

St. *P*hilomena School
bringing faith to life and life to faith

Extra-Curricular Handbook

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Extra-Curricular Philosophy

We have offered sports to God as a human activity aimed at the full development of the human person...

Pope John Paul II Jubilee for the World of Sport

Peoria Diocesan Catholic Schools are dedicated to the development and growth of the whole person.

Jesus' teachings remain at the heart of virtues that ultimately contribute to making the athletic program a Catholic Christian experience. The program exists to develop and enhance the relationship between faith development and daily living.

First and foremost, parents and legal guardians are the first teachers and models of faith development.

Myriad opportunities for spiritual, intellectual, physical, social and emotional development exist within the religious and academic environment.

Athletics, as an extracurricular school activity at the elementary level, is a privilege, one that is earned and fostered by a student's Christian character and academic efforts. Athletics will be recognized as a supportive component to the total educational process, offering balance rather than prominence within its educational scope and practices.

Objectives

A balanced extra-curricular program, a privilege in which elementary students may choose to participate, exemplifies and witnesses to the meaning of living in a Catholic Christian community by:

- Allowing participation of students regardless of their athletic abilities
- Developing character qualities within the realm of Catholic Christian traditions
- Providing opportunities for development of fundamental skills and self-confidence
- Developing habits of health, hygiene and safety
- Providing opportunities for student-athletes, parent(s)/legal guardian(s), coaches, moderators and spectators to celebrate their school communities as *Christ present among us*

At the minimum, outcomes flowing from the Philosophy and Objectives will include:

- Character formation
- A healthy sense of competition
- Development of basic skills

- Team work
- Sportsmanship
- School pride
- Self discipline
- Enjoyment

Governance

The Diocese of Peoria Athletic Handbook for Elementary Schools shall serve as policy for all diocesan schools.

Diocesan schools with athletic programs are encouraged to seek membership in the Illinois Elementary School Association (IESA). Schools with membership in the IESA should abide by the association's regulations.

Lines of Authority

Recognizing that the Pastor is ultimately responsible for all parish activities, the Principal will provide the leadership and responsibility for all athletic programs at the local elementary school level.

These responsibilities will then extend to the Athletic Director, coaches and moderators, student athletes and their parent(s) or guardian(s).

Safe Environment Training Program (SET)

Every person is uniquely created and gifted by God. Catholic social teachings remind us that human life is sacred and...*that every person is precious, that people are more important than things and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.*

United States Conference of Catholic Bishops

In order to guard against incidents of sexual abuse of minors, Safe Environment Training is required of adults who work with youth on a regular basis. The training establishes acceptable behavior that is legal, professional and responsible. It includes standards of conduct regarding sexual abuse and harassment. (cf. Diocese of Peoria Policy C-402)

A further description of SET is found at www.usccb.org/comm/envguide.shtml.

School Employee Code of Professional Conduct

I. Educator Code of Conduct Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance

skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

II. Sexual misconduct

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the

purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102- 0676, (105 ILCS 5/22-85.5).

II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

IV. School employees are mandated reporters

The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

V. Employee training related to child abuse and educator ethics

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators. Effective 7/1/2023

Participation Expectations and Responsibilities

It must be emphasized that an authentic human and Christian formation of athletes indirectly becomes an educational instrument on a more vast social level.

Pope John Paul II

The Most Authentic Dimension of Sports

Participation and Code of Conduct

Students who demonstrate Christian conduct and achieve academically according to their abilities may participate in athletic activities.

Only full time students enrolled in Diocese of Peoria Catholic elementary schools may participate in their respective athletic programs.

Previous to the beginning of each sport during the school year, participants will be required to have on file:

- ✓ Parental/Guardian Consent Form and Liability Waiver (cf. School Forms – website)
- ✓ Acknowledgement and Adherence Form regarding the Diocese of Peoria Athletic Handbook for Catholic Elementary Schools and the local school's Parent/Student Handbook, signed by the student-athlete and his or her parent(s) or legal guardian(s) (school-generated form)
- ✓ Medical Information and Emergency Form (cf. School Forms – website)
- ✓ Annual Proof of Sports Physical Examination, signed by a licensed physician

Student-athletes are expected to model appropriate Christian behavior at all times.

Every diocesan Catholic school sponsoring athletic programs shall determine the requisites for acceptable student-athlete conduct and delineate policies and administrative regulations for their dissemination through the Student/Parent Handbook. These shall form the basis for behavioral expectations on the local level and will be shared with and understood by the student-athletes, their parent(s) or legal guardian(s), the Athletic Director, coaches and assistant coaches, moderators and faculty members.

