

# IMMACULATE CONCEPTION GRADE SCHOOL



## STUDENT- ATHLETE PARENT COACH

## ATHLETIC HANDBOOK

**2018-19**  
**Rules / Policies**

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This ICGS Athletic Handbook outlines the philosophy and reflects the rules and policies of the Immaculate Conception Grade School (“ICGS”) Athletic Program for the 2018-19 school year as adopted by the ICGS Athletic Board.

These policies and rules are in accordance with and an enhancement to Diocesan and league policies.

Parents, Student-Athletes, and Coaches are asked to read this handbook carefully, sign the attached Handbook Receipt Form and return it to school before the first practice date.

## **I. PHILOSOPHY OF ICGS ATHLETIC PROGRAM**

The interscholastic athletic program at ICGS is designed to promote the physical, emotional, and spiritual growth of the individual student-athlete consistent with the educational philosophy of the school. At the appropriate grade level, each student-athlete is given the opportunity to develop athletic skills and personal character through individual effort and team competition.

The success of the ICGS Athletic Program in carrying out the mission of the school is dependent upon the generosity and cooperation of the many staff and volunteer coaches who share their time and talents. All participating coaches must articulate the philosophy and mission of the school through their actions and dialogues with student-athletes.



## **II. ICGS ATHLETICS**

The ICGS Athletic Program is administered by the Athletic Director under the direction of the Principal with the assistance of the ICGS Athletic Board. All final decisions regarding the athletic program are subject to the approval of the Athletic Director and the Principal.

The duties of the Athletic Director are defined by the Joliet Diocese Guidelines for Interscholastic Athletics. The guidelines require the Athletic Director to appoint coaches and assistant coaches after consultation with the Principal and Pastor. The Principal and Pastor retain final authority over the appointment and the termination of all coaches

**ICGS Athletic Director, Bradley Tyzenhaus (630-782-1522);**  
[athleticdirector@icgradeschoolelmhurst.org](mailto:athleticdirector@icgradeschoolelmhurst.org)

The school athletic team nickname is the ICGS Knights.  
The school athletic team colors are Royal Blue and White.

## **III. ATHLETIC PROGRAMS**

Immaculate Conception Grade School offers a no-cut athletic program for all students currently enrolled in ICGS in grades 5 through 8. Parish and Religious Education students are not eligible to compete on ICGS sports teams.

In accordance with the ICGS policies regarding interscholastic athletics, ICGS offers student-athletes the following sports programs:

Fall Season: (Aug. – Oct.)	Boys' & Girls' Cross Country	Grades 5 - 8
	Boys' Football	Grades 5 - 8
	Girls' Volleyball	Grades 5 & 6
	Girls' Basketball	Grades 7 & 8
Winter Season: (Nov. – Jan.)	Boys' Basketball	Grades 5 – 8
	Girls' Volleyball	Grades 7 & 8
	(Jan. – Mar.)	Girls' Basketball
Spring Season: (Mar. – May)	Boys' and Girls' Track	Grades 5 – 8

ICGS teams may participate in combined grade school sports programs with other schools as approved by the Athletic Director and the Principal.

ICGS athletic events are posted on the IC Grade School Athletics website (<http://il.8to18.com/icgs>).

Additional information can also be found on the IC Grade School website under the 'Athletics' heading ([www.icgradeschoolelmhurst.org](http://www.icgradeschoolelmhurst.org))

#### **IV. CONFERENCE AFFILIATION**

##### **A. Suburban Parochial Leagues**

ICGS participates in the Suburban Parochial Leagues (SPL) comprised of area Catholic schools. ICGS plays under the Illinois High School Association (IHSA) rules as amended by the bylaws of the SPL and the Joliet Diocese Interscholastic Athletic By-laws.

All conference and non-conference contests must be approved by the Athletic Director.

