

St. Bede Athletic Association Policies

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Policy No. 1: Participation and Athletics/Extra-Curricular Probation

1.1: Participation

St. Bede follows a universal (“no cut” rule) participation, whereby every fully enrolled student is offered the opportunity to be a member of the team. The program offers five activities with various levels being open to students in the 4th through 8th grades. The programs and seasons run as follows:

Sport	Grades	Season
Girls Volleyball	4 th -8 th	August through October
Boys Basketball	4 th -8 th	October through January
Girls Basketball	4 th -8 th	December through March
Boys Volleyball	5 th -8 th	February through April
Boys and Girls Track	5 th -8 th	April through May

All athlete’s parent or guardian must complete the online SBAA registration by creating an account to register the athlete and complete any other required documentation as required by the SBAA Board before the student athlete can participate in any practices or games. The SBAA utilizes the Blue Sombrero program for registration, scheduling and team communication.

All athletes must have a Sports Physical, as mandated by the Archdiocese of Chicago each year. Athletes failing to turn in a current Sports Physical will not be allowed to participate in any practices or games.

All fees must be paid within one week of the close of registration, or the athlete may be removed from the roster. Families experiencing financial hardship can email the athletic director or principal to discuss the opportunity for a payment plan. The plan will be approved by the athletic director and treasurer. No student will be denied sports participation because of financial burden. Parents should see the Principal for waiver of fees because of such burden.

Normally, St. Bede sports will take priority over any non-school organized sports. If participants have prior commitments, these must be brought to the Coach’s attention prior to the sports season to determine conflicts that could affect playing time. The SBAA Board reserved the right to cancel any activity, practice, or game.

1.2: Athletics/Extra-Curricular Probation

Students must maintain a ‘C’ average in all subjects: Religion, English/Language Arts, Reading, Math, Science, Social Studies, Spanish, P.E., Computers, and Music in order to participate in Athletics or Extra-Curricular activities. (all subjects, TOGETHER, must average a ‘C’ or above) If the student has an ‘F’ in any subject listed above, they cannot participate until the student brings the subject up to the level where a ‘C’ average is obtained. If the student fails to maintain a ‘C’ average of all above listed subjects, they will be placed on Athletic/Extra-Curricular probation. The students will be monitored on a weekly basis by the Principal who will communicate the athlete's status to the parents and to the Athletic Director. The Athletic Director will contact the coach with this information.

An academic "week" for this purpose is defined from Friday to Thursday. Teachers will communicate student status to the principal by late Thursday. The principal will communicate the probationary status to parents and athletic director via email. Probation begins on that same Friday and goes for that weekend and the following week. At the end of the week, the students are off probation, unless the probation status is renewed with another email. Multiple weeks of probation may lead to being dropped from the program.

Students who are placed on Athletic/Extra-Curricular probation will not be allowed to participate in Athletic practices, games (including the attendance of games), or any other after school extra-curricular activities until the grade is improved.

Absence from school, (except in extenuating circumstances), will presuppose absence from a practice or game that day. Unexcused absences from a game or practice may result in loss of playing time for the next game for that sport.

Please reference Policy No. 10: Playing Time for students returning from Athletic/Extra Curricular probation.

Policy No. 2: Registration and Fees

2.1: Registration

The following table identifies the registration deadlines for each sport, all sports registrations will open in May:

Sport	Registration End Month	Season
Girls Volleyball	June	August through October
Boys Basketball	August	October through January
Girls Basketball	August	December through March
Boys Volleyball	December	February through April
Boys and Girls Track	January	April through May

No student athlete will be able to join the team after the registration date has passed, unless special circumstances arise and will be at the discretion of the SBAA, and evaluated on an individual basis which may include, but is not limited to newly enrolled students.

An athlete's sport physical is good for 395 days. The sport physical **must** be kept current and on file with the Athletic Association. Once that sport physical has expired, you have a two (2) week grace period to submit a new sport physical.

2.2: Fees

Athletic Fees – Fees are used to subsidize the cost of leagues, referees, and tournaments. The athletic fees for the school year will be made available once registration for each sport opens.

2.3: Concession/Gate/Scorekeeper Deposit Fees

Concession/Gate/Scorekeeper deposit fee will be \$150.00 per athlete, per sport. The success of our programs depends on our ability to bring income into the program by hosting home games and tournaments. As such, each season we will communicate the number of shifts each parent has to cover in one of the following areas: gate, concessions, scoreboard, and cleanup. Parents who are unable to fulfill their required volunteer hours will be notified via email of the forfeiture of their deposit. Additionally, there will be required hours for every sport.

