

Athletic Handbook

2016-2017



Elementary School
1320 16 Avenue
Moline, IL 61265
(309) 757-5500

Middle School
1320 17 Avenue
Moline, IL 61265
(309) 764-5418

OVERVIEW

The mission of Seton Catholic School is to provide for the religious and academic formation of students in preparation for their lives as productive Catholic adults. An important part of student development is the opportunity for our students to be involved in athletics. Student academic and spiritual development should never be compromised for athletics. If kept in proper perspective, the life lessons learned through athletic achievement, competition and teamwork can be very valuable.

Seton School's athletic philosophy and objectives apply to all students in every grade participating in any Seton related sport. Specific policies and guidelines listed in this handbook may be specifically directed at middle school sports, however, all Seton athletes, their families, and coaches are asked to follow the spirit of these guiding principles.

SETON SCHOOL PHILOSOPHY ON ATHLETICS

The Seton School Athletic Program is a source of pride for its students, staff, parents, coaches, pastors, and alumni. Seton School expects everyone associated with our athletic program to fulfill their responsibility of good sportsmanship, high character, and respect for others. We will strive to help all our athletes reach their athletic potential as well as experience the benefits of healthy competition, teamwork and fun.

Any Seton student who wishes to participate in our athletic program and makes the necessary commitment set forth by the team will be given the opportunity to participate. The success of our athletic program will not be judged by wins and losses. The goal of our athletic program is to help our young people reach their full athletic potential as well as experience the benefits of healthy competition and teamwork with proper appreciation and respect for the opportunities and abilities God has given them.

SETON ATHLETIC PROGRAM OBJECTIVES

- Provide for all students wishing to participate in athletics, the opportunity to develop and improve their skills and physical condition.
- Help our athletes understand and appreciate the importance of hard work and sportsmanship as well as maintain a healthy perspective on teamwork versus individual achievement.
- Have Seton athletics be a teaching opportunity to stress the values of our school.

SPORTSMANSHIP

It is recognized that Seton Catholic School interscholastic athletic events should be conducted in such a manner that good sportsmanship prevails at all times. It is an expectation at Seton Catholic School that every effort is made by students, athletes, coaches, and parents to promote good sportsmanship and healthy competition. Unsportsmanlike conduct by any student, athlete, coach, or parent may result in consequential action taken by the Seton administration.

Athletes

Seton Catholic School athletes are expected to exhibit the highest level of sportsmanship at all Seton athletic events, both home and away. Any athlete that fails to demonstrate sportsmanship will be disciplined by their respective team coach. Any Seton athlete that is ejected from an athletic contest for unsportsmanlike conduct will serve an immediate one game suspension. An athlete that is ejected a second time in the same season for unsportsmanlike conduct will serve an immediate two game suspension and be subject to additional disciplinary action determined by the Seton administration and athletic director.*

Coaches

Seton Catholic School coaches are expected to exhibit the highest level of sportsmanship at all Seton athletic events, both home and away, and represent Seton Catholic School with grace and dignity. Any coach ejected from an athletic event for unsportsmanlike behavior will be subject to an immediate one game suspension. The principal and athletic director will review any situation where a coach is ejected and determine if any further action should be taken. Multiple cases of coach ejections in a season will be subject to review by the Seton administration and athletic director.*

Parents & Student Spectators

Seton Catholic School parents and student spectators are expected to exhibit the highest level of sportsmanship at all Seton sponsored athletic events, both home and away. Parents, students, and fans that display “unreasonable” or unsportsmanlike conduct towards contest officials, players, or other spectators will be asked to leave Seton facilities. Continued unsportsmanlike conduct at Seton athletic events may result in further actions deemed necessary by the Seton administration and athletic director.*

**The Seton administration and athletic director will consult on sportsmanship issues when deemed necessary.*

LINES OF RESPONSIBILITY

Principal

The Seton Catholic School Athletic Program is administered by the principal, who has the final authority regarding eligibility of students, selection of coaches, scheduling, use of school property and equipment and all policies regarding the athletic program. The principal will consult with the Seton School Pastors' Board when deemed necessary.

