



ST. DENNIS ATHLETIC HANDBOOK

MISSION AND PHILOSOPHY

Mission Statement

To provide a program of competitive athletic activities for the boys and girls of St. Dennis School that will instill in them the ideas of Christian values, self discipline, school spirit, good sportsmanship, honesty, self confidence, and physical fitness.

Philosophy Statement

The Athletic Program of St. Dennis Catholic School shall work together with the Pastor, School Administrator, Parish Council and School Board to complement the Educational and Catholic mission of the school. Throughout the program, participation, skill development, and teamwork shall be emphasized.

GOALS OF THE ATHLETIC PROGRAM

St. Dennis Athletic Program Athletes/students will learn the fundamentals of each sport and will be given the opportunity to develop strong, healthy, disciplined minds and bodies.

1. Instill self-confidence and self-esteem
2. Promote higher academic performance
3. Develop and nurture a sense of fair play and good sportsmanship
4. Give students the experience of being a part of a team
5. Teach the proper attitude toward winning, losing and competing with dignity
6. Teach personal responsibility and dedication to your school, team and fellow classmates.
7. Provide an enjoyable recreational activity that can be sustained into adulthood

RESPONSIBILITIES OF THE ATHLETIC PROGRAM

Since interscholastic athletics is an extension of the school and its curriculum, the program is subject to the authority of the pastors and principal. One of the principal's primary responsibilities is the establishment of good Christian sportsmanship in the minds of the entire school community since this is an underlying goal of the athletic program.

The St. Dennis principal and the pastor(s) have chosen to delegate the day to day organization and management of the athletic program to the Athletic Association Board. It is the board's responsibility to develop procedures that govern the scope and direction of the school's athletic program and athletes/students that participate in it. The board works in cooperation with the pastor, principal and school board, faculty, coaches and parents to achieve the goals stated within this Athletic Handbook.

ATHLETIC ASSOCIATION BOARD GUIDELINES AND PROCEDURES

- Act as a liaison between all parties – coaches, parents, students and the school
- Develop guidelines for management of the interscholastic athletic program that will be included in this handbook and made available to parents
- Recruit and train coaches
- Set criteria for reviewing coaches' performance and behavior
- Communicate the philosophy of the program and ensuring that it is clearly understood and followed
- Coordinate, schedule, and supervise all program volunteers
- Monitor student-athletes academic eligibility
- Determine league participation and the number of games and tournaments to be played by each team
- Determine how teams will be formed when there are an insufficient number of registered and eligible players per grade
- Coordinate the scheduling of practices, games and tournaments
- Prepare and present a budget to the pastors and principal for their approval
- Submit financial reports to the pastor and principal
- Set participation fees and volunteer requirements
- Raise funds and approve all fundraiser and expenditures
- Develop, communicate and maintain standards of safety for players coaches and spectators
- Develop an emergency plan for unexpected occurrences at games and practices to be inserted in coaches binder.
- Develop a plan for crowd control to be put into effect as needed
- Establish procedures for conflict resolution among student-athletes, parents, coaches, school administrators and /or faculty
- Annually review and evaluate the rules and regulations, and eligibility standards for the athletic program.
- Hold regular open monthly meetings and publish minutes of meeting
- Perform any other duties necessary to fulfill the program's goals and objectives
- Explore other sports opportunities for our students/athletes.

PROGRAM PARTICIPATION

St. Dennis currently offers the following activities for students:

Girls

- Volleyball 5th – 8th grades
- Basketball 5th – 8th grades
- Co-Ed Volleyball 5th – 8th grades

Boys

- Basketball 5th – 8th grade
- Co-Ed Volleyball 5th – 8th grades
- Flag Football 5th – 8th grades

Intramurals Program

Girls and Boys 1st- 4th Basketball

St. Dennis Athletic Board reserves the right to add or subtract additional activities throughout the school year with the principal and other advising boards' approval.

DIOCESAN GUIDELINES

Maximum Games Allowed

For all grades/sports, gatherings are limited to 4 per week. A gathering is defined as a game or a practice.

The maximum games allowed vary by grade/sport, as follows:

Volleyball:

5th & 6th Grades: Students can play in a maximum of 15 games per season.