Football: [www.spfl.org](http://www.spfl.org)  
Basketball / Volleyball: <http://splw.8to18.com>  
Track / Cross-Country: [www.s-p-l.org](http://www.s-p-l.org)

##### **B. Non-Conference Contests**

In addition to conference games/contests, ICGS may participate in non-conference games/contests with other area schools only as approved by the Athletic Director or the Principal.

#### **V. INSURANCE**

ICGS provides no coverage for injuries during participation in tryouts, practices, or games.

#### **VI. EVALUATIONS / TRYOUTS**

Subject to the rules outlined below governing "eligibility," any student who is willing to participate in a sport and to abide by the guidelines and regulations as outlined in this handbook may try out for a team of his/her own grade.

##### **A. Notification**

Notification for evaluation dates and times will be made by utilizing the most effective means reasonably available, as determined by the Athletic Board and Athletic Director.

##### **B. Evaluations / Tryouts**

Evaluations for any sport requiring a tryout will be conducted by the ICGS Athletic Director and/or other qualified individuals designated by the Athletic Director. The evaluators will not be parents of the student-athletes trying out and they shall include individual(s) other than the coaches of the team or grade level being evaluated.

### **C. Attendance.**

Evaluations are the most effective and efficient method to determine a student-athlete's skill level. All students wishing to participate in those sports requiring evaluations must attend said evaluations on the designated date(s) to be considered for a team. Missing one or both sessions may adversely affect a student-athlete's placement, and may ultimately affect all others who attend the scheduled evaluation.

Because no alternative evaluation dates are scheduled, a student-athlete missing an evaluation will be evaluated and placed on a team by the Athletic Director based on the objective criteria available.

### **D. Team Selection**

Teams will be determined based on criteria including but not exclusive to:

- Evaluation/Tryout results
- Previous coach's player evaluations
- Attitude
- Commitment to ICGS athletics

### **E. Two-Sport Policy**

1. Any student-athlete wishing to participate in two sports during a given season, must fully register for two sports through ICGS Athletics.
2. Any student-athlete participating in two-sports during a given season, must keep academics as their no. 1 priority. Adherence to our academic eligibility is foremost criteria.
3. Any student-athlete participating in two-sports in a given season, must designate one sport as their priority sport so coaches are aware of player's commitment to the team(s).
4. Student-athletes participating in two-sport season should continue to abide by the Joliet Diocese recommendations of 'gatherings' per week, *"No team should gather more than four times per week.....In cases where sport seasons overlap, an individual may participate in up to six gatherings"*.
5. Student-athletes must be committed to their ICGS teams and teammates throughout the season(s).

## **VII. SIZE OF TEAMS**

### **A. Number of Teams**

The number of teams per grade shall depend upon league availability and coaching availability.

## **B. Team Size**

The size of teams will depend upon the number of teams allowed and will be limited as follows, unless otherwise determined by the Athletic Director:

**Football:** As determined by the Athletic Director

**Volleyball:** 9-12 players per team, unless there are less than 18 total players, in which case there may not be fewer than 8 players per team or more than 15 players on a single team; provided further that if there are a total of 25-26 players, there may not be more than 13 players per team.

**Basketball:** 8-10 players per team, unless there are less than 16 total players, in which case there may not be fewer than 7 players per team or more than 14 players on a single team; provided further that if there are a total of 21-23 players, or 31 players, there may not be more than 12 players per team.

**Track:** As determined by the Athletic Director

**Cross Country:** As determined by the Athletic Director

## **C. 'A' and 'B' Team**

The "A" and "B" teams for volleyball and basketball teams shall be equal in size, unless there is an odd number of players, in which case the size of the teams shall be as close to equal as possible, with the team evaluators recommending which team shall have the greater number of players, with the final decision being made by the Athletic Director.

## **VIII. ELIGIBILITY RULES / REGULATIONS**

Student-athletes should recognize that participation in the ICGS athletic program is not a right but a privilege. With this privilege come responsibilities in the areas of preparation, attitude, sportsmanship, academics and commitment to ICGS teams and teammates. These responsibilities exist both in and out of school and in athletic and non-athletic settings. By joining the ICGS athletic program, a student becomes a representative of ICGS.

