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MONTINI CATHOLIC SCHOOL MISSION STATEMENT

The aim of Montini Catholic School is to integrate its religious, secular and extra curricular programs under the spiritual guidance of the Gospel, and afford its students the opportunity for full personal development, including the habits of heart and mind required for effective service to others.

PHILOSOPHY

The unique character of the Catholic School lies in its commitment to the belief that all human values find fulfillment and unity in Christ. Its fundamental task is to synthesize culture with faith in the light of the Gospel, and to foster growth in Christian values.

I. MONTINI ATHLETIC COMMISSION

A. ATHLETIC COMMISSION PHILOSOPHY

Montini Catholic School is an academic institution and our primary purpose is to give our students the best education in a Christian atmosphere. Athletics are an important part of this education. They enhance the learning process and develop a spirit of camaraderie within the school. Teaching, however, is our first priority.

The purpose of the Montini Athletic Policy Handbook is to make the parents, coaches and students aware of Montini Catholic School's policies regarding interscholastic sports.

All elementary athletic programs associated with Catholic schools and/or parishes in the Rockford Diocese shall be under the jurisdiction of the local school principal. The Athletic director(s) will be accountable to the principal.

We ask that parents, coaches and athletes read this Handbook and sign all forms attached. In signing these forms, you will be expected to follow all procedures and standards set forth in the following pages. Any infraction of these rules may result in the athlete's removal from all athletic involvement at Montini Catholic School.

It is our belief that you, as an athlete, must understand that your first and foremost responsibility lies in your academic successes. The Athletic Commission believes that your participation in athletics should be a PART of the total education experience you receive at Montini Catholic School.

We believe that becoming involved in our Athletic Program at Montini should be considered a privilege extended to students/parents who are willing to accept certain responsibilities.

B. MEMBERSHIP

Membership consists of any person interested in promoting the Athletic Commission Programs.

C. GOALS

Montini Athletic Commission goals are to:

1. Implement the athletic policies within the jurisdiction of the Education Commission.
2. Coordinate co-curricular competitive athletic activities within the framework of the Athletic Commission Constitution and within the regulations of the league/conference in which the school might compete.
3. Act as a liaison body with league/conference officials.
4. Create an understanding of Christian fellowship in athletics.
5. Be responsible for:
 - a. Establishing and administering the policies under which the athletic programs operate.
 - b. The financial support for the school's competitive athletic programs including the student fee structure, admission prices and other monetary items associated with athletic events.
6. Provide a representative to serve on any planning and building committee for new educational and athletic facilities.

D. ATHLETIC COMMISSION MEETINGS

The Athletic Commission shall meet once a month. Special meetings may be called by the Athletic Director, as needed, or by any two members. All members shall be notified of all special meetings at least 48 hours in advance. All meetings shall have an agenda.

All Athletic Commission meetings shall be open to members of the parishes and to parents of children participating in events sponsored by the Commission. The right of such non-voting members, visitors, etc. to address the board shall be limited to those whose petition has been approved for the agenda in advance of the meeting.

II. STUDENTS / ATHLETES

A. RESPONSIBILITIES

An athlete's/parent's/coach's greatest responsibility is to be a credit to themselves, their family, school and church. Therefore, the athletes, parents and coaches must, at all times:

1. Display a Christian attitude both on and off the field.
2. Parents, coaches and athletes must display proper respect for authority figures, including teachers, other coaches, officials and members of the opposing teams.
3. Display a spirit of cooperation and outstanding sportsmanship.
4. An athlete and coach should be well-groomed and dress with special care when attending an athletic contest at home or away. The athlete and coach are representatives of what our school stands for and therefore, must take pride in his/her personal appearance.
5. The use of vulgar language or actions will not be tolerated on or off the playing field.
6. As a courtesy to our volunteer coaches, it is the parent's responsibility to pick up their athlete from all practices and games on time.
7. The parents of an athlete must fully understand that it is their responsibility to transport their child to and from practices/games. **IN AN EMERGENCY, A COACH MAY DRIVE AN ATHLETE TO OR FROM ANY SPORTING ACTIVITY ONLY IF THE PARENT HAS SIGNED A CONSENT FORM GIVING THE COACH PERMISSION TO TRANSPORT THEIR CHILD.** CONSENT FORMS WILL BE AVAILABLE AT THE PARENT MEETINGS.
8. Uniforms must be kept neat and clean, including socks, turtlenecks shoes, etc. Please do not put uniforms in dryer.
9. Hair must be off the face and shoulder. Athletes must have long hair tied back. Bows and ribbons, coordinating with the color of the uniform, are appropriate. No hard hair clips (barrettes, bobby pins, etc.) at any time as allowed by IHSA rules. No body or hair glitter is allowed at any time.
10. All athletes must have nails trimmed to prevent injury.
11. An athlete may not wear necklaces, rings, earrings, bracelets, or watches at practices or games. These items may become hazardous on the playing field and therefore, are inappropriate.