7th & 8th Grades: Students can play in a maximum of 20 games per season.

Basketball:

5th Grade: Students can play in a maximum of 15 games per season.

6th Grade: Students can play in a maximum of 20 games per season.

7th & 8th Grades: Students can play in a maximum of 26 games per season

Tournaments are included in the number of games allowed, but count only as the number of games guaranteed.(ex. Double elimination bracketing count as two matches, even if the team advances and plays more than two matches/games)

Curfew

Curfew is set for students in accordance with Diocese rules.

Sports activities end by 9:30p.m. on school nights and 10:00p.m. on nights when there is no school the next day.

Fifth and Sixth Grade sports should be scheduled to end before 8:30p.m. on school nights and 9:00p.m. when there is no school the next day.

MINIMUM PLAY & PLAY-UP PROCEDURES

In order to meet the needs of all St. Dennis student athletes the following policies are established:

Minimum Play Policies

Instructional Level - 5th & 6th Grade

Basketball - Each player should play a minimum of two quarter or 8 to 10 minutes.

Volleyball – Each player should play a minimum of 1 ½ matches or 10 to 15 minutes.

Coaches will distribute playing time to all players as evenly as possible and practical. The emphasis at this level is on basic skill development of the player.

Tournament Games at the 5th and 6th Grade Level will be handled the same as the conference games outlined above.

Competitive Level - 7th and 8th Grades

Regular Conference Basketball - Each player should minimally play an average of one quarter per game.

Regular Conference Volleyball - Each player should minimally play at least 25% of a two game match.

Tournament Games: Tournament playing time will be at the coach discretion.

Play-Up Policies

In the past, athletics has had a problem when different grades had small teams or children were on academic probation and unable to play for the balance of the season. In order to insure complete teams at each grade level throughout the playing season, the following proposal has been recommended:

Basketball - There will be a cap of 9 maximum players at all levels.

A team with 8 players can bring up 1 additional player.

A team with 7 players can bring up 2 additional players.

A team with 6 players can bring up 3 additional players.

A team with 5 players can bring up 4 additional players.

The players will be chosen at the discretion of a) the coach requiring additional player(s), as he/she is most familiar with the positions he/she needs to fill and b) the coach providing the player(s) as they know the players existing skills. A player may not play-up more than one grade level, with one exception. The exception being there are no available players one grade level below.

Specifically, if there is no 7th grade team, then the 8th grade coach may bring up a player from 6th.

Volleyball - There will be a cap of 14 players where players will be chosen by a) the coach requiring additional players as he/she is most familiar with the positions he/she needs to fill and b) the coach providing the player(s) as they know the players existing skills.

SPLITTING TEAMS

In the event that team size should exceed reasonable limits they will be split as follows:

Basketball - All teams with 12 or more players may be split in accordance with Board approval.

5th & 6th athletes will be evaluated by coaching staff and both teams will be of equal caliber to prevent stacking of a team.

7th and 8th athletes - Teams will be split based on ability at competitive levels. Coaching staff will evaluate players and chose one A and one B team. One team will be SWC (A team) and one will be CYO (B team). CYO teams in 7th and 8th grade will still have home games based on non-conference games.

Volleyball - Teams will split at 14 players following the same protocol as above

STUDENT ELIGIBILITY

- Participation in extracurricular activities assumes that students fulfill academic requirements first.
- Students must maintain an overall "C" average in all subject areas, to participate in the athletic program. Furthermore, they may not receive an "F" in any one subject at evaluation time (Progress Report & Report Card).
- Failure to maintain the above criteria will result in the student being placed on probation for two weeks. During this time, the student will
 - Be allowed to attend practices and participate in games.
 - If academic requirements are not achieved at the end of the two weeks, the probationary student will be placed on suspension and the student/athlete will not be allowed to participate in practice nor games until academic requirements are fulfilled.
- Attendance in class is an important part of academic performance. The health and physical well being of students affects their performance in school. If a student is absent from school on a given day, he/she is not eligible to participate in any extra curricular activity during that 24 hour period.
- Absence from school due to attendance at school approved educational activities or funerals does not affect extracurricular activity eligibility

