

ST. MARGARET MARY SCHOOL

SPORTS DEPARTMENT HANDBOOK

Mission Statement for St. Margaret Mary School

We are committed to Catholic education, developing faith life, building community and Christian service. We endeavor to create a school environment that fosters respect for each person, develops a healthy self-concept, and is conducive to learning. We offer a curriculum that develops the total person through science, mathematics, social studies, language arts, the arts, and religious studies.

Philosophy of St. Margaret Mary School

Proclaiming the Gospel is a perennial task and joy for the church of Jesus Christ. Catholic education is an expression of this mission entrusted by Jesus to the church He founded. Through education the Catholic Church seeks to prepare its members to proclaim the good news and to translate this proclamation into action (To Teach As Jesus Did). St. Margaret Mary Catholic School endeavors to create an atmosphere of Christian awareness within the academic program. Realizing that parents carry the basic responsibility to educate their children, we endeavor to supplement their efforts by providing experiences conducive to maximum spiritual, intellectual, emotional, social, and physical growth. Within the school, the program strives to recognize the potential of each student and the student's right to an education commensurate with the individual's abilities in an environment conducive to learning. Being aware that faith in Christian values gives meaning to life, our staff aims to present the Catholic message through witness and doctrine. Faculty and students endeavor to become a faith community founded on spiritual and intellectual growth. Recognizing our personal giftedness, in the light of world needs, we wish not only to grow academically, but to touch the world community through prayer and service.

SECTION I – Northwest Suburban Catholic Conference

ST. MARGARET MARY School is a member of the Northwest Suburban Catholic Conference (NSCC). The NSCC shall encourage mutual support among the membership, promote good sportsmanship, Christian character and conduct on and off the field of competition.

The NSCC will:

- Promote and protect athletic and other interests of member schools
- Promote the physical development of each student and increase their potential for improvement in sports
- Develop within each student a philosophy of teamwork and fair play
- Promote growth in social skills and moral development
- Create a spirit of camaraderie

1. The NSCC consists of 7 schools:

- St. Margaret Mary School, Algonquin
- SS Peter and Paul School, Cary
- St. Thomas School, Crystal Lake
- St. John the Baptist School, Johnsburg
- Montini School, McHenry
- St. Mary School, Woodstock
- St. Joseph School, Harvard

2. The conference sponsors the following sports:

- Girls and Boys Volleyball (5-6-7-8)
- Girls and Boys Basketball (5-6-7-8)
- Girls and Boys Track (5-6-7-8)
- Girls Spirit Squad (5-6-7-8)

Additionally, ST. MARGARET MARY offers Cross Country for grades 5-8.

3. Sports seasons are as follows:

- Girls Volleyball – August through early November
- Girls Spirit Squad – November and December
- Boys Basketball – October through mid-January
- Girls Basketball – December through mid-March
- Boys Volleyball – February through mid-April
- Track – April and May
- Cross Country – August through early October

All sports will be subject to Illinois High School Association (IHSA) rules and standards, unless amended by conference guidelines.

ST. MARGARET MARY will organize camps for girls and boys basketball, volleyball and camps.

SECTION II – Student Activities Association

1. The purpose of the Student Activities Association is to provide every student in grades 5-8 attending ST. MARGARET MARY School an opportunity to participate in an organized athletic activity.

2. The Athletic Committee will consist of:

- Pastor
- Principal
- Athletic Director
- Assistant Athletic Directors
- Secretary
- Treasurer
- Uniform Chairpersons
- Concessions Chairperson
- Sports Activities Coordinator
- School Advisory Board Liaison

All Head and Assistant Coaches are advisors to the Student Activities Association. The ADs report to the Principal. The School Advisory Board Liaison is cognizant of activities associated with the ST. MARGARET MARY Sports Program.

The Principal is ultimately responsible for the athletic program. The ADs are responsible for the day-to-day operation of the entire athletic program. All Head Coaches and Assistant Coaches report to the AD. The committee will meet as necessary during the school year and will be announced in the school newsletter, on the sports web site, via email, or other media.

3. The responsibilities of the ADs include, but are not limited to:

- Promote the philosophy and goals of ST. MARGARET MARY School and the Student Activities Association.
- Find and select coaches, which are approved by the principal, for the various teams, and advise those coaches of the standards of performance expected of them, and monitor their performance.
- Provide teams for boys and girls in each conference sport
- Provide an opportunity for boys and girls to register for sports
- Coordinate with school, Religious Education, and Parish functions the scheduling of gym time
- Schedule team practice times, games, and tournaments
- Secure necessary funds to support the athletic program
- Review, purchase, distribute, and collect equipment/uniforms as necessary
- Hire qualified IHSA referees and officials for each home event
- Ensure Head Coaches schedule parents for work assignments during home games (i.e. concessions, admissions, scorebook, and scoreboard personnel)
- Host parent meetings, as needed, including an Awards Night at the end of the school year for the purpose of recognizing all student-athletes who participated in sports this season
- Oversee all home sporting events
- Attend the ADC meetings

SECTION III – Academic Eligibility

Participation in athletics at ST. MARGARET MARY School is encouraged. Sports are offered to enrich and complement the academic education of all students. If academic ineligibility is determined, it means that a student may not participate in practice or games, or any other school-sponsored, extra-curricular activities. The student may not participate in practice as a spectator while ineligible.

1. Academic effort will be evaluated on a semi-monthly basis. Every other Friday, teachers will inform the Principal if a student is ineligible. Conference rules state that the student will be declared ineligible from participating in contests if s/he has 1 cumulative "F" for the grading period in any class. Unsatisfactory academic effort will bring a one-week ineligibility (Monday through Sunday), which begins the following Monday. Ineligibility includes practices, games and tournaments. The Principal will have final authority regarding academic effort eligibility.
2. If a student receives a third ineligibility, he/she will be removed from that sport for the remainder of that sport's season.
3. Serious misconduct will be evaluated by the staff and Principal on an individual basis and may bring about an immediate ineligibility for a period of time to be determined by staff and Principal.