### **A. Disciplinary Eligibility**

Student-athletes are expected to comply with all ICGS behavior standards during the school year. Any student-athlete disciplined by the school may be suspended from practice(s) and game(s).

The Principal shall determine the imposition and length of any suspension. The Principal will notify the Athletic Director and the parents/guardians of any suspension from athletics, and the termination of any such suspension. The Principal's decision regarding athletic suspensions will be final.



## **B. Academic Eligibility**

Student-athletes will be expected to comply with all ICGS academic standards during the school year. Parents should assist their student-athlete in coordinating their schedules to maintain these standards.

Students who do not achieve and maintain a grade of C (78%) or better in all subjects will have their eligibility to participate in practice(s) and game(s) reviewed by the administration.

Decisions regarding participation will be made by the Principal in consultation with the ICGS staff. The Principal's decision on participation will be final. If the student-athlete is declared ineligible, the ineligibility period will be one week, from Monday to Sunday. Further ineligibility is left to the discretion of the administration.

## **C. School Absentee**

If a student-athlete is absent from school the day of a game or practice, the student-athlete may NOT participate in that particular game or practice.

An excused absence may constitute an exception to this rule. Appeals may be made to the Principal and/or Athletic Director.

Determination of a student's absence from school is determined by the administration.

## **D. Health Eligibility**

### **1. Excused from Gym Class**

If a student-athlete does not participate in gym class the day of a game or practice, the student-athlete may NOT participate in that particular game or practice. Excused absences may constitute an exception to this rule as deemed by the Athletic Director.

### **2. Injuries**

If a student-athlete is unable to participate in a game or practice due to an injury or health reasons, and the Head Coach or member of the coaching staff has unanswered questions as to a student-athlete's ability to participate safely in an activity, the Head Coach may request a note from the student-athlete's parents, medical practitioner or guardian indicating the student-athlete has permission and is capable of resuming the activity safely upon his or her return.

### **3. Physical Exam Requirements**

Annual physicals are required for participation in athletics for Grades 5 – 8. Complete physicals are state mandated for student-athletes entering 6<sup>th</sup> grade. Sport Physicals will be accepted when state mandated physicals are not required. Physicals are valid for one calendar year.

## **E. Participation Forms & Fees**

To participate in any sport, a student-athlete must present payment of the required participation fee, and a signed ICGS Athletic Parent Authorization Form, Medical/Emergency Authorization Form. Failure to do so will prevent the student-athlete from participating in the specified sporting activity (practices and games).

**F. League Rules of Eligibility**

In addition to the rules and eligibility requirements of ICGS, all student-athletes will be bound by league rules regarding age, weight, and grade level.

**G. Player Eligibility**

**1. Promotion of Player**

No student-athlete will be allowed to participate outside of the student-athlete's grade of eligibility unless said move is recommended by the student-athlete's coach, and concurred by the "receiving" coach, Athletic Director, Principal and the student-athlete's parents/guardians.

**2. Trading Players**

ICGS Coaches are NOT allowed to 'trade players' from one team to another. This includes trading players from an 'A' team to a 'B' team and vice-versa or trading 'B' players from one team to another.

Special circumstances such as not having enough players to field a team may necessitate the movement of players and must be done by the Athletic Director.

**IX. SPORTSMANSHIP**

**A. Code of Conduct for Student-Athletes**

All student-athletes participating in ICGS sports are representatives of ICGS, whether they are on the field of play, in the school, or within the community and should behave in a manner consistent with the standards of our school.

All student-athletes participating in ICGS athletics are expected to behave in an appropriate manner consistent with the highest standards of sportsmanship. Specifically, student-athletes:

- Must be respectful to coaches, referees, opponents, and teammates;
- Must support his/her teammates at all times;
- May never use profanity;
- May not argue with or confront an official/referee;
- Must be attentive and demonstrate effort at all practices and games;
- Must put team goals before individual achievements;
- Must be a gracious winner and loser.

