



SPORTS HANDBOOK

2011-2012

IHM ATHLETICS

PHILOSOPHY STATEMENT

We, the community of Immaculate Heart of Mary School, believe in the four-fold purpose of Catholic education: to teach Catholic doctrine and to proclaim Gospel values, to build a community, to worship, and to foster service. We value the uniqueness of each child and strive to develop the total person spiritually, morally, intellectually, culturally, socially, physically, and psychologically.

Recognizing that the parents are the primary educators of their children, we stress the partnership of family, school and parish in building up the faith community of Immaculate Heart of Mary.

MISSION STATEMENT

To foster a nurturing catholic school environment where children receive a strong spiritual and academic foundation, enabling them to know, to love, to worship, and to serve according Gospel values.

NONDISCRIMINATION POLICY

Immaculate Heart of Mary School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students this school. Immaculate Heart of Mary School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

INTRODUCTION

Immaculate Heart of Mary School is a member of the Peninsula Parochial Schools League (PPSL), and offers an Athletic Program that is intended to be in compliance with the general guidelines of the PPSL.

The PPSL has been organized to "foster a spirit of cooperation and friendly competition among the Catholic parochial schools of San Mateo County. This program shall strive to enrich our students physically and socially by developing practices of good sportsmanship, encouraging participation, and building self-esteem in all participants." (Article I PPSL Constitution/Bylaws)

The IHM Athletic Program is an extension of the Immaculate Heart of Mary School, and as such, is under the direction of the Pastor of Immaculate Heart of Mary parish and the Principal of Immaculate Heart of Mary School. As an extension of the Immaculate Heart of Mary School, all participants are expected to follow the "School Rules" as set forth in the Immaculate Heart of Mary School Parent Handbook and such other rules and regulations as may be established by the Pastor or the Principal. Additional IHM rules can be found in the appendix.

The IHM Athletic Program is administered by volunteers consisting of the Athletic Director (who is appointed by the Pastor and the Principal) and the Athletic Board (elected by parents/guardians of enrolled IHM students). These volunteers perform the administrative functions necessary to maintain the Athletic Program, including the selection of commissioners and coaches, obtaining practice and game facilities, and purchasing of equipment. Names and phone numbers of these volunteers are available in the School Office.

The success of the IHM Athletic Program is directly related to the amount of support it receives from parents and students. Many of our parents contribute considerable time as coaches, commissioners, fundraisers and board members; positions, which help, make our Athletic Program work.

SPORTS & ACADEMICS

The School wishes to emphasize that sports can be an important part of a child's development, but it can never take precedence over academic achievement, school conduct, or work study habits. It is highly recommended that students limit their participation to one sport per season.

Parents are strongly encouraged to require students to maintain an overall academic grade level average of "C" or better, and maintain a 2 or better in conduct as a condition for continued participation in the IHM Athletic Program.

I. PROGRAM

Students enrolled at Immaculate Heart of Mary School may participate in athletics as an extracurricular activity. (Participation in this extracurricular activity is not a substitute for participation in the regular Physical Education program included in the IHM School curriculum). IHM is a member of the Peninsula Parishes /Schools League ("PPSL") and all extracurricular athletic activities are intended to be governed by the rules and regulation of the PPSL as well as those established by the Pastor and Principal.

"GENERAL RULES" (Revised Sept. 2000) of the PPSL state that "Students in grades K-3 are not eligible to participate in the PPSL or represent a member school in any athletic event."

The PPSL has authorized the following Athletic activities for students in the grades indicated:

	<u>4</u> ⁽¹⁾	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>Boys Programs:</u>					
Baseball (August - November)	X	X	X	X	X
Basketball (November - March)	X	X	X	X	X
Track (March - May)		X	X	X	X
<u>Girls Programs:</u>					
Volleyball (August - November)	X	X	X	X	X
Basketball (November - March)	X	X	X	X	X
Track (March - May)		X	X	X	X
Cheerleading (August-May)					X

⁽¹⁾ Athletic activities for all "Grade 4" teams are *instructional*.

The PPSL has established the following divisions for team participation for the sports of Baseball, Volleyball and Basketball.

<u>Primary Division Name</u>	<u>Eligible Grades</u>	<u>Grade</u> ⁽²⁾
Varsity	8 th and 7 th	8 th
Jr. Varsity	7 th and 6 th	7 th
Sharks	8 th , 7 th , and 6 th	<i>Overflow team</i>
Eagles	6 th and 5 th	6 th
Cubs	5 th	5 th
Lions	6 th , 5 th	<i>Overflow team</i>
Training	4 th	4 th

The track program is competed along specific grade lines (8th, 7th, 6th and 5th grade teams).

⁽²⁾ *By tradition and as a practical matter based on historical levels of student participation, IHM fields teams generally based upon the primary grades as indicated.*

An overriding objective of the IHM Athletic Program is to afford all student participants with reasonable levels of quality playing time and to have manageable team sizes. As a result, in any given sport in any given year it may be necessary to deviate from the traditional "primary grade teams", and form either or both of the Sharks and Lions "overflow teams", or require combined teams.

The Athletic Council has established the following **Guidelines** for use in determining how to best achieve the objectives stated above. It is emphasized that these are **guidelines**, and **not established rules and procedures**. The Council reserves the right to modify these guidelines when, and as necessary, in order to effectively manage the IHM Sports Program.