Athletic Director

The Seton School athletic director will implement the athletic program and enforce all rules, regulations, and policies under the direction of the principal.

COACH SELECTION

The Seton School principal and athletic director are responsible for selection of coaches (Grades 7 and 8 only). Persons interested in coaching should contact the athletic director or principal.

RESPONSIBILITIES OF COACHES

The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student athlete. Coaches assume the role of teacher and mentor. A coach's attitude and behavior are crucial to modeling good sportsmanship in both word and deed. The Seton School Athletic Program is dependent on volunteers, and is appreciative of the time and effort expended by these individuals. **Even though these are volunteer positions the following responsibilities must be followed for the welfare of the students involved in the program.**

Coaches are required to:

- Uphold the Seton School Athletic Philosophy and adhere to its principles.
- Be responsible to the Seton administration and Seton athletic director.
- Complete all required background checks and training required by Seton School and the Diocese of Peoria.
- Adhere and comply with all Seton School rules, policies, and regulations regarding athletic eligibility, playing time, and sportsmanship and behavior.
- Have a firm understanding of the rules and fundamentals of the sport they are coaching and teach it to the players.
- Teach and model respect and sportsmanship.
- Use appropriate language and behavior at all times while maintaining composure.
- Conduct an informational meeting for parents and players prior to the first practice. The purpose of the informational meeting is to communicate to players and parents information regarding:
 - game and practice schedules including drop-off and pick-up times
 - team attendance expectations
 - player and parent sportsmanship and conduct
 - how questions, problems or concerns will be resolved
- Help develop all players on the team and involve them in all practices and games.
- Have a basic understanding of first aid. In the event of an injury the coach should evaluate its severity and seek proper assistance if necessary.
- Communicate to the principal, athletic director, and parents any serious injuries as well as complete a Diocesan Accident Report Form and submit it to the Principal

- immediately following the incident.
- Communicate to the principal, athletic director, and parents, any and all serious disciplinary issues and actions taken.
- Be fair and balanced in scheduling practices and games/meets. Academics come first.
- Maintain a complete roster of players, which include telephone numbers to call in case of an emergency. The athletic director will provide this roster to the coach at the beginning of the season. It is the coach's responsibility to maintain/update as needed.
- Provide supervision of athletes before, during, and after all practices and games. No player should be left unsupervised following a game or practice.
- Be responsible for facilities, materials, and equipment being used.

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parental support and involvement are vital to the success of the Seton Athletic Program.

Parents/Guardians are required to:

- Read and discuss the Seton Athletic Handbook with his/her student(s).
- Read through, sign and return to school all necessary forms required of each student participating in the Seton Athletic Program. All forms must be signed and returned prior to the first practice.
- Attend a mandatory informational meeting with coaches at the beginning of each sport season.
- Pay any fees associated with a particular sport. (\$20.00 uniform rental fee for volleyball, basketball and cheerleading)
- Maintain respectful behavior at all times.
- Treat all coaches, officials, players, spectators with respect. Inappropriate behavior may lead to a parent being asked to leave a game/match.
- Be responsible for their child's transportation to and from all practices, games, meets.
- Follow the communication channels outlined in the Athletic Handbook.
- **If your athlete is to be excused from school before 3:15 for an athletic competition, please send a note stating your intention to pick them up and the time they will be leaving. If your athlete is to leave school with another adult, that specific adult needs to be named in your note.**

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

The Athletic Director is required to:

- **Oversee the athletic program** of Seton School and communicate with the administration on all necessary matters.
- Uphold the philosophy of Seton Athletics and adhere to its principles.
- Represent Seton Catholic School at all meetings and act as a liaison for the *Heartland Athletic Conference*.
- Annually **secure and oversee all coaches/assistant coaches** for Seton School sponsored sports, volleyball, basketball, cheerleading, pompoms, and to work in conjunction with the other Catholic middle school athletic directors to secure coaches for cross country, tennis, and track. (*Principal MJUST approve ALL coaches prior to the start of a season*).
- Annually hold an **informational meeting for all Seton School coaches**.
 - Explain responsibilities and expectations to coaches.
 - Provide coaches with a copy of the Seton Athletic Handbook.