STUDENT RESPONSIBILITIES

1. Maintain a C average in school.
2. Any student absent from school due to an illness or unexcused absence will not be allowed to participate at games or practices that same day.
3. Notify your coach if you cannot attend practices or games.
4. Be on time for all practices and games.
5. All practices and games must be attended on a regular basis. Two unexcused games can result in not being allowed to participate. Three unexcused absences may result in dismissal from the team.
6. Act in a Christian manner at all times.
7. Follow the rules set by your coach and show proper respect to coaches and players.
8. Displays of anger, poor sportsmanship, improper language or disrespect will result in immediate removal from practice or game activities.
9. Accept decisions by coaches, referees, etc.
10. Conversation with game spectators is discouraged.
11. Use positive words of encouragement with your teammates. Avoid arguments and criticism with or criticize other teammates.
12. Please exhibit appropriate behavior when your team isn't participating (that is, sit down and stay in the designated area or watch the game in progress).
13. Respect the property of others.
14. Uniforms should always be clean and neat.
15. Loss of all or part of your uniform will result in a loss of your uniform deposit.
16. Eat properly and practice good hygiene.
17. Do not chew candy, gum, etc. or wear jewelry or excessive make-up while participating at games or practices.
18. Team uniforms may only be worn to games or Principal approved events.

PARENT RESPONSIBILITIES

1. Support the athletic program by encouraging your child to participate.
2. Encourage your child to maintain his/her grades.
3. Promote a positive coach and athlete experience
4. Have your child on time for all practices and games.
5. Inform the coach of all missed practices and games.
6. Make sure your child understands his/her responsibilities.
7. Set a good Christian example by treating the officials, coaches, athletes and fans with respect and dignity.
8. Support the coach. Remember, each coach dedicates many long hours to our program. If you have any problems or suggestions, please discuss them with the coach first and then, if necessary, with the appropriate Director.
9. Each parent is responsible for the upkeep and return of the team uniform.
10. Support the athletic program through your help, attendance at games, Athletic Association meetings, and participation in fundraisers.
11. All athletic fees must be paid before your child may participate in athletics.

12. Athletic physicals and insurance waivers are required before your child may participate in athletic practices or games.
13. Never discipline your child for making mistakes or losing. Remember, winning is not the only sign of a successful athletic program.
14. Encourage your child often and always
15. Conversation with your child during a game or practice is discouraged.

PARENT COMMITMENT HOURS

See St Dennis Handbook for specific information on parent hours.

FEES, PHYSICAL EXAMS AND PERMISSION SLIPS

Each sport carries a participation fee. Registration and fees will be collected at the beginning of the school year at our annual Back to School registration day in the Parish Center. All athletic fees will be due before the first practice of the sport in which the student is participating in. The athlete will not be allowed to play if their participation fee is not paid.

In order to participate in any of the programs, students must have medical insurance. Your insurance company should be listed on the mandatory permission slips. Physical exams are also mandatory for participation in sports each year. Your child can schedule an appointment with his/her own physician or may have a sports physical at registration day for a nominal fee by a board certified physician obtain by the Athletic Association for your convenience.

Necessary forms are available through the coaches or the school office and will be on hand at registration.

Hardship - The athletic board encourages all St. Dennis students to participate in the athletic program. All fees will be waived to those families whom demonstrate a hardship case.

Under no circumstances shall a child be allowed to participate in any sports program without a signed physical and proof of insurance paperwork.

EQUIPMENT & UNIFORMS

The Athletic Association supplies all sports equipment and uniforms. It's expected this equipment will be returned in the same condition as issued less normal wear and tear. It is to be used only for the purpose intended and not as play clothing. Equipment is expensive and if lost or damaged you will be responsible for replacement cost. If replacement cost is ignored, athletes will not be allowed to play in any program until the fee has been paid. Grades will be

held until all fees have been paid. A check is collected at registration and will remain un-cashed and returned to the family at the end of the school year as long as all uniforms are returned in good condition. Flag Football parents will be required to purchase the jersey for this sport. Your child will keep this jersey upon the completion of the season.