Coaches and/or administrators may discipline a student-athlete for failing to adhere to these sportsmanship guidelines. Violation of the sportsmanship guidelines or any other inappropriate behavior may result in removal from practice, game, or team suspension.

## **B. Code of Conduct for Parents**

Parents of ICGS student-athletes must remember that they also represent ICGS and that their conduct should represent the principles of Christian behavior, and therefore agree to:

- Support and foster Catholic values and behavior in your child as related to athletics that confirms the policies of ICGS.
- MUST be respectful and courteous to coaches, game officials, team members and parents.
- May never use profanity or verbal intimidation.
- Support student-athletes through positive encouragement.

All ICGS parents are encouraged to adhere to the principles of the Positive Coaching Alliance Program. ICGS membership within PCA affords parents with on-line workshops which promote and teach the positive principles of the **'Second-Goal Parent' Program**.

Any parent/guardian not abiding by these behavioral guidelines will be asked by the Athletic Director, coach, staff observer or game official to leave the sporting event.

## **C. Code of Conduct for Coaches**

Coaches must be messengers of the school mission and ensure that athletic programs embody the Catholic characteristics prevalent at ICGS. ICGS Coaches are called to be models and witnesses to their faith each day, and as such, coaches are expected to uphold high standards of conduct in and out of season.

All ICGS coaches are expected to complete the Positive Coaching Alliance on-line certification course, **'Double-Goal Coach'**. Certified coaches promote teaching players how to win while helping them learn 'life lessons' and positive character traits thru sports.

ICGS coaches shall abide by the following:

- Language should be appropriate and constructive at all times.
- Model respect for the opponent's athletes, coaches and officials.
- Begin each gathering with a prayer (coach or student led).
- Follow the guidelines and policies set forth by the Diocese of Joliet (including successful completion of the "Protecting God's Children" program), the leagues in which they participate, and all ICGS policies.

## **D. ICGS 'Spirit of the Knight' Sportsmanship Award**

Following each sport season, a coach may nominate a student-athlete for the ICGS **'Spirit of the Knight'** Sportsmanship Award. Nominees shall exemplify the qualities outlined in the student-athlete's standard of conduct.

Such nominations should be made to the Athletic Director within 30 days after the completion of the season. The Athletic Director, in conjunction with the school administration, shall select one boy and one girl student-athlete from each of the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade nominations as recipients of the 'Spirit of the Knight' Sportsmanship Award.

## **X. COMMUNICATION: Coaches – Parents – Athletic Director**

### **A. Pre-season Team Meeting**

Each sports team will have a pre-season meeting with the parents, coaches and Athletic Director to discuss an overview of the upcoming season. At that time, coaches will outline their team and player expectations with respect to team goals and playing time parameters.

### **B. Team Concerns / Complaints**

Parents/guardians are to use the following chain of command in a mature and constructive manner when addressing a concern or problem that may develop. In each instance, the parent/guardian should expect to receive careful consideration and a timely response with no retaliatory measures inflicted upon the student-athlete.

The proper chain of command is as follows:

1. Contact the coach in a private setting.
2. Contact the Athletic Director in a private setting.
3. Bring your matter before the Athletic Board.
4. Bring your matter to the Principal.

### **C. Web Usage**

ICGS coaches are encouraged to use the ICGS athletic website for inputting game and practice schedules as well as team communications. Program and team news will be updated to the ICGS Athletic websites by the Athletic Director.

E-mail addresses, e-mail lists and telephone numbers provided by team members, coaches or ICGS should be used only for matters directly related to a designated team and should not be used for other purposes and should not be provided to others.

ICGS athletic events are posted on the IC Grade School website,

[www.icgradeschoolelmhurst.org](http://www.icgradeschoolelmhurst.org) under 'Athletics'.