- 1) Team sizes should ideally be comprised of the following number of participants for each sport.

Baseball	10 - 13
Volleyball	7 - 10
Basketball	7 - 10

- 2) The Athletic Council, after receiving sign-ups for a sport (and declaring sign-ups "closed") shall determine the number and classification of teams to be formed. All requests for late signups must be approved by the Athletic Council and Principal. The circumstances for the late signup will be considered and an exception may be made to accept the late signup. The Council shall consider the following as guidelines in reaching its conclusion for team formations:
- a) The "Primary Grade Team" for each grade is as follows:
 - 8th - Varsity
 - 7th - Jr. Varsity
 - 6th - Eagles
 - 5th - Cubs
 - 4th - Training
 - b) No participant shall be required to play on a team other than the Primary Grade Team solely to allow a younger student to play on this team.
e.g. - An 8th grade student shall not be "cut" from the Varsity solely to allow a 7th grade student to play on the Varsity.
 - c) If there are an insufficient number of sign-ups from a particular grade to form a Primary Grade Team, then the Council shall consider allowing the players to:
 - i) **Try-out** for either the next higher Primary Grade Team or, if formed, a higher "over-flow" Sharks or Lions team, or
 - ii) Join the appropriate "lower" team (i.e., the Sharks for an 8th or 7th grade student or Lions for a 6th or 5th grade student) if such a team has been formed.
 - d) If there are a greater number of sign-ups from a particular grade than are considered the ideal team size for a particular sport, then the Council shall consider:
 - i) Forming the appropriate "overflow" team (Sharks for 6, 7 and 8th grades or Lions for 5 and 6th grades), and/or
 - ii) Allowing players to **try-out** for the next higher Primary Grade Team or overflow team (i.e., 6th graders could try out for either the Sharks and/or Jr. Varsity) provided there is room (see (b) above), and/or
 - iii) Holding try-outs for the Primary Grade Team and providing an opportunity for those not surviving the try-out process to play on the lower "overflow" team.

The following is offered as an **extreme example** of this process:

Approximately 17 students from the sixth grade sign up to play basketball. The Athletic Council determines that the Varsity, J.V. and Sharks teams can accommodate only a total of 4 students from the sixth grade and the Eagles team will be limited to 10 players. Thus, 3 students will ultimately be placed on the Lions team. A sixth grade student could effectively try-out for the Varsity, J.V., Sharks and Eagles teams in that order and not be selected for any of the teams. That individual would then be placed on the Lions team.

- 3) Try-outs should be conducted no later than the second week of practice. This does not include any open gym time. All try-outs are to be conducted by the coach of the team for which students are trying out and will be **closed** to the parent/relatives of the student-athletes. A minimum of 3 evaluators must be present at each try-out session (i.e. head coach, assistant coach, commissioner or an independent evaluator(s) approved by the respective commissioner and Athletic Director). The Coach of the team holding tryouts, in conjunction with the Athletic Director and the respective Sports Commissioner will decide which athletes, if any, shall be accepted on the team.

All athletes trying-out must attend 100% of the try-out practices in order to be considered for selection on the primary team. Exceptions (including, but not limited to, injuries, unforeseen family emergencies, planned family vacations with prior notification to the head coach/commissioner) will be evaluated by the Athletic Council.

- 4) In general there should be relatively few situations in which a student would not be able to be placed on a team. It is very unlikely that a 7th or 8th grader would not be given an opportunity to join a team if a Sharks team has been formed or a 5th or 6th grader if a Lions team (or Sharks for 6th grade) has been formed.

The following are offered as **extreme examples** of a student not being placed on a team.

- i) Only one 8th grader signs-up for a sport. There are not enough (or any) "extra" players in the seventh or sixth grades to form a Sharks team and the 7th grade is unwilling to "play-up" as the Varsity team. There would not, therefore, be a team available for the 8th grader to join.
- ii) A student in either 6th, 7th or 8th grade that has never played a particular sport signs up to play. Upon evaluation by the applicable coaches, with the concurrence of the Athletic Director and the respective Sports Commissioner, there is a significant concern that the student's skill level is such that (s)he could be injured if allowed to play on the Primary Grade Team and there is no Sharks team available for the 7th or 8th grader or a Lion team for the 6th grade. In this case, the student may be prohibited from playing.

II. STUDENT PARTICIPATION

IHM has established the following guidelines for game participation, and/or attendance for non-team members, as appropriate:

All students must follow the rules of conduct at all times, and
All student athletes must participate in practices.

Coaches, the Athletic Council (with the concurrence of the principal), the principal or the pastor may require a student athlete to forfeit the right to "suit-up" for the next game(s) for failure to observe the rules of conduct or attend practices. The coach prior to the start of the season may designate practice participation requirements. Excessive failure to observe either the rules of conduct or attend practices may result in permanent removal from a team.

Student athletes who have been benched may not, by PPSL rules, sit on the bench with their teammates during games. They are however; expected to attend all team functions including games and practices unless they are instructed not to do so by the Coaches, the Athletic Council (with the concurrence of the principal), the principal or the pastor.