COACHES' RESPONSIBILITIES

Coaches Must

- Model Christian values
- Articulate and model the philosophy and goals of the schools athletic program.
- Attend Virtus training prior to assuming their responsibilities
- Understand the basics of the sport they are coaching
- Develop the potential, confidence and skills of each athlete
- Emphasized team sportsmanship and playing over winning. Emphasis should be placed on pride, fair play and sportsmanship.
- Volleyball coaches should attend August and March Athletic Board Meetings
- Basketball coaches should attend October and March Athletic Board Meetings
- Flag football coaches should attend the August Athletic Board Meeting.
- Coordinate with Volleyball and Basketball coordinator a meeting with athletes and parents
- Report any injuries to the Principal, Athletic Director, and Coordinator within 24 hours. This report should be presented in written form within 24 hours.
- Ensure that ineligible athletes do not participate at practices or games
- Coaches will abide by the guidelines for use of the gym.
- Coaches must have the student medical permission slips with at all team gatherings.
- **Coaches shall under no circumstances ever be in a situation where they are the only adult with the players. If assistant coaches have not arrived a parent must be present with the coach until their assistant coach arrives. If a parent cannot stay to help the coach with practice in the absence of the assistant coach, practice shall be cancelled for that session.**

Coaches may not

- Exceed the maximum games allowed by grade, according to the schedule guidelines set forth by the Diocese of Joliet
- Consume alcoholic beverages before practices or games.
- Use profanity
- Deny adequate playing time to students who are cooperative in effort and attendance
- Place too much attention or give preferential treatment to any athlete

- Play students who are not approved by the athletic director, principal or pastor
- Participate in any practice or game without the approval of the athletic director
- Submit roster that are not approved by the athletic director, principal or pastor
- Enter any tournament without the permission of the Athletic Board.

Coach Sign Up

Coach sign up is generally in the spring at registration. Interested candidates should meet the following criteria

- Be at least 21 years of age.
- Be a parent, guardian, member of the parish, or selected by the athletic board via voting
- Complete Virtus training
- Have sufficient knowledge of the sport they are coaching
- Conduct practices and games in a responsible manner
- Commit to attending all games and practices

Coaches Behavior

All coaches are expected to adhere to the following behavior standards:

- Be at the gym 15 minutes before the start of all practices.
- Be at all games at least 20 minutes before game is scheduled to start.
- Teach the proper rules for the sport.
- Stay after practice until all players who need rides are picked up by their parent or other designated, responsible adult.
- Conduct themselves in a professional manner at all times.
- Prohibit unsportsmanlike conduct from their players.
- Promote respect for others, including officials, opposing teams, spectators
- Provide positive constructive criticism of your players, as appropriate.
- Discuss with the parents and the athletic board disciplinary action for all athletes who exhibit unacceptable conduct.
- Treat officials, visiting coaches, visiting athletes, and fans with respect.
- Abide by both the spirit and the rules of the game
- Teach and accept the decisions of the game officials in a sportsman-like manner.
- Read and sign the Coaches Agreement and Code of Conduct Pledge.
- Wear St Dennis attire (such as, shirt, pullover, etc.) to games
- Return gym keys and player evaluation forms to appropriate coordinator.
- Begin each and end each game with a team prayer.

GUIDELINES FOR GYM USAGE

Supervision

In an effort to maximize the use of St. Dennis Parish Center and to preserve the safety and welfare of the children, the following guidelines have been developed regarding the use of the gym:

- Coaches must always arrive early, and should always be the first person(s) in the gym.
- No children shall be in the gym unsupervised.
- Ensure that the children enter and exit the gym appropriately and that they remain in the supervised gym area and do not play in the hallways, bathrooms or in the Gathering room during practices.
- In the event of an injury, emergency service shall be called by dialing 911; there is a phone in the Athletic office (use Line 2). The parent or guardian of the injured player shall also be called.

