



# **ATHLETIC HANDBOOK**

**2018-19**

## **JORDAN CATHOLIC SCHOOL 2018-2019 Athletic Handbook**

### **I. Introduction:**

The Jordan Catholic School's interscholastic athletic program is an extension of the academic curriculum and strives to teach life skills such as competition, leadership, teamwork, sportsmanship, discipline, self-control, and fun. It consists of opportunities for both boys and girls to participate in a variety of different sports. This handbook attempts to cover all aspects of the athletic program and has been approved by the Jordan Catholic School Booster Club (JCSBC), Athletic Director, and the Education Commission.

### **II. Philosophy:**

Jordan Catholic School recognizes that all young people have a need for physical activity. Physical activity is essential for proper physical growth and for corresponding progress in spiritual, moral and mental values. An extra-curricular sports program can contribute to the development of physical and athletic skills in an environment where spiritual and mental growth is stressed. Competition should be taught as a Christian athlete's goal to be prized more than the victory in a contest. The philosophy of athletics at Jordan Catholic School is focused on teaching the rules, skills, and fundamentals of each sport, and developing student-athletes for the next level. It is not based solely on winning, especially at the expense of development of all student-athletes to their full athletic potential, and learning the fundamental skills of each respective sport. In the case where the number of participants warrant an extra team in the same sport, for the same grade, Jordan Catholic School will not devise an "A"/"B" format or "stack" one team with better players than the other. A Jordan Catholic School student-athlete will win by the manner of his/her participation rather than by the final score of a game.

### **III. Scope:**

This handbook covers all sports/activities described in Section V of this handbook. It basically covers inter-scholastic sports that compete against students from other schools, and who may or may not belong to a Conference or League. It also covers sports that are considered either "core" or "non-core". It does not cover travel teams, select teams, or any sport where kids from different schools form a team and compete against other similar selected teams. All contestants competing for Jordan Catholic School must be a student of Jordan Catholic School. The use of Home-Schooled students in any sport or activity covered by this handbook is prohibited.

Core sports are defined as those that are comprised entirely of Jordan Catholic School students and wear Jordan uniforms. These sports are Volleyball, Cheerleading, Girls and Boys Basketball, and Girls Softball. Core sports are mostly subsidized by the JCSBC, but may still be subject to a fee to help cover expenses.

Non-core sports are defined as "Co-op" teams comprised of students from Jordan Catholic School, Seton, and/or Our Lady of Grace Academy (OLGA) and wear a non-Jordan uniform. These sports are Football, Cross Country, Wrestling, Tennis and Track and Field. Non-

core sports usually require a fee and may or may not be subsidized by the JCSBC, depending on the availability of funds. Non-core sports are not subject to playing time requirements but the coaches of these sports are encouraged to find playing time for all their student-athletes.

All core and non-core sports covered by this handbook are subject to the policies of Jordan Catholic School with regard to academic eligibility. All participants from both core and non-core sports will be recognized at the annual Sports Banquet in the spring. Also, all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade student athletes from these sports will be eligible for the Christian Leadership Awards.

#### IV. Governance

The Principal has ultimate purview and oversight authority of the athletic program. The Athletic Director manages the administrative actions and is responsible for the operations of the athletic program. The JCSBC is the fundraising arm of the athletic program and attempts to meet the needs of all participating athletes and coaches. The coaches are the first line supervisors of their respective teams and are responsible for ensuring that the philosophy and policies of this handbook are fully implemented.

#### V. Sports/Activities:

All student-athletes must have a physical examination prior to the first practice of their respective sport. One physical examination is good for the entire school year. Insurance coverage shall be required for all students involved in extra-curricular athletic activities either through school insurance or family coverage. Families who do not purchase school insurance must provide written proof of family insurance coverage.

#### **Fall Sports**

A. Cross Country (CC) - This sport is available to 6<sup>th</sup> through 8<sup>th</sup> grade girls and boys via the Pioneer Pacers CC program. The Pacers are a Catholic School Co-op team that consists of students from Jordan, Catholic School, Seton, and Our Lady of Grace Academy. Although the girls and boys are on separate teams and compete in separate races, they share the same meet schedule, practice location and times, etc. The 6<sup>th</sup> graders compete in a limited number of meets due to the fact that the Heartland Conference does not recognize 6<sup>th</sup> grade competition. Fee required.