PPSL "GENERAL RULES" state that "each team member must **participate** in each game played" subject to the School's rules concerning practice attendance and observance of both PPSL and School rules of conduct and that "no student may be placed on the roster after the team's first league game". Furthermore, in compliance with the spirit of revised PPSL rules and practices, **any athlete who voluntarily withdraws from a Sport after the Council/Sports Commissioners have submitted TEAM COMMITMENT forms to the PPSL (approximately 30 days after the permission slip receipt deadline) or who voluntarily quits a team after a try-out process has been completed, may not participate in that sport during the next school year.**⁽¹⁾ An 8th grader that quits cannot participate in any other sports for the remainder of the school year.

Any student enrolled at IHM School in grades 4 through 8 may participate in the IHM Sports Program. A permission slip indicating that the student has clearance to participate in the training and the competitive activities of the specific sport chosen, and that the student is physically fit to participate is required before any student can attend practices or games. At the discretion of the Parish Pastor, children enrolled in the IHM CCD program may too participate on the IHM sports teams.

⁽¹⁾ If a parent guardian advises the Athletic Council in advance that participation on a team is being terminated in order to concentrate more time on academic matters and the student is not participating in other extra-curricular activities (i.e. soccer, gymnastics, Pop Warner football, swim teams etc...) , at it's sole discretion, the Council may suspend enforcement of this rule.

IV. RULES OF STUDENT CONDUCT

All students, whether participants in an athletic event or observers, are required to conduct themselves as ladies and gentlemen at all times.

Students are expected to know well the "School Rules" as set forth in the Immaculate Heart of Mary School Parent Handbook and are expected to observe these rules, as appropriate, at all times while participating or attending athletic events and all other IHM School sponsored events.

As noted under II. STUDENT PARTICIPATION, Coaches, the Athletic Council (with the concurrence of the principal), the principal or the pastor may require a student athlete to forfeit the right to "suit-up" for the next game(s) for failure to observe the rules of conduct or attend practices. Excessive failure to observe either the rules of conduct or attend practices may result in permanent removal from a team.

Student athletes who have been benched may not, by PPSL rules, sit on the bench with their teammates during games, but are expected to attend all team functions including games and practices unless they are instructed not to do so by the Coaches, the Athletic Council (with the concurrence of the principal), the principal or the pastor.

"Students must be in good academic standing as determined by the School Administration"

No student may participate or attend any IHM sponsored athletic event while placed on "Suspension" by the IHM School Administration for misconduct or after "Expulsion".

V. HARASSMENT

1. Harassment in General: Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.
2. Disciplinary Action: This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:
 - a. While on school grounds;
 - b. While going to or coming from school;
 - c. During the lunch period whether on or off campus;
 - d. During, or while going to, or coming from, a school-sponsored activity.

Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

3. Student's Responsibility: It is the student's responsibility to conduct himself or herself in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.
4. Complaint Procedure: Students who feel aggrieved because of conduct that may constitute harassment may, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaint to their parents or the principal, or vice-principal. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are the opposite sex, then they may request that a same-sex teacher also be present.
5. Harassment of any student by a coach or any other student is prohibited and will not

be tolerated.

6. All coaches, commissioners and program volunteers are required to complete the online training for Shield the Vulnerable. (www.shieldthevulnerable.org)

VI. AWARDS

IHM Sports Awards

An IHM award system has been established to encourage students to participate in athletic activities. Students earn points toward the IHM Sports Award by successfully participating in each sport. The number of points earned depends on the grade of the student. Points per sport are awarded as follows:

<u>Grade</u>	<u>Points</u>
Fourth	1/sport
Fifth and Sixth	2/sport
Seventh and Eighth	3/sport

A student athlete who earns 9 points will be awarded an IHM block letter. Points will be awarded for participation in: Baseball, Volleyball, Basketball, Track & Cheerleading. Upon the accumulation of 9 more additional points, the student will be awarded a pin.

Eighth Grade Awards

Under the second part of the award system, student athletes in the eighth grade may also win individual awards as follows: (Cheerleading will be excluded from the Eighth Grade Awards)

1. **All Sports Award:** Awarded to each student athlete who has participated in all sports offered in the sixth, seventh and eighth grades. Special recognition will be given to any athlete that is eligible to receive the All Sports Award and has participated as a Cheerleader too. (*usually an additional Cheer Medal*)
2. **Best Athlete, Most Inspirational Athlete, and Most Improved Athlete** awards: May be awarded annually, subject to the following criteria:

Awards may be given to the individual male and female athletes in each category who **both**:

accumulate the most points in the category, and
accumulate a **minimum** of 10 points in the category.

Each head-coach of an 8th grade team, after consulting with the assistant coaches and the sports commissioner is asked to nominate up to three athletes (in order of preference) for each award. Each athlete who is nominated shall be awarded points as follows:

First preference -- 5 points
Second preference -- 3 points
Third preference --1point

In the event of ties, preference will be given to the athlete(s) that participated on the most varsity teams.

The above point system has been established with the specific goal of avoiding ties and ensuring the prestige of the award from year to year. It is intended that the awards recognize **all-around athletic ability** (and not merely outstanding performance in one sport). Thus, it is recognized that some or all of the above awards may not be given out in any one year as a result of no athlete in a particular category achieving the necessary 10-point total. The Athletic Council, at its sole discretion, based upon the point accumulation, may choose to recognize those that have been nominated and have accumulated a minimum of 5 points by providing an “honorable mention” award.

