

Athletic Association Handbook



SDJCA

Inspired to Achieve

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Mission & Philosophy

Mission Statement

The Saints Dennis and Joseph Catholic Academy (SDJCA) Athletic Association is committed to developing an athletic program that promotes the Catholic faith through organized activities. We strive to provide every student at SDJCA with the opportunity to participate, regardless of their abilities. Our aim is to instill in our student-athletes and their parents the ideals of teamwork, sportsmanship, and Christian leadership through athletic competition.

This not-for-profit organization operates on a self-supporting financial basis and collaborates with the Pastor(s), School Principal, and the School Board to enhance the educational and Christian mission of the school. The pastor(s) and principal have chosen to delegate the day-to-day organization and management of the athletic program to the Athletic Association Board. Distribution of funds is carried out with the approval of the administration.

It is the Athletic Board's responsibility to develop procedures that govern the scope and direction of the school's athletic program and the student-athletes who participate in it.

Principal

The Athletic program is under the guidance of the school principal. They may delegate certain tasks to the Athletic Board and its members. The principal retains ultimate responsibility and is held accountable for the local athletic program, policies, guidelines, regulations, rules, practices, procedures, schedules, personnel and finances.

Board Members

The SDJCA Athletic Association is comprised of volunteer members.

Executive Board Voting Members: Athletic Director, Vice President, Secretary and Treasurer.

Executive Board Non-Voting Member: President, tiebreaking vote only.

Non-Voting Board Member Coordinators: Equipment and Uniform, Gate and Concession, Intramurals, Seasonal Sports and Tournament.

The four voting board members will attempt to reach consensus on all issues. A vote may need to be taken on some issues. In the event of a tie, the President will be the tiebreaking vote.

It is recommended that no one board member serve more than 8 years total in one position.

Board Meetings

- Meetings are held monthly, August through June, on campus and are open to the public.
- Monthly meetings are in accordance with "Robert's Rule of Order" Agenda-Opening Prayer, Minutes of Previous Meeting by Secretary, Treasurer Report, Old Business, New Business, Open Forum, Adjournment, and Closing Prayer.
- Visitors may address the Board with one topic per month. Topic must be submitted in writing to the Athletic Board President one week prior to the Athletic Board meeting. Visitors will be allowed to speak for up to 5 minutes.

Personal issues, grievances, or specific athlete's needs will not be discussed at a general meeting per the Diocese of Joliet. It will be discussed only with the principal and board president.

Goals of the Athletic Program

The athletic program at SDJCA aims to help student-athletes learn the fundamentals of each sport while providing opportunities to develop strong, healthy, disciplined minds and bodies through the goals below:

1. Instill self-confidence and foster 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 part of a team.
5. Teach the proper attitude toward winning, losing, and competing with dignity.
6. Provide an enjoyable activity that can be sustained into adulthood.

Athletic Association Board Guidelines and Procedures

- Serve as a liaison between coaches, parents, students, and the school.
- Develop guidelines for the management of the interscholastic athletic program, including inclusion in the handbook and communication to parents.
- Recruit and train coaches.
- Establish criteria for evaluating coaches' performance and behavior.
- Communicate and ensure adherence to the program's vision.
- Coordinate, schedule, and supervise program volunteers.
- Monitor student academic eligibility.
- Determine league participation, number of games, and tournaments for each team.
- Address insufficient player numbers by determining the formation of teams per grade.
- Coordinate practice, game, and tournament schedules.
- Prepare and present a budget for approval by the pastor and principal.
- Submit financial reports to the pastor and principal.
- Set participation fees and volunteer hour requirements.
- Approve fundraisers and expenditures in coordination with the Fundraising Committee.
- Develop and communicate safety standards for players, coaches, and spectators.
- Create emergency plans for practices and games, shared with coaches and kept in their binders.
- Establish conflict resolution procedures among students, parents, coaches, and school administration/faculty.
- Conduct annual reviews and evaluations of rules, regulations, and eligibility standards.
- Hold regular open meetings and publish meeting minutes.
- Fulfill any other duties necessary to achieve the program's goals and objectives.
- Explore additional sport opportunities for students.

