



St. Hubert's School



2011-2012

Athletic Policy Handbook



August 2011

Dear Parents, Coaches and Student-athletes,

At St. Hubert's School, our philosophy is to educate the whole child. Athletics exist to complement our overall educational program. To that end, our athletic program has been designed to offer learning and growth experiences that extend beyond the classroom.

We expect that the parents, coaches, student-athletes, spectators and all others who are involved in our athletic programs will strive to represent SHS in a fitting manner. This handbook spells out those expectations, and lists policies, guidelines and philosophies relative to our athletic teams.

For the student-athletes, we expect you to pursue excellence in academics, first, and athletics second. For parents, we expect you to support your children and their coaches and teammates. For coaches, we expect you to conduct yourselves and nurture our student-athletes in a responsible and trustworthy manner.

Individually and collectively, your dedication and willingness to give so generously of your time and talent continue to make a remarkable impact on the nearly 250 student-athletes who represent our school. Thank you in advance for your efforts.

We wish all of you the best of luck as you represent the St. Hubert's Hornets this year.

Sincerely,

Mary Roles
Principal

Phil Singewald
Co-Athletic Director

ATHLETIC PROGRAM GOALS

Our athletic program provides opportunities for learning experiences outside of the classroom for those students in Grades 5-6-7-8. Our primary goals are:

- To nurture each student-athlete's personal growth and development so that they can achieve their full potential.
- To promote friendships, school spirit and team unity.
- To help participants develop self-discipline, self-confidence, responsible team play and cooperation, and, above all, to learn and model good sportsmanship.

PARTICIPATION PHILOSOPHY

With over 300 students in Grades 5-6-7-8, the number of teams in any sport can vary based on the number of athletes interested in participating and facility accommodations. Each participant will be given opportunities to improve and develop skills, as well as preparing to handle competitive situations. The Middle School years are a time of transition and development. Student-athletes will inherently move from a learning to an increasingly competitive environment. While we want our teams to be successful, a winning record does not always measure that success. At SHS, our overriding priority is to provide student-athletes the opportunity to participate. Student-athletes who attend practices and put forth the required effort should play in games. The amount of playing time will be determined by a student-athlete's attendance, actions, effort, attitude, and conduct. While every effort will be made to provide a reasonable amount of playing time, it will not necessarily be equal.

ATHLETIC ACTIVITIES OFFERED

Our teams compete in the South Side Youth Organization (SSYO) league in the following activities:

Girls 5-6-7-8

Fall: Soccer and Volleyball
(August 23 – October 31)

Winter: Basketball
(November 1 – March 31)

Spring: Softball
(April 1 – June 1)

Boys 5-6-7-8

Fall: Soccer
(August 23 – October 31)

Winter: Basketball
(November 1 – March 31)

Spring: Baseball
(April 1 – June 1)

SPORTSMANSHIP POLICY

Participation in SHS athletics is a privilege, and requires that student-athletes conduct themselves in a positive, appropriate and Christian manner while representing our school. As responsible adults, coaches, volunteers and spectators are expected to set a good example for our students. Student-athletes, coaches, volunteers or spectators who violate this policy are subject to removal from the activity at the sole discretion of the Principal or Athletic Director. Establishing and practicing the values of sportsmanship, ethical behavior, integrity, good citizenship and high behavioral standards should permeate all of the activities in which our student-athletes compete.

Expectations of Student-Athletes

1. Student-athletes will at all times represent themselves and SHS with honor, proper conduct, and good sportsmanship.
2. Student-athletes will be committed, dedicated, and determined.
3. Student-athletes will be responsible members of the classroom and school community.
4. Student-athletes will display a willingness to learn and develop the necessary skills.
5. Student-athletes will be respectful of peers, coaches, and officials.
6. Student-athletes will abide by all rules set forth by St. Hubert's School and the SSYO league.

Expectations of Coaches

1. Coaches will set a good example for student-athletes and the school community.
2. Coaches will assist each student-athlete toward developing his or her potential.
3. Coaches will do their best to ensure that each athlete understands his or her role on the team and has a good experience during the season.
4. Coaches will treat their own student-athletes, opponents and officials with respect.
5. Coaches will abide by all rules set forth by St. Hubert's School and the SSYO league.