13. NO FOOD OR GUM IS ALLOWED AT PRACTICES OR GAMES.
14. In an effort to protect our gym floor and that of our schools, athletes are asked to wear street shoes to and from games and practices.
15. Athletes may **NOT** wear makeup. Nail polish is **NOT** allowed.
16. Athletes must wear appropriate clothing to and from practices and games.
17. **ALL CHILDREN MUST BE SUPERVISED BY AN ADULT AT ALL HOME AND AWAY CONFERENCE GAMES.**

B. PARTICIPATION REQUIREMENTS

Students participating in a sport will usually play at their respective grade level. However, with the permission of the Athletic Director, coaches and the athlete's parents, a player may be brought up per the following guidelines:

1. Coaches are not permitted to assign any student to permanent and/or long-term play up without written consent of the principal.
2. If less than 8 players are available for a basketball game (due to illness, injury, ineligibility, etc.) then the coach may have a student to play up for that game.
3. Students may only play up one level. For example, the 8th grade team may only take a player from the 7th grade team; the 7th grade team may only take a player from the 6th grade team, etc. Additionally, at grade levels that have more than one team, **THERE WILL BE NO LATERAL MOVEMENT BETWEEN TEAMS**. For example, the Gold team may not pull a player from the Silver team and vice-versa.
4. To determine if a student will play up, the coach will give a form to each player. The student must have this form signed by his/her parent in order to be eligible to play up. Students are to turn this form into the office for the Athletic Director in order to be eligible to play up. Under no circumstances will a student be allowed to play up without a form on file.
5. A random drawing of these players who return the forms at each grade level will be made, and a numerical ranking will be assigned. The head coach at the level that the students normally play will ask the first player on the ranked list for his/her willingness to play up for the game. The coach will go down the list until the needs for the team are met. Any player who does not wish to play (or cannot play) in the game for which he/she is asked will forfeit his/her turn to play until his/her name comes up again in the rotation. No student shall play up more than one grade level unless all players at the closer grade level are unavailable and the action is cleared with the AD or Principal.

Players may not play down a grade level. In **RARE** circumstances exceptions may be made with conference approval.

C. SPLITTING OF TEAMS

As the number of sports participants increase and the commitment to provide opportunities for playing time, it may become necessary to create additional teams at each grade level. Players will be evaluated in a "skills assessment" evaluation conducted by one or more outside evaluators. Factors such as attitude, dependability, other commitments outside of Montini, academic eligibility and prior performance of the athlete will be taken into account.

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

A \$75.00 fee for each sport is required per child prior to participation. The purchase of a Family Booster Pass (\$150) is also acceptable.

All players must have a current physical on file with the A.D. before ANY participation is allowed.

A player must have a parent's permission slip on file with the A.D. before any participation is allowed.

Any student excused from P.E. class will be ineligible for sports until a written medical release is received by the coach.

To be recognized as a participant of any given sport, a student must complete the entire season including tournaments. In extreme situations, the A.D. and Principal may rule differently.

D. ABSENCES

The essence of any sport is participation. If an athlete is not regularly in attendance at all required practices and games, he/she cannot hope to be an effective member of the team. This not only hurts his/her participation, but the rest of the team as well.