SECTION IV – Grade / Age Eligibility

1. Players must be full-time students in ST. MARGARET MARY School, and may not play on a team at a lower level than their present grade in school (NSCC By-Laws, Article III, Section 8).
2. Players may play up a grade, in accordance with NSCC By-Laws, Article VIII, Section 3. Coaches shall obtain permission from the athlete and the athlete's parents at the beginning of the season to play up during the season. A form is included at the end of the handbook to be used by the requesting coach, the parent, and the athlete.

SECTION V - Uniform & Equipment Policy

1. Athletes in grades 5 – 8 will be provided with uniforms as follows:
 - Girls Volleyball – shorts and reversible jersey
 - Boys Basketball – shorts and reversible jersey
 - Girls Cheerleading – skirt and shell
 - Girls Basketball – shorts and reversible jersey
 - Boys Volleyball – shorts and reversible jersey
 - Track and Cross Country –jersey
2. Before uniforms are distributed to the students, parents must sign a uniform release letter, presenting a current physical form to the head coach or athletic director, and providing a completed insurance form.

All uniforms except cheerleading uniforms are 100% nylon. Please wash separately in cold water, using mild detergent, no bleach, and line dry. **DO NOT USE A DRYER ON UNIFORMS!** Cheerleading uniforms must be washed separately, in cold water, with mild detergent, and no bleach. Skirts must be line dried, tops must be dried flat, stretch to shape – **DO NOT DRY CLEAN.**
4. Mouth guards or brace wax are strongly recommended for all athletes who wear braces.
5. Sports glasses and athletic cups (for boys) are recommended but not required.

6. Sports at ST. MARGARET MARY may include costs made at the beginning of the season. Examples include:

- Athletes must have a change of shoes when entering the gym for practices or games/matches.
- Volleyball players are required to buy and wear their own kneepads.
- Spirit Squad participants are required to buy spankies, matching socks and shoes, and other spirit wear for competition.
- Ankle supports, such as "Active Ankle" for volleyball or ankle braces for basketball, are recommended for athletes to avoid ankle injury during practices and games. Basketball players may also consider wearing high-top shoes and/or ankle braces for ankle support.
- Track and Cross Country athletes may need to provide a running shoe that provides proper support and running shorts for meets.

SECTION VI – Team Guidelines

1. **Schedule of Games** – Limitations on the number of home and away conference contests (excluding the conference tournament) shall apply in accordance with the NSCC By-Laws, Article VIII, Section 8. Non-conference contests may be added by the ADs.

2. **Playing Times** – Excluding external tournaments, over the course of the season, every player should average a minimum of (*Subject to special circumstances listed in Section 8, Numbers 12 and 20*):

a. **Basketball** – please refer to the NSCC By-Laws, Article VIII, Section 14

b. **Volleyball**

- Grade 8 – three (3) serves per match (either team)
- Grade 7 – six (6) serves per match (either team)
- Grade 5/6 – near equal playing time

c. **Track** – participate in one event per meet pending availability of the athlete

d. **Cross Country** – participate in one meet pending availability of the athlete

3. Students must play in each game or match as mandated by the NSCC. Each player listed in the official scorebook must play and must take a turn on the bench. For VB, taking a turn on the bench will be managed by the Head Coach to the extent practical.

4. It is our goal to provide every student-athlete with the opportunity to participate in any sport, learn the fundamentals, feel part of a team, and to positively contribute to that team's success.

5. Splitting of Teams

The ST. MARGARET MARY Sports Program welcomes participation of all student-athletes in all sports. The spirit of the program is to promote collaboration and teamwork among fellow students, while developing the skills of athletes interested in pursuing sports in high school.

As the enrollment of the school changes, the number of sports participants will change as well. While striving to maintain a "one team" atmosphere for each grade, it will also be necessary to provide more opportunities for playing time for all students. This will be accomplished by creating additional teams and scheduling additional games. Please note that these are guidelines for use by the ADs and the Principal to provide our athletes with the best opportunities to play sports and represent their school.

All practices will continue to be held for all participants on the same dates and times (for example, both Blue and White) 5th or 6th grade teams will practice at the same time – same holds true for 7A & B or 8A & B). The Head Coach will be responsible for all communication with students and parents (distributing game and practice schedules, concerns with student playing time, behavior issues, etc) and may choose to designate an Assistant Coach as the "game coach" for other team's games if he/she is unable to attend.

At the beginning of each season, Coaches need to collect information from the athletes and their parents about the athlete's commitments to other sports and activities during the season. Athletes who make ST. MARGARET MARY Sports their first priority will be factored into the final decision on team rosters.

5th and 6th Grade

Since the existing conference rules permit a school to schedule conference games for two or more teams, participants will be divided equally into two or more "permanent" squads for conference play. They will be called Blue and White teams at ST. MARGARET MARY. Athletes may be shared between 5th grade teams during the season but 6th grade teams may not share between teams during the season.

The permanent squads will be equally divided based upon playing ability and other commitments outside of ST. MARGARET MARY. The roster will be selected by a non-biased committee on a designated observation day early in the season prior to the start of the games. Teams will be approved by the ADs and the principal.

7th and 8th Grade

All players will be evaluated on an observation day tryout conducted by one or more people who are not affiliated with ST. MARGARET MARY School or sports program. The person(s) will be selected by the ADs and will have coach and/or player experience in the sport.

The results from the observation day will be used as inputs toward selecting the 'A & B' teams. Factors such as attitude, dependability, other commitments outside of ST. MARGARET MARY, academic eligibility, and prior performance of the athletes will also be taken into account. The final roster will be subject to the approval of the ADs and the Principal.