Expectations of Parents

1. Parents will be supportive of their student-athletes and other team members.
2. Parents will respect the judgment and strategy of the coaches.
3. Parents will respect the judgment and interpretations of the officials.
4. Parents will follow the grievance procedure outlined in this handbook if conflicts arise.
5. Parents will abide by all rules set forth by St. Hubert's School and the SSYO league.

Expectations of Spectators

1. Spectators will watch events from areas defined by the host facility as spectator areas.
2. Spectators will adhere to the fundamentals of good sportsmanship and proper conduct.
3. Spectators will not heckle or jeer participants or officials and will avoid inappropriate cheers and gestures.
4. Spectators will abide by all rules set forth by St. Hubert's School and the SSYO league.

NEGATIVE BEHAVIOR

In addition to expectations related to sportsmanship, the misbehavior by any team member that in any way reflects negatively on the school, team, parish, or community will not be tolerated and may result in his or her suspension from the team, at the sole discretion of the Athletic Director and Principal.

Specific to basketball, any player who receives a technical foul during a game or tournament game will be disqualified from playing the remainder of that game, and will automatically be suspended from participating in the next game.

SCHOOL DISCIPLINARY ISSUES

Any student-athlete suspended from school or class will be ineligible to participate in athletics until the situation has been resolved to the satisfaction of the Principal. This may involve a conference with the student and teacher, a conference with the parents, or any other steps necessary to ensure that discipline and accepted behavior will be followed in the future. The Principal will inform the Athletic Director and coach regarding the ineligibility as well as when eligibility will be restored. Disciplinary situations may include a student being asked to leave class for improper or disruptive behavior, or suspension from school. Students earning detentions prior to an activity also may be ineligible to participate.

SCHOOL ATTENDANCE POLICY

All student-athletes participating in an athletic activity must attend a full day of school the day of the activity in order to be eligible to participate in that activity. This rule applies to practices, scrimmages, games, tournaments and all other extracurricular activities. Students who participate in a school-sponsored event (retreat, field trip, testing) will not be considered absent. If there are extenuating circumstances (family emergency, funeral, doctor's appointment), a note from the student's parent explaining the absence will allow them to participate.

FORMING MULTIPLE TEAMS

Frequently, student participation will require that more than one team, per gender per grade, be formed in a given sport. It is our philosophy that in doing so, participants should be divided as equally as possible when forming multiple teams. The only exceptions will be at the varsity basketball and volleyball level. Players will be evaluated and placed on teams at the appropriate level. In all other situations, the final number of teams and how they are formed will ultimately be determined by the number of coaches and participants who sign up by the registration deadline. **The Athletic Director will have final authority and sole discretion in all matters related to team formation.**

PARTICIPATION BY NON-SHS STUDENTS

In order to participate on SHS-sponsored athletic teams, a student must be enrolled as a full-time student at St. Hubert's School. This is not only a St. Hubert's policy, but is also dictated by the SSYO league. The only exceptions that will be considered are home-schooled students who are members of the St. Hubert's parish, and they will only be allowed to participate pending the approval of the Principal and the Athletic Director.

ACADEMIC REQUIREMENTS FOR PARTICIPATION

In order to remain eligible for participation in any extracurricular activities at St. Hubert's School, students must remain in good standing. Eligibility for participation is determined by the school administration.

Good standing status includes, but is not limited to, maintaining a minimum grade point average of 2.0 with no grade of "U" or "F" at the end of each trimester. In addition, if an "Incomplete" is received in a class, students will have one week to complete their work or they will receive a "U" or "F" for that class, also resulting in the student becoming ineligible.

Each violation will result in a one-week suspension from participation in extracurricular activities. School-sponsored extracurricular activities include, but are not limited to, sports, Student Council, newspaper, and yearbook. Sports activities include practices, scrimmages, games, tournaments, and all related activities.

The Athletic Director will notify coaches and parents of ineligibility via both E-mail and hard copy. Suspensions will start the Monday following notification.

In addition, we recognize the important role that parents play in the educational partnership. We also recognize that, from time to time, parents may voluntarily opt to hold a student out of participation from an extracurricular activity when the demands of school work make it necessary.