We use the online program www.signup.com to manage our volunteer hours for athletics (these hours do not count toward any required volunteer hours for school purposes, rather, they are in addition to those hours). Once the schedules are finalized, all parents will receive communication about their required shifts and a link to sign up.

Any parent wishing to forgo the required hours, may inform the treasurer or athletic director, and the deposit check will be cashed. At this time, they will be considered exempt from any volunteer requirements for that specific sport season.

The Concession/Gate/Scorekeeper Deposit check will be held until April 15 each year, unless previously forfeited. This hold is in order to prohibit parents and guardians from having to write multiple checks throughout the year.

Policy No. 3: Coaching

Any person, 21 years of age and older, interested in volunteering to coach a team should contact the Athletic Director at athleticdirector@stbedeschool.com. If more than one person wishes to coach the same team, the decision will be made by the SBAA as far as who will be designated “Head Coach”. The AD, and potentially other SBAA Board Members, will conduct interviews for all new coaching candidates prior to each sport’s first practice sessions.

All coaches and assistant coaches are subject to an eApps online background check performed by the Archdiocese of Chicago, complete the Child Abuse and Neglect Tracking System Form – CANTS, Mandated Reporter, Code of Conduct and Virtus training required by the Archdiocese, and complete the required Concussion Protocol. All coaches must keep up to date on all Virtus training material required by the Archdiocese each month. Failure to complete monthly Virtus Bulletins may result in suspension from coaching until requirements are met.

Each team will have one Head Coach and at least one Assistant Coach. Head Coaches may engage the help of teen coaches with the approval of the St. Bede Athletic Board. Teen coaches will never hold practice without an adult present. Teen coaches are to act under the supervision/guidance of the Head or Assistant Coach at all times. Teen coaches only act in the capacity of an aide to Head and/or Assistant Coach.

While it is most desirable for the program to have a main coach continue to teach a curriculum of skills repetitively to a grade level, a coach may have the option of continuing coaching for the same team up to the 8th grade level with the approval of the SBAA Board.

Coaches at the 6th, 7th and 8th grade levels should ideally have at least two years of experience in coaching the sport they wish to coach and/or the approval of the Athletic Director. Coaches’ performance will be monitored on a regular basis by the Athletic Board or Athletic Director.

Policy No. 4: Uniforms/Equipment/Facilities

4.1: Uniforms

A uniform deposit is no longer required. The uniforms are the property of the SBAA, unless otherwise noted in the registration information. The St. Bede School Athletic Program provides each player (with the exception of volleyball players) with a uniform for each sport, unless otherwise noted.

At the beginning of the sport season, each athlete will be given a uniform with the condition of the uniform recorded. Upon completion of the season, the CLEANED uniform must be returned to the Uniform Coordinator. The condition of the uniform will again be noted. In the event that a uniform is lost or damaged, parents will be charged for the uniform replacement cost up to \$225.00. In the event that the uniform is returned dirty, parents will be charged up to \$20.00 for the uniform cleaning.

4.2: Equipment

Parents/guardians will be charged for property or equipment damaged by the child. It is the responsibility of the individual coaches to ensure that equipment is supervised during practices, and put away at the close of practice. **Under no circumstances should equipment leave the gym.**

4.3: Facilities

The gymnasium, locker rooms, restrooms, concession area and the front lobby are the only areas available to all participants. Participants and spectators are not allowed anywhere else in the school building or outside of the building.

The SBAA reserved the right to not allow spectators on the gym floor before, during, or after the games. This includes students.

Please Note: Parents/guardians are expected to monitor their children at all times while at athletic functions at St. Bede. Children are to sit with their parents/guardians at all times. **Children left unsupervised outside of the gym will be escorted back to their parents. All children must be accompanied by an adult 18 years of age or older.** Parents/guardians of unaccompanied children will be called to pick up their children in accordance with this policy.

Extra-curricular activities are an extension of the school day and are covered by school rules of behavior. Misbehavior at extra-curricular events will be subject to disciplinary action by the SBAA and/or Principal.