- Provide coaches with a team folder containing emergency sheets for each athlete as well as Accident and Incident Forms and collect the folder at the end of each season.
- Monitor the progress of coaches throughout the sport's season.
- Prepare and submit to the principal an annual **budget** for athletics.
- **Purchase** needed athletic equipment and uniforms.
- Collect all uniform fees from student athletes (volleyball, basketball, and cheerleading).
- Be responsible for the **distribution and collection of all uniforms**.
- Be responsible for the **care and maintenance of all athletic equipment and uniforms**.
- **Schedule practice times** for various teams using Culemans Hall and Seton Middle School gymnasiums.
- Organize and oversee minimally six (6) **tournaments** throughout the school year..
- Hire, schedule and pay needed officials for games.
- Conduct student-athlete roster sign-up for: volleyball, cross country, tennis (fall and spring), basketball, pompoms, cheerleading, and track.
- Distribute, collect and organize all required forms from each athlete.
- Facilitate in conflict resolution if problems arise between a coach, player, parent, fan, or another school.
- Other Responsibilities:
 - Oversee all home games/meets for basketball, volleyball and wrestling.
 - Oversee the **CONCESSIONS program**.
 - Oversee all **Seton School sponsored tournaments**
 - Follow and enforce all rules and regulations of the Seton Athletic Handbook and IESA

RESPONSIBILITIES OF ATHLETES

It is a privilege to participate in athletics. Therefore, the students will:

- Uphold the Seton Athletic Philosophy and adhere to its principles.
- Be present at school by 10:00 a.m. on the day of a competition in order to compete.
- Be at all practices and competitions for the full period of time. Discuss/communicate with coaches regarding any absence prior to the practice or competition. A written excuse/phone call from parents regarding special circumstance will be accepted. Repeated absences may mean dismissal from the team. Students with two (2) unexcused absences from practice/competition will receive a one competition suspension. Students with four (4) unexcused absences will be dismissed from the team/squad.
- Be responsible for the proper care and return of Seton School uniforms. (volleyball, basketball and cheerleading only)
- Display appropriate behavior at all times and treat teammates, game officials, opponents, and spectators with proper respect and exemplify good sportsmanship at all times.
- Be attentive and respectful to coaches at all times.
- Abide by all rules and instructions of the coaches and other supervising adults. Inappropriate behavior at practice and/or games may result in the student being suspended or removed from the team.
- Attend your coach's informational meeting with your parent/guardian.

- Strive to give your best effort in practice and games and make a commitment to improve.
- Follow all procedures established for practices, games and meets.
- Submit all required forms and fees prior to the first practice. **A COPY OF THE ATHLETE'S CURRENT SPORTS PHYSICAL IS REQUIRED EACH SCHOOL YEAR.**
- Maintain the academic eligibility requirements set forth by Seton School.

*(Forms required to participate in any Seton sponsored sport may be found in the appendix.)

ACADEMIC ELIGIBILITY REQUIREMENTS FOR ATHLETICS

In order to maintain athletic eligibility students must:

-maintain a **C- grade in all subjects**

Eligibility is determined every three weeks throughout the sport's season.

If a student is found to be ineligible, they may not participate in any competitions for a one week period of time. Typically, Monday 8:00 a.m. to Monday 8:00 a.m.