### **D. School Announcements / Communications**

School athletic announcements are coordinated through the Athletic Director's office. No announcements are made pursuant to student's requests. Every effort is made to ensure that all teams are represented fairly in our school announcements.

Approval must be obtained by the ICGS Athletic Director and the school administration to use team e-mail lists, telephone numbers or addresses to solicit, promote, organize or advertise fund raising events or other school, parish or community activities.

Any distribution of announcements, promotions, handouts or other forms of communication to our athletic teams or programs must first be approved by the Athletic Director and/or school administration.

### **E. ICGS Directory**

Information taken from the ICGS General Directory (including e-mail addresses, telephone numbers and mailing addresses) cannot be used to solicit, promote, organize or advertise school, parish or community activities without prior approval by the Athletic Director and the school administration.

## **XI. PRACTICE**

Team practice time and frequency are based upon school and Diocesan policies and facility availability.

### **A. Absences**

Attendance at practice is mandatory, unless excused. Each student-athlete, or his or her parent/guardian, must report an anticipated absence to the Coach or Athletic Director prior to a practice or game. Failure to comply with this rule may constitute an unexcused absence.

#### **1. Excused Absence**

Excused absences may be accepted under appropriate circumstances including:

- Death in the family
- Emergency Doctor/Dentist appointment
- Academic reasons, on occasion
- Illness

#### **2. Unexcused Absence**

Any student-athlete with an unexcused absence for a practice may experience a no play, a no start, or limited play as deemed appropriate by the coach unless determined otherwise by the Athletic Director. Excessive excused or unexcused absences constitute grounds for suspension from games or dismissal from the athletic team.

### **B. Cancelled Practice**

If practice is canceled or rescheduled, the coach shall notify the players and/or their parents/guardians, or there will be an announcement through school.

### **C. Practice Drop-off / Pick-up**

Parents shall not drop student-athletes off for practice any earlier than ten (10) minutes prior to practice time and must pick them up no more than five (5) minutes after practice time is over. Practice should be finished no more than (5) minutes after the scheduled ending time.

### **D. Younger Siblings at Practices/Games**

If parents/guardians visit practice sessions or sporting events with younger children, the parents/guardians are expected to watch them, supervise their behavior and keep them off the practice or sporting event area and out of school halls, washrooms, etc.

Younger siblings of ICGS student-athletes should observe the sporting event or practice session from the bleachers/stands.

Coaches are discouraged from bringing younger children to practices due to the risk of injury and distraction away from ICGS student-athletes.

### **E. Two-Coach Minimum**

Coaches and parents should make every effort to ensure that all team gatherings are attended by at least two responsible adults. If only one adult is present at a gathering, the supervising adult shall follow the principles and guidelines set forth in the "Protecting God's Children" program regarding proper supervision under such circumstances.

## **XII. PLAYING TIME**

Playing time for the student-athlete is based upon diocesan policies, league policies, school policies, grade level, effort, safety, game situations, athletic ability, and eligibility under the rules in this handbook.

Regular participation by all team members in team activities is essential to the accomplishment of ICGS school and athletic program goals. As such, the lack of a specific playing time requirement in the ICGS Athletic Handbook should not be construed as giving the coaches the option to not play or severely limit the play of any team member who is in good standing. Doing so would only serve to undermine the ability to achieve the overriding goals of the athletic program in the broader educational mission.

Substantive meaningful playing time in all games by all members of the team in good standing provides the recognition and encouragement that is necessary for the overall success of the team in meeting the stated goals. It is the responsibility of the coach to provide the necessary balance between competitiveness and meaningful participation by all team members.

ICGS Playing Time guidelines for each sport are as follows:

### **A. Football:**

Coaches shall strive to give all players the opportunity to play in every game. A reserve game or 5<sup>th</sup> quarter may be played when possible in an effort to give all athletes playing time.

### **B. Basketball** (Girls and Boys):

**5<sup>th</sup> Grade:** All players must play one (1) full continuous quarter in each game before any other player may play more than one quarter.