Diocesan Guidelines

Maximum Games Allowed

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

The maximum number of games allowed varies by grade/sport, as follows:

Volleyball

5th and 6th grades - Students can play in a maximum of 15 games per season

7th and 8th grades - Students can play in a maximum of 20 games per season

Basketball

5th grade: Students can play a maximum of 15 games per season

6th grade: Students can play a maximum of 20 games per season

7th and 8th grade: Students can play 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. (Example-double elimination bracketing counts as two matches, even if the team advances to play more than 2 matches or games).

Curfew

Curfew is set for students in accordance with Diocese rules.

Sport activities end by 9:30 pm on school nights and 10:00 pm on nights when there is no school the next day. 5th and 6th grade sports should be scheduled to end before 8:30 pm on school nights and 9:00 pm when there is no school the next day.

Virtus

A minimum of two adults who are compliant with diocesan safe environment compliance requirements (Virtus trained) present at all practices.

Programs and Play Policy

Programs

- Girls' Volleyball 5th – 8th grade
- Boys' Volleyball 5th – 8th grade
- Cross-County 5th – 8th grade
- Flag Football 5th – 8th grade
- Girls' Basketball 5th – 8th grade
- Boys' Basketball 5th – 8th grade
- Coed Volleyball 5th – 8th grade
- Track & Field 5th – 8th grade
- Cheerleading 4th – 8th grade
- Intramurals K - 4th grade

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

Minimum Play Policy

5th and 6th Grades:

Basketball - Each player should play a minimum of 2 quarters

Volleyball - Each player should play a minimum of 1 set

Tournament Games: Tournament playing time will be at the coach's discretion

7th and 8th Grades:

Basketball - Each player should play a minimum of 1 quarter

Volleyball - Each player should play a minimum of 25% of a match

Tournament Games: Tournament playing time will be at the coach's discretion

Call-up Policy

Borrowing of players will be allowed when prior approval is issued by the players' head coach. The coach must present a valid reason for borrowing, such as illness or probation. The borrowing will be on an "as needed" basis. Borrowing will not be permitted when the sole intent is to "stack the deck" against the opposing team. Additionally, within 24 hours the Athletic Director must be notified of the borrowing of players.

Splitting Teams

In the event a team should exceed reasonable limits of participants, they will be split as follows:

Basketball - All teams with 12 or more players may be split in accordance with Athletic Board approval. Athletes will be evaluated by the coaching staff and will be assigned to the A or B team.

Volleyball - Teams can be split at 14 players following the same protocol as above.

Student and Parent Guidelines

Student Eligibility

- Participation in extracurricular activities assumes that students maintain academic requirements.
- A student must maintain an overall “C” average in all subject areas to participate in the athletic program.
- A student may not receive a “D” or “F” in any one subject during an athletic season. Grades may be checked weekly, bi-weekly, and/or during evaluation periods (Progress Reports & Report Cards). Grades will be checked by the teacher(s) or principal/assistant principal.
- Failure to maintain the above criteria will result in the student being placed on probation for one week. During this time, the student will not be allowed to participate in games.
- If academic requirements are not achieved at the end of the one-week period, the probationary student may be placed on suspension and the student will not be allowed to participate in games until academic requirements are reached.
- If a student is sent to the principal’s/assistant principal’s office for minor behavioral incidents, the student may not be able to practice or play in a game on the day of the office visit. This is at the discretion of the principal/assistant principal.
- If behavioral incidents warrant a detention, the student may not be able to attend practice or play in a game on the day the detention is issued and/or served. This is determined by the principal/assistant principal. Repeat occurrences throughout the season could result in a suspension from team activities.
- If more severe behavioral issues result in a student being suspended (in-school or out-of-school suspension) from school for disruptive behaviors, disrespect, bullying, fighting, or other major offenses, he/she will not be able to practice or play in any games during the suspension. The student may also be removed from the team at the principal’s discretion.
- Any student not in school due to illness or an unexcused absence will not be allowed to participate at games or practices that same day.
- An absence due to a school-approved educational activity, a field trip, or a funeral does not affect extracurricular eligibility.