Current conference rules allow a school to enter one team in 'A' team conference play (exception – NSCC Conference rules allow for 2 - A teams in cases where there are not enough B teams to form a conference). The 'A' team will play the 'A' team conference schedule. Additional 'B' team players may be added to the roster for each conference game on a rotational basis at the discretion of the Head Coach. Tournament and non-conference game participation will be handled in a similar fashion.

If there are a sufficient number of athletes in the conference, a 'B' team schedule will be created along with its own standings and conference tournament (typically a minimum of 3 teams). Additional 'B' team games/matches will be scheduled with other schools in the conference as well as non-conference games. Every effort will be made to schedule an equivalent number of 'B' games and tournaments as are scheduled for the 'A' team.

SECTION VII – Parental Requirements

1. Register and pay the sports fee prior to the start of the sports season. If the fee will cause financial hardship to the family, a parent may request a reduction or waiver of the fee from the school principal.
2. Present proof of medical insurance for your child by completing the Insurance Consent Form and submitting the form to the ADs before the first practice.
3. Arrange for and provide an annual physical examination before the first practice for grades 5-8. If a student's physical expires during the school year, that student will need have a new physical completed by the expiration date to ensure the athlete can continue to play for the remainder of the season.
4. Sign a Uniform Release letter.
5. Perform required parent job duties (admissions, concessions, scoreboard, scorebook and hall monitor)
6. Attend mandatory Parent/Athlete meetings and maintain communication with the coaching staff regarding student-athlete availability.
7. Make every effort to ensure that the student-athlete has completed all homework and other chores on days that practices/games are scheduled.
8. Make every effort to have the student-athlete attend and be on time for all games and practices.
9. Make every effort to show support for the athletic program by attending games.
10. Pick up the student-athlete promptly after practices or games, so as not to inconvenience the coaches supervising these events.
11. At all times, conduct themselves in a manner that represents the Christian values taught at ST. MARGARET MARY School. Unacceptable behavior may result in a suspension from participating and/or attending sports events.
12. Support the Student Activities Association in its Coaching and Supervisory functions throughout the year. Remember the program is conducted for the benefit of your children.

SECTION VIII – Student-Athlete Requirements

Christian sportsmanship award is awarded to one 8th grade boy and one 8th grade girl. This award is recognition of the athletes that best exhibit the Christian ideas that we are trying to instill on our young athletes. The Athlete Selection comes as a nomination by the coaches with specific examples of Christian sportsmanship. Criteria considered include; listening to and following directions, having a positive attitude (whether being the "star" or someone who plays very little, cheering on an encouraging fellow team members, willing to assist coaches with getting out/putting away equipment, willing to help out fellow teammates, playing fairly, and being gracious in victory ,as well as defeat.

1. Must remember that academic obligations take priority over athletic participation.

2. Must respect and support your teammates. You are a member of a TEAM.
3. Must remember sportsmanship and fair play are always on display.
4. Team play is the only kind of play allowed. Horseplay is not team play.
5. Must respect the authority of all (ST. MARGARET MARY School & opposing school) coaches, ADs, parent helpers, officials, and scorekeepers. Disrespectful or abusive behavior on the part of any participant will not be tolerated and will result in disciplinary actions, as necessary.
6. Must speak in a Christian manner at all times.
7. Must wear protective and required equipment at all practices/games.
8. May not wear jewelry (e.g. watches, earrings, rings, bracelets, necklaces) or hard hair clips (barrettes, bobby pins, etc.) at any time except as allowed by IHSA rules. No body or hair glitter is allowed at any time.
9. May not participate in practice or games if absent from school that same day, except in extenuating circumstances and with the permission of the ADs and the Principal.
10. During practice sessions, no other friends, siblings, or relatives should be present, so as not to disrupt the session.
11. Must attend and be on time for all practice sessions and games. Absence from a practice and/or game requires notifying the coach prior to being absent (i.e. an excused absence). Unexcused absences or continued excused absences may result in limited or a loss of playing time.
12. Must abide by practice rules established by coaches. At no time will an athlete sit or climb on the bleachers while they are closed.
13. Must follow the dress code established by the Head Coach for game day.
14. Must have permission to leave the gym during practice.
15. Must stay with the team (both Home and Away) and not wander in the school building.
16. Must strive to improve their skills by following coaches' instructions and practicing on their own.
17. May not bring any type of gum, food, or beverages into the team bench area (excluding water and sports drinks).
18. Must be in the bleachers together as a team. Showing school spirit is a very important part of having a winning team. Giving encouragement and support with controlled cheering is what school spirit is all about.
19. Must display proper attitude, desire, and attentiveness at practices and contests. If there are excessive problems there may be consequences.

20. Identify to the Head Coach any conflicts with other sports or activities that will prevent the athlete from making ST. MARGARET MARY Sports their first priority.
21. Any athlete who is charged with a technical foul or yellow/red card for unsportsmanlike behavior shall not be permitted to play in the next game/contest in which his/her team is involved and any practices prior to the next game.
22. Any athlete ejected during any game/contest shall not be permitted to play the next two games/contests in which his/her team is involved and any practices prior to the first game back.
23. Any athlete ejected twice in a season will not be allowed to continue playing the sport and may be barred from playing on any other teams at the school for the remainder of the school year.
24. Use of social networking sites or electronic media - There is no place for commentary, criticism, or discussion about ST. MARGARET MARY or other school's sports teams or players by our athletes to others at ST. MARGARET MARY or other schools across social networking sites or via cell phones.

SECTION IX – Coaching Requirements

A quick overview of the coach selection process: Being an incumbent head coach does not guarantee next year's head coach position. The experience and performance of the coach will be considered. Assistant Coaches experience and performance will also be considered for a head coaching position. All applications will be decided by the AD and approved by the principal.