PPSL League Champion Awards

An award (trophy, plaque, or medal) will be presented to the individual members of any IHM team, which **represents** IHM in the final PPSL League Championship game. Under the existing PPSL guidelines, PPSL League Championship series are only conducted for the Volleyball, Baseball and Basketball programs at the Eagles, Sharks, J.V. and Varsity levels. Any team that wins their division, but there are no PPSL playoffs (Lions or Cubs), will receive an award.

For track, all members of an IHM team which **wins** the overall PPSL Track Championship (i.e., the combined score based on the results of both boys and girls events in all grades, and specifically not the winner of a grade level) will also be provided with an award. Individual awards will be given to any Track athlete that finishes 1st-2nd-3rd in a specific event during the PPSL Championship Meet.

VII. UNIFORMS

Game uniforms will be **loaned** to each child who participates in a sport. Game uniforms are for game use only and are **not to be used for practice**. Parents who permit their child to wear a uniform as play clothes must assume liability for its replacement. Uniforms must be laundered and cared for according to the manufacturer's recommendation on the uniform.

At the end of league play, **uniforms must be returned** clean and in good repair. If a uniform is not returned, the parents will be charged a \$75 replacement fee. If the uniform is not returned, or if the replacement fee is not paid, the student **will not be allowed further participation in the IHM Sports Program**.

After the season the uniform should be promptly returned to the coach in a sealed and labeled bag. No athlete may begin participation in the next sport until his or her complete uniform is returned from the previous sport. This will include tryouts.

VIII. FEES

A fee will be charged for each sport in which a child participates. The Athletic Council sets the amount of the fee at the start of each academic year. Fees must be paid at the time the student registers for the sport.

IX. PARENT PARTICIPATION

Parents are responsible for getting their students to and from all games and practices on time, and **ensuring that the coaches are present before they leave their child**. By policy of the Archdiocese, the coaches may not drive the students or take care of them before or after games and/or practices.

Parents are encouraged to attend all games and to support their student's efforts. However, they must stay in the stands and may not come on the playing field or court. Tryouts and Practices for all sports will be closed to the parents/relatives of the student-athletes.

Parental assistance is needed for all facets of the Athletic Program. If you are interested in helping in any way, you can give your name and phone number to the School Secretary or to any member of the Athletic Council. In addition, in May of each year a "Parent Sign - Up" list which solicits volunteers for the following school year is distributed to all parents.

X. PARENT & ATHLETE GRIEVANCE PROCEDURE

Any parent with students participating in the Athletic Program may petition the Athletic Council concerning the program, but, in doing so, **must** follow these steps:

1. The parent must first discuss the matter with the coach (parent moderator in cheerleading) of the sport in question;
2. In the event a satisfactory solution is not obtained in step 1, the parent must then present the grievance to the Commissioner of that sport;
3. In the event a satisfactory solution is not obtained in step 2, the parent must then present the grievance to the Athletic Council in writing;
4. In the event a satisfactory solution is not obtained in step 3, the parent may appeal the Athletic Council's decision to the Principal. The basis for the parent's appeal shall be the written grievance presented to the Athletic Council. The Principal's decision shall be considered final.

XI. CONFLICT RESOLUTION:

It is important to follow the proper channels when an issue arises:

Coach – Commissioner – Athletic Director – School Administration. The Athletic Council and Athletic Director is an advisory role and the final decision lies with the school administration. Anonymous letters will be forwarded to the School Administration and will not be reviewed by the Athletic Council.

XII. FUNDRAISING ACTIVITIES

The Athletic Program is supported entirely by team participation fees and school fundraising activities. In order to maintain the Athletic Program and provide our students with the opportunity to participate in many beneficial sporting events, everyone must support the school fundraising activities in accordance with School Policy.

Concession Stand (Cougar Café): The funds generated by the concession stand during the Volleyball and Basketball seasons are vital to the IHM Sports program. Each family will be required to work at least one shift per season, per child that participates on a Volleyball and Basketball team. Each team will designate a "Concession Stand Coordinator". This person will be responsible for scheduling coverage for the assigned times and communicating the names of those families scheduled to work to the Athletic Board member that oversees the Concession Stand. The schedule will be distributed before the season begins and a "reminder" will be printed in the Thursday folder.

There will be an opportunity to "**opt-out**" of having to work the required shift(s) prior to the beginning of each season. The opt-out fee is \$50 per child. Once the schedule is established, it is the responsibility of each individual to find a substitute if they are unable to work their assigned time. The name of the substitute must be reported to the team's

Concession Stand Coordinator. **Failure to cover your assigned shift will result in a \$75 fine. The child of the parent that failed to cover their shift will be allowed to practice, but will be prohibited from playing in future games until the fine is paid.**

XIII. ATHLETIC COUNCIL MEETINGS

The Athletic Council meets regularly the first Tuesday of each month, excluding the summer months, at 7:00 P.M., and the meetings are open to the public. If you are interested in attending a meeting, ask one of the Council members for the meeting place and date. If you would like to discuss a particular issue or make a comment concerning the IHM Athletic Program, you are asked to contact the Athletic Director one week in advance of the meeting so that you may be provided time on the Agenda.