**6<sup>th</sup> Grade:** All players are to play in each game an amount equal to or greater than one (1) full quarter.

**7<sup>th</sup> / 8<sup>th</sup> Grade:** All players are to have substantive/meaningful playing time in every game.

**Exceptions:** Substitution of any player may be made if:

1. A player has more than two (2) fouls or one technical foul.
2. In case of injury
3. A player has been removed from the game by the referee/game official.

### **C. Volleyball** (Girls):

**5<sup>th</sup> / 6<sup>th</sup> Grade:** Each student-athlete shall play the equivalent of at least one full game per match.

**7<sup>th</sup> / 8<sup>th</sup> Grade:** All players are to have substantive/meaningful playing time in every match.

**D. Track** (Boys and Girls):

**All Grades:** No minimum requirements. However, coaches are strongly encouraged to schedule each student-athlete for participation in as many meet events as possible/reasonable throughout each meet of the season.

**E. Cross Country** (Boys and Girls):

**All Grades:** All student-athletes meeting or exceeding league policies, school policies, grade level, and eligibility under the rules in this Handbook shall be allowed to participate in each event, provided there are sufficient spaces or positions allotted to ICGS teams within the race. If the number of ICGS student-athletes exceeds the number of positions or spaces allotted to ICGS teams within the race, the coach shall select the student-athletes who will participate in the race. In doing so, the coach shall strive to schedule each student-athlete for participation in a race as much as possible throughout each meet of the season.

### **XIII. TEAM GATHERINGS / CONTESTS**

The number of team 'gatherings' per week is governed by league and diocesan guidelines.

A 'gathering' is considered any team meeting of players and coaches.

The Joliet Diocese has set the maximum number of gatherings per week to four (4). The ICGS week commences on Monday and ends on Sunday. Exceptions to this rule may be approved by the Athletic Director.

The number of team contests per season is governed by league and diocesan guidelines.

The Athletic Director must approve any team contest or gathering, held with teams or organizations other than those authorized by the ICGS administration.

The Athletic Director must approve any contest or gathering held at sites other than those authorized by the ICGS administration.

### **XIV. UNIFORMS**

Student-athletes will be issued a uniform upon payment of the participation fee and receipt of all required registration forms. All uniforms issued by the ICGS Athletic Program are the property of ICGS.

**A. Care of Uniforms**

Each student-athlete issued a uniform becomes responsible for its care and cleaning. Proper washing instructions must be followed, and all uniforms must be washed after each game. No uniform should be used for practice sessions.

**B. Loss or Damaged Uniforms**

Each student-athlete is responsible for the loss of a uniform or damage other than normal wear. A charge will be assessed for any uniform that is damaged, lost, or destroyed because of misuse, abuse, or neglect.

**C. Uniform Return**

Parents should see that their student-athlete's uniform is returned in clean condition within two (2) weeks of the conclusion of the season. Returned uniforms should be labeled with the student-athletes name and returned directly to the Athletic Director's office or delivered to the ICGS school office.

If this requirement is not fulfilled, you will be charged the cost of the uniform. Failure to return the uniform or pay its cost will detain the student-athlete from participating in any other sporting activity (practices and games). If this occurs at the end of the school year, the student-athlete's academic report card may be withheld.

**D. Jewelry Prohibited**

No student-athlete shall wear any type of jewelry during any practice, game, race, or meet.

**E. Gym Shoes Requirement on Gym Floor**

To protect the gym floor surface and keep it safe for play during rain and/or snow, gym shoes used for practices and games in basketball and volleyball shall be for gym use only, and shall not be used as street shoes. Student-athletes should wear their street shoes to the gym for a practice or game, then change into their gym shoes once inside the gym.

**XV. EQUIPMENT**

All equipment issued by the ICGS athletic program and used by student-athletes is the property of ICGS.