1. Must be, or make every effort to become, knowledgeable about the sport they are coaching.
2. Prior to the start of the season, each Coach and Team Manager must complete the following:
 - a. Submit a signed Coach/Team Manager Volunteer Application Form.
 - b. Submit to a criminal background check.
 - c. Attend an annual blood borne pathogens class, and successfully complete exam.
 - d. Sign a "mandated reporter" form.
 - e. Take a "Protecting God's Children" class.
 - f. Attend the annual Coaches Meeting.
 - g. Complete a concussion training session as provided by the ADs and the Principal.
 - h. Complete any other paperwork or training as required by the Diocese or the Principal.
3. Must always come prepared to ensure that practices are "quality time". Player safety is always the primary concern. This includes keeping athletes off the stage.
4. Must carry a ST. MARGARET MARY Safety bag, or equivalent, to all away contests. Complete an Incident Report if there is an injury to an athlete due to practice or a game.
5. Must, at all times, conduct themselves in a manner that represents the Christian values taught at ST. MARGARET MARY School.
6. Must remember that participants, opposing coaches and fans, and officials are to be treated with respect at all times. Threats and abuse, either physical or verbal, will not be tolerated at practices or games.
7. Must keep expectations and requirements appropriate for the age group involved.

8. Ensure the inventory of sports equipment is the same at the beginning and the end of practice.
9. At the 5th and 6th grade levels, must provide instructions in the basic fundamentals of the sport. Must provide near equal playing time for all 5/6th grade participants.
10. At the 7th and 8th grade levels, must provide a higher level of instruction and competition in order to prepare these athletes for high school sports.
11. Must at all times abide by the playing time rules of the school. Valid reasons, which might limit or exclude an athlete from participating in a game, include ineligibility, excessive absence from practice, or severe disruptive behavior.
12. Should become an active member of the Student Activities Association and attend meetings as necessary throughout the year.
13. Must offer feedback to strengthen the overall sports program at ST. MARGARET MARY.
14. Must keep a good line of communication open with the student-athletes and their parents.
15. Must assure that an adult female is in attendance at all girls' team practices and contests and that an adult male is in attendance at all boys team practices and contests.
16. Conduct a parent – athlete meeting prior to the season. Attendance by one parent and the athlete is mandatory for participation in the sport.
17. Assist in the collection of all uniforms at the end of the season and notify the Uniform Chairpersons to coordinate a drop off at school. Two adults should be present in all situations.
18. Any coach who is charged with a technical foul for unsportsmanlike behavior shall not be permitted to coach the next game in which his/her team is involved. Any coach ejected during a game while coaching shall not be permitted to coach the next two games in which his/her team is involved. Any coach ejected twice in a season will not be allowed to continue coaching and may be barred from any future coaching positions at the discretion of the Athletic Directors and the Principal. Coaches must notify the Athletic Directors and the Principal of the technical foul by the end of the next day in accordance with the NSCC Constitution and By-Laws. Failure of the coach to notify will result in the suspension of the coach.
19. In the event a player is charged with a technical foul or yellow/red card, the coach must notify the AD and the Principal by the end of the next day. Failure to do so will result in the suspension of the coach.

SECTION X – Disciplinary Procedures

1. Abusive behavior, fighting, or disrespect of authority or fellow teammates are not allowed at any time at games or practices, whether on school property or at another school. The first offense will warrant a warning, documented by the Head Coach, and forwarded to the ADs. The second offense will result in a referral to the principal.

2. **Disrespect of Property** – All property and personal possessions of others should be respected. Any property loss or damage to our school, or to anyone’s personal property, will result in referral to the principal.

3. **Suspension** from school is an automatic suspension from any sports function and all related events.

4. **Expulsion** from school is an automatic expulsion from the sports program and its functions (e.g. games, practices, Awards Night, etc.)

SECTION XI – Disputes

1. With the number of students participating in the athletic program, the Student Activities Association recognizes that there will be times when problems or disputes arise. The Committee strongly recommends that every effort be made to work these problems out on an individual basis. We strongly recommend the use of the “24 hour rule” when discussing specific game issues with a coach.

2. If a reasonable attempt to solve the problem at an individual level has failed, the person is urged to use the following escalation process to resolve the situation:

- a. Fill out the athletic communication form
- b. Contact AD
- c. Contact Principal

2015/2016 Athletics Committee

Volunteer Positions:

- Assistant Athletic Director: This position will work with the Athletic Director on the overall athletics programs and be a point of contact at some home games.
- Treasurer: This position will be responsible for receiving all payments, maintaining the budget and paying all bills.
- Recording Secretary: This position will be responsible for maintaining records of the committee, managing minutes of the committee minutes, and ensuring minutes to members shortly after each meeting.
- Uniform Coordinator: This position will be responsible for the distribution of all uniforms as well as the tracking of all uniforms to insure a prompt return.
- Spirit Wear Coordinator: This position is responsible for coordinating the spirit wear sales and working with the Apparel Vendor.
- Concessions Coordinator: This position is responsible for the ordering and delivery of all the concessions for the home games.
- Tournament Coordinator: This position is responsible for the coordination of the tournaments at St. Margaret Mary.
- Spring Physicals Coordinator: This position is responsible for setting up the spring physicals for athletics.
- Summer Camp Coordinator: This position is responsible of overseeing the coordination and scheduling of the various sports summer camps.
- Coaches & Assistant Coaches:
 - Cross Country: 1 Coach
 - Track: 1 Coach
 - Girls Volleyball (Grades 5-8) 1 Head Coach per Grade
 - Spirit Squad (Girls Grades 5-8) 1 Head Coach for all Grades
 - Boys Basketball (Grades 5-8) 1 Head Coach per Grade
 - Girls Basketball (Grades 5-8) 1 Head Coach per Grade
 - Boys Volleyball (Grades 5-8) 1 Head Coach per Grade