XIV. RIGHT TO AMEND

The School Administration at its sole discretion whenever considered necessary may amend the policies and guidelines of Immaculate Heart of Mary School, including those affecting the IHM Sports Program. Parents and student participants will be promptly notified in writing if changes are made.

APPENDIX

CHEERLEADING RULES

OUTLINE OF DUTIES AND RESPONSIBILITIES

- 1. Athletic Director**
- 2. Athletic Council**
- 3. Sports Commissioners**
- 4. Cheerleading Coordinator**
- 5. Coaches**
- 6. Coaching Volunteer Guidelines**
- 7. Team Parent**
- 8. Concession Stand Coordinator**
- 9. Parents**

IHM CHEERLEADING RULES

Members' of the IHM Cheerleading Squad are expected to follow the IHM School rules at all times. There are also additional rules that they are expected to adhere to.

1. Cheerleading will have a Commissioner and one or more Parent Moderators. The Commissioner and the Parent Moderators will be responsible for the coaching of the team or finding a volunteer to help with the coaching. At all sessions the Commissioner or at least one of the Parent Moderators must be in attendance. The Commissioner and Parent Moderator(s) must be fingerprinted and complete the "Shield the Vulnerable" (www.shieldthevulnerable.org).

2. No one is to leave school grounds before or during practice. Practice begins at 3:15 unless otherwise notified (1:15 if held on Monday). If a snack or lunch is required, be sure to pack one and eat it before practice begins.

3. Cheerleaders are expected to **attend all scheduled practices for the entire allotted time** unless excused due to illness or prior commitment made by family with prior notification to the coach. If a cheerleader is not going to attend a practice on a day that she does attend school, a note of explanation from a parent or guardian must come in to the cheerleader commissioner or faculty moderator that morning. This should only be for extraordinary circumstances. Parents are asked not to schedule appointments at this time. If there is no note of explanation, and the cheerleader does not attend practice, this will be considered an unexcused absence. **Three unexcused absences could result in dismissal from the squad.**

4. Cheerleaders are expected to attend and participate at all varsity boys' basketball games, Spirit Rallies, and the Notre Dame and Mercy competitions. Each Cheerleader will have the opportunity to opt-out and not participate in the competitions, but must notify the Cheerleader Commissioner in writing by the date specified at the beginning of the cheerleading season (approximately January early February). If a cheerleader becomes ill before a game on a weekend, it is her responsibility to call the parent moderator and let her know that she will not be attending. A commitment to participate in both competitions is required.

5. Food and drink **are not to be consumed** inside St. Michael's Hall or the Parish Center during practice. This includes gum.

6. Cheerleaders are responsible for arranging rides home from practice, as well as to and from games during the season. The parent moderator needs to be able to leave promptly at the end of practice. Parents who volunteer to drive are asked to be very conscious of this rule.

7. Cheerleaders will abide by the food and beverage rules of each facility. No cheerleaders shall be allowed to chew gum.
8. No necklaces, bracelets, anklets, dangling earrings, or make-up may be worn.
9. For the Notre Dame and Mercy competitions **ONLY**, moderate make-up will be allowed. The coach, parent moderator and faculty advisor will have the final say as to what defines “moderate”.
10. Parent moderators and any assistants are to be accorded the same respect and attention given a teacher. They are giving up their time to be there for you. Disrespectful conduct will result in dismissal from the squad.
11. The cheerleaders are a team and are expected to act and work as a team. That means cooperating with one another, listening to one another, working hard with one another, and, most importantly, having fun with one another.
12. **Petty problems and differences are to be left at the door.** If there is any problem, please talk it over with the parent moderator or faculty advisor.

ATHLETIC DIRECTOR

The **Athletic Director** is a non-paid volunteer selected and appointed by the Pastor and the School Principal. The Athletic Director is appointed annually for a one-year term and reports directly to the School Principal. The Athletic Director may be, but is not required to be, selected from the members of the Athletic Council. It is not expected that an individual shall serve as the Athletic Director for more than three consecutive one year terms without the specific approval of the Pastor, the School Principal and the Athletic Council. The Athletic Director must complete the Shield the Vulnerable online course, be Livescan fingerprinted

Duties of the Athletic Director

- 1) Has primary responsibility for all administrative aspects of the IHM Sports Program, including its financial viability.
- 2) Serve as chairman of the Athletic Council and preside over all meetings thereof.
- 3) With the Athletic Council, annually select and evaluate the Sports Commissioners and coaches.
- 4) Work directly with and supervise the activities of the various Sports Commissioners to ensure that:
 - a) All IHM and PPSL rules are followed while conducting the Sports Program.
 - b) Appropriate and cost effective sports equipment and facilities are made available to participants.
 - c) Adequate supervision of student athletes is provided at all times during Sports Program events.
- 5) With the Sports Commissioners, when appropriate, represents IHM at all PPSL meetings.
- 6) Meets regularly throughout the year with the School Principal (and the School Council, if so requested) regarding Sports Program activities.
- 7) Works with the School Administration, the Athletic Council and the Parents Club Board on the following activities:
 - School Spirit Rallies (presentation of teams, announcements of league winners, etc.)
 - Jog-A-Thon
 - IHM annual Fun Day
 - Annual Athletic Awards
 - Annual update of the IHM Sports Handbook

ATHLETIC COUNCIL

The Athletic Council is a non-paid volunteer group of seven individuals elected by the parents/guardians of IHM School students. Athletic Council members serve terms of three years; no individual may serve more than two consecutive three-year terms. Terms of the Council are intended to be staggered so that not more than 3 new members are elected every third year and not more than two new members are elected in the other years.

