

# PCS

## Athletic Handbook



## 2007-2008

## **ATHLETIC BOARD**

Specific Duties delegated to the Athletic Board:

1. To assist the pastors and the school administration in fulfilling their underlying spiritual and academic responsibilities.
2. Select coaches who understand and are concerned with directing student-athletes according to the Mission Statement of the school and understand the policies established in the Athletic Handbook.
3. Assist in revision athletic policies in the Handbook as necessary with final approval from the school's administrator.
4. The athletic board will coordinate all athletic programs. This means:
  - a. Securing contracts for all athletic programs and connected events after prior consultation with the school administrator;
  - b. Formulating all school announcements to keep the student body informed and proud of the school's various athletic events;
  - c. Scheduling all sign-up opportunities for students;
  - d. Scheduling and re-scheduling all athletic contests where applicable and coordinating practice time;
  - e. Assigning officials or referees for scheduled events, in association with proper agencies and coaching preferences;
  - f. Securing all gyms, fields, etc. This precludes others from doing the same;
5. Acting as the liaison with coaches/administrators;
6. Overseeing the bid process with outside vendors on the purchase of all uniforms, equipment, and supplies as determined by the annual budgetary process;
7. Requesting checks as needed for program expenses
8. Collecting, storing, and accounting for all uniforms, equipment, and supplies of the program;
9. Reporting to the school administrator any behavior judged inappropriate according the Catholic school standards; and
10. Meeting with the coaches of a particular sport at least once a season
11. Organizing the annual Sports Banquet

**Peru Catholic School  
Peru, Illinois**

**The Athletic Program of Peru Catholic School reflects the values of the school's philosophy and is designed to aid the students in their development as young Christian men and women.**

**Participation in the program is open to all students giving them the opportunity to develop skills in a particular sport and to experience the benefits of teamwork and self-discipline.**

**The PCS athlete represents his/her school, parish and family and is expected to give evidence of high standards of Christian behavior and good sportsmanship.**

**An athlete who does not meet the academic or disciplinary requirements of Peru Catholic School will not be allowed to participate in sports until there is evidence of a change of behavior as outlined in the eligibility policies of the school.**

**Peru Catholic is very proud of the academic, athletic and service accomplishments of its students and continues this fine tradition in all areas of the school program.**

**The goal of the athletic program at Peru Catholic School is to develop the academic abilities, athletic potential, and Christian values in each student.**

**ATHLETIC ACTIVITIES AVAILABLE AT  
PERU CATHOLIC SCHOOL**

| <b><u>Sport</u></b> | <b><u>Gender</u></b> | <b><u>Grade</u></b> | <b><u>Season</u></b> |
|---------------------|----------------------|---------------------|----------------------|
| Baseball            | Boys                 | 7-8                 | Fall                 |
| Cheerleading        | Girls                | 7-8                 | Fall/Winter          |
| Basketball          | Girls/Boys           | 6-8                 | Fall/Winter          |
| Volleyball          | Girls                | 6-8                 | Winter/Spring        |
| Track & Field       | Girls/Boys           | 6-8                 | Spring               |
| Intramurals         | Girls/Boys           | 4-5                 | Spring               |

**Student Requirements for Participation**

**Eligibility**

All athletic program participants must be students currently enrolled at Peru Catholic School.

**Academic Eligibility Criteria**

Students participating in sports take on the added responsibility of giving time outside of their academic life for a worthwhile school-related function. Students who choose to represent their school in this way are to maintain acceptable modes of attitude, behavior and academics. The purpose of the eligibility program is to instill in our students the importance of doing their best academically. When a student becomes ineligible, the focus of his/her time should be on improving the failing grade(s).

To be eligible to play on any school team or to participate as a cheerleader, students must meet certain grade standards.

1. A student may not receive more than two D's or any F's, or any U's in the academic subjects of Religion, Science, English, Social Studies, Reading, Computer, Art, Music, **Math** or Physical Education. Also a student may not receive any U's in personal development/performance/conduct to be eligible for the following week's games. The ineligible student may attend practice sessions at the discretion of his/her parents, but may not participate in any games.

If at the end of one week of ineligibility, the student is still receiving more than 2 D's or any F's, or any U's in academics or personal development/performance/conduct, he/she will continue ineligibility on a week to week basis but will be excluded from practice sessions and games.

**If a student remains ineligible for three (3) consecutive weeks or five (5) total weeks during a season, the student will be removed from the team's roster.**

2. Teachers will verify athletic eligibility for student athletics. Weekly eligibility will extend from the following Monday through Sunday.
3. A student must eliminate his/her ineligibility during the following week to be eligible for practice and games. If not, the student continues his/her ineligibility.

4. If a student is unable to fulfill this academic eligibility due to limitations in ability, the faculty and principal will review his/her standardized tests and other academic and pertinent information and may consider to possibly allow a waiver for this student.
5. A student must be in full day attendance on the day of the game. If a student is absent from school on the day of a game s/he will not be permitted to play for that game or practice that evening. The student should notify the coach of his/her absence.
6. These standards are minimal. Parents are encouraged to impose more stringent requirements where appropriate.