Sanctions for inappropriate and unacceptable behaviors may include, but not be limited to, verbal and written warnings, documentation, communication with parent(s) or guardian(s), limited suspension, permanent suspension and expulsion.

Behavioral policies and administrative regulations at the diocesan and local school levels shall have precedence over IESA behavioral guidelines and sanctions.

The Principal will determine the final sanctions for unacceptable behaviors, other diocesan policies notwithstanding.

Academic Responsibilities

Students are expected to meet specific academic requirements to maintain eligibility for extracurricular activities. The requirements are as follows:

- Students participating in IESA co/extra-curricular activities or sports must meet standards set by Illinois Elementary School Association (IESA).
- Eligibility will be assessed weekly during the season of the sport or activity and is cumulative per grading period. Grades will be checked at the end of each week with all subjects included.
- Students receiving detention for any reason other than being tardy for school may be ruled ineligible for participation.
- If the student is failing any subject, he/she will be ineligible the following Monday through Saturday and must raise his/her grade to meet eligibility requirements in order to be reinstated for the following week.
- Students who become ineligible three times may no longer be a part of the team or participate in the activity.
- The student must be in attendance a half day of class the day of a game or meet in order to participate. The Principal must approve exceptions (An example of an exception would be if a student must attend a funeral).
- Only the Principal, in consultation with the Pastor, can make exception to eligibility rules with the IESA regulations, as well as reinstatements.
- A list of ineligible students for the forthcoming week is reported to the Athletic Director and activity supervisors on Friday of each week. The Athletic Director notifies the coaches.

Adult Supervision

Adequate adult supervision must be provided to student-athletes every time they arrive, practice, participate in any manner and wait for their rides. It is expected that a minimum of two adults will be present; one of the supervisors will be the coach. However, it is recommended that parents, legal guardians and other adults oversee the student-athletes at all times when they are in the school, on the school premises or at games and contests away from the school.

By the same token, parents and legal guardians must show their respect by bringing their children to events and picking them up at the recommended window of time designated by the school.

First Aid

It is the responsibility of the Athletic Director to provide First Aid supplies to the coaches and moderators.

A box that can be accessed only by the Athletic Director, the Principal, coaches and moderators, should contain student-athlete emergency information, the score book and student-athletes' addresses and phone numbers.

OSHA guidelines must be followed in the event of bodily spills. Disposable gloves and biohazard bags for containment of blood and bodily fluids are mandatory.

Everyone who is at reasonable risk of exposure shall participate annually in a Bloodborne Pathogens information meeting. This universal precautions training will provide basic information regarding exposure to Bloodborne Pathogens including Hepatitis B, Hepatitis C and human immunodeficiency virus (HIV) through bodily blood and fluid spills.

Reporting Injuries

Whether at home or away or whether serious or not serious, all injuries must be reported to the Principal, the Athletic Director and the parent(s)/legal guardian(s) as soon as possible during or after an athletic event and a School Accident Report must be filed in the school office within two days of the accident.

The Principal will determine who is to report an accident/injury to the parents/legal guardians; this administrative regulation will be communicated to the Athletic Director, coaches and moderators.

Schools that participate in the blanket accident insurance program offered by the diocese must submit a claim form to the company that documents the cause and nature of the injury. The person completing the form should certify that the student-athlete sustained the injury while practicing or playing in a school-sponsored sports program.

Medications and Supplements

Under no circumstances may medications and/or supplements be supplied, recommended, permitted or dispensed to student-athletes (cf. Diocesan Policy C-310)

Tryouts

Because of its very nature, trying out for membership or participation on a team should be discouraged. At the elementary level it precludes student-athletes' participation at a period in their lives when opportunities to develop interests and learn fundamental skills should be paramount to excluding them because their abilities are not as obvious as others in their age and grade ranges.

Team Rosters

An official team roster for each sport sponsored by the school must be on file in the school office and with the Athletic Director and the individual coaches or moderators. Rosters will also be made available to the IESA and other schools conducting approved and scheduled tournaments.

The team rosters should contain information only about the student-athletes' names and birth dates.

Games, Tournaments and Practices

The Principal will determine the number of games and tournaments at each grade level before the beginning of each school year.

Whether or not they hold IESA membership, all diocesan schools with existing athletic programs will adhere to the following maximum number of games and tournaments each season.