The first time an athlete is found to be ineligible, they will be placed on academic probation. This is considered a warning. Athletes will still be allowed to practice and participate in competitions. *Students will only be allowed one probationary period per school year.*

TEAM MEMBERSHIP POLICY

The Seton Catholic School athletic program supports a **no - cut policy** based on the belief that all students should have the opportunity to experience and contribute to a team, regardless of skill level. A **no – cut policy** has many positive attributes; however, in particular sports, such as volleyball or basketball, large team numbers may be difficult to manage. The results may be reduced playing time and less individual attention at practice. We believe the benefits of providing students an equal opportunity to join a team, or a **no – cut policy**, far outweigh these difficulties.

*A **no – cut policy** refers to the opportunity to join a team, it does not guarantee playing time. All athletes who adhere to the coach's guidelines will participate in competitions. (i.e. games, meets, matches)

PLAYING TIME POLICY

The Seton School athletic program is participation based. "Participation" implies active involvement in practice, competitions, and while watching teammates compete. All coaches are instructed to provide each athlete with opportunities to participate. Participation will be based on player ability, effort at practice/competitions, preparation, skill development, self confidence, and good sportsmanship.

It is important for the athlete and his/her parents to understand that practice time is just as important, if not more so, than playing time at this stage of an athlete's career. All athletes' playing time in competitions will not necessarily be equal, but each athlete will have the opportunity to compete as much as possible.

With guidance and supervision from the Athletic Director, each coach will strive for excellence,

maintain fairness, and uphold the value system that is an integral part of Seton Catholic School.

ATHLETIC PARTICIPATION FORMS

Forms required to participate in any Seton sponsored sport may be found in the appendix. **This includes a current sports physical each year an athlete participates in a school sport.**

COMMUNICATION CHANNELS

Parent/guardians should not approach a coach during or immediately after an athletic event. Parents that wish to provide input or have questions answered regarding playing time or other team issues are asked to follow the proper sequence of communication channels. This communication sequence is as follows:

Step 1: Athlete and Coach

Athletes should be encouraged to communicate with their coach(es) regarding team issues during and after practice. Coaches are encouraged to be open and provide constructive feedback.

Step 2: Athlete with Parent and Coach

Step 3: Athlete with Parent and Coach and Athletic Director

Step 4: Athlete with Parent and Coach and Athletic Director
and Principal

Step 5: The Principal will involve the Pastors Board if deemed appropriate.

*Steps 2-5: It is recommended that these steps take place as scheduled meetings.

Parents should contact the appropriate individual to arrange a meeting.

Parents are encouraged to begin at Step 1 and progress to the next step if they feel a particular situation has not been resolved.

APPENDIX



August, 2016

Dear Parents,

Your student has indicated an interest in the Seton Catholic School Athletic Program. Please read the Student Athletic Handbook found in the Parent/Student Handbook, and know that you are responsible for supporting your student athlete in following its requirements.

In order to participate in any Seton-sponsored sport the following must be completed and all forms returned to the Athletic Director *once each academic year*:

- ___ 1. **Athletic Packet** (attached and double-sided) which includes:
 - ___ **Athletic and Sporting Events Parental/Guardian Consent Form and Liability Waiver**
 - ___ **Seton Athletic Handbook Sign-Off**
 - ___ **Authorization for Emergency Medical Treatment / Medical Information**

- ___ 2. **Sports Physical***

*A physical form must be completed and turned in along with the attached paperwork prior to the first practice. Sports physical forms are available in the middle school office or your doctor's office. A sports physical is valid for one full year.

A **\$20.00 uniform rental fee** must be paid by all **volleyball and basketball players and cheerleaders**. No other sports require a uniform rental fee.

Please keep this cover letter for reference and turn in the three attached pages to the athletic director. Thank you for your understanding and cooperation. Go Chargers!

Jerry Burkhead

Jane Barrett

Athletic Director

Principal



ATHLETIC HANDBOOK SIGN-OFF

Please complete both sides of this two-page packet and return to the athletic director.