ST. MARGARET MARY CATHOLIC SCHOOL
OUR COMMITMENT: "We will serve the Lord"

Coach Volunteer Application Form for the 2015-2016 School Year

| | |
|--|---|
| Name: | Home Phone: |
| Cell Phone: | Email: |
| Name of Child and Grade for 2015-2016 School Year: <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th </div> | |
| Position Volunteering For: <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Head Coach <input type="checkbox"/> Assistant Coach </div> | |
| Sport Volunteering For: <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Spirit Squad <input type="checkbox"/> Track <input type="checkbox"/> Cross Country <input type="checkbox"/> Boys Basketball <input type="checkbox"/> Boys Volleyball <input type="checkbox"/> Girls Basketball <input type="checkbox"/> Girls Volleyball </div> | |
| Years of Experience Coaching at STMM: | Years of Experience Coaching outside of STMM: |
| <p>Please note that if selected to one of these positions, you must complete the following:</p> <ul style="list-style-type: none"> • Protecting God's Children Training (one time, copy of certificate on file at school) • Concussion Awareness • Blood Borne Pathogens Test (annually) • Criminal Background Check (annually) <p>Additional Notes:</p> <ul style="list-style-type: none"> • Head Coach is responsible for all teams at the grade level, if split into A/B teams. • Assistant Coach will cover responsibilities for the Head Coach for games and/or practices as well as coach the B team, if applicable. • In case of two equal teams or A/B teams, all athletes practice at one time and learn the same plays. • Any questions on duties or responsibilities will be directed to the Ad. • Complete this form and submit to the AD Mailbox at school or email saintmargaretmaryad@gmail.com • All forms will be reviewed by the AD. <p>I agree to abide by the requirements set forth by the STMM Sports Handbook and NSCC Constitution and By-Laws.</p> | |
| Signature: | Date: |

ST. MARGARET MARY CATHOLIC SCHOOL
OUR COMMITMENT: *"We will serve the Lord"*

Job Title: Head Coach

Thank you for your willingness to coach the student athletes at Saint Margaret Mary School. It is through the dedication of people such as yourself that our school is able to provide our student athletes with an opportunity for growth and enjoyment in the area of athletics to facilitate well rounded growth and development.

The mission statement of Saint Margaret Mary School, published in the school handbook, guides every part and action in our school. The Saint Margaret Mary athletics program supports an environment of fun, skills development and sportsmanship driven by our faith. While winning is always at the heart of every competition, an emphasis is placed on competitive sportsmanship involving the entire team.

Please read the NSCS handbook carefully. Saint Margaret Mary School Athletics follows these guidelines. Rules specify equal/near equal playing time for 5th and 6th grade athletes. Playing time is less specific for 7th and 8th grade athletes but every team member must play during each game. Saint Margaret May School encourages 7th and 8th grade athletes to be strong competitors while giving all athletes significant game time. Many of our students have gone on to play high school and college sports competitively with great success. Many students will not continue to play team sports after graduation due to the skill needed and competitive nature after elementary school. It is our desire to imbue in our athletes an appreciation and enjoyment of all sports to create a well-rounded Christian.

The following page contains a list of expectations for our Head Coaches. Please read them carefully and feel free to ask for clarification of anything you do not understand.

In the past, Saint Margaret Mary School was a small school making communication quick and easy. As we grow, that is becoming more difficult. The expectations listed on the following page are not new. They hold exactly the same spirit Saint Margaret Mary School is known for. However, with our large numbers, we find this a more efficient method. But, at heart, we are the same caring community we have always been. Please feel free to contact myself or Mrs. Johnson if you should have any questions.

Sincerely,

James Beres
Athletic Director

ST. MARGARET MARY CATHOLIC SCHOOL
OUR COMMITMENT: *"We will serve the Lord"*

Responsibilities of a Saint Margaret Mary School Head Coach include the following:

- Provide services in accordance with the teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee in matters of faith and morals.
- Demonstrate and promote the ideals of good sportsmanship, fair play and proper conduct during practices and games.
- Understand that coaches are role models for our faith for all students they come in contact with. Athletes/students will learn to live their faith through competitive sports through the example set forth by coaches.
- Establish and communicate practice schedule in coordination with athletic director.
- Be knowledgeable of Saint Margaret Mary and NSCS policies.
- Assist in home game gym opening and closing.
- Ensure supervision of the building and athletes until the last of your athletes has left.
- Ensure building is secure (doors locked, lights off, equipment properly put away, trash picked up prior to leaving after all practices and games).
- Adequately supervise athletes in locker room, practices and competitions.
- Delegate reasonable responsibility to assistant coaches.
- Provide roster information to athletic director as soon as possible and/or upon request.
- Agree to Student Activities Association Guidelines in the Saint Margaret Mary Handbook.
- Keep athletic director informed of issues.
- Return swipe key, first aid kit and other school property to school office at end of each sport season.

I have read the Saint Margaret Mary School Head Coach job description and agree to coach by the stated guidelines.

Head Coach Signature

Date

Principal Signature

Date

Athletic Director Signature

Date

ST. MARGARET MARY CATHOLIC SCHOOL
OUR COMMITMENT: *"We will serve the Lord"*

Job Title: Assistant Coach

Thank you for your willingness to coach the student athletes at Saint Margaret Mary School. It is through the dedication of people such as yourself that our school is able to provide our student athletes with an opportunity for growth and enjoyment in the area of athletics to facilitate well rounded growth and development.