B. Football—This sport is available to 3<sup>rd</sup> through 8<sup>th</sup> grade boys via the Young Pioneers football program. For purposes of this handbook, it covers 5<sup>th</sup>-8<sup>th</sup> grade. The Young Pioneers football program is a Catholic School Co-op team that consists of students from Jordan, Seton, and Our Lady of Grace Academy. The 5<sup>th</sup> and 6<sup>th</sup> graders play tackle football and compete against each other and against other teams or schools in the United Township (UT) Panther League. The 7<sup>th</sup> and 8<sup>th</sup> graders play tackle football and compete against local public school teams and in the Heartland Conference. Fee required.

C. Volleyball—This sport is available to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade girls. They compete on a “Jordan-only team and are members of the Quad City 8 Conference (Grades 5 and 6) and Heartland Conference (Grades 7 and 8). There is no fee. Assessed for participation.

i. In 5<sup>th</sup> through 7th grade, each player is entitled to a mandatory minimum of approximately three (3) minutes playing time for all regular season and tournament games, assuming they are in good standing with the team and the school.

ii. In 8th grade, there is no mandatory minimum amount of playing time; however, the coaches are still expected to find a reasonable amount of playing time for each student-athlete.

**D. Tennis—This extracurricular sport is not available for the 2018-19 school year.**

This sport is available to 6th through 8th grade girls and boys and is a Catholic Co-op with Seton and OLGA.

**Winter Sports**

A. Cheerleading—This activity is available to 7th and 8th grade girls. They cheer at selected boys' basketball games, which may include tournaments. There is no fee to join but socks and appropriate tennis shoes shall be supplied by the individual. The Athletic Director and cheerleading moderator shall be responsible for scheduling events in which the squads cheer. The number of squads and the size of each squad will be determined by the number of participants.

B. Basketball—This sport is available to 5th through 8th grade girls and boys. They compete on “Jordan-only” teams. The 5th and 6th graders compete against other teams throughout the Quad Cities and are a part of the Quad City 8 Conference. The 7th and 8th graders are members of the Heartland Conference. There is no fee assessed for participation.

i. Per Diocesan policy, the following grades will determine the number of games played:

5th grade—may play a maximum of 16 games per season

6th grade—may play a maximum of 18 games per season

7th grade—may play a maximum of 21 games per season

8th grade—may play a maximum of 25 games per season

ii. Per Diocesan policy, tournaments shall not exceed four (4) per season, excluding Diocesan and Conference tournament obligations. Each tournament constitutes one (1) game.

iii. The following are guidelines for playing time for regular season, conference, tournament, and league games:

5th grade—approximately one quarter of a game per player

6th grade—approximately five (5) minutes per player.

7th grade—approximately three (3) minutes per player.

8th grade—no mandatory minimum playing time requirement; however, the coaches are still expected to find a reasonable amount of playing time for each student-athlete.

iv. Student-athletes who commit an un-sportsmanlike or technical foul during a contest shall sit the remainder of that contest plus the first half of the next contest.

v. Coaches who commit two technical fouls in a game will be asked to leave the gym, will be suspended from the next game and will not be permitted to be in attendance at that game.

C. Wrestling—This sport is available to K through 8th grade boys via the Jr. Pioneers Wrestling Program. However, for purposes of this handbook, it covers 7th and 8th grade. The Jr. Pioneers are a Catholic School Co-op team that consists of students from Jordan Catholic School, Seton, and Our Lady of Grace Academy. They compete in the Heartland Conference. A participation fee is required.

## **Spring Sports**

a. Track & Field—This sport is available to 7th and 8th grade girls and boys. The 7th and 8th graders are a Catholic co-op team that consists of students from Jordan Catholic School, Seton, and OLGA. They compete in the Heartland Conference. A participation fee is required.

## **VI. ORGANIZATION OF TEAMS:**

1. Grades 5 and 6 (girls and boys basketball only):

a. There is no restriction with regard to the maximum number of participants on teams.

b. If there is a large number of participants on one team, and a majority of parents request another team be formed, the Athletic Director will devise a system that provides balance, by position, for each team. The decision to form another team will not occur unless a parent or volunteer is willing to coach the other team.

c. Situations may arise throughout a season where players may switch from one team to the other. The Athletic Director must approve these actions before they occur.