Basketball:

- Grade 5 – twenty (20) games including tournaments
- Grade 6 - twenty (20) games including tournaments
- Grade 7 - twenty-two (22) games including tournaments, exclusive of the end-of-the season Catholic school championship tournament series or the IESA state tournament series
- Grade 8 – twenty-two (22) games including tournaments, exclusive of the end-of-the-season Catholic school championship tournament series or the IESA state tournament series

Soccer:

- Grade 5 – twelve (12) games including tournaments
- Grade 6 – twelve (12) games including tournaments
- Grade 7 – fourteen (14) games including tournaments
- Grade 8 – fourteen (14) games including tournaments

Track and Field:

- Twelve (12) meets
- Note: some student-athletes may qualify for regional and state meets beyond the scheduled meets

Cross Country:

- Twelve (12) meets
- Note: some student-athletes may qualify for regional and state meets beyond the scheduled meets

Volleyball:

- Grade 5 – Twenty (20) games including tournaments
- Grade 6 – Twenty (20) games including tournaments
- Grade 7 – Twenty-two (22) games including tournaments, exclusive of the IESA tournament series
- Grade 8 – Twenty-two (22) games including tournaments, exclusive of the IESA tournament series

Tournaments

The Diocese of Peoria does not sponsor diocesan tournaments. For this reason no tournaments may be referred to as “Diocesan” or “Diocesan-wide” tournaments.

No school may sponsor league or non-league tournaments requiring overnight stays.

Uniforms and Equipment

The Principal shall be responsible for approving the purchase of team uniforms. Uniforms will be issued annually. A timetable for their expedient return should be determined by the Athletic Director.

Normal wear and tear is expected. In the event the uniform is returned in less than acceptable condition, the parent(s) or legal guardian(s) will be assessed the cost for its replacement.

Some costs for the completion of the entire uniform will become the responsibility of the parent(s) or legal guardian(s). For example, such items may be shoes, socks, warm up tops and outfits as well as ball caps.

Equipment should be inventoried after practices as well as after home and away games.

Technical Fouls

Technical fouls committed by student-athletes will result, at a minimum, in exclusion for the remainder of the game if the technical foul resulted from unsportsmanlike conduct.

If a student-athlete commits two technical fouls related to unsportsmanlike conduct in a season, he or she will not be allowed to participate in the sport for the remainder of the season.

Coaches who receive technical fouls may continue to coach unless an assistant is available to coach the remainder of the game. Contingent upon the reason for the technical foul, the Principal will have sanctions in place and act upon them as soon as possible after the game.

Frequency of Participation

Ordinarily, every player should play in every game.

Coaches and moderators at the Grade 7 and 8 levels may use discretion in allowing participation as far as possible based on student-athletes' attitudes, behavior, attendance and effort at practices and cooperation with coaches, moderators and team mates.

Awards

Awards including trophies are traditionally part of athletic programs. Factors to consider in selecting awards should be size, cost, appropriateness and proportionality.

Only athletic awards officially approved by the school may be presented to students regardless of the funding source of the awards.

Playing Up

In the event that a grade level does not have sufficient members to form a team, the Athletic Director and the Principal may allow student-athletes to play up; however, those playing up will be from the next lower grade level only. Any exceptions to this requirement shall be granted by the Office of Catholic Schools on a case-by-case basis. The total number of team members will not exceed a reasonable number if there was a need to have lower grade student-athletes play up. The Principal will determine what the "reasonable" number is.

Travel and Transportation

The Principal will determine the maximum distances for traveling to away games. Games that may require overnight stays may not be made for any sporting event at the elementary school level.

Complaint Procedures

In the event of a complaint for non-compliance to IESA rules, diocesan policies or local school policies and administrative regulations, a written form should be completed by the complainant and submitted to the Athletic Director and the Principal.

The Principal will make all final decisions regarding complaint resolutions.

Disputes Between or Among Schools

In the event of a dispute between schools with opposing teams, the schools' Principals and Athletic Directors shall initially meet to address the concern. The Principals will resolve the matter internally.

IESA guidelines should be utilized if the schools involved in the dispute hold IESA membership.

If not, the schools may seek a resolution through the Diocesan Office of Schools from the Superintendent or his representative.

Intramural Programs in Lower Elementary Grades

If a school has an intramural program, the Principal will approve volunteers who oversee intramural programs. They should be at least 21 years of age and have completed Safe Environment Training (SET) as well as background and fingerprinting checks. If paid, they will also be screened for drug usage.

Practices, Games and Tournaments Exclusions

No games or practices, including tournaments or Open Gyms, may be scheduled or played on Sundays.