Student Responsibilities

- Act in a Christian manner at all times.
- Notify your coach if you cannot attend practice or a game.
- Be on time for practices and games.
- All practices and games must be attended on a regular basis.
 - Two unexcused games can result in lost playing time.
 - Three unexcused games may result in dismissal from the team.
- Follow the rules set forth by your coach and show proper respect to coaches and players.
- Displays of anger, poor sportsmanship, improper language, or disrespectful actions will result in immediate removal from the activity and may result in dismissal from the team.
- Accept decisions by coaches, referees, etc.
- Conversation with game spectators is discouraged.
- Use positive words of encouragement with your teammates. Avoid arguments and criticism with other teammates.
- Please exhibit appropriate behavior when our team is not participating (e.g. sit down and stay in the designated area or watch the game in progress).
- Respect the property of others.

Parent Responsibilities

- Set a Christian example by treating everyone with respect and dignity.
- Have your child on time for all practices and games.
- Inform the coach of all missed practices and games.
- Make sure your child understands his/her responsibilities.
- 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 privately and then, if necessary, with the Athletic Board President.
- Conversation with your child during a game and practice is discouraged.

Parent Commitment Hours

- 5 hours per sport in season – Maximum 15 hours per year
- Parental hours buyout - \$350 postdated check

Fees, Physical Exams, and Permission

- Each sport carries a participation fee.
- Registration and fees will be collected at the beginning of the school year.
- 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 compete if their participation fee is not paid.
- Students must have medical insurance on file with athletics to participate.
- Students must have annual physical exams on file with athletics to participate.

Hardship - The athletic board encourages all SDJCA students to participate in the athletic program. Families who demonstrate a hardship will need to communicate their situation to the Athletic Board. After review, the Board may help families on a case by case basis.

Equipment and Uniforms

The Athletic Association supplies sports equipment and uniforms. It is expected that this equipment will be returned in the same condition as issued. Team uniforms may only be worn to games or events approved by the principal. Uniforms and equipment are expensive. If lost or damaged, you will be responsible for replacement costs. If replacement costs are ignored, athletes will not be allowed to play in any program until the balance has been settled. Grades will be held until all fees are paid. Flag football parents will be required to purchase the jersey for this sport. Your child will keep this jersey upon completion of the season.

Coach Guidelines

Coach Requirement

- Be at least 21 years of age.
- Be a parent, guardian, member of the parish.
- Attend Virtus training, background check, and mandated reporter training prior to assuming their responsibilities.
- Approved by the Athletic Board.

Coach Responsibilities

- Model Christian values.
- Always behave in a professional manner.
- Promote respect for others, including officials, opposing teams and spectators.
- Understand the basics of the sport they are coaching and teach the proper rules.
- Develop the potential, confidence, and skill in each athlete.
- Provide constructive criticism of players, as appropriate.
- Emphasize team sportsmanship, fair play, and pride.
- Attend pre-season coach and uniform distribution meeting.
- Be at the gym 20 minutes before the start of all team gatherings as no child should be in the gym unsupervised.
- Never be the only adult present with players. If assistant coaches have not arrived, a parent must be present with the coach until the assistant 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.
- Stay after practice until all players who need rides are picked up by their parent or other designated, responsible adult.
- Conduct practices and games in a responsible manner.
- Commit to attending all games and practices.
- Report any injuries to the Principal, Board President and Athletic Director within 24 hours.
- Ensure that ineligible athletes do not participate at practices and games.
- Carry student medical information at all team gatherings.
- Do not exceed maximum games allowed by grade, according to diocesan guidelines.
- Consumption of alcoholic beverages before practices or games is prohibited.
- Use of profanity is prohibited.
- Tournament entry requires Athletic Director approval.
- Return gym keys and equipment at end of season.
- Report all disciplinary issues to the Athletic Director.
- In the event of an emergency call 911 and contact the guardian of the injured player.

Gym Usage

Prior to leaving the gym after practices and home contests, the following tasks shall be completed:

- All equipment shall be returned to proper storage location.
- Check the facilities for debris. Place garbage in outdoor dumpster.
- The gym, washrooms, stage, and locker rooms should be checked.
- Lights should be turned off (Bathrooms, hall, gym, etc.).
- All gym doors should be checked and secured.
- The coaches shall be the last to leave the gym after a game or practice.