The mission statement of Saint Margaret Mary School, published in the school handbook, guides every part and action in our school. The Saint Margaret Mary athletics program supports an environment of fun, skills development and sportsmanship driven by our faith. While winning is always at the heart of every competition, an emphasis is placed on competitive sportsmanship involving the entire team.

Please read the NSCS handbook carefully. Saint Margaret Mary School Athletics follows these guidelines. Rules specify equal/near equal playing time for 5th and 6th grade athletes. Playing time is less specific for 7th and 8th grade athletes but every team member must play during each game. Saint Margaret May School encourages 7th and 8th grade athletes to be strong competitors while giving all athletes significant game time. Many of our students have gone on to play high school and college sports competitively with great success. Many students will not continue to play team sports after graduation due to the skill needed and competitive nature after elementary school. It is our desire to imbue in our athletes an appreciation and enjoyment of all sports to create a well-rounded Christian.

The following page contains a list of expectations for our Assistant Coaches. Please read them carefully and feel free to ask for clarification of anything you do not understand.

In the past, Saint Margaret Mary School was a small school making communication quick and easy. As we grow, that is becoming more difficult. The expectations listed on the following page are not new. They hold exactly the same spirit Saint Margaret Mary School is known for. However, with our large numbers, we find this a more efficient method. But, at heart, we are the same caring community we have always been. Please feel free to contact myself or Mrs. Johnson if you should have any questions.

Sincerely,

James Beres
Athletic Director

ST. MARGARET MARY CATHOLIC SCHOOL
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Responsibilities of a Saint Margaret Mary School Assistant Coach include the following:

- Provide services in accordance with the teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee in matters of faith and morals.
- Demonstrate and promote the ideals of good sportsmanship, fair play and proper conduct during practices and games.
- Understand that coaches are role models for our faith for all students they come in contact with. Athletes/students will learn to live their faith through competitive sports through the example set forth by coaches.
- Establish and communicate practice schedule in coordination with athletic director.
- Be knowledgeable of Saint Margaret Mary and NSCS policies.
- Assist in home game gym opening and closing.
- Ensure supervision of the building and athletes until the last of your athletes has left.
- Ensure building is secured (doors locked, lights off, equipment properly put away, trash picked up prior to leaving after all practices and games).
- Adequately supervise athletes in locker room, practices and competitions.
- Prepare and coordinate practices and games with head coach.
- Track and communicate play time to head coach during games.
- Keep head coach and athletic director informed of issues.

I have read the Saint Margaret Mary School Head Coach job description and agree to coach by the stated guidelines.

Assistant Coach Signature

Date

Principal Signature

Date

Athletic Director Signature

Date

ST. MARGARET MARY CATHOLIC SCHOOL
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Activities Registration for the 2015/2016 School Year

| | |
|--|--------------------------------------|
| Student Name: | Student Name: |
| Grade in 2015-2016 School Year: | Grade in 2015-2016 School Year: |
| My child(ren) is interested in playing: | |
| Girls Volleyball (Aug.-Nov.) _____ | Girls Volleyball (Aug.-Nov.) _____ |
| Cross Country (Sept.-Oct.) _____ | Cross Country (Sept.-Oct.) _____ |
| Boys Basketball (Oct. – Jan.) _____ | Boys Basketball (Oct. – Jan.) _____ |
| Spirit Squad (Nov. – Jan.) _____ | Spirit Squad (Nov. – Jan.) _____ |
| Girls Basketball (Dec. – Mar.) _____ | Girls Basketball (Dec. – Mar.) _____ |
| Boys Volleyball (Feb. – Apr.) _____ | Boys Volleyball (Feb. – Apr.) _____ |
| Track (April – May) _____ | Track (April – May) _____ |
| Please include payment (check made payable to St. Margaret Mary Athletics): \$75 first student, \$125 family maximum. | |
| Total Payment Enclosed: | Today's Date |
| Parent Name: | Parent Email: |
| Please contact the principal to make financial arrangements if this fee is too burdensome. Likewise, if you are in a position to help others, it would be appreciated. | |

ST. MARGARET MARY CATHOLIC SCHOOL
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Athletic Consent and Permission Form for 2015/2016 School Year

| | | |
|--|-------------|-----------------|
| Student Name: | | Grade: |
| Address: | | City: |
| Date of Birth: | Home Phone: | Cell Phone: |
| Mother's Name: | | Mothers Phone: |
| Father's Name: | | Father's Phone: |
| <p>Students at St. Margaret Mary School MAY NOT participate in school sponsored athletics if parents do not have insurance to cover health/accidents at school.</p> <p>STUDENT INSURANCE COVERAGE INFORMATION (REQUIRED)</p> <p>Policy Holder Name: _____</p> <p>Insurance Co. _____ Policy # _____</p> <p>Address: _____ Phone # _____</p> <p>I am aware and understand the risks involved in athletic participation. I give consent for the student named above to participate in athletic activities sponsored by the school.</p> <p>By signing below, I give permission for my child to participate in the student athletic activities program. I am aware that the school does not make student insurance available and that the school is not liable for any injuries my child may receive while participating in student activities. I further consent to any treatment deemed necessary by a licensed physician designated by the person in charge, for any illness or injury resulting from his/her participation in student activities. I understand that every effort will be made to contact me to explain the nature of the program prior to any involved treatment.</p> | | |
| Family Physician: | | Phone: |
| Allergies: | | Diabetic: |
| Other medical conditions: | | |
| Signature of Student/Athlete: | | |
| Signature of Parent/Guardian: | | |

To be completed by athlete or parent prior to examination.

Name _____ School Year _____

Last First Middle

Address _____ City/State _____

Phone No. _____ Birthdate _____ Age _____ Class _____ Student ID No. _____

Parent's Name _____ Phone No. _____

Address _____ City/State _____

HISTORY FORM

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? Yes No If yes, please identify specific allergy below.