Policy No. 5: Sportsmanship

The principles of good sportsmanship include conduct of the athlete on the athletic field of play, respect for opponents and game officials, and adherence to the rules of the game to our school and to the visiting school and its property.

The honorable conduct of an athlete brings esteem to St. Bede and to the athlete's teammates. Good conduct includes the way the athlete receives the judgments of the officials. First and foremost, the athletes will be courteous and respectful. Team leadership, fair play, and humility are paramount virtues to be built into the character of the athlete. Each St. Bede athlete plays as part of a team. Personal gain and glory are sacrifices for the sake of the team.

Profanity, lack of sportsmanship, poor conduct, disrespect of any form or inappropriate behavior at any St. Bede athletic function (i.e., games, practices, tournaments, etc.) shown towards any person or property will not be allowed and will be subject to discipline by the SBAA and/or Principal and may result in loss of play time, suspension or dismissal from the team.

Policy No. 6: Technical Fouls

Any player or coach receiving a technical foul (basketball), yellow/red card (volleyball), or any other infraction during a game, match or event, due to unacceptable behavior will be expected to serve a one game suspension immediately effective their next NICC game, non-conference game or tournament game. Any player or coach who receives two technical fouls in one season will be dismissed from their team. This ruling is per the Northeast Illinois Catholic Conference Bylaws, dated 4/12/16 and the Archdiocese Catholic Schools Handbook for Athletics in the Catholic Elementary School - 2017.

Any athlete who places his/her health or team in jeopardy by failing to observe the team training rules is subject to suspension or dismissal from the team.

This applies to NICC games ONLY – both regular season and conference tournaments. If the technical happens outside a NICC game, it is at the discretion of the SBAA to determine the ramifications of the technical foul.

Policy No. 7: Responsibilities & Expectations for Parents/Guardians

Parents/guardians are expected to support and encourage their child's efforts in the athletic program. All comments from the stands should be supportive of the team's efforts. No negative comments or criticisms should ever be directed towards student athletes. In addition, public criticisms, including those on social media, directed towards the coaches, the athletic director, and school administration are absolutely unacceptable. In addition, it is expected that parents/guardians act as role models for their children by putting wins and losses in proper perspective. The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when parents reflect these "six pillars of character".

Therefore, it is critical for parent/guardians to display the following behaviors:

- Trust in their child's ability to have fun as well as to perform and achieve excellence on their own;
- help their child to learn the right lessons from winning and losing and from individual accomplishments and mistakes;
- respect their child's coaches, teammates, and fellow parents as well as the players, parents, and coaches from opposing teams;
- give only encouragement and applaud positive accomplishments, whether for their child, his/her teammates, their opponents or the officials;
- show respect towards all officials and their decisions; and
- never coach their child or other players during games and practices, unless they are one of the official coaches of the team

Parents/guardians of an athlete are to engage in sportsmanlike conduct at all practices, games and tournaments on-site or off-site. In the event that an official, coach, manager, principal, pastor or any SBAA Board Member determines at his/her sole discretion, that parents/guardians have engaged in unsportsmanlike or otherwise offensive conduct directed toward any player, coach, manager, official, or other spectator that the parents/guardians may be ejected from the gym and that they leave immediately upon being requested to do so. As such, the matter will be referred to the SBAA Board for further action deemed as appropriate under the circumstances. Failure to follow the above rules could result in the athlete being suspended from the team.

If an official or SBAA Board Member removes a spectator from a game for un-sportsman conduct, that spectator will not be allowed to enter the gym for the next home game.

Parents are required to complete, sign and return to St. Bede Athletics the form, "Sports Parent/Guardian Code of Conduct", and all other required forms, per the Archdiocese Handbook for Athletics.

Policy No. 8: Playing Up

Based on the number of registered athletes, the SBAA will set and finalize the team rosters. In the event that a team does not have enough registered athletes to complete a roster, the SBAA Board will consult with the parents of the athletes that did register and will make final decisions on team placement. This may include a student permanently moving up to a higher grade level team or playing up as needed. Athletes who desire to play-up, versus being permanently moved up to another team, shall always play for their grade level first and then attend the game of the higher grade level.

Per the NICC and Archdiocese Guidelines, students may only play up 1 grade level. No athlete is allowed to play at a level lower than his/her grade level.

In the event that a team has too many athletes on its roster (i.e., 20 volleyball players), the SBAA will make the final decision on splitting the team and will determine the method for team placement.