PRACTICE AND GAME ATTENDANCE

Attendance and participation at games and practices is mandatory. Unexcused absences will result in reduced playing time. If there are extenuating circumstances (family emergency, funeral, doctor's appointment), a note from the student's parent will excuse the absence.

REGISTRATION PROCESS

SHS families will be notified of sports registration well in advance of deadlines. The SSYO league requires that we register our teams months in advance of each season's start in order to accommodate scheduling and facilities use. To meet those league deadlines, it is imperative that participants register by the required deadline dates. For soccer and volleyball, the registration deadline is late April. For basketball, registration is held at the annual Meet and Greet and the deadline is mid-September. For spring sports, registration happens in mid-January. A \$25 late fee will automatically be charged for any registration that does not meet the deadline. In those cases, it will be at the **sole discretion of the Athletic Director to determine if the late registration can or cannot be accommodated based on existing roster size.** Roster spots will not be guaranteed for registrations turned in after the deadline.

TRANSPORTATION

Responsibility for transportation to away games lies with parents. Sufficient vehicles must be provided so that each occupant to have and use a functioning seat belt.

EQUIPMENT AND UNIFORMS

Each student-athlete is responsible for the school equipment issued to him or her. Coaches are responsible for assigning equipment and monitoring its use and return. Student-athletes will be responsible for the replacement costs of any lost equipment, as determined by the Athletic Director. Uniforms for each sport will be sold prior to the corresponding season, and will be the responsibility of each individual student-athlete.

INSURANCE

SHS athletic activities are supervised by volunteer adults whose primary concern is the safety of your child while involved in the activity on school property. The school does not, however, provide insurance or assume liability for injury received in the normal course of activity.

USE OF FACILITIES

Both at home and at other schools, participants should leave the gym or field in a clean condition. For basketball home games, parents, coaches or members of the teams are responsible for setting up the gym, including benches, bleachers and the scoreboard. Following the final game of the evening, the last team playing is responsible for removing the bleachers and benches, turning off the scoreboard and returning the control board to the coaches office, sweeping the floor and ensuring that all litter is cleaned up. No one other than coaches and officials is allowed to use the coaches office. The north vestibule doors (marked "Gym Entrance") should be used for entering and exiting the St. Hubert's gym.

USE OF FACILITIES BY NON-SCHOOL GROUPS

Facilities are reserved for teams sponsored by Saint Hubert's School and activities sponsored by Saint Hubert's Parish. Please refer to Parish Policy on the use of the gym and other facilities. The Parish Office and the Athletic Director must approve all requests for gym use by non-school teams, including any AAU teams on which our student-athletes compete.

PRE-GAME PRAYERS

As a Catholic institution, we encourage teams to say a brief prayer before each contest.

COMMUNITY SERVICE PROJECTS

To further implement Catholic social teachings and build a sense of team, each team is strongly encouraged to initiate a community service project for each season. This could be an ongoing effort or a one-time activity. Each team is encouraged to designate a community service project coordinator. Ideas for such projects can be gathered from the Middle School Religion teachers or the St. Hubert's Parish Office.

HONOR POINTS

St. Hubert's School has a reward incentive for our Middle School students. Students who earn a specified number of points will receive a gray Honors Sweatshirt, which the school purchases. There are several ways to earn points, one of them being through athletic participation. The Assistant Principal coordinates the honor points awards and will contact each participating coach individually to determine the awarding of points.

TEAM PICTURES

Team pictures will be taken during each sports season.

ATHLETIC BANQUETS

The annual athletic banquets provides an opportunity to recognize our student-athletes' many accomplishments throughout the season. Each member of each team will be introduced, with a special emphasis on our graduating 8th graders. Letters and pins for participation and the annual St. Hubert's Awards for 8th grade sports will be awarded. Separate banquets are held for Cub (5th and 6th grade) and Varsity (7th and 8th grade) athletes.

CONCESSIONS

The Hornet Club will be organizing concessions for volleyball band basketball. Each team will be responsible for staffing the concessions stands during their assigned times. We encourage each team to designate a concessions coordinator, and all parents will be expected to work their designated shifts.