2. Grades 7 and 8 (volleyball, girls and boys basketball only):

a. There will be maximum of 15 players on a team. If there are more than 15 players, and a parent or volunteer is willing to coach, then a second team may be formed. If a second team is formed, then the Athletic Director will devise a system that provides balance, by each position, for each team. Jordan does not support an “A”/”B” team structuring philosophy, where one team is “stacked” with more athletic students (“A”), than the other (“B”) for purposes of improving their chances of winning.

b. If no parent or volunteer is willing to coach, then a reduction system will be arranged by the Athletic Director.

c. There shall be a five (5) calendar day grace period, from the first day of official practice, for students to go out for sport, drop out of a sport, or change from one sport to another. The Athletic Director will set the official first day of practice for each season.

d. In the case of two teams from the same grade, situations may present themselves where one team will play in a Heartland Conference game and the other in a Quad City Eight (8) Conference game on the same day. There also may be situations where cheerleaders, who are also basketball players, may perform each sport on the same day.

e. In the case of two teams from the same grade, situations may present themselves where, during selected tournaments, players may be switched from one team to the other. This must be approved by the Athletic Director, and the new mix of players for each team must have to comply with the “A”/”B” provision, mentioned above.

## **VII. ORGANIZATION OF PRACTICES (volleyball, cheerleading, girls and boys basketball only):**

1. Practices are determined by the Athletic Director according to available gym space.
2. Only team players and coaches shall be in the gym during practice times.
3. Practice games may be held with your own grade level only and must be approved by the Athletic Director.
4. Joint practices are allowed at the discretion of the Athletic Director.

## **VIII. FREQUENCY OF PARTICIPATION**

Elementary grade teams (5th and 6th) may participate in up to two (2) and three (3) sports-related events per week respectively.

Junior High teams (7th and 8th) may participate in up to four (4) sports-related events per week.

## **IX. DUTIES AND RESPONSIBILITIES:**

### **1. Athletic Director (AD)**

a. The Athletic Director is the first point of contact on all matters dealing with athletics; thus, is responsible for all aspects of the Jordan Catholic School Sports' Program.

b. The Athletic Director will work with the Administrator on all matters pertaining to the Athletic Director Job Description.

### **2. Coaches (Head and Assistants)**

a. All coaches must complete Safe Environment Training and submit to fingerprinting and a background check in compliance with Diocese of Peoria policy. All coaches must attend a CPR Training class. If coaches are transporting students in their private vehicles, they must take the Catholic Mutual Defensive Driving online class.

b. Provide a roster of their student-athletes to the Athletic Director by the end of the second full week of practice for eligibility purposes.

c. Ensure that all rules specific to this/her team be approved by the Athletic Director before they are distributed to the athletes and their parents.

d. Coaches must be knowledgeable of the rules of their respective sport and convey those rules to their student-athletes.

e. Coaches should attempt to increase their knowledge of current teaching techniques in the fundamentals of their respective sports, skill development, team strategies, conditioning and treatment of sports injuries. Coaches will report any injury to players on the incident information form and promptly submit it to the Athletic Director.

f. Coaches should organize their practices to improve the fundamental skills of all players in each sport, stress good sportsmanship, fair play and Christian/Catholic values in players' relationships with one another, their opponents, and officials.

g. A coach or another qualified representative shall be present at all times during practices and athletic contests. Coaches must be the first person at practice and the last person to leave.

h. Coaches shall communicate any equipment and/or uniform needs to the Athletic Director. The Athletic Director will ensure it gets communicated to the Jordan Catholic School Booster Club.

i. Coaches shall respect the student-athletes and their parents. They shall also show respect for opposing student-athletes, coaches, spectators, and officials.