The purpose of the Athletic Council is to oversee the general conduct of the IHM Sports Program to ensure that it is in compliance with the PPSL guidelines and the philosophy, rules and regulations of the School. A goal of the Athletic Council is to ensure that the IHM Sports Program fosters the physical and emotional growth of IHM students by establishing a program of competitive sports which stresses: the concept of Christian principles; maximum participation of all students; individual mental and physical conditioning and effort; sportsmanship and teamwork; fundamentals of each sport; and competition.

General Duties of an Athletic Council Member

- 1) Attends the regular monthly meetings of the Athletic Council. No more than three meetings may be missed in a school year.
- 2) Serves on Committees of the Council as requested by the Athletic Director.
- 3) With the Athletic Director, annually selects and evaluates the Sports Commissioners and coaches. (This requires fairly regular attendance at all athletic events throughout the year).
- 4) Works with the School Administration, the Athletic Director and the Parents Club Board on the following activities:
 - School Spirit Rallies (presentation of teams, announcement of league winners, etc.)
 - IHM annual Fun Day
 - Annual Athletic Awards
 - Annual update of the IHM Sports Handbook

SPORTS COMMISSIONERS

The Athletic Council selects sports Commissioners and Assistant Sports Commissioners annually. A Sports Commissioner is selected for each Sport in which IHM participates including Baseball, Basketball, Cheerleading, Track and Volleyball. At the discretion of the Athletic Council, an Assistant Sport Commissioner may be selected to help administrate a particular sport.

Generally speaking, Sport Commissioners are expected to serve three consecutive years including the first year as the Assistant Sport Commissioner and then two years as the Sports Commissioner; in the second year as Sports Commissioner an Assistant Sport Commissioner may be appointed who will be expected to assume the responsibility of Sports Commissioner.

Specific Duties of Sports Commissioners

- 1) Annually prepare an overall timetable for approval by the Athletic Council for the sport, which highlights the following at a minimum:
 - a) Date of mailing of sign-ups
 - b) Roster deadline dates
 - c) Coaches meeting dates
 - d) Anticipated practice periods
 - e) Anticipated coaching clinics and team tournament play
- 2) Mail, collect and collate student permission slips as approved by the Athletic Council and the School Administration.
- 3) Arrange for practice and game fields (if facilities, other than IHM's Parish Center are required)
- 4) Submit the following information to the Athletic Director and Principal prior to the start of the season:
 - a) List of teams, coaches, and team roster.
 - b) Complete game/practice/playoff schedule for each team (include day, date, division, time and field.)
 - c) List of Commissioners/Athletic Directors/Coaches for Southern Division
- 5) Attend PPSL meetings prior to and at conclusion of season.
- 6) Submit anticipated IHM team participation (i.e. number of teams by PPSL category) to PPSL commissioner by given deadline.
- 7) Collect and inspect all uniforms at the end of each season. Conduct an audit with the Athletic Director and/or Equipment Manager from the Athletic Council.

- 8) Submit signed team rosters with coaches' names and phone numbers to PPSL commissioner by given deadline.
- 9) Phone-in home game scores to PPSL commissioner.
- 10) Conduct annual coaches meeting. Arrangements should be made to ensure that coaches have a clear understanding of PPSL and IHM rules. Other items to consider include:
 - a) Practice and conduct guidelines, including supervision requirements.
 - b) Equipment and uniform handouts
 - c) Schedules for games/practices.
- 11) Present scores to school weekly so that they may be announced or covered in newsletter, newspaper, etc.
- 12) Arrange for game officials as necessary (normally arranged by PPSL for league games).
- 13) Present trophies to Division and Championship teams at Sports Rally as approved by the School Administration.
- 14) Arrange clinics or tournament sign-ups.
- 15) Submit for Athletic Council approval a proposed budget for purchase of equipment and uniforms when necessary.

All Equipment purchases should be made by the Athletic Director or the Equipment Manager appointed by the Athletic Council except in emergency situations and then only with the approval of the Athletic Director or School Administration.
- 16) Attend all "home games" as required by PPSL. Ensure that there is order at all games and may eject unruly spectators.
- 17) If a specific issue arises and a conflict of interest exists, the commissioner will remove themselves from the decision and the Athletic Council shall resolve the issue or concern.
- 18) Supervise coaches and, when requested, participate in the annual evaluation of coaches.

- 19) Submit to a routine background check, Livescan finger printing, and complete the “Shield the Vulnerable” program (www.shieldthevulnerable.org) as required by the San Francisco Archdiocese **prior** to working with the student-athletes.
- 20) Encourage attendance to the “Sports Mass” when scheduled.
- 21) Approval by the School Principal, Pastor and Athletic Council.

CHEERLEADING COORDINATOR

The primary job of the Cheerleading Coordinator is to oversee the cheerleaders and guide the Spirit & Athletics Officers.