Athletes opting to permanently move up may be subject to an objective evaluation process to determine level of skill to assist with the decision-making process. Coaches will be invited to participate in the evaluation and make recommendations to the SBAA in regards to the same. The final decision will lie with the AD, and other SBAA board members as warranted.

Policy No. 9: Playing Time

Every eligible athlete, in full uniform, on the team bench will play in every game.

The playing time guidelines are as follows for each grade level:

- 4th, 5th and 6th grade is equal playing time over the course of the season; and
- 7th and 8th grade playing time should be a reflection of ability, effort, attendance at practices, commitment to the team, and is at the discretion of the coach

Missing practice without cause, excessive absences, or tardiness can reduce playing time and may include dismissal from the team. At the coach's discretion, a student returning from Athletic/Extra-Curricular Probation may not be able to play. If the student is reinstated from probation and is able to participate in practice, then the student may play in the next game. If the student misses practice(s) and returns just before a game, the coach has the discretion to determine the appropriate playing time, if any, based on grade level.

For those students that are not at practice due for an excused absence, parents should call or at the next practice or game, send a note to the coach stating why the student did not attend practice.

Playing time can also be reduced for disciplinary reasons, including conduct unbecoming of a student, or behavior in violation with the policies of the SBAA.

Practices are limited to a maximum of 120 minutes . For grades 4 thru 6, there should be no more than two practices per week; for grades 7 and 8, there should be no more than four practices per week. Exceptions to this rule are if the team is playing in a tournament; additional practices have to be approved by the athletic director.

There will be no practices scheduled or allowed on Sundays.

Policy No. 10: Zero Tolerance

The NICC and SBAA have adopted a ZERO TOLERANCE policy for misconduct.

Profanity, lack of sportsmanship, disrespect shown towards any person, property, or poor conduct will not be allowed at practice, in the locker room, at games, or any events sponsored by the SBAA which includes practices, games and tournaments on-site or at the host facility. This includes off-site functions at public places (i.e., restaurants, banquet halls, public sports facilities, etc.). Students, coaches, parents/guardians behavior must be consistent with the St. Bede School policies. The Athletic Director(s) and SBAA Board will subject violators to disciplinary actions as appropriate.

Such disciplinary actions may include, but not limited to removal from game, sitting out game(s), and/or removal from team.

Policy No. 11: Athlete Recognition

At the conclusion of the season, 8th Grade teams will be recognized at the last home game of the year. This will include a presentation of flowers to the parents, and recognition of each athlete.

An athletic banquet will be held at the end of the school year at an off-site location. Students, parents/guardians and coaches are welcome to attend with their paid registration.

This event is not required, and the registration will be separate from sports registration, as it an optional event.

Policy No. 12: First Aid

The severity and frequency of sports related injuries can be significantly reduced with coaches understanding and proactively performing the following duties: properly plan the activity, provide proper instruction, provide a safe environment, provide adequate and proper equipment, match your athletes, evaluate athletes for injury or incapacity, supervise the activity closely (forbid horseplay and do not allow athletes to use sport facilities without supervision), and from a legal standpoint, coaches are expected to take action when needed and provide a certain standard of care. This includes performing basic first aid care for any injury or illness suffered by an athlete, in addition to CPR if necessary. It is strongly encouraged, but not mandatory, that every coach be certified in CPR.

Concussions are complex injuries that cause a disturbance in brain functions. It usually starts with a blow to the head, face or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

Concussion symptoms may be mild, moderate, or severe. Common mild concussion symptoms can include headache or migraine, temporary memory, and nausea. Moderate to severe concussion symptoms can include dizziness, dilation of pupils, migraine, convulsions, and temporary changes in vision, smell, and taste. A person may also lose consciousness. With the loss of consciousness, emergency medical services are needed immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment.

Anyone who has suffered a concussion needs to rest their brain until all the symptoms are gone and under no circumstances can an athlete return to action without clearance from a medical professional.

All minor or major incidents are to be reported to the Athletic Director who in turn will report the incident to the Principal. Coaches are required to complete Archdiocese of Chicago – Office of Catholic Schools – INCIDENT REPORT FORM (Internal Use Only) within 24-hours of incident. Completed Incident Forms are to be turned in to the Principal. (see attached form)

A stocked First Aid cabinet is located in the in St. Bede Athletic Office along with blank Incident Reports Forms.