To be eligible to play on any school team or to participate as a cheerleader, students must meet certain behavior standards.

1. Students receiving two (2) detentions in one (1) week will be ineligible for one (1) game the next week.
2. Students receiving three (3) detentions in one (1) week will be ineligible for the next week's practices and games.

### **Athletic Fees**

In order to maintain an athletic program of high quality, it is necessary for Peru Catholic School's Athletic Program to charge a fee for participation. All students who participate in interscholastic play will pay the entire athletic fee. The current fee is \$40 for the first family member and \$20 for each additional member. The fee for intramural athletics only is \$20 per student. The fee will be reviewed annually by the Athletic Commission and is subject to change.

### **Insurance**

Each athlete **will** have insurance through a **school** policy. Peru Catholic will be responsible for any expenses incurred because of injuries a student might sustain while participating in any athletic activity. **Forms for reimbursement of medical expenses can be obtained in the school's office.**

### **Physical Examination**

Each athlete must have a physical examination certificate dated after the completion of the previous school year on file in the school office. The physical must be on file in the school office **prior** to the **first practice, game or tournament**. It is the parent's responsibility to notify the Athletic Director and/or coach(es) should any change(s) occur in the student's physical condition. If any injury occurs, a written release from a licensed doctor must be submitted to the Athletic Director prior to any further athletic activity.

### **Uniforms**

All participants will receive a uniform appropriate for the sport in which they are involved. Teams representing Peru Catholic will wear only the uniform issued. No participant will be allowed to keep his/her school issued uniform for any reason. All uniforms must be returned to the coaches after the last game of the respective season.

Worn out uniforms will be replaced as needed. Only the Athletic Director/Department will be responsible for replacement.

Participants are responsible for the upkeep of uniforms while in their possession. Should anything other than natural wear and tear occur, reimbursement will be made to the Athletic Department.

If the uniform is not returned by a participant, he/she will be responsible for reimbursing the Athletic Department for the lost uniform.

All uniforms will be stored by the Athletic Department when not in use.

### **Dress Code**

Attire for all games will be school or dress clothes. NO BLUE JEANS! Skirts and dresses are also acceptable for girls. Coaches are also expected to wear dress clothes. Those not dressed appropriately will not play that game.

### **Out of Town Tournaments**

Athletic teams participating in week-end tournaments outside of the immediate area should not reserve hotel rooms in a block under the name of "Peru Catholic School". If families elect to stay overnight, hotel rooms should be booked under their individual names; or if one parent is willing to assume responsibility for the behavior of the whole group, that parent may reserve the block of rooms under his/her name.

### **Transportation**

All drivers must sign a transportation form before driving for away games. A copy of the driver's insurance card and driver's license must be on file in the school office. Drivers are responsible for the students assigned to them both ways. Students must wear seat belts at all times. Drivers must be licensed and 21 or over.

Drivers may not run errands while students are in the car. After a game, drivers may not stop to eat with students unless all of the parents of students riding with the driver have been informed of this plan ahead of time.

### **Coaching Responsibilities**

Coaches work with the Principal, Athletic Director, parents and students to carry out the philosophy and policies of the Peru Catholic School Athletic Program. All coaches must uphold the philosophy and policies and be a good role model for students.

Each coach is asked to: behave in a Catholic Christian manner; develop and execute a practice plan that allows opportunity for all players to participate; conduct practices according to PCS philosophy and policies; direct, motivate, and manage player personnel; create a positive atmosphere that enables students to be proud to be a part of the athletic program. The coach (or his adult representative) of the first team scheduled for that day is responsible for opening the gym, turning on the lights, and unlocking the Hall 45 minutes prior to the start of the game. The coach of the last scheduled game is responsible for paying the officials with the checks that will be in a designated area in the coaches' room. Coaches need to arrive before game, practice or tournament time and remain with the team until the last student has transportation home; attend all coaches' meetings held by the Athletic Director; communicate with parents and coaching staff any changes in game, practice, or tournament schedules; secure the building when students are gone (e.g. all lights out and doors locked); secure all PCS equipment when not in use; use appropriate language at all times.

A coaches' bag will be supplied containing the following items:

1. emergency forms
2. transportation forms
3. car assignment forms
4. disposable gloves
5. 2-3 hand towels

6. 1 extra jersey
7. 1 extra pair shorts
8. 2-3 ice packs
9. 2 Ace bandages
10. 15-20 assorted Band-Aids
11. tape
12. finger splint
13. score book
14. paper towels (for blood/bodily fluids)
15. 2 plastic bags ( for blood/bodily fluids)
16. 2 biohazard bags (for blood/bodily fluids)

### **Practices**

Practices are usually 1 ½ hours in length. Coaches should have athletes do exercises and running as warm-up activities. Excessive running by players is prohibited, and is not an acceptable discipline measure for players.

The total number of practices and games during the week should not equal more than four (4) per week. **If a student is unable to attend a practice, he/she should notify the coach.** Any two unexcused absences from practice may result in the player not playing in the following game.