Responsibilities

Prior to leaving the gym after practice and home games, the following tasks shall be completed:

- The gym, washrooms, stage area and locker rooms should be checked for persons or personal items, gym clothes, equipment, etc.
- All gym doors should be checked and secured.
- Lights (gym, hall, bathrooms, etc.) should be turned off.
- The gym shall be checked for debris. All debris shall be placed in the proper receptacle.
- All equipment shall be returned to the proper storage location.
- The coach should be the last person to leave the gym after practices

PARENT AND COACHES CONCERNS

In order to address concerns of both parents and coaches the follow order of conduct should be followed.

- Verbal or written conversation between the parent(s) and the coach to address an issue or concern.
- If there is not a resolution, the parent(s), coach, and Athletic Director will meet to discuss possible remedies.
- If the remedies suggested during the meeting of the concerned parties mentioned above do not resolve the problem, the parties will meet with the Principal to discuss other avenues of resolution.
- If after all the above steps have been taken, and a solution has not been reached that is mutually agreeable to all of the parties involved, the School Board may act on the problem.

In summary, parent(s) and coaches should follow a protocol to conflict resolution.

CONDUCT PROBLEM RESOLUTION WITH A STUDENT ATHLETE

- Verbal or written notification by coach to the parents that a problem does exist.
- If notification is not enough to encourage proper behavior; the student, coach, parents, and Athletic Director will meet to discuss possible remedies.
- If the remedies suggested by the meeting of concerned parties mentioned above are ineffective, the parties will meet with the Athletic Director and Athletic Board's executive committee to discuss other avenues of resolution. The Athletic Board's executive committee will make its recommendation to the Principal.
- If, after all the above steps have been taken, and a solution has not been reached that is mutually agreeable to all of the parties involved, the School Board may consider the issue in consultation with the Principal.

In summary, conduct problems on behalf of an athlete should first be addressed Coach and Player. If resolution is not reached, the issue should then be addressed Coach and Parent. The Athletic Director will become involved if the Coach-Parent-Player discussions bring no resolve. Ultimately, problems will be referred to the Principal and the St. Dennis School Board for final resolution, if necessary.

ATHLETIC ASSOCIATION BOARD

Membership:

The St. Dennis Athletic Association Board is comprised of volunteer members. The executive board (athletic director, president, vice-president, secretary, and treasurer) are the voting members of the Athletic Board.

The positions, terms, and duties are the athletic association board is as follows: Each position has a 2-year term. Board positions will be evaluated yearly. No one board member can serve more that 4 consecutive years in one position. (The Principal is excluded from this provision)

Principal:

The Athletic program is under the jurisdiction of the principal. He/she may delegate certain tasks to an Athletic Director, an athletic board or committee, club or council. The principal retains ultimate responsibility and is held accountable for the local athletic program, policies, guidelines, regulations, rules, practices, procedures, schedules, personnel and finances.

Prospective Board Members:

To become a member of the Athletic Association Board, all perspective board members must:

1. Submit written notice to the principal to obtain a position on the Athletic Board.
2. Interact with the principal and board members using the Diocesan Discernment Process.

Selections of new board members will be held in the spring of each year for terms beginning the following school year
New board members will be installed in June.

When a position of an officer has been vacated, the principal along with the remaining board members has the duty to fill vacant position prior to the Spring selection period. Notification must go out to all school families and guardians.

Current board members whose two or four year term has expired can return into another position by going through the discernment process.

President

This position has a two year term with duties to include but not limited to:

- Supervise all coordinators (Volleyball, basketball, flag football, tournament director, intramurals program)
- Attend school board meetings upon request
- Assist with student athlete registration.
- Assist with discernment process.
- Develop agenda items for the athletic association board meetings
- Preside over the athletics association board meetings
- Attend Southwest Conference meetings as necessary
- Participate in disciplinary or grievance actions as prescribed by this handbook.
- Develop Athletic Banquet Program annually
- Review Coaches and Players evaluations
- Oversee and coordinate the Cardinal Classic

Vice President

This position has a two-year term with duties to include, but not limited to:

- Perform duties in the Presidents absence
- Oversee the updating of the Athletic Website
- Oversee the intramurals program (basketball)
- Obtain committees for special projects
- Review Coaches and players evaluations
- Update plaques and displays (i.e., Most Spirited award) in school within current year
- Oversee the updates to the Event and Procedures Records (identified at the end of this list on page 16)