Medicines Pollens Food Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

| GENERAL QUESTIONS | Yes | No |
|--|-----|----|
| 1. Has a doctor ever denied or restricted your participation in sports for any reason? | | |
| 2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____ | | |
| 3. Have you ever spent the night in the hospital? | | |
| 4. Have you ever had surgery? | | |
| HEART HEALTH QUESTIONS ABOUT YOU | Yes | No |
| 5. Have you ever passed out or nearly passed out DURING or AFTER exercise? | | |
| 6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise? | | |
| 7. Does your heart ever race or skip beats (irregular beats) during exercise? | | |
| 8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____ | | |
| 9. Has a doctor ever ordered a test for your heart? (For example, ECG/ENG, echocardiogram) | | |
| 10. Do you get lightheaded or feel more short of breath than expected during exercise? | | |
| 11. Have you ever had an unexplained seizure? | | |
| 12. Do you get more tired or short of breath more quickly than your friends during exercise? | | |
| HEART HEALTH QUESTIONS ABOUT YOUR FAMILY | Yes | No |
| 13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)? | | |
| 14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia? | | |
| 15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator? | | |
| 16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning? | | |
| BONE AND JOINT QUESTIONS | Yes | No |
| 17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game? | | |
| 18. Have you ever had any broken or fractured bones or dislocated joints? | | |
| 19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches? | | |
| 20. Have you ever had a stress fracture? | | |
| 21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism) | | |
| 22. Do you regularly use a brace, orthotics, or other assistive device? | | |
| 23. Do you have a bone, muscle, or joint injury that bothers you? | | |
| 24. Do any of your joints become painful, swollen, feel warm, or look red? | | |
| 25. Do you have any history of juvenile arthritis or connective tissue disease? | | |

| MEDICAL QUESTIONS | Yes | No |
|---|-----|----|
| 26. Do you cough, wheeze, or have difficulty breathing during or after exercise? | | |
| 27. Have you ever used an inhaler or taken asthma medicine? | | |
| 28. Is there anyone in your family who has asthma? | | |
| 29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ? | | |
| 30. Do you have groin pain or a painful lump or hernia in the groin area? | | |
| 31. Have you had infectious mononucleosis (mono) within the last month? | | |
| 32. Do you have any rashes, pressure sores, or other skin problems? | | |
| 33. Have you had a herpes or MRSA skin infection? | | |
| 34. Have you ever had a head injury or concussion? | | |
| 35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems? | | |
| 36. Do you have a history of seizure disorder? | | |
| 37. Do you have headaches with exercise? | | |
| 38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling? | | |
| 39. Have you ever been unable to move your arms or legs after being hit or falling? | | |
| 40. Have you ever become ill while exercising in the heat? | | |
| 41. Do you get frequent muscle cramps when exercising? | | |
| 42. Do you or someone in your family have sickle cell trait or disease? | | |
| 43. Have you had any problems with your eyes or vision? | | |
| 44. Have you had any eye injuries? | | |
| 45. Do you wear glasses or contact lenses? | | |
| 46. Do you wear protective eyewear, such as goggles or a face shield? | | |
| 47. Do you worry about your weight? | | |
| 48. Are you trying to or has anyone recommended that you gain or lose weight? | | |
| 49. Are you on a special diet or do you avoid certain types of foods? | | |
| 50. Have you ever had an eating disorder? | | |
| 51. Have you or any family member or relative been diagnosed with cancer? | | |
| 52. Do you have any concerns that you would like to discuss with a doctor? | | |
| FEMALES ONLY | Yes | No |
| 53. Have you ever had a menstrual period? | | |
| 54. How old were you when you had your first menstrual period? | | |
| 55. How many periods have you had in the last 12 months? | | |

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____



Pre-participation Examination



PHYSICAL EXAMINATION FORM

Name _____
Last First Middle

| EXAMINATION | | Male | Female |
|--|--------|--------------------------|---|
| Height | Weight | <input type="checkbox"/> | <input type="checkbox"/> |
| BP | Pulse | Vision R 20' | L 20' |
| | | Corrected | <input type="checkbox"/> Y <input type="checkbox"/> N |
| MEDICAL | | NORMAL | ABNORMAL FINDINGS |
| Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperflexity, myopia, MVP, aortic insufficiency) | | | |
| Eyes/ears/nose/throat • Pupils equal • Hearing | | | |
| Lymph nodes | | | |
| Heart* • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal impulse (PMI) | | | |
| Pulses • Simultaneous femoral and radial pulses | | | |
| Lungs | | | |
| Abdomen | | | |
| Genitourinary (males only) [†] | | | |
| Skin • HSV, lesions suggestive of MRSA, tinea corporis | | | |
| Neurologic [‡] | | | |
| MUSCULOSKELETAL | | | |
| Neck | | | |
| Back | | | |
| Shoulder/arm | | | |
| Elbow/forearm | | | |
| Wrist/hand/fingers | | | |
| Hip/thigh | | | |
| Knee | | | |
| Leg/Ankle | | | |
| Foot/toes | | | |
| Functional • Duck-walk, single leg hop | | | |

Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.
 Consider G17 exam if in private setting. Having third party present is recommended.
 Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

On the basis of the examination on this day, I approve this child's participation in interscholastic sports for 395 days from this date.

Yes _____ No _____ Limited _____ Examination Date _____

Additional Comments:

Physician's Signature _____ Physician's Name _____

Physician's Assistant Signature* _____ PA's Name _____

Advanced Nurse Practitioner's Signature* _____ ANP's Name _____

*effective January 2003, the IHSA Board of Directors approved a recommendation, consistent with the Illinois School Code, that allow Physician's Assistants or Advanced Nurse Practitioners to sign off on physicals.