In addition, no practices, games, tournaments and Open Gyms, may be scheduled or played on Holy Days of Obligation, Holy Thursday and Good Friday.

Practices, games and tournaments will be limited to five days per week, per team. Practices should not exceed one and a half (1.5) hours per day.

Parish events and school events such as seasonal programs, fairs and concerts should take precedence over practice, games and tournaments. Careful scheduling of all such events including athletic scheduling should be precisely planned into each year's school calendar and placed on the parish master calendar.

Practice schedules will be part of the complete description and the rules and regulations of each sports offering. These will be written and communicated to all participants before the beginning of each season. The Principal will approve all decisions regarding this written notification.

Scrimmages and Drills

All scrimmages and drills with any outsiders will be considered as scheduled games.

Open Gym

Open Gyms may occasionally be held as gymnasium use permits and the Principal approves. As stated previously, Open Gyms may not take place on Sundays and the additional dates as ascribed. Coaching, competitive play and offering of critical comments shall not take place during Open Gyms.

The minimum standard for supervision of Open Gyms will be a person who is 21 or older who has completed Safe Environment Training (SET), has had a background and fingerprinting check and has been screened for drug usage, if paid. (cf. Appendices – Diocesan Administrative Regulation C-312) An adult trained in CPR and the use of an automated external defibrillator (AED) must be present at all times.

Fundraising/Support From Businesses

The Principal shall approve businesses who wish to support logos or signs placed in gymnasiums, products promoted through concessions and business names sponsoring ticket stubs and/or programs.

The Principal will make final decisions regarding the type and number of fundraising projects.

Weather-Related School Days, Saturdays and Holidays

On school days, Saturdays and school holidays when severe weather conditions may preclude practices, games and/or tournaments, the Principal and the Athletic Director will determine whether or not practices, games and/or tournaments will take place or be canceled.

A reliable relay system for communicating cancellations or changes to parent(s) or guardian(s) and student-athletes should be planned, written and distributed to coaches and moderators prior to each sport's season.

I have competed well; I have finished the race; I have kept the faith.

APPENDICES

Athletic Director

The Athletic Director will be selected and approved by the Principal and will be directly responsible to the Principal.

The Athletic Director will meet the following requisites before being employed:

- ✓ Completion of Safe Environment Training (SET)
- ✓ Background check and fingerprinting (cf. Diocesan Policy C-403)
- ✓ Screening for drug usage, if paid (cf. Diocesan Administrative Regulation C-312)
- ✓ Bloodborne Pathogens (annually)
- ✓ CPR and AED training
- ✓ Submission of a resume
- ✓ Meeting for the purposes of discussing athletic philosophy, duties and responsibilities with the Principal
- ✓ Understanding and agreeing to abide by the policies and regulations set in the Diocese of Peoria Athletic Handbook and the local Parent/Student Handbook

The Athletic Director will oversee all aspects of the athletic program, working in close collaboration with the Principal in matters beyond routine responsibilities. Examples of collaboration include fundraising decisions, purchase of uniforms, purchase of equipment, athletic activities that require transportation to out of town locations and significant concerns warranting administrative guidance.

The Athletic Director will maintain a permanent record of coaches' certifications. A copy of the record should be filed with the school.

The Athletic Director's agreement will include a job description. (cf. Appendices -Athletic Director Job Description)

The Principal will informally evaluate the Athletic Director periodically.

Coaches, Assistant Coaches and Moderators

Coaches and moderators at the elementary school level in diocesan Catholic schools are generally volunteers. They are approved by both the Athletic Director and Principal and are ultimately responsible to the Principal.

Before coaches and moderators begin the position in any of the sports offerings, they must have completed:

- ✓ Safe Environment Training (SET)
- ✓ Background check including fingerprinting. (cf. Diocesan Policy C-403)
- ✓ Screening for drug usage, if paid. (cf. Diocesan Administrative Regulation C-312)
- ✓ Bloodborne Pathogens training (annually)
- ✓ CPR and AED training
- ✓ Acknowledgement and Adherence to the Diocese of Peoria Athletic Handbook). (School-generated form)
- ✓ The coach/moderator's agreement should include a job description (cf. Appendices – Coach/Moderator Job Description)
- ✓ Participation in an annual workshop for coaches and moderators

Each coach or moderator must be at least 21 years of age. In the event that someone wishes to coach or moderate who is 18 - 20, he or she may be chosen by the Athletic Director to assist a coach under the guidance and supervision of the coach or moderator. Assistant coaches will be responsible to meet all of the above-bulleted requirements.