Secretary

This position has a two year term with duties to include but not limited to:

- Prepare minutes of the meeting and distribute within one week of the meeting for all board members to review
- Distribute agenda and the Treasurers Report one week prior to next meeting for all members to review.
- Provide minutes of the meeting to pastor, principal, and parents
- Provide minutes of the meeting to all parents when requested
- Oversee registration process
- Assist with Athletic Banquet Program annually
- Collect and organize all form (student registration, child acknowledgement, physician's permission, code of conduct and emergency information)
- Distribute emergency file information of all children to each coach
- Oversee the yearly distribution of the Athletic Handbook at back-to-school registration
- Maintain any incoming written documents in accordance in yearly file for review.

Treasurer

This position has a two year term with duties to include but not limited to

- Handle all financial transactions in accordance with the diocesan and school guidelines
- Reconcile monthly checking account
- Obtain two signatures on all checks to be distributed from activities
- Review and maintain any outside credit accounts
- Provide bank statement to principal on a monthly basis
- Provide reconciliation with bank statement to athletic board at monthly meetings
- Review accounts payable (monthly invoices) on a monthly basis
- Review all incoming cash receipts via concession stands, gate collections, tournament funds, fundraising activities, intramurals program, outside coaches clinics or camps and or donations
- Provide monthly budget to the athletic board and principal
- Deposit and collect all fees on a weekly basis.
- Reconcile concession stand gate receipts on a monthly basis
- Provide starting bank of \$50.00 for the Concession Stand and \$50.00 for the Gate at the beginning of each season.
- Deposits after each home game should be done with in 24 hours.
- Provide monies and maintain records of referee's and scorekeepers for each game.
- Develop and maintain an annual budget to be reviewed at the May meeting.

Athletic Director

This position has a two year term with duties to include but not limited to

- Attend or send representative to monthly athletic meetings
- Support and implement policies of the Joliet Diocese

- Communicate with the school principal
- Distribute league information to athletic board, school principal, school board and coaches
- Attend or send representative to South Suburban Catholic Conference monthly meetings
- Assist Volleyball, Basketball, Flag Football, and Intramurals coordinators in scheduling games, practices and tournaments as needed
- Assist in organizing officials for home games, tournaments and scrimmages
- Coordinate with board president gym time necessary with parish administrator
- Attend home and away games whenever possible
- Monitor and supervise coaches and players and/or parents
- Arbitrate conflicts between coaches, players and/or parents and faculty
- Handle conduct reports and inform the pastors and principal.
- Review Coaches and players evaluations

Equipment and Uniform Coordinator

This position has a two year term with duties to include but not limited to

- Manage uniform and equipment inventory
- Develop annual equipment budget and submit purchase recommendations to athletic board
- Obtain pricing information from 3 sources when pricing uniforms and equipment and submit recommendations to the board
- Record and distribute all uniforms annually to athletes
- Prepare and distribute ball bags, first aid kits and other necessary equipment to coaches prior to each season
- Coordinate and order awards to be order for the Annual Awards Banquet, Intramurals and Special recommendations.
- Order t-shirts for intramural programs
- Provide monthly report to Athletic Board

Concession Stand/Gate & Parent Hour Coordinator

This position has a two year term with duties to include but not limited to

- Organize lead opener and closer for all home games for all grades
- Develop and maintain parent hours log
- Develop policy and procedures for parent volunteers to follow
- Train and develop parent volunteers on the safety of kitchen
- Order necessary supplies to run concession stand
- Review pricing of all concession stand items
- Maintain receipts and invoices for the Athletic Treasurer
- Reconcile petty cash box for concession stand and gate after each game. Deposit cash into safe located in the Athletic Office nightly
- Review monthly revenues received from gate and concession stand at athletic board meetings