Please print student athlete's name:

We have read and agree to abide by the Seton Athletic Handbook found in the Parent/Student Handbook.

Parent's Signature

Date

Student's Signature

Date

*The Athletic Handbook is found in the back of the Seton Parent/Student Handbook or on the Seton website.

MEDICAL INFORMATION

Student/Minor

Name (first, middle, last): _____
Address: _____

Emergency Contact

Parent(s) or Guardian: _____
Name (first, middle, last): _____
Phone (including area code): _____

Other contact

Name (first, middle, last): _____
Relationship (friend, relative,
neighbor, etc): _____
Phone (including area code): _____

Student/Minor's Regular Physician

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

Medical conditions

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

Please list any allergies or allergic reactions to medications of the above student/minor:

Please list any medications the above student/minor is now taking:

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

Other pertinent medical information:

Medical Insurance Information

Company: _____
Identification number of plan: _____
Identification number of covered employee: _____

Authorization for Emergency Medical Treatment

This information will be kept in the possession of the school/parish and distributed to the person in charge of each and every trip on which my child participates, or athletic activity. Should the need arise, this information will be given to the proper medical authorities.

I, _____ [name of parent/guardian], understand that in the case of illness of my child, _____ [name], _____ [name of school/parish], will try to notify me or the person I have listed below 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 supervising employee to do as follows:

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

Signature of Parent/Guardian

Printed name of Parent/Guardian

Printed name of Parent/Guardian

Date: _____

Date: _____

This Authorization for Emergency Medical Treatment is valid for a period of one year, from August 20, 2016 through August 20, 2017.



OFFICE OF CATHOLIC SCHOOLS
CATHOLIC DIOCESE OF PEORIA, IL



CATHOLIC DIOCESE OF PEORIA, IL

**ATHLETIC AND GROUP EVENTS
PARENTAL / GUARDIAN CONSENT FORM
AND LIABILITY WAIVER
2016-2017**

Student Participant's Name: _____

School / City: _____

Date of Birth: _____ Male Female

Parent/Guardian's Name: _____

Home Address: _____

Home Phone: _____ Business: _____ Cell: _____

REQUEST FOR PERMISSION:

As parent and/or legal guardian, I give permission for my son/daughter named above to participate in interscholastic athletics in the following sports during the 2016-17 academic year (initial all that apply):

- | | | | |
|---------------------|---------------------|----------------|---------------------|
| _____ Archery | _____ Dance Team | _____ Soccer | _____ Track & Field |
| _____ Basketball | _____ Football | _____ Softball | _____ Volleyball |
| _____ Cheerleading | _____ Golf | _____ Swimming | _____ Wrestling |
| _____ Cross Country | _____ Marching Band | _____ Tennis | |

Other (please specify): _____

As parent and/or legal guardian, I, _____, remain legally responsible for any personal actions taken by the above named minor ("participant").

I am aware that participating in sports will involve travel to practices and games. I acknowledge and accept the risks involved with my child's travel. I further understand that participation in sports presents to my child the risk of harm, including, but not limited to, serious personal injury or death. Any questions I have concerning my child's participation have been answered.

In consideration of my child being allowed to participate in the sport(s) indicated above, I hereby RELEASE AND AGREE TO INDEMNIFY AND HOLD HARMLESS the Catholic Diocese of Peoria, the parish, the school, coaches, chaperones, volunteers or representatives associated with the event, and their employees and agents, from any and all liability for injuries, damages, medical expenses, or any other loss to my child or family or me (including attorneys' fees) arising from or related to my child's participation. Additionally, I give my consent and approval for my child's name and picture to be printed in any sports program, publication, or video.

As a parent/guardian, I further acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering important learning experiences for the students. Therefore, I will show respect for all players, coaches, spectators, and officials. I will only participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and good sportsmanship expected by a Catholic school, and accept the responsibility that comes with being a parent/guardian of a student athlete.

Signature: _____

Date: _____