- j. Communicate practice and game dates, times, and location with all his/her athletes and their parents.
- k. Ensure the care and maintenance of equipment and uniforms, Report any missing items to the Athletic Director at the end of your season.
- l. Participate in all team functions sanctioned by the school, i.e., team pictures, banquet and fundraising activities.
- m. Notify the Athletic Director when a student is suspended from a game or practice.
- n. Coaches should teach athletes respect for the facilities. Teams are limited to access to the gym, gym locker rooms and bathroom facilities only. Players shall not be in any other part of the buildings.
- o. Coaches must never leave an athlete or a group of athletes alone to wait for their rides after practice. The coach should wait with his/her team until the last student has a ride home.
- p. Coaches should keep in contact with athletes on their teams. If a student has not been to practice, they should call to see if he or she is ill.
- q. Coaches should be considerate of the teams who practice, prior to, and immediately following his/her practice. They must not allow athletes who arrive early to interfere with another team's practice. They should be sure that practice ends on time so teams do not interfere with one another.
- r. Supervise locker areas at home and away.
- s. Coaches of Jordan Catholic School should be models of good sportsmanship during athletic contests. Your actions should reflect the values of Jordan Catholic School. Display a Christian attitude toward athletes, officials, and other spectators. You are an ambassador of Jordan and your actions should reflect the values and teachings of Christ. Please refrain from emotional outbursts, loud and disparaging comments, especially directed at officials and opposing players. Coaches are reminded to be humble in victory and gracious in defeat.

### **3. Parents, Guardians and Fans**

- a. Parents/Guardians are responsible for arranging transportation to and from practices and athletic contests. They are also responsible for any hotel and food expenses that may be incurred during a season.
- b. Support all team members and coaches.
- c. Parents/Guardians/Fans of Jordan Catholic School should be models of good sportsmanship during athletic contests. Your actions should reflect the values of the school. Display a Christian attitude toward coaches, athletes, officials and other spectators. You are an ambassador of Jordan Catholic School and your actions should reflect the values and teachings of Christ. Please refrain from emotional outbursts, loud and disparaging comments, especially directed at officials and opposing players. Parents, guardians, fans and athletes are reminded to be humble in victory and gracious in defeat.
- d. Cooperate with coaches and administration officials in their exercise of authority in the area of student eligibility.
- e. Parents/Guardians are required to work at least one home game in the concession stand. Proceeds from concession sales help fund Jordan Catholic School's Physical Education and Sports' programs as well as the Sports Banquet.
- f. Parents/Guardians/Fans should assist coaches in teaching athletes respect for facilities. Parents/Guardians/Fans shall not be involved with bench huddle activities and team locker rooms.

h. Parents/Guardians should keep in contact with coaches of athletic teams. If a student can't be at practice and/or athletic events, they should inform coaches prior to the event.

#### **4. Student—Athletes**

- a. In the term, “student=athlete”, the word ‘student’ comes first for a reason. All Jordan Catholic student-athletes are students first and athletes second. They are responsible to complete all academic coursework and ensure it is turned in on time.
- b. Student-Athletes are to demonstrate Catholic Christian values while participating in athletics in a manner that is pleasing to God. This means doing your very best, competing fairly, supporting your teammates and coaches. It also means that you will not use profanity, disrespect teammates, coaches, and officials. Student-Athletes will not ‘goad’ officials into making calls in their favor. Student-Athletes will not get into fights with anyone. Any violations of these and others listed here are grounds for being placed on any Step for disciplinary actions.
- c. Student-Athletes must be on time for practices and games and be properly dressed. If they are late, they must inform the coach immediately as to the reason.
- d. Athletes are responsible for the proper cleaning and maintenance of all team-issued uniforms and accessories. Athletes must turn in all team-issued uniforms at the conclusion of their respective season or risk being charged a uniform replacement fee. Report cards and official academic transcripts will be held until all such fees are paid.
- e. Athletes will show respect for facilities both home and away.
- f. Athletes must keep a clean mind and healthy body.
- g. Athletes must be humble in victory and gracious in defeat.

#### **5. Booster Club**

The mission of the Jordan Catholic School Booster Club is to raise money for the Physical Education (PE) and Athletic programs. The Booster Club pays for all PE, recess and athletic equipment. They also pay the gym lease at Jordan Elementary, swimming and bowling lessons, sports banquet, tournament entry fees, etc. The Jordan Catholic School Booster Club requests that all parents and/or guardians of student-athletes join its membership.

### **X. PROCEDURES FOR DISCIPLINARY ACTIONS:**

#### **1. Procedures for disciplining student-athletes:**

A player may be suspended from a practice by the Head Coach. If a player is suspended by a coach from practice, the Athletic Director shall be notified immediately.

The Head Coach may also suspend an athlete from a game upon approval from the Athletic Director. This action automatically places the student on STEP 2 dismissal from an athletic team.