**A. Student-Athlete Purchased Equipment**

Student-athletes must purchase the following equipment, unless issued by ICGS, for the following sports:

<b>Football:</b>	Three-pad girdle, including two hip pads and tailbone pad; mouth guard; football shoes; athletic supporter; hand and arm pads (optional).
<b>Basketball:</b>	Gym shoes
<b>Volleyball:</b>	Knee pads; Gym shoes
<b>Track/Cross Country:</b>	Running shoes as allowed by the league.

All equipment must conform to the guidelines established for each sport.

The purchase of any equipment that would otherwise be provided by ICGS must be pre-approved by the Head Coach or Athletic Director.

**B. Care of Equipment**

A charge will be assessed for any equipment that is damaged, lost or destroyed because of misuse, abuse or neglect of a student-athlete.

**C. Coach's Equipment**

- Team Binder w/ Medical Release Emergency forms and Athletic Crisis Management Plans.
- Medical kit
- Cell phone



## **XVI. COACHES RESPONSIBILITIES**

Coaches are to provide by personal example and direction the ideals of leadership, citizenship, sportsmanship, and fair play to the athletes and spectators. They must understand their role as teachers and their responsibility to create a feeling of team loyalty by the encouragement and constructive criticism of all team members. Their success is not determined by winning percentage but according to how they instill life skills in each student-athlete through discipline, accountability, teamwork, work ethic, fairness, and striving for goal achievement.

### **A. Team & Player Expectations**

Each Head Coach must prepare and submit team and player expectations for the Athletic Director's approval prior to the start of the season.

Team and player expectations must be shared with the players and parents prior to the start of the season.

### **B. Pre-season Team Meeting**

Each sports team will have a pre-season meeting with the parents, coaches and Athletic Director to discuss an overview of the upcoming season.

Coaches should inform parents and players of the team/player expectations and outline the requirements of the sport including:

- Practice attendance;
- Coaches' expectations with respect to individual player and team goals;
- Coaches' expectations regarding playing time;
- Compliance requirements with the Standards of Conduct for Students and Parents as outlined in this handbook (page 9);

### **C. Protecting God's Children Requirement**

All ICGS Coaches, helpers and volunteers must have completed the Diocesan Protecting God's Children Program requirement.

### **D. Team Helpers**

Any team helper must be cleared by the Athletic Director.

### **E. Team Handouts**

Team handouts, other than schedules, must be approved by the Athletic Director.

Outside material, including any high school material must be approved by the Athletic Director and/or Principal prior to distribution.

### **F. Coach Attire**

ICGS Coaches are expected to wear appropriate attire to practices and games. In an effort to be respectful to all in our community, it is requested that we do not show preference to any area school.

### **G. Coach Expectations / Duties**

- Always be conscious of student-athlete safety.
- Supervise student-athletes at all times.
- Be a student of the game.
- Organize practice agendas in advance of actual practices.
- Communicate practice and game schedules with student-athletes and parents.
- Take attendance of players at both practices and games.

- Provide feedback to players regarding their performance during practices and games.
- Allow dispensation from team rules when it involves academics or extenuating family circumstances.
- Be on time for both practices and games.
- Bring to the attention of the Athletic Director any problems with athletes, parents, spectators, or officials.
- Ensure cleanliness of all facilities.
- Submit equipment requests to the Athletic Director sufficiently prior to the start of the season.
- Volleyball coaches should assist with the set-up and take down of poles and nets to avoid the risk of injury to student-athletes.
- Participate in a post-season meeting upon the request of the Athletic Director or administration.
- Submit end-of-season player evaluations to the Athletic Director (excluding 8<sup>th</sup> grade coaches).
- Submit nominations for the ICGS 'Spirit of the Knight' Sportsmanship Award.
- Report scores to Athletic Director.
- Teach, follow and enforce the Standards of Conduct for student-athletes, parents and coaches as listed in this handbook.