- Provide monthly report each month to Athletic Board

Basketball Coordinator

- Review with Athletic Board teams to be placed in the Southwest Conference
- Attend conference meeting in Fall to obtain scheduling
- Schedule school teams in accordance to diocesan guidelines
- Coordinate with Parish Secretary necessary gym time to meet the needs of the practices and games during the season.
- Maintain updated schedule for each team
- Notify coaches of changes in schedules as soon as noted
- Maintain practice calendar for each team
- Maintain communication with all athletic directors or coordinators at other conference schools
- Organize coaches meeting, parent and athlete meeting prior to season to review coach and students responsibilities
- Coordinate with Athletic Board whom will be assigned attend home games during the basketball season
- Coordinate with Parent Hour Coordinator a list of volunteers for scorebook and clock at home games
- Coordinate with Athletic Director tournaments for each grade to be played in the coming year
- Attend home and away games
- Maintain phone number and address log of referee's and athletic directors.
- Attend monthly athletic meetings
- Review equipment and uniforms with Equipment Coordinator annually
- Report all activities to Athletic Director
- Report all injuries to Athletic Board
- Review all basketball coaches at the end of the year and submit comments to the Athletic Board

Volleyball Coordinator

- Review with Athletic Board teams to be placed in the Southwest Conference
- Attend conference meeting in Fall to obtain scheduling
- Coordinate with Parish Secretary necessary gym time to meet the needs of the practices and games during the season.
- Maintain updated schedule for each team
- Notify coaches of changes in schedules as soon as noted
- Maintain practice calendar for each team
- Maintain communication with all athletic directors or coordinators at other conference schools
- Organize coaches meeting, parent and athlete meeting prior to season to review coach and students responsibilities

- Coordinate with Parent Hour Coordinator a list of volunteers for scorebook and clock at home games
- Coordinate with Athletic Director tournaments for each grade to be played in the coming year
- Attend monthly Athletic meetings
- Review equipment and uniforms with Equipment Coordinator annually
- Report all injuries to Athletic Board
- Attend home games
- Review all volleyball coaches and submit comments to Athletic Board

Flag Football Coordinator

- Review with Athletic Board teams to be placed in the Southwest Conference
- Attend conference meeting in Fall to obtain scheduling
- Coordinate with Parish Secretary necessary gym time to meet the needs of the practices and games during the season.
- Maintain updated schedule for each team
- Notify coaches of changes in schedules as soon as noted
- Maintain practice calendar for each team
- Maintain communication with all athletic directors or coordinators at other conference schools
- Organize coaches meeting, parent and athlete meeting prior to season to review coach and students responsibilities
- Coordinate with Parent Hour Coordinator a list of volunteers for scorebook and clock at home games
- Coordinate with Athletic Director tournaments for each grade to be played in the coming year
- Attend monthly Athletic meetings
- Review equipment and uniforms with Equipment Coordinator annually
- Report all injuries to Athletic Board
- Attend home games
- Review all volleyball coaches and submit comments to Athletic Board

Intramurals Coordinator

- Organize and Coordinate with Athletic Board the times for program to begin and end
- Consult with board members coaches/parents to be selected to assist
- Coordinate with Parish Secretary necessary gym time to conduct the season
- Organize concession stand help
- Notify parents of schedule changes
- Coordinate with Equipment Coordinator t-shirts and awards
- Review with Athletic Board overall program yearly

Events and Procedures Records

There are many tasks and procedures that are very important to the successful operation of the Athletic Association. The tasks identified here will be maintained in hardcopy (paper) and softcopy (computer). They are currently performed by a board member or volunteer to the Athletic Board. These tasks may or may not be currently archived but will be in the near future. These tasks include:

- Operation of the Cardinal Classic basketball tournament
- Annual updates to the Athletic Handbook
- Intramurals
- Concession operations
- Back-to-School Day registration
- Recording of awards, scholarships, board positions
- Website

ATHLETIC AWARDS

Athletic awards are given to students that have participated in the sports program offered in grades 5 - 8. Athletic awards shall be presented in the 8th grade year only and awarded at the spring Athletic Banquet. There are 3 awards identified below, and each lists the criteria for selecting the awarded athlete. The criteria entries are weighted to obtain the fairest results for each award (for example, the best student who is an average athlete will not win the award over the best athlete who is a good student). The criteria shall be used to aid in the coaches and Board's decision process.

An athlete cannot win more than one award unless there are special circumstances. For example, other eligible players had grade problems or attitude problems. But the intent is to give the awards to 3 different athletes.