STANDARDS FOR VOLUNTEER COACHES

SHS athletic activities depend on the dedication of volunteer coaches to lead our teams. In addition to practicing appropriate conduct and good sportsmanship, coaches will be held to a number of other standards:

1. All head and assistant coaching candidates will consent to and be subject to mandatory background checks and must attend VIRTUS training.
2. From time to time, it may be necessary for someone other than the parent of a team member to coach a team. The Athletic Director and Principal will have final authority in selecting outside coaches.
3. Coaches are expected to follow all established rules of a contest at all times.
4. Coaches should accept the decisions of contest officials and set a good example for the members of their team in doing so.
5. A coach who is asked to leave a contest by an official will automatically be suspended for one additional game, and the Athletic Director and Principal will review the matter.
6. Coaches will refrain from the use of offensive words and actions, directed either at the officials, the opposition, parents, spectators, or members of their own teams.
7. Coaches should display modesty in victory and graciousness in defeat.
8. Coaches will not leave players unattended at the field or in the gym during or following a game, practice, scrimmage, tournament or any other activity.
9. As a matter of course, coaches must always have at least one additional adult at every game, practice, scrimmage, tournament or other activity.
10. Coaches will hold pre-season parents meetings and ensure that information is properly communicated throughout the season.
11. Failure to comply with any of these guidelines will result in actions up to and including dismissal of the coach. All such decisions will be at the sole discretion of the Principal and Athletic Director.

CONFLICT GRIEVANCE PROCEDURE

In order to allow for an expression of differences that sometimes occurs in athletics, the following standardized and widely accepted grievance procedure will be used to address conflicts:

1. The athlete should request a meeting with the coach. This meeting should be at a time other than immediately before or after practice. This meeting is strictly between the athlete and coach.
2. If the conflict is not resolved in the first step, the athlete and parents together should request a conference with the coach at a time outside of practice or a contest.
3. If the conflict is not resolved in Step 2, the parent, student-athlete and coach should then meet with the Athletic Director
4. If the conflict is still not resolved, the parents may then request a meeting with the Principal or Assistant Principal.

These steps must be followed in this specific sequence.

SCHOOL MISSION STATEMENT

To teach as Jesus did within the context of the teachings of the Catholic Church. As such our mission is to educate the whole child. In a kindergarten through 8th grade Catholic setting, teachers, students, staff and parents work together to build an all-inclusive educational and spiritual foundation that will last a lifetime.

SCHOOL PHILOSOPHY

The purpose of St. Hubert's School is to provide students with the tools and knowledge that will allow them to continue toward Christian adulthood. Each child will be provided with curriculum, social interaction, and worship opportunities. These areas include:

Worship—We believe in (a) experiencing prayer, including private, communal, and liturgical prayers; (b) encouraging students to participate in preparing liturgies that are students-centered; (c) fostering an enthusiasm for worship in each student; (d) educating each student on the Church traditions, the sacraments, and elements of the Mass.

Academics—We believe in (a) creating lifelong learners by providing students with the skills and knowledge-base necessary so that students may continue to confidently discover new things; (b) promoting competence, self-confidence and a sense of responsibility and respect so that students can respond to life situations.

Service—We believe in (a) providing opportunities to serve others; (b) fostering a sense of ongoing, personal commitment to service; (c) modeling and practicing an attitude toward service as exemplified by Jesus Christ.

Community—We believe in (a) peace and justice being evident in all we do; (b) developing leadership skills that can go beyond the school and church community to share gifts with others; (c) a warm and accepting Christian environment where people will feel welcomes, comfortable and safe.

Message—We believe in (a) teaching Scripture and tradition as a way of life; (b) teachings tenets of the Catholic faith and the Catholic view on moral issues of the day; (c) teachers, staff, volunteers, and parents establishing themselves as Christian role models.

2011 SHS ATHLETICS CODE OF CONDUCT AGREEMENT

Please sign and date this form and return it to your coach before your first practice. Coaches must collect forms from each participant and return them to the Athletic Director before the first practice of the season.

I have read and understood the guidelines and policies outlined in this athletics handbook, and promise to abide by them.

Team _____

Student-Athlete's _____
Name (Printed)

Parent or Guardian _____
Signature

Student-Athlete _____
Signature

Coach's _____
Signature

Date _____