IHSA Steroid Testing Policy Consent to Random Testing

(This section for high school students only)
2013-2014 school term

As a prerequisite to participation in IHSA athletic activities, we agree that I/our student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have reviewed the policy and understand that I/our student may be asked to submit to testing for the presence of performance-enhancing substances in my/his/her body either during IHSA state series events or during the school day, and I/our student do/does hereby agree to submit to such testing and analysis by a certified laboratory. We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my/our student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at www.IHSA.org. We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject me/our student to penalties as determined by IHSA.

A complete list of the current IHSA Banned Substance Classes can be accessed at http://www.IHSA.org/initiatives/sportsMedicine/files/IHSA_banned_substance_classes.pdf

Signature of student-athlete

Date

Signature of parent-guardian

Date

ST. MARGARET MARY CATHOLIC SCHOOL
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Student Activities Association

Dear Parents,

Please have you and your child read this handbook carefully. Sign and return this form to school, in order for your child to participate in St. Margaret Mary athletics.

Thank you,

We have read, understand and agree to the rules and regulations contained in the St. Margaret Mary Student Activities Handbook.

| | |
|-----------------------|-------|
| Student Name (print): | Date: |
| Student Signature: | Date: |
| Parent Signature: | Date: |

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Athletic Association Communication Form

Please use this form to communicate problems, concerns, or comments to the Coaching staff. Download this form, complete the necessary areas and forward to the school office in an envelope marked Athletic Director. The Athletic Director will then forward it to the coach.

| | | | |
|--|--------|--------|--|
| Incident Date: | | Name: | |
| Student Name: | Grade: | Sport: | |
| Describe the problem or situation: | | | |
| Your Suggestion for Handling this: | | | |
| Signature: | | Date: | |
| <p>For Office Use Only:</p> <p>Coach and Assistant Coaches will either:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Meet with concerned party for clarification purposes, input and resolution <input type="checkbox"/> Make a decision and inform the parties concerned. <input type="checkbox"/> Bring the matter before the Athletic Director and/or Student Activities Committee </p> <p>Coaching Staff Recommendation:</p> <p>AD/Committee Recommendation:</p> | | | |

ST. MARGARET MARY CATHOLIC SCHOOL
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INCIDENT REPORT

| | |
|--|--------------------------|
| Date: | Time: |
| Student's Name: | Birth Date: |
| Address: | City: |
| Teacher's Name: | Grade: |
| DESCRIPTION OF INCIDENT (INCLUDE TIME/PLACE): <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> | |
| Name of Adult Present at Time of Incident: | |
| Witness Present at Time of Incident: | |
| First Aid Given (Describe): <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> | |
| Time Given: | By Whom: |
| Time Parent Notified: | By Whom: |
| Student was sent to: <input type="checkbox"/> Home <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Class | Days absent from School: |
| Follow Up Information: | |
| Principal's Signature | Date: |
| Person Reporting's Signature: | Date: |
| Other Comments: | |

ST. MARGARET MARY CATHOLIC SCHOOL
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PERMISSION TO PLAY UP

| | |
|---|--------|
| Student Name: | Grade: |
| <p>The purpose of this form is to obtain parental approval for your child to be on a call out list for playing up one grade for the following sports (please check one):</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"><input type="checkbox"/> Boys Volleyball</div> <div style="text-align: center;"><input type="checkbox"/> Girls Volleyball</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"><input type="checkbox"/> Boys Basketball</div> <div style="text-align: center;"><input type="checkbox"/> Girls Basketball</div> </div> <p style="margin-top: 20px;">It is my understanding that per NSCC by-laws, "students shall indicate in writing their willingness to play up in the event a shortage of players occurs. A random drawing of those players at each grade level who express such willingness shall be made and a numerical ranking shall then be assigned. If a situation arises where a team will be short, a player's head coach at the grade level the players normally plays shall ask the first player on the ranked list his/her willingness to play-up for the given contest. The coach will go down the list until the needs are met. The next time a shortage occurs, the next player on the ranked list will be asked to play up, etc. . . Once the bottom of the list is reached, the coach will start again at the top".</p> <p>If there are any questions, please contact the Head Coach who is requesting permission.</p> | |
| Name of Head Coach of Requesting Team: | |
| Parent/Guardian Printed Name: | |
| Signature: | Date: |

ST. MARGARET MARY CATHOLIC SCHOOL
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Sports Uniform Usage Agreement

Athlete Name: _____ Grade: _____

Your child has been given the following uniforms for use during the **2014-2015** season.

Volleyball Jersey #: _____ Size: _____ Athletic Short Size: _____

Cross Country #: _____ Size: _____ Athletic Short Size: _____

Basketball Jersey #: _____ Size: _____ Athletic Short Size: _____

Track Jersey #: _____ Size: _____ Athletic Short Size: _____

Spirit Squad #: _____ Size: _____ Athletic Skirt Size: _____

This uniform is to be worn only at St. Margaret Mary sanctioned games and picture day. The above named uniform must be worn in its entirety at these sanctioned games and picture day. If the uniform is not worn at the game the athlete cannot participate in the game. Per conference rules, if an undershirt is worn, all players need to wear matching undershirts.

Please always wash the uniforms inside out and never use fabric softener. This will help the numbering and lettering to stay intact.

No jewelry or make-up is allowed. Mouth guards or wax for braces is strongly recommended for all athletes who wear braces. Protective eyewear for those with glasses. Volleyball players are required to purchase and wear kneepads. It is recommended that all basketball players wear high-top basketball shoes for ankle support.

It is the responsibility of the student athlete and their parent or guardian to maintain the uniform, bring the uniform to all games and to return it at the end of the season.

We understand that we are responsible to pay the replacement cost for this uniform if it is not returned or if it is damaged.

| | |
|---------------------------|-------|
| Student Athlete Signature | Date: |
| Parent/Guardian Signature | Date: |