Conduct Policy

Parent and Coach Communication

In order to address the concerns of parents and coaches the guidelines below should be followed:

1. Verbal or written conversation between the parent(s) and the coach to address an issue or concern.
2. If there is not a resolution, the parents, coach, and Athletic Board President will meet to discuss the possible remedies.
3. 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.
4. If after all the above steps have been taken, and a solution is not reached that is mutually agreeable to all involved parties the School Board may act on the problem.

Player Misconduct

In order to address player misconduct the guidelines below should be followed:

1. Verbal or written notification by coach to the parents that a problem does exist.
2. If notification is not enough to encourage proper behavior; the student, coach, parents, and Athletic Board President will meet to discuss possible remedies.
3. If the remedies suggested during the meeting of the concerned parties mentioned above do not resolve the problem, the situation will be brought to the Athletic Board to make a recommendation to the Principal.
4. If, after all the above steps have been taken, and a solution has not been reached that is mutually agreeable to all parties involved, the School Board may consider the issue in consultation with the Principal.

Family Conduct Policy

If an SDJCA family member acts in a manner inconsistent with the Catholic Faith, there may be consequences. This behavior is not acceptable and must be addressed. An offense will include, but not be limited to: ejections, blatant disrespect towards others including referees, destructive behavior, and any behavior resulting in the police being called/notified.

If an offense occurs, the Board President will convene a review committee consisting of at least 3 members: The principal, athletic board president, and one additional member of the SDJCA School Community. Once formed, the Review Board will meet to discuss the incident and determine the next course of action.

1st Offense

The family will be contacted to discuss the situation. The offender may be suspended from attending the next 3 games (home and away).

2nd Offense

The family will be contacted to discuss the situation. The offender will be suspended from attending the rest of the season. The parent will need to meet with the athletic board prior to the next season to be permitted back into games.

3rd Offense

The offender will be permanently suspended from all SDJCA athletic events for the remainder of the year.

Board Member Roles

Athletic Director

- Attend monthly Athletic Board meetings
- Assist with website development
- Assist with discernment process
- Support and implement policies of the Joliet Diocese
- Communicate with the school principal
- Coordinate with Parish Administration and Principal to secure necessary gym time for practices and games
- Distribute league information to Athletic Board, school principal, School Board and coordinators
- Attend or send representative to TCC Conference meetings
- Assist Volleyball, Basketball, Flag Football, and intramural coordinators in scheduling games, practices, and tournaments
- Assist in organizing officials for home games, tournaments, and scrimmages
- Monitor and supervise coaches and players and/or parents
- Review coach and player evaluations
- Co-coordinate a meeting between the coach, parent and athlete prior to the start of the season to review coach and student responsibilities
- Maintain phone number and address log for referees and Athletic Directors

President

- Supervise all coordinators (Volleyball, basketball, flag football, tournament director, and intramurals)
- Attend School Board meetings
- Assist with student registration
- Assist with website content
- Assist with discernment process
- Develop agenda items for the Athletic Association Board meetings
- Attend Tri-County Catholic (TCC) Conference meetings as necessary
- Participate in disciplinary or grievance actions as prescribed by the handbook
- Coordinate Athletic Banquet award program annually
- Review coaches and players evaluations
- Arbitrate conflicts between coaches, players, and/or parents
- Co-coordinate a meeting between the coach, parent and athlete prior to the start of the season to review coach and student responsibilities

Vice President

- Perform duties in the President's absence
- Obtain committees for special projects
- Review coach and player evaluations
- Update plaques and displays (ex. SDJCA Award) in school with current year
- Oversee the updates to the Event and Procedures Records (identified at the end of this list)
- Co-coordinate a meeting between the coach, parent and athlete prior to the start of the season to review coach and student responsibilities

Secretary

- Prepare minutes of the meeting and distribute within one week of the meeting for all Board members to review
- Distribute agenda and the Treasurer's report prior to the next meeting to all members
- Provide minutes of the meeting to the Board, website, pastor, principal, and parents
- Oversee registration process
- Assist with Athletic Banquet annually
- Collect and organize all forms as needed (e.g. student registration, insurance forms, code of conduct, concussion paperwork, emergency information)
- Distribute emergency file information of all children to the appropriate coach
- Maintain any incoming written documents in accordance with yearly file for review