1. If you are going to miss a practice or a game, it is YOUR responsibility to notify your coach in advance of the event.
2. The coach reserves the right to determine whether or not an absence is justified.
3. If an athlete misses a practice before a game due to an unexcused absence, he/she may not be allowed to participate in the game.
4. If an athlete misses a game due to an unexcused absence, he/she will not be allowed to participate at the next game.

5. Unexcused absences or continued excused absences may result in limited or a loss of playing time.
6. If a student is absent due to illness or becomes ill during the day, he/she will be ineligible to attend practice or games scheduled for that day.
7. A player cannot play in a game or be at practice if they have been absent, excused or unexcused, from school.
8. Athletes absent on Friday may not participate on the weekend.
9. Detentions or suspensions (in or out of school) are not excused absences.

E. PRACTICES

TITLE IX, which requires equal time and opportunity for both boys and girls, will be implemented as follows:

1. All teams will be scheduled equally in time and frequency.
2. All practices will be scheduled by the A.D. and coaches.
3. There will be no practices scheduled on major holidays. These include Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day, Easter (Good Friday through Easter Monday) and others deemed appropriate by the Principal and/or Pastors.

Attendance is required at all practices.

Athletes will report on time, appropriately dressed in acceptable clothing and gym shoes to the area designated by the coach. No outside shall be worn on the gym floor.

No one is allowed in the building until your coach is present.

During practices, no other friends, siblings or relatives should be present so as not to disrupt the session.

You are required to respect the practice going on in the gym. Please wait until the practice is over before going in.

Participants may use only those building facilities designated by the coach.

Any absence from practice must be made known to the coach in advance.

If school is closed due to inclement weather, etc., no games, practices, or meetings will be held.

F. GRADE REQUIREMENTS

In order to actively participate in athletics, students must meet the grade requirements in all major subject areas. An athlete will be ineligible for the following:

1. 2 or more "D"s in any combination of subject areas in a week.
2. An "F" in any subject area in a week.

Ineligibility lasts one full week, Monday through Sunday. Absences and other extenuating circumstances will be taken into account by the A.D. and Principal.

Each Friday, by noon, the teachers will submit to the Athletic Director student's names that meet the criteria involved in the grading procedure. Teachers will only be asked to do this one time per week. There will be NO exception to this rule.

When an athlete becomes ineligible, he/she will not be allowed to play for one full week, Monday through Sunday. When notification is made on Friday, the athlete becomes ineligible the following Monday. He/she may play any scheduled games that first weekend. If an ineligible athlete chooses to attend a game, he/she is not allowed to wear their athletic uniform and may not sit on the team bench (only allowed to be in the stands).

An athlete that is ineligible for three weeks, anytime during the season, will be removed from the team roster. Final removal must have the approval of the Principal. The purpose of our entire eligibility program is to install in our students the importance of doing their best academically.

If you as a parent have a question regarding your child's eligibility, please contact the school to arrange a meeting with your child's teacher. The A.D. is responsible for notification only.

G. DETENTIONS

The athletic policy concerning detentions will work in conjunction with the detention policy of the school.

The Athletic Director will be notified by the Principal if detentions affect the athlete's schedule.

H. GAMES

All games will be scheduled by the A.D.

All participants must be at all games a minimum of 30 minutes prior to the start of the game, unless otherwise directed by the coach.

Any absence from a game must be cleared with the coach in advance.

During games, athletes may not leave the gym.

Athletes will wear the appropriate uniform, which is neat and clean.

It is to be understood that scheduled conference games take precedence over all other athletic scheduling.

If school is closed due to weather, etc., there will be no practices, games, or meetings.

I. MUSTANG AWARD

Montini Catholic School presents the prestigious "Mustang Award" to recognize a graduating girl and boy who exhibit outstanding distinction while participating in the Montini Athletic Program. To qualify for this award, a student must have:

1. Demonstrated Christian qualities and leadership.
2. Participated in sports during the school year.
3. Maintained academic achievement commensurate with ability.

Names of 8th grade girls and boys who qualify for this award are put on a ballot. Voting is done by the Principal, Assistant Principal, 8th grade head coaches, 8th grade teachers (1 vote collectively), Athletic Director and the P.E. teacher. In case of a tie, a duplicate award will be given. The presentation will be made at the 8th Grade Banquet.