Dismissal from an athletic team:

- STEP 1: Coach/Player/Parent Conference
- STEP 2: Coach/Player/Parent/Athletic Director Conference
- STEP 3: Coach/Player/Parent/Athletic Director/Administrator Conference
- STEP 4: Permanent Dismissal from Athletic Team.

The Athletic Director and/or Administrator may put a student on any step, not necessarily in sequential order.

## **2. Procedures for Disciplining Coaches:**

1. If a conflict involving athletics arises, an attempt should be made to handle it at the lowest level first. If the conflict is not resolved, then a parent and/or coach can raise it to the attention of the Athletic Director. The following Steps will be followed in sequential order.

STEP 1: Coach/Parent/Guardian and/or Player Conference within a private setting.

STEP 2: Coach/Parent/Guardian and/or Player/Athletic Director Conference within a private setting.

STEP 3: Coach/Parent/Guardian and/or Player/Athletic Director/Administrator Conference at Administrator's Office.

STEP 4: If the conflict is still not resolved, the Administrator must present the conflict, in writing, to the head of the Pastors Board for Jordan Catholic School. Upon the receipt of the written presentation, the head of the Pastors Board will have 10 days to review the complaint and respond in writing. The response by the head of the Pastors Board will be the final decision.

## **XII. ACADEMIC ELIGIBILITY:**

1. Academic eligibility requirement:

a. Students will have grades checked on a weekly basis by the Athletic Director every Monday

at 8:30 am. If a student has two "D's" and/or one or more "F's" in any subject(s) they are ineligible for a period of one week from all sporting activities. (e.g. practices and games).

b. Grades for eligibility are averaged cumulatively for the quarter, not for one week's worth of work.

c. Students are expected to maintain a "C" average or above in all subjects.

d. Teachers will not do eligibility during shortened school weeks or over vacations. If there is a quarter period ending in the middle of the week, teachers must have more than one grade to go on for eligibility to be counted as fair to the student.

K. If a major disciplinary issue arises, the student athlete will be suspended for one week or the remainder of the season based on the offense. (e.g. Grave disrespect of adults, bodily harm to others, destruction of property, involvement in illegal acts, truancy...)

2. School Attendance:

a. Students must be in the building by 11:00 a.m. on a school day in order to participate in any sports event that day.

## **XIII. TRAVEL REGULATIONS:**

1. Maximum distance for all sporting events:

a. Within the Diocese of Peoria—weekends

b. 200-mile radius—weekends

c. 50-mile radius—weekdays.

2. All travel will be approved by the Athletic Director.

3. One (1) coach per team must ride the bus if buses are used.

### **JORDAN SPORTS CONTRACT**

Student, parents, and Head Coach shall acknowledge understanding, and willingness to comply with all Jordan policies and regulations by signing the Sports Contract.

### **REQUIREMENTS**

If your student has indicated an interest in the Jordan Catholic School Athletic Program. Please return the following on Orientation Day:

- \* Athletic and Sporting Events Parental/Guardian Consent Form & Liability Waiver
- \* Authorization for Emergency Medical Treatment/Medical Information
- \* Sports Physical
- \* Jordan Sports Contract (found on the following page)

### **FEES**

A \$20 non-refundable activity fee is required of all students signing up for an athletic program at Jordan Catholic School. This fee is to cover the extra costs accrued throughout the year to maintain the highest quality of programs.

**JORDAN SPORTS CONTRACT**

**(Parents: You will find this Athletic Contract Signature Page in your 2018-19 Athletic Packet. This contract and your \$20 Athletic Fee must be submitted to the Athletic Director within five (5) business days prior to the onset of your student's first athletic event season.)**

Participating in the Jordan School Sports Program is a privilege. This privilege is extended to each student in Jordan Catholic School. The privilege to participate is a combination of understanding, effort and responsibility on the part of the student, parent, coaches, and administration. You are asked to read the attached policies and regulations, abide by them and share in the responsibility of making Jordan sports an enjoyable learning experience for all.

No Jordan student shall be allowed to participate in any Jordan Athletic Program or practice without parent, student and coach signatures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY INFORMATION**

Participant Name \_\_\_\_\_

Medical Insurance \_\_\_\_\_

Emergency # \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_

Medications/Special Instructions \_\_\_\_\_

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