Treasurer

- Handle all financial transactions in accordance with the Diocesan and school guidelines
- Review accounts payable (monthly invoices) on a monthly basis
- Review all incoming cash receipts via concessions, gate collections, tournament funds, fundraising efforts, intramural programs, outside coaches' clinics or camps and donations
- Provide monthly budget to the Athletic Board and principal
- Reconcile concession stand gate receipts on a monthly basis
- Provide starting bank of \$100.00 for concession stand and \$100.00 for the gate at the beginning of each season
- Turn in funds collected from each home game to the SDJCA's finance office within 48 hours
- Provide monies and maintain records of referees and scorekeepers for each game
- Develop and maintain an annual budget to be reviewed at the May meeting

Equipment and Uniform Coordinator

- Manage uniform and equipment inventory
- Develop annual equipment budget and submit purchase recommendations to the Athletic Board
- Obtain pricing information from multiple sources when pricing uniforms and equipment and submit recommendations to Board
- Record and distribute all uniforms to athletes
- Prepare and distribute ball bags, First Aid kits, and all necessary equipment to coaches prior to each season
- Coordinate and order awards for the Annual Athletic Awards Banquet, Intramurals, and special recommendations
- Order t-shirts for intramural programs

Gate and Concession Coordinator

- Organize setup and takedown for all home games for all grade levels
- Develop policy and procedures for parent volunteers to follow
- Assist with parent volunteer hours log
- Train and develop parent volunteers on kitchen safety
- Order necessary supplies to run concession stand
- Review pricing of all concession stand items
- Maintain receipts and invoices for the Athletic Board Treasurer
- Reconcile petty cash box for concession stand and gate after each game. Deposit cash into safe located in Athletic Office nightly.
- Review monthly revenues received from gate and concession stand at the Athletic Board meetings
- Provide monthly report each month to Athletic Board

Sports Coordinator

(Basketball, Volleyball, Flag Football)

- Review with Athletic Director and Board teams to be placed in the TCC
- Attend conference meeting in season to obtain scheduling
- Schedule school teams in accordance to diocesan guidelines
- Coordinate with Athletic Director, Parish Secretary and Principal the necessary gym time to meet the needs of the practices and games during the season
- Update schedules for each team. Notify coaches and Athletic Director of schedule changes
- Coordinate with Athletic Director tournaments for each grade to be played during the season
- Attend monthly Athletic Board meetings in season.
- Review equipment and uniforms with Equipment Coordinator annually
- Report all injuries to the Athletic Board
- Review all coaches at the end of the year and submit comments to the Athletic Board
- Coordinate with Athletic Director for a list of volunteers for scorebook & clock at home games

Intramurals Coordinator

- Organize and coordinate the times for programs to begin and end
- Consult with Board members on coaches/parents to be selected to assist
- Coordinate gym time with Athletic Director, Parish Secretary and Principal
- Notify parents of schedule changes
- Coordinate with Equipment Coordinator for t-shirts and awards
- Review with Athletic Board the overall program on an annual basis

Tournament Coordinator

- Coordinate gym time with Athletic Director, Parish Secretary and Principal for the tournament
- Market and inform area schools of details regarding tournaments.
- Update schedules for each team. Notify coaches and Athletic Director of schedule changes
- Attend Athletic Board meetings prior and after the tournaments
- Assist in organizing officials for home games
- Recruit area schools to participate as needed
- Coordinate with Equipment Coordinator for awards (participatory, 1st place, 2nd place, 3rd place, all-tournament team and free throw competition)
- Coordinate with Athletic Board to have a Board member present at each game

Events and Procedures

There are many tasks and procedures that are very important to the successful operation of the Athletic Association. They are currently performed by a Board member or volunteer to the Athletic Board. These tasks include:

- Annual updates of the Athletic Handbook
- Forms and Fees Day Registration/Information
- Operation of tournament
- Intramural Program
- Concessions operations
- Recording of awards, scholarships and Board positions
- Website

Athletic Awards

The SDJCA Athletic Board will host an event in late spring to honor our athletes and present awards.

Establish criteria for awards