Careful selection of those expressing an interest to coach or moderate shall be required of the Athletic Director and the Principal. Candidates must have given evidence of their commitment to living Gospel values prior to their selection.

All coaches shall be trained toward the goal of certification. Training should include, but not be limited to:

- Basic preparation in the Catholic Christian philosophy of coaching
- Risk management and the prevention and treatment of injuries
- Specific sports preparation including rules, practices, organization, skill development and coaching behavior

Individuals that will be coaching teams that will be participating in IESA affiliated sports (i.e. Cross Country, Girls Basketball, Boys Basketball, Track & Field, and Golf) are required to complete the online “Coaching Essentials” course. This class can be accessed through the IESA website. The certificate that is provided upon completion of the on-line course shall be given to the Athletic Director.

A listing of responsibilities shall be attached to and signed by the coach or moderator. Those responsibilities from a listing in the Appendices should guide each local school in determining what the expected and acceptable practices are. (cf. Appendices - Coach/Moderator Job Description)

Coaches and moderators will:

- Provide each student-athlete with opportunities to participate
- Promote good sportsmanship, that is, fairness, respect for opponents and graciousness in winning or losing
- Represent themselves as positive role models to their players, opponents, game officials and the school community
- Pray with the student-athletes prior to the beginning and at the conclusion of practices and games
- Refrain from using alcohol and tobacco in the presence of student-athletes at school-sponsored athletic events
- Refrain from using abusive and foul language and gestures as well as making inappropriate remarks
- Refrain from berating the efforts of student-athletes

The Principal at the local level will establish a written process for sanctioning misconduct that violates the expected behavior of coaches. Behavioral expectations as well as the sanctioning process should be delineated in the job description or in a written Code of Conduct.

Spectators

Spectators have distinct roles as participants at athletic events. While they may be considered guests, they are bound by the same rules of conduct as student-athletes and their coaches and moderators.

Schools should delineate their own set of rules for spectator/fan behavior.

The Principal, Athletic Director, coaches and officials have the right and the responsibility to eject spectators whose behaviors are unacceptable.

MEDICAL INFORMATION & EMERGENCY FORM

Please note: schools may use this form or a commercially available medical information / emergency form template.

Student/Minor:

Name (first, middle, last): _____

Address: _____

Student/Minor's Regular Physician:

Name (first, middle, last): _____ Phone (including area code): _____

Medical Conditions:

Please list any medical conditions of the student/minor (asthma, diabetes, epilepsy, etc.): _____

List any allergies or allergic reactions to medications of the student/minor: _____

List any medications the student/minor is presently taking: _____

Other pertinent medical information: _____

Date of student/minor's most recent tetanus shot: _____

Medical Insurance Information:

Company: _____

Plan Number: _____ Employee Identification #: _____

Emergency Contacts

Parent or Guardian

Name (first, middle, last): _____ Phone (including area code): _____

Other Contact

Name (first, middle, last): _____ Phone (including area code): _____

Relationship (friend, neighbor, coworker, etc.): _____

Authorization for Emergency Medical Treatment

This information will be kept in the possession of the school/parish. A copy will be distributed to the person in charge of each trip or athletic activity in which the student/minor participates. Should the need arise this information will be given to the proper medical authorities.

I, _____ [parent/guardian], understand that in the case of illness or injury to my child, _____ [child's name], the school/parish will try to notify me or the person I have listed above as an emergency contact.

In case of medical emergency concerning my child, at a time when I or my listed emergency contact cannot be notified, I grant full power to the school/parish to 1) arrange for the transportation of my child, whether by ambulance or otherwise, to a proper facility where emergency medical treatment would normally be administered, including but not limited to, an emergency room of a hospital, a doctor's office, or a medical clinic; and 2) sign releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.

Signature of Parent/Guardian

Date

This Authorization for Emergency Medical Treatment is valid for a period of one year, from August ____, 20__ through August ____, 20__.

Concussion 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:	
<ul style="list-style-type: none">• 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	

Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns too 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 athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to 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 Return-to-Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

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/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions.

Student

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent or Legal Guardian

Name (Print): _____

Signature: _____ Date: _____

Relationship to Student: _____

Each year IESA member schools are required to keep a signed Acknowledgement and Consent form and a current Pre-participation Physical Examination on file for all student athletes.

Adapted from the CDC and the 3rd International Conference on Concussion In Sport
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