab) near the gym entrance

IMMEDIATELY BEFORE GAME PLAY:

1. Pledge of Allegiance
2. Prayer

DURING GAME:

1. 2 parent supervisors: 1 at each entrance to assure all participants and spectators/guests should be in the gym to support their team
2. No food, drink or gum in the gym with the exception of approved concessions. Water bottles only
3. Nobody on the game floor during the game, except participants in that "match"
4. No shooting around before during or after the game

AFTER GAME:

1. Put away all of the chairs and the scorekeeper table
2. Dry mop the gym floor
3. Pick up all loose trash from the gym and bleachers
4. Check/pick up locker rooms and turn off lights (**players**, this should be something you do when you are finished playing)
5. Return the trash can by the gym entrance to its location by the computer lab
6. Turn off gym lights
7. Close gym/hallway doors
8. Lock main doors

Instructions for Gym Use

1. No students in the PE closets.
2. No doors should be propped open for any reason.
3. If the music room is used, please return it to the way you found it.
4. Alcohol and smoking are not allowed on school premises.
5. No hanging from basketball rims.
6. Please do not sit on bleachers when they are in the stored position.
7. The north doors of the gym should not be used to enter or leave the gym.

Parent Expectations/Committees:**Coaches:****Clerical Duties:**

Someone to make sure all the paperwork is turned in and is complete.

Facilities:

Someone to ensure we have everything in place for a safe environment for us to host sporting events as well as knowledgeable in emergency procedures.

Volunteers:

Someone to coordinate and make sure that we have volunteers to assist with execution of whatever event we have going on.

- A parent volunteer to be responsible for setting up team picture and submitting practice/game pictures to yearbook advisor.
- A parent volunteer responsible for setting up carpooling and end-of-season party.

Sports Code of Conduct

As a **player**, I understand that I must follow these rules to stay in good standing:

1. Present a positive attitude
2. Respect the game, play fairly, and follow its rules and regulations.
3. Show respect for coaches, parent helpers, teammates, officials, etc.
4. Demonstrate good sportsmanship before, during, and after games.
5. Be courteous to opposing teams.
6. Be modest when successful and be gracious in defeat.
7. Respect all facilities we enter.
8. Assist in picking up and cleaning after home games.
9. I will not enter the PE closet without supervision.
10. Maintain a minimum of 70% in each class.
11. I acknowledge the reading of the policies and procedures.

Name: _____ Signature: _____ Date: _____

Parent Signature: _____ Date: _____

As a **parent/guardian**, I recognize that parents/guardians are the most important role models for their children, and that sports help to develop a sense of teamwork, self-worth, and sportsmanship. As such, I agree to abide by the following:

1. Encourage a positive attitude.
2. Provide support to help my child remain in good standing to play sports.
3. Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, and officials at games, practices, and other sporting events.
4. Place the well being of my child before a personal desire to win.
5. Encourage my child to play by the rules and respect the rights of other players, coaches, fans, and officials.
6. Help clean up after home games, monitor hallways, monitor that no food or drink enters the gym with the exception of approved concessions, and prevent the floor being rushed.
7. Monitor your own children who are not playing sports.
8. We/I acknowledge the reading of the policies and procedures.

Name: _____ Signature: _____ Date: _____

As a **coach**, I recognize that coaches are role models for their team members and all participants involved in the activity, and that sports help to develop a sense of teamwork, self-worth, and sportsmanship. As such, I agree to abide by the following:

1. Place the emotional and physical wellbeing of my players ahead of a personal desire or external pressure to win.
2. Lead by example by demonstrating fair play and sportsmanship to all involved.
3. Respect the game and the league officials and communicate with them in an appropriate manner.
4. Be knowledgeable of the league rules and regulations and teach these rules to all players on my team.
5. Encourage my team members to play by the league rules and respect the rights of other players, coaches, fans, and officials.
6. Adhere to the Safe Environment standards with regard to communication and player personal safety.
7. Participate in coaches meetings and trainings.
8. Keep the PE closet picked up and respect the no players/students in the PE closet without supervision rule.
9. Any of my children who are not on the team will be in aftercare or on the stage steps. They will not participate in practice with the team.
10. We/I acknowledge the reading of the policies and procedures.

Name: _____ Signature: _____ Date: _____

If there are questions or concerns about anything related to your sports experience, please address it **immediately** with the coach or principal.

Holy Family Catholic School
Concussion Policy and Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns | <ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment |
|--|---|

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new “Zackery Lystedt Law” in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

“A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time”

and

“...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider”.

You should also inform your child’s coach if you think that your child may have a concussion Remember it’s better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

_____	_____	_____
Student-athlete Name Printed	Student-athlete Signature	Date
_____	_____	_____
Parent or Legal Guardian Printed	Parent or Legal Guardian Signature	Date

Adapted from the CDC and the 3rd International Conference on Concussion in Sport
Document created 6/15/2009

Holy Hawks Sports Liability and Medical Waiver

(Cross Country, Volleyball, Volleyball Skills, Basketball, Basketball Skills, Run for Fun and Summer Camps)

Student's Name: _____

Medical Consent: In the event of injury to the above-named student, I, the undersigned parent/guardian, hereby authorize the program personnel present to arrange for medical services as may be deemed reasonable and necessary until such time as I may be contacted. I release Holy Family Catholic School, its directors, officers, agents, and employees (hereinafter, collectively "HFCS") from any responsibility in the case of accident or injury to my child(ren). I also assume responsibility of the payment of any treatment received. The insurance company that covers any medical expenses related to injuries sustained as a result of the above-named student's participation in the Holy Hawks Cross Country, Volleyball, Volleyball Skills, Basketball, Basketball Skills or a Holy Family Summer Camp follows:

Medical Insurance Company: _____

Policy #: _____ **Group #:** _____

Liability Release: I give permission for the above-named student to participate in the Holy Hawks Cross Country, Volleyball, and/or Basketball sports team and/or any Holy Family Summer Camp. I hereby release HFCS from all liability for damages by reason of injuries or property damages that may be sustained as a result of participation in these programs. Should the above-named student be injured as a result of his/her participation in the above-named sports programs, including organized transportation to and from this activity, whether or not caused by the negligence of the school or any of its agents or employees, I assume responsibility of payment for any resulting hospital, medical, or related costs. I release, waive, discharge, and hold harmless HFCS for all liability to the above-named student and undersigned, for any and all loss, injury, or damage, and for any actions, claims, demands, damages, costs, or expenses which may arise from the above-named student's participation in the Holy Hawks Sports Program.

Photo Release: I understand that from time to time, HFCS produces promotional materials relating to its programs. I hereby give HFCS and its assignees permission to use the photographs, motion pictures, or any reproductions of the above-named student's physical likeness in any manner it deems proper. I relinquish all rights, title, and interest I may have in the finished pictures and/or copies. I waive the right of prior approval to any finished products and hereby release HFCS from any and all claims from damages of any kind based on the use of said material.

Parent/Guardian Signature: _____

Date: _____

Note: If your player requires an inhaler or epi pen medication for practices and games, please note information below. It will be the responsibility of the coach, a parent, or afterschool staff to have this medication available to the player during practices and games. If games are away, the coach or a parent will be responsible for collecting the medication from the school office and returning it to the school office the following morning.

Name: _____ **Medication:** _____