## **XVII. TEAM PARTIES**

Any team function, including team pasta parties and end-of-season gatherings, should be for team members and families only. Because team gatherings are considered a school function, alcohol should not be available or consumed within the presence of the ICGS student-athletes.

## **XVIII. TEAM GIFTS**

### **A. Coaches gifts to Team / Athletes**

Team gifts from coaches to student-athletes are NOT allowed. No apparel or items other than token memento should be purchased for team athletes.

If coaches wish to issue a token memento of the season (e.g., a framed team photo), it should be coordinated with the other teams within that particular grade so that all the athletes within the grade can be included. Any team/class memento must be pre-approved by the Athletic Director.

### **B. Student-Athlete gift to Coach**

A gift to a team coach at the end of a season from the parents of the student-athletes is not required and no parent should feel obligated to contribute financially toward a gift for a coach. In lieu of a financial gift (e.g., gift certificate), it is suggested that parents consider a lower cost alternative, such as a token memento of the season (e.g., framed team photo or ball signed by the student-athletes) to recognize the time and effort of a coach throughout the season.

## **XIX. CONTRIBUTIONS / DONATIONS**

Donations for specifically designated purposes are encouraged and appreciated by the ICGS Athletic Department. All such donations are to be directed to and administered by the Principal's Office.

Please contact the Principal's Office prior to placing any order for or making any delivery of any specific donation. The Principal will approve any logo, design, color, size, number, type or other specifications. In order to be useful to the ICGS Athletic Department it is essential that the specifications of all such donations are consistent with the ICGS Athletic Department's needs.

## **XX. ICGS ATHLETIC FUNDRAISING**

All fundraising done for the benefit of ICGS Athletics must be pre-approved by the Principal.

Any outside fundraising group wishing to solicit money or sales at ICGS Athletic events must be pre-approved by the Principal or Athletic Director and must meet the following criteria:

- Sales initiatives must be approved by the Principal
- Sales cannot be in competition to ICGS Athletic fundraisers
- There can exist no competition from within the ICGS community, ie. Whole school initiative or if there are multiple groups within the ICGS Community, all groups must be offered an opportunity to sell products.

## **XXI. IC PARISH COMMUNITY / GROUNDS**

ICGS Coaches, Parents and Student-Athletes are expected to support and respect all of the IC Parish Community. ICGS Coaches should be sensitive to our parish high school, by not wearing clothing depicting other local high schools.

ICGS Coaches, Parents and Student-Athletes are asked to be respectful of the IC Parish grounds and surrounding neighboring churches and schools. ICGS Coaches and Parents are asked to park only in the IC Parish lots.

## **XXII. FACILITIES**

ICGS Coaches and Parents are responsible for student-athletes behavior at gyms/fields and other schools. All athletic facilities should be left clean.

### **A. Outside Facilities**

Any use of outside facilities must be coordinated and approved by the Athletic Director.

### **B. Team Field Trips**

If a team is to go on any 'field trips', excluding season scheduled games or contests, coaches must have permission forms signed by parents.

## **XXIII. ICGS ATHLETIC BOARD**

The ICGS Athletic Board was established in 1999 by the ICGS administration for the purpose of stimulating parish-wide interest in and voluntary support for the athletic programs of our grade school.

Athletic Board meetings are typically held at 7:00 PM on the 3rd Wednesday of every month, usually in the Agnesian Room. Anyone interested in offering ideas is welcome to attend. Please confirm times and locations before the meeting by contacting the Athletic Director, any Board member, or checking the ICGS Grade School website, [www.icgradeschoolelmhurst.org](http://www.icgradeschoolelmhurst.org)

**2018-19 Athletic Board Members:**

Emmett Cook  
John Cushing  
Jennifer Geiger  
Ian Levy  
Leslie Mulvihill

Bradley Tyzenhaus, Athletic Director  
Cathy Linley, Principal

This Handbook may be revised at any time by the ICGS Athletic Board, with the approval of the Principal.

Reviewed, revised and adopted October, 2016