### **First Aid**

Coaches will provide a minimum of first aid. If a player is seriously hurt an ambulance will be called. If it is a Peru Catholic player and the parents are not at the game another Peru Catholic parent will be asked to accompany the student to the hospital. If it is a player from a visiting team, a parent from the visiting team will be asked to accompany the student. The player's parents will be notified immediately of the injury.

Coaches will follow the OSHA guidelines for handling injuries that involve blood or other body fluids. The guidelines are as follows:

1. The coach must use disposable gloves. The blood or body fluids should be wiped up with a paper towel. This towel should then be placed in a plastic bag along with the disposable gloves. The plastic bag should then be put in a biohazard bag.
2. If the player has blood or body fluids on their uniform, these should be placed in a plastic bag and the player given a new uniform if he/she continues to play. The coach should take the dirty uniform to wash it.
3. After the game, the coach is responsible for decontaminating the gym floor. The coach must wear disposable gloves for the decontamination process. After the decontamination process is completed, the coach should dispose of gloves in the biohazard bag.

### **Prayer**

Students and coaches are encouraged to pray together before each game. Students and coaches may take turns leading the prayers. A sincere and prayerful atmosphere should prevail through out the prayer time.

### **Parent Responsibilities**

Parental involvement is an integral part of the Peru Catholic School philosophy. A dedicated coaching staff and parents work together to assist students in achieving the goals of the athletic program.

Responsibilities of the parents include: supporting the program by working concessions and helping with clean-up after games; encouraging their children to take responsibility for the care and cleaning of the uniforms; notifying the school in regard to any change in a child's physical condition during the year that might affect his/her ability to participate in the athletic program; reviewing the PCS Athletic Handbook with their child/children and agreeing to abide by the rules and regulations outlined in this handbook; serve as role models of good sportsmanship.

1. All parents are scheduled to work the concession stand or door for home games. **This is a responsibility of all persons who have a player or a cheerleader.** A master schedule is drawn up by the Athletic Director and routed to the parents.
2. Workers need to be at the gym 45 minutes **before** the game for set-up.
3. **IF YOU CANNOT WORK YOUR ASSIGNED TIME, YOU ARE REQUIRED TO MAKE YOUR OWN ARRANGEMENTS FOR A SUBSTITUTE. Please, trade with another parent. IF AN ATHLETE IS ACADEMICALLY INELIGIBLE OR ILL, HIS OR HER PARENTS ARE STILL RESPONSIBLE FOR THEIR DUTIES OR ARRANGING AN ADULT SUBSTITUTE.**
4. The designated chairman for the evening will have a checklist of what needs to be done, including set-up and clean-up. **PLEASE DO NOT LEAVE UNTIL THE CHAIRMAN HAS VERIFIED THAT ALL TASKS HAVE BEEN COMPLETED.**
5. If you do not show up for your scheduled time, you will be assessed a \$25 fine! **THE ATHLETIC BOARD MEMBER WHO SCHEDULES CONCESSIONS WILL SEND A NOTIFICATION TO THE FAMILY WHO MISSED THEIR ASSIGNED DUTY, WILL INFORM THEM OF THE \$25 FINE, AND WILL TRACK PAYMENT OF THE FINES.**

Parents should be aware that the concessions are a very important source of income for the program and should take their responsibility of helping with this very seriously. If you don't show up for your turn, it leaves more work for those who are there.

### **Supplies and Equipment**

All supplies and equipment for athletics will be purchased by the Athletic Department. All requests for supplies and equipment must be made through the Athletic Director.

### **Playing Time**

All students, 6<sup>th</sup> through 8<sup>th</sup> grade, will be given the opportunity to play every game. The main purpose of the athletic program is to teach and build skills. For basketball students may play a total of six quarters per day if a student "plays up". Such playing on two teams would occur in the event of a shortage of players on the regular team. For baseball every student will play at least 6 defensive "outs" or bat once per game. For volleyball every student will play in at least 1 game per match.

### **Scheduling of Games**

For boys' baseball, 14 games will normally be scheduled.

For boys' and girls' basketball, 16 games and 1 tournament or 14 games and 2 tournaments will normally be scheduled.

For girls' volleyball, 20 games will normally be scheduled.

### **Rosters**

All students with the possibility of playing up a grade level must have their name on the roster for all teams at the beginning of the season. Priority for playing will be given to the players that are actually at that grade level academically. If there is a shortage of players due to low numbers of either boys or girls at a grade levels 6<sup>th</sup> & 7<sup>th</sup> grade students may play on the 8<sup>th</sup> grade team provided their names are placed on the roster at the beginning of the season.

## **Intramurals**

Intramural Basketball is open to all 4<sup>th</sup> and 5<sup>th</sup> grade students. The fee for this activity is \$20 per student. Parent volunteers will be solicited for coaching and referees. Parents of each participant will be scheduled to work concessions, gate, clock and book. Please see Parent Responsibility Section for more details.