J. TOM CEARLOCK AWARD

Montini Catholic School presents the Tom Cearlock Award to recognize a graduating girl and boy who displays the heart of an athlete. This is a person who plays primarily for love of the game, a person who enjoys the competition and loves to win, but can still take pride in the effort of a hard fought loss. This is a person who displays tremendous determination and drive – the type of athlete with whom any coach would love to work, and that any player would want on their team. Voting is done by Principal, Assistant Principal, 8th grade head coaches, 8th grade teachers (1 vote collectively), Athletic Director and the P.E. teacher. In case of a tie, a duplicate award will be given. The presentation will be made at the 8th Grade Banquet.

III. COACHES

A. APPLICATION AND RECRUITMENT

All persons interested in applying for a coaching position can obtain an application form from the Montini website or submit a letter of application to the A.D. Please turn in your application as soon as possible.

Every effort will be made so that the most experienced and qualified candidate will be available to coach.

The appointment of coaches will be the responsibility of the A.D./Principal.

All coaches will be accountable to the A.D./Principal.

In the case that a parent is coaching his/her own child, we ask that partiality not be shown toward that child. The parent coach should not expect more from his/her own child than the others on the team.

The head coach should only hold the head coach's position for two years with the same team. The A.D./Principal can make exceptions based on the availability of qualified coaches. All coaching appointments will be evaluated every year.

B. COACHES GUIDELINES

All coaches of Montini are to read the following guidelines set forth by the Montini Athletic Commission. If a coach feels he/she cannot abide by these guidelines, they will be asked not to coach. These guidelines cannot possibly cover all situations, so it is imperative that both the Commission and coaches work together to resolve any problems.

C. RESPONSIBILITIES AND DUTIES

Effective July 1, 2002, and until further notice, adult males are to coach all boys' sports teams whenever possible. Adult females are to coach all girls' sports teams whenever possible. If this is not possible, there must be an adult of the same gender as the team present along with the coach at all times during practices, games and related events for all sports teams. These adults may be current employees or new employees or volunteers. All must adhere to the laws of the Diocese of Rockford as contained in the Sexual Misconduct Norms and all must sign the Receipt Form for the Norms and a copy of the Receipt Form is to be forwarded to the Chancery. It is to be noted that there will be no exceptions made in this regard. Furthermore, the Diocese of Rockford requires coaches to attend "Protecting God's Children" training as well as complete all diocesan requirements regarding criminal background checks. In addition to the previous requirements, all coaches must complete blood borne pathogens training and have a current CPR/AED certification.

Prior to the start of the season, each Coach must complete the following:

- Submit to a criminal background check
- Attend an annual blood borne pathogens class and successfully complete exam.
- Possess a current CPR/AED certification
- Sign a "mandated reporter" form
- Complete a "Protecting God's Children" class
- Attend the sport Coaches Meeting

The head coach must be at least 21 years of age to hold this position.

Coaches must cooperate with faculty regarding grade requirements of our athletes, by stressing the importance of academics.

Coaches are responsible for controlling their players' behavior.

Head coaches, or an assistant coach acting as the head coach in their absence, shall have copies of the following in their possession at every athletic event, including practices:

1. Montini Athletic Handbook
2. NSCC By-Laws/Rules
3. Player Information and Emergency Forms
4. First Aid Kit
4. Accident and Injury Report Forms in the First Aid Kit
5. Doctor's Statements – Release to Play/Post Injury Release

The Head Coach shall enforce the policy of having all required forms on file at Montini before allowing a child to practice or participate in a game.

All practices and scheduling of games will be done by the Athletic Director. Coaches should contact the AD with all requests for changes of practices or games. Gym time is scheduled with the AD, not the school office, so it is imperative that one person controls the scheduling to reduce conflicts.

The Head Coach or designee shall communicate to parents and staff, in writing:

1. Any major changes in schedule
2. Coming events
3. Starting/ending dates
4. Any handouts (schedules, letters, etc.)

Either a coach or other designated adult will be at all games 30 minutes before scheduled time.

Coaching staff is expected to be dressed appropriately. No t-shirts or jeans are permitted.

The Coach shall never leave the school area after practices or games if an athlete has not been picked up by a parent or guardian.

Coaches shall report any problems to the Athletic Director.

Coaches shall supervise activities closely, putting safety first.

Coaches shall inventory sports equipment at the beginning and end of practice. The same is true at games if Coach has brought their own equipment.

The Head Coach will prepare and keep a team roster.

All coaches will:

1. Set a good example
2. Not use or allow bad language at practices or games.
3. Not smoke in the gym or on the field as dictated by state law.
4. Always be positive in his/her coaching.
5. Encourage a good attitude towards officials.
6. Always display good sportsmanship.
7. At the 5th and 6th grade levels, must provide instructions in the basic fundamentals of the sport.
8. At the 7th and 8th grade levels, must provide a higher level of instruction and competition in order to prepare these athletes for high school sports.
9. Must conduct a parent-athlete meeting prior to the season.
10. Collect all uniforms at the end of the season and drop them off, clean to the school office.

All coaches will answer directly to the Athletic Director who will in turn answer to the Principal and the Athletic Commission.

If any coach is ejected from a game or contest while coaching for Montini, said ejection shall be verbally reported to the Athletic Director by the team head coach, or acting head coach if the head coach was not present at the subject game or contest, as soon thereafter as possible, but in all cases, within 48 hours of the ejection.

Any coach who is ejected from a game/contest while coaching for Montini shall not be permitted to coach the next game/contest in which his/her team is involved.

Any coach who is charged with a technical foul for unsportsmanlike behavior shall not be permitted to coach the next game/contest in which his/her team is involved.

Any coach ejected twice in a season while coaching in the NSCC will not be allowed to continue coaching and may be barred from any future coaching positions at the particular school in the NSCC.

It should be noted that if a coach is not in accordance with the coaching philosophy of Montini, the coaching contract will be terminated. The following are grounds for termination:

1. Failure of a coach to complete a criminal background check and sign the Diocesan Sexual Misconduct Form.
2. The use of physical or verbal abuse/harassment of any kind.
3. The drinking of alcoholic beverages or smoking while representing Montini in the coaching capacity.
4. The use of illegal drugs
5. Foul language will not be tolerated
6. Setting a bad example for players at practices/games.
7. Leaving practices or games without adult (age 21) supervision.

IV. SPORTING EVENTS

A. AVAILABLE ACTIVITIES

(Assuming adequate participation warrants team/squad formation and a qualified volunteer coach is available.)

Interscholastic:

Basketball (boys and girls)	Grades 5 – 8
Track (co-ed)	Grades 5 – 8
Volleyball (boys and girls)	Grades 5 – 8
Cheerleading	Grades 5 – 8

B. UNIFORMS

Participants will be issued a team uniform.

Parents and athletes are responsible for the care of the uniform.

Parents are responsible for the monetary replacement value of the uniform if not returned or returned in poor condition.

Personal items such as shoes, socks, turtlenecks, etc. are to be purchased by the participants at the time of squad selection.

If a uniform is specially ordered for an athlete and that athlete quits the team, it will be the responsibility of the parent to pay all costs incurred regarding the uniform.

No participant will be allowed to keep his/her uniform for any reason.

Any problems regarding team uniforms or equipment will be addressed by the Athletic Board on an as needed basis.

C. ATHLETIC RULES AND PENALTIES

Montini Catholic School policies will be enforced by all parents, teachers and coaches.

Acts of disobedience and/or misconduct will be reason for disciplinary action.

Specific violations of conduct and the penalties which may be imposed for any acts which occur both on and off school grounds are listed below.

*** The following offenses and penalties will be governed by the coaches:**

CLASS A:	Penalty	1st offense	-	verbal warning
		2nd offense	-	one game suspension
		3rd offense	-	one week suspension

Violations: Late to practice without a valid excuse. The individual coaches will provide specific rules to the individual sports. Penalties will be assessed in accordance with coaches' rules and/or discipline system.

CLASS B:	Penalty	1st offense	-	one game suspension
		2nd offense	-	one week suspension
		3rd offense	-	dismissal from team

Violations: Missing practice or game without prior notification and valid excