

# Evangelical Elementary School

## Athletic Program Handbook



## **PHILOSOPHY**

The purpose of the athletic program at Evangelical Elementary School is to complement home, church, and school in the development of the whole person. Program activities are for the benefit of the student and suited to his/her age and physical growth. The goals are to recognize the need of physical fitness in the wholesome growth of the child and to provide enjoyable recreational activity that develops Christian attitudes of sportsmanship and fair play that can be sustained beyond the elementary level. The primary function of elementary athletics should not be the development of exceptional athletes. Rather, it must be the development of student-athletes who genuinely display the Christian qualities of good sportsmanship and fair play in every aspect of life. The successful operation of athletics depends upon a true commitment from all adults involved.

## **STRUCTURE AND RESPONSIBILITIES**

The Evangelical Elementary School Athletic Program is separate from the Evangelical Elementary School Physical Education program. The Physical Education Program is provided to all students grades K-8 during regular school hours. The athletic program provides students in grades 4 through 8 with the opportunity to improve their skills in specific sports through practice and competition outside of regular school hours.

The Evangelical Elementary School Athletic Program is an extension of Evangelical Elementary School and is subject to the policies of the pastor, principal, AD, and School Board. The general administrative responsibilities will be with the AD. Policies and operating guidelines for the athletic program are recommended by principal and AD and approved by the Evangelical Elementary School Board. The purpose of the Evangelical School Athletic Program is to provide a fun, instructive, and positive sporting environment where children can learn sportsmanship and the fundamentals of sports along with other life skills that are consistent with the teachings of Evangelical Elementary School.

The Athletic Director(s) reports to the principal and is responsible for the implementation of the policies and guidelines established by the School, CAL, and the School Board. The Athletic Director(s) is responsible for the scheduling and coordinating of all athletic program activities.

## **SPORTS OFFERED / FEES**

The following sports will be offered for the school year:

- Basketball
- Spring Volleyball
- Track
- Cheerleading

There is a participation fee set annually by the school. The fee (if checks, payable to Evangelical School) must be paid by the stated deadline for each respective sport. Late fees will be assessed for payments received after the due date. Families with special needs may be exempt from this fee at the discretion of the Athletic Director(s).

In addition to the fee, **PARENTS ARE REQUIRED TO VOLUNTEER** a proportionate amount of time to benefit the Evangelical Athletic Program if their child participates in the athletic program. Parents are needed to coach, work the admissions table, and help set up/clean up. A work schedule will be distributed when game schedules are known. Parents who cannot work their scheduled time slot are responsible for finding a replacement worker (i.e. another parent). If no replacement can be found, the parent needs to contact the AD the day prior to the game.

## **PARTICIPATION REQUIREMENTS**

Each student athlete is required to submit the following information **prior** to his/her participation:

- Evangelical Elementary School Athletic Program Permission Form with Fee
- Evangelical Sports Participation Health Record
- Copy of proof of medical insurance coverage turned into the office
- Parent & Player-signed Handbook Form

## **ATHLETIC PROGRAM REQUIREMENTS AND ELIGIBILITY POLICY**

The following are requirements of elementary school-sponsored athletic programs:

- Rules shall adhere to the CAL athletic program requirements and IHSA/IESA specifications.
- Written permission of parents.
- Physical examination within the appropriate school year.
- Proof of medical insurance coverage.
- Competent supervision by qualified adult coaches who understand the sport, child growth and development, and first aid.
- Students shall be grouped into teams on the basis of grade level (unless not enough players are available). In that case the AD will open up the opportunity for students at lower grades to play up.
- Sports Eligibility shall be established by the Evangelical Elementary School Policy and Procedure Handbook

## **RESPONSIBILITIES OF THE STUDENT ATHLETE**

Student athletes are expected to understand the following:

- Abide by the eligibility standards, fulfilling academic requirements.
- Adhere to all game rules of play.
- Accept the decisions of the referees.
- Participate in practices and games, being prompt and attentive for both.
- Notify the coach if they are not going to be able to attend a practice or a game. That absenteeism may result in reduced playing time or game suspensions.
- That permanent suspensions due to behavior or attendance issues are the decision of the coach in consultation with the principal.
- Conduct themselves in a spirit of good sportsmanship.
- Abide by the rules and instructions of the coaches and other supervising adults.
- Show respect for all buildings, equipment, and uniforms used during athletic practices and competition. Adhere to the posted gymnasium rules.
- That they are not to leave the gym during practice without the permission of the coach.
- That if they are excused from Physical Education classes, they will not be eligible to practice or play in a game.
- That they will be suspended from one game or more, depending upon severity of the offense, for abusive language, fighting, obscene gestures, insubordination, or other misconduct that occurs at school, practice, or a game.
- That the use of tobacco, alcohol, or drugs, anytime or anywhere, by the student will result in permanent suspension from the team.
- That if they quit or are dismissed, they will not be recognized at the athletic awards banquet.
- That they are a team player. They should help others to become better players, thus making their team better.

**Technicals:** Misconduct will not be tolerated on any level.

- If a player is issued a technical, they will sit out the rest of the game.
- If a player receives a 2<sup>nd</sup> technical during the season, they will sit out the rest of that game and the next.
- If a player receives a 3<sup>rd</sup> technical, they will sit out the rest of the game and a meeting with the Principal, Athletic Director, Coach, and Parents will be required for further disciplinary action.

### **Eligibility Policy:**

Students are considered ineligible if"

1. Their grade average in any subject falls below a "C".
2. Students who are on a school team will be evaluated every week on Thursday to ascertain their academics, conduct, and effort. If they do not maintain an overall "C" average in every subject, the student will be placed on a 1-week probation effective the following Monday.

3. During this probationary time, the student will be allowed to attend practices and games by sitting on the team bench. If in the next consecutive one-week period, a student receives an unsatisfactory report for the same or similar area(s). The student will be suspended from all games and activities. Also, with the 2<sup>nd</sup> week in a row ineligibility, student may attend study sessions and returning to the team will be at the discretion of the principal in conferences with the student, teacher(s), parents, and coach. After the 3<sup>rd</sup> time of ineligibility (consecutive or non-consecutive ineligible), the student is off the team.

## RESPONSIBILITIES OF PARENTS

Parents are expected to:

- Complete all necessary forms and submit appropriate fees prior to first game.
- Volunteer their time to benefit the Evangelical Athletic Program.
- Find a replacement worker if they are unable to work their scheduled shift.
- Be a positive fan of the team.
- Treat all coaches, referees, and opponents with respect and courtesy. Any inappropriate conduct during practices and/or games will be addressed immediately by either the Athletic Director or teacher representing the school. This includes abusive language/yelling, fighting, obscene gestures, or other misconduct and can lead to ejection from the premises if not ceased with permanent suspension if consistent.
- No alcohol, drugs, tobacco, or pets are allowed at games. No outside drinks or snacks allowed in gym except player water bottles.
- Discuss any complaints with the coach (**Make an appointment away from game and practice site after a 24-hour cooling off period**) and attempt to resolve them at that level first before bringing them to a higher level of authority.
- Ensure that athletes do not arrive more than ten minutes before the start of practice and that athletes are picked up within ten minutes after completion of practice.
- Provide transportation to and from all games, both home and away.
- Have their own insurance to cover the athlete.
- Be responsible for the maintenance of their child's uniform. If damaged or lost, the athlete must pay the cost of repair or replacement. Clean uniforms are to be returned to the coach at the end of the season.

## RESPONSIBILITIES OF COACHES

Coaches are expected to adhere to the following:

### General Responsibilities

- Be aware of and adhere to the Catholic League/IHSA and Evangelical athletic guidelines.

- Have a completed copy of the Evangelical Sport Participation Health Record for each of their student athletes with them at all practices and games.
- Discipline fairly and consistently keeping in mind Evangelical School's policies and expectations.
- Keep documentation on all disciplinary actions and forward it to the school principal and Athletic Director(s).

### **Pre-season Responsibilities**

- Must have a background check completed prior to start of practices and updated every other year.
- Must watch the video "**Concussions**" on youtube and print out the certificate stating you have watched the program and turn in before the first game.
- Meet with the athletes and parents at least once before the season begins and explain all rules regarding practices, play, uniforms, etc.
- Notify athletes and parents of the necessary forms that must be completed before they will be allowed to participate. The school office or Athletic Director(s) will distribute the necessary forms to the coaches.
- Attend a meeting with the Athletic Director(s) and other coaches for their sport to schedule practice times, discuss rule changes, and share all other necessary information.

### **During-the-Season Responsibilities**

- Teach fundamental techniques and skills that enable **ALL** student athletes to develop to their fullest potential.
- Give all student athletes equal coaching time and encouragement.
- Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
- Work with the athletic director to set up initial practice schedules and reservation of facilities for practices. If a coach wishes to schedule practice/game for a time other than originally scheduled, the coach should contact the athletic director.
- Apply discipline in a firm and positive manner consistent with the Evangelical School athletic philosophy.
- Treat all student athletes fairly with respect and dignity. You are a role model!
- Give **ALL** student athletes the opportunity to participate.
- Model good sportsmanship whenever around student athletes or representing the school as a coach at practices and/or games. Avoid the use of inappropriate language, loss of temper, etc. **You are representing our school!** Also, any inappropriate conduct at practices or games exhibited by parents or players should be reported to the AD as soon as possible.
- Be present for all practice sessions and games. When this is not possible, the coach should find a qualified adult replacement (assistant coach or commissioner) to coach the team. If unable to find a replacement for a game, notify the athletic director.

- Be responsible for the safety and behavior of the athletes from the time they arrive for a practice or game until the time they leave the school premises. Students should not be allowed to remain after the practice session without adult supervision. The coach should be the last person to leave.
- Coaches are encouraged to schedule bonding opportunities off-site like meeting for pizza/ice cream, movies, or other get-togethers that will foster relationships among the team that aren't athletically/competitively-driven.

**Technical:** Misconduct for coaches will not be tolerated as well.

- If a coach is issued a technical in a game, they must sit out the rest of the game.
- If a coach is issued a 2<sup>nd</sup> technical in the season, they must sit out that game and the next.
- If a coach is issued a 3<sup>rd</sup> technical in the season, they must sit out that game and the next, and a meeting with the Principal, Athletic Director, and Pastor will be required to discuss further disciplinary action.

### **Post-season responsibilities**

- Attend the Evangelical School Athletic Awards Banquet that is held toward the end of the school year.
- Give feedback regarding the season and make recommendations regarding policies, procedures, and equipment to the athletic director.

### **CANCELLATION OF GAMES**

In the event of a cancellation of games or practices, the coach will contact his or her players as soon as possible. However, if there is a school cancellation due to inclement weather such as a snow day, it should be presumed that all school sponsored events and extracurricular activities will be canceled for the day. Scheduled practices on snow days should be considered canceled.

### **UNIFORMS AND EQUIPMENT**

Uniforms will be purchased by the school, distributed to the athletes, and collected at the end of the season by the coach (unless teams have bought their own). It is the responsibility of the athlete to launder the uniform according to instructions. The athlete will be charged for damage beyond normal wear, or for failure to return the uniform to the school at the end of the season. The athlete will not be allowed to participate in another sport until the uniform is returned or the obligation is paid. In addition, grade cards will be held and students will not be allowed to participate in graduation until all uniforms have been returned and obligations have been met.

## **POLICY REGARDING PLAYING TIME**

The emphasis of the athletic program in 4<sup>th</sup> - 6<sup>th</sup> grades shall be learning fundamental skills and gaining self-confidence. Coaches shall give each student athlete equal playing time and playing time at different positions, if possible. The student athlete's attendance, attitude, and behavior at practices and games will also help determine playing time.

Playing time and selection of starters in 7<sup>th</sup>-8<sup>th</sup> grades will be at the discretion of the coaches and will be dependent upon a coach's evaluation of the student athlete's ability, attendance, attitude/effort, and behavior at practices and games. Student athletes in good standing should receive the equivalent of one quarter of playing time during a basketball game, or the equivalent of one game per volleyball match (three games). However, not all games are equal so discrepancies may occur.

Sometimes it may be necessary to have two teams when there are too many players for one. This will ensure more playing time opportunities for all players. Coaches will need to contact the Athletic Director first if wanting to split teams for approval and to adjust practice times and number of coaches needed accordingly. 4<sup>th</sup>- 6<sup>th</sup> grade teams will be split randomly. 7<sup>th</sup>-8<sup>th</sup> grade teams will be split according to coach's evaluation of the student athlete's ability, attitude/behavior, team cohesion, and skillset. Teams will be known as Team Blue and Team Gold. No teams should be labeled or made to feel they are less than the other.

**Tournament Play**-Most sports provide tournaments. The Athletic Director and Coaches will work together to determine which tournaments their teams will participate in. Tournaments are competitive-driven, therefore playing time and selection of starters is dependent upon the coach's evaluation of the student athlete's ability, attitude/behavior, and attendance/effort.

## **POLICY FOR PLAYING UP**

A student athlete may "play up" to help another team avoid forfeiture.

## **PROBLEMS / SUGGESTIONS**

Occasionally the student athlete, parent, or coach may have a question, a suggestion, or a problem relating to the student's involvement in the athletic program. Prompt, open communication is important when this occurs and can usually resolve the situation before it becomes a major issue. The recommended sequence for this communication is as follows:

- A. The STUDENT ATHLETE and the COACH should discuss the situation / issue.
- B. If not resolved, the COACH, the PARENTS, and possibly the STUDENT ATHLETE should meet to talk about the issue. **AFTER A 24-HOUR COOLING OFF PERIOD AND NOT AT A GAME**
- C. If the issue is still not resolved, the PARENTS, the STUDENT ATHLETE, the COACH, and the ATHLETIC DIRECTOR(S) should discuss the issue in a scheduled meeting.
- D. If still not resolved, the PARENTS, the STUDENT ATHLETE, the COACH, and the PRINCIPAL should meet to discuss the issue.



Parent/Student Signature Form

*I have read the Evangelical School Athletic Handbook and agree to follow the policies and procedures stated within the document.*

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Parent/Guardian Signature

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Date

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Parent/Guardian Signature

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Date

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Print Athlete(s) Name

/ /

Grade

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Homeroom

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Student Athlete Signature

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Date

**\*\*Signed Form Must be Turned into the Coach or Office BEFORE the first game of the season.\*\***

Coach Signature Form

*I have read the Evangelical School Athletic Handbook and agree to follow the policies and procedures stated within the document.*

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Coach Printed Name

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Date

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Coach Signature

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Date