The awards are *cumulative* over the athlete's entire career. A four year athlete is based on all four years and a two year athlete on the two years they played. An athlete must have participated in the program for a minimum of two years to be eligible for an award. At the end of each season the coach shall rank each player in each of the three awards. As an example, Player A was ranked 1, 1, 1 and 2 in their four respective years for the St Dennis Award. Player B was ranked 2, 2, 2, and 1. Player A wins the St Dennis Award. Player C is ranked 1, 1, 1, and 3 for the Most Improved Award while Player B is ranked 2, 3, 4, 1. Player C wins Most Improved. For the Most Spirited Award, Player B is ranked 1, 1, 2, 2 and Player D is ranked 1, 1 (they came to the school in their 7th grade year), Player D wins the award.

Note preference is given to a student that has played in all sports offered by the school. Multiple sport athletes are preferred as it shows commitment to the entire program. But there must be flexibility to allow the cases where there is a single (or several) athletes that play multiple sports but do not meet the above criteria (for example struggle with grades or just are not very good athletes). In

that case and in other cases, athletes playing a single sport would be the better candidate.

When there are students playing multiple sports, the coaches of each individual sport (receiving awards for the year) shall have a say in the selection of the awards in the 8th grade year. A coach of 3 years in a sport shall have a greater input than the coach of that sport for 1 year. But that should not matter as the rankings (completed at the end of each season) should speak for themselves. If the coaches cannot reach a decision themselves, at an Athletic Board meeting, all coaches shall present the rationale for their decision and the board shall use the coaches rankings and the boards' collective input for the final decision (coaches not voting).

The following awards are available:

St Dennis Award

This award is the most prestigious athletic award and is given to the best male and female athlete at St Dennis. The student must:

- a. Distinguish themselves from others in team play competition or make great personal and/or competitive achievements in their individual sports (i.e., the best player on the team); 50% weighted
- b. Maintain a commitment to academics; 10% weighted
- c. Demonstrate positive leadership qualities; 10% weighted
- d. Demonstrate commitment to the team in both preparation and performance; 10% weighted
- e. Show respect for coaches, officials and peers; 10% weighted
- f. Exemplify the standards of a Christian student through positive interaction in all aspects of the school community; 10% weighted

Most Improved Award

This award is presented to the athlete who has maintained a positive attitude and consistently improved skills throughout his/her years of participation. The athlete must:

- a. Be faithful, available, and teachable. Faithful: in participation in practices and games. Available and teachable: open to constructive criticism and willing to be used in any capacity needed; 25% weighted
- b. Improved their skill set in relationship to the other players on the team. They have persevered to the best of their ability; 75% weighted

Most Spirited Award

This award is presented to the athlete whose spirit reflects a noticeable willingness to put the team ahead of personal interests or recognition. This athlete must:

- a. Encourage other members of the team, even when they are doing poorly; 50% weighted

- b. Shows good sportsmanship (maturely handles bad calls of an official) and has a winning spirit (desire to win, but also knows how to be gracious in defeat); 50% weighted

ATHLETIC ASSOCIATION MEETINGS

Athletic Association board meetings are generally held at the school in the Parish Center gathering room on a monthly basis. (August through June) Board meetings are open to parishioners, school coaches, school parents and guardians.

Meeting Guidelines:

Monthly meetings are in accordance with “Roberts Rule of Order”

Agenda – Opening prayer, Minutes of the Previous Meeting by Secretary, Treasurer report, Old Business, New Business, Open Forum, Adjournment and Closing Prayer.

Visitors:

Visitors may address the board with one topic per month, it must be in writing one week prior to the Athletic Board meeting.

Visitors will be allowed to speak for up to five minutes -

Personal issues, grievances and family or athlete’s needs will not be discussed at a general meeting per the Archdiocese of Joliet, it will be discussed only with the principal, athletic director and pastor. (See parent and coaches concerns above)

Decision Making Process:

When a decision needs to be made, the five executive board members will attempt to reach consensus agreement on the issue, working to some type of compromise that will be fair for everyone. Eventually a vote may need to be taken on some issues. In the event of a tie, the issue will go to the Principal for the tiebreaking vote.