CHEERLEADING DUTIES:

1. Help parent supervisor (moderator) select and order the uniforms. Uniforms must be approved by the Principal.
2. Make sure the parent supervisor (moderator) is familiar with the PPSL Guidelines for cheers and practices.
3. Get all the practices and game schedules for all sports. Maintain a record of everything that is sent home and any important documents regarding Cheerleading.
4. Handle all disciplinary problems that arise within the program.
5. Attend cheerleading practices on a regular basis
6. Be present at the Notre Dame and Mercy cheerleading competitions.

SPIRIT & ATHLETICS OFFICER – STUDENT COUNCIL DUTIES

1. Make sure they keep the spirit board current
2. Remind them to announce game results on a weekly basis
3. Assist them in planning Spirit Rallies (one every quarter)
4. Remind them to keep track of Spirit Points for the Spirit Award.
5. Get Spirit Award plaques inscribed at the end of the school year.

COACHES

The **COACH** is the single most critical element in a successful IHM Athletic Program. They are ***the teachers on the field***.

Because of the importance of coaches and their role, the Athletic Council and the Sport Commissioners (subject to the pre-approval of the Principal, the Pastor and the Athletic Director) select IHM coaches annually. Like schoolteachers and other in-classroom volunteers, coaches **will** be subject to routine background checks in accordance with the requirements of the Archdiocese of San Francisco.

An IHM Coach is expected to be a role model for all, with the objective of instilling in players

- ... a sense of teamwork,
- ... good sportsmanship,
- ... an understanding of the sport,

and, **coaches are responsible for the adequate supervision of our Student Athletes, including closed tryouts, practices and games.**

Coaches are expected to be shown, by students and parents alike, the same level of respect as is shown the School Administration and Staff.

General Duties of Coaches

Supervision:

Coaches are ultimately responsible for the conduct of the team during practices a games until the student athletes have been dismissed to their parents/guardians.

Coaches shall set an example by treating all participants (team members, opposing coaches and teams, referees, and spectators) with respect.

Coaches should be the first to arrive and the last to leave a practice or a game.

No Student-Athlete shall be left unattended after a game or practice.

Student-Athletes should be dismissed to their parents or other guardian only, and promptly upon the completion of practice and games.

Never leave any Student-Athlete in an unsupervised area at any time. Student –Athletes are to be instructed not to enter an unsupervised area and never to leave a practice or game area prior to team dismissal.

If a Student-Athlete is seriously injured **DO NOT REMOVE THE INJURED CHILD**. Stay

with the injured child, and request the Team Parent to obtain appropriate medical help (i.e., call 911).

All injuries should be reported to the School office and the Sport Commissioner no later than the **next** school day.

The Athletic Council reserves the right to require mandatory participation at coaching clinics aimed at developing and fostering coaching skills.

The head coach will be responsible for all communications with the players and parents. Head coaches and assistant coaches must present a unified voice to the team.

Follow the Call-up protocol: The upper level coach must first contact the coach of the team from which the student is being pulled up. If the coaches agree, the parents will then be asked to approve the pull up. The parent has the right to decline the pull up. The commissioner must be notified of any pull ups prior to the game.

Encourage team to attend "Sports Mass" when scheduled.

Other:

Coaches are expected to know and follow the rules of the game and the applicable rules of the PPSL.

Coaches must read and sign the IHM Coaching Volunteer Guidelines prior to assignment to a coaching position (see pages 28-29).

Every attempt will be made to assign coaches to their team of choice. **However, depending on team needs, coaches are not guaranteed their first choice of teams.**

Coaches are responsible for all equipment necessary for the proper and safe conduct of the practice or game.

COACHES MUST OBTAIN EQUIPMENT FROM THE DESIGNATED IHM EQUIPMENT MANAGER. SPECIFICALLY, COACHES ARE NOT AUTHORIZED TO BUY EQUIPMENT OR SUPPLIES, OR ADD ANY ITEMS OF CLOTHING TO THE APPROVED UNIFORMS.

It is expected that coaches will provide:

A written statement of their expectations for team members (i.e., be on time for practice, come dressed and ready to play, etc.) which they hand out and discuss with team members on the 1st day of practice. Parents must sign an acknowledgement form that the expectations have been read and agreed to. A copy of these expectations will be given to the Athletic Director and Principal.

A written plan for practice sessions.

Both a "season" and "pre-game" checklist to use as an aid to avoid last minute surprises.

Coaches must complete the "Shield the Vulnerable" program (www.shieldthevulnerable.org) as required by the San Francisco Archdiocese **prior** to working with the student-athletes.

Coaches must also submit to being Livescan finger printed before working with students.

Ejection from a game by a PPSL official will warrant an investigation by the Athletic Board with possible consequences.

The Athletic Council reserves the right to review coaches on a yearly basis and make changes based upon the needs of the program.

IHM ATHLETIC PROGRAM

COACHING VOLUNTEER GUIDELINES

Objective: The objective of the IHM Athletics Coaching Guidelines is to seek active involvement from parents/friends within the IHM family who are committed to fostering a spirit of cooperation and friendly competition amongst our student-athletes.

Requirements: 1) Commitment to IHM Athletics program and its values as stated in the IHM Sports Handbook; 2) Good communication skills; 3) Knowledge of the sport(s) you wish to coach; **4) Routine background check, Livescan finger printing); 5) Sexual harassment awareness training: Shield the Vulnerable online course (shieldthevulnerable.org);** 6) Approval by the School Principal, Pastor and Athletic Board;

Benefits: 1) Help develop long-term skill sets of teamwork, sportsmanship, positive attitude and physical fitness in our student-athletes; 2) Pass along your knowledge and passion for sports to our student-athletes; 3) Accrue hours towards school volunteer requirements.

Guidelines:

- 1) Head coaching and assistant coaching assignments are proposed by the respective sports commissioners to the Athletic Council upon consideration of various factors such as team needs, previous experience and total number of volunteers.
- 2) Prior to assignment, all coaching positions are subject to approval by the School Principal, the Pastor and the Athletic Council.
- 3) *Once final approval is received, **all** coaching volunteers must receive clearance through Livescan finger print testing and completion of the “Shield the Vulnerable” program (www.shieldthevulnerable.org) as required by the San Francisco Archdiocese **prior to working with the student-athletes.***
- 4) Generally, one head coach and one to four assistant head coaches are needed per team, depending on the sport.
- 5) The first preference is to assign volunteer coaches to their desired team. However, volunteers may be assigned to a different team than originally requested or may not be assigned to coach at all depending on the factors listed in Guideline #1.
- 6) Coaching volunteers can generally expect to spend a minimum of 3-4 hours per week per sport.

- 7) The Head Coach and the Assistant Coach (es) must represent one voice to the student-athletes and parents. The Head Coach will be responsible for team communications.
- 8) All coaches will be expected to show proper respect for the sport commissioner, fellow coaches, players, parents and game officials.
- 9) The School Principal, Athletic Council and respective sports commissioners retain the right to evaluate all coaches to ensure adherence to the rules set forth in the IHM Sports Handbook.
- 10) Coaching volunteers must report any injuries sustained in practice or games to the school office by the next school day. (The school has three days to file injury reports.)
- 11) Practice days and times cannot be determined until all permission slips have been received, the number of teams has been decided and gym/field availability has been determined. ***AS A GENERAL RULE OF THUMB, THE FOLLOWING TIME SLOTS ARE ASSIGNED PER GRADE AND A DESIRED PRACTICE TIME OTHER THAN THAT LISTED BELOW CANNOT BE PROMISED:**

4th Grade: 3:00-4:00pm
5th Grade: 4:00-5:00pm
6th Grade: 5:00-6:00pm
7th Grade: 6:00-7:00pm
8th Grade: 7:00-8:00pm

(*Baseball practice times may vary according to availability of practice fields.)

TEAM PARENT

The TEAM PARENT will coordinate parent involvement in the following IHM Sport Activities.

1. Assisting the Coaches and Sport Commissioners to ensure that there is adequate adult supervision at all practices as well as games. ***At all girl's practices it is mandatory that at least one female adult be present.***

The Team Parent will work with the Coaches and parents of team members to make arrangements for parents, on a rotational basis, to be present at the practices.

2. Scheduling the half time (if approved by the coach in advance) and post-game refreshments for the team.
3. Assisting the coach in making telephone contact with parents and players in case of scheduling changes in games or practices.
4. The Team Parent will be required to complete the Shield the Vulnerable program (www.shieldthevulnerable.org).

CONCESSION STAND COORDINATOR

Each team must have a Concession Stand Coordinator that is responsible for scheduling coverage of the times the team has been assigned to staff the concession stand during the Volleyball and Basketball seasons.

1. Collect the \$50 "opt-out" fee from those that choose this option prior to the start of the season.
2. Develop a schedule to cover the assigned times the team is assigned to staff the concession stand.
3. Communicate the names of those parents scheduled to cover the assigned times to the Athletic Board member that oversees the concession stand.
4. Remind those scheduled to work in the concession stand of their assigned times a few days prior to the date.

PARENTS

Parents play a critical role in our Athletic Program. They are instrumental in all aspects of the administration of our program, provide financial support, and, **most important of all**, should be a major source of encouragement to all participants.

Too often, the role of the parent is taken for granted. Following are a few of the functions which parents are expected to perform:

1. Parents are responsible for ensuring that Student-Athletes are safely and timely transported to and from all games and practices.

(Archdiocese of San Francisco rules generally prohibits coaches from transporting Student Athletes to or from games and practices.)

2. At games and practices, please positively encourage your child and their teammates. Likewise, please refrain from making negative comments. Our goal is to build confidence and skill levels. Sometimes an off-handed remark, unintentional as it may be, can be devastating to a young ego.
3. All parents must volunteer to bring half time and post game refreshments on a rotating basis if the team decides to follow this practice. *The Team Parent will coordinate this activity.* Whoever supplies the refreshments will also be responsible for bringing a garbage bag and making sure that the garbage makes it into the garbage can.
4. During Volleyball & Basketball season, parents will be required to work a designated shift in the concession stand as scheduled for their team. Failure to cover the assigned shift will result in a \$75 fine and the suspension of your child to play in any following games until the fine has been paid.
5. All parents are requested to assist with the supervision of the children when asked by a coach or the Team Parent.
6. Treat the referees and all other participants with respect. The referee has the authority to eject a player for unsportsmanlike conduct and they can also require a coach or a spectator to leave the game.

The referees will make mistakes. If you have a problem with a call, please bring it to the attention of the coach, sports commissioner or Athletic Director at the appropriate time. **Yelling at referees or contradicting coaches from the sideline will not be tolerated and may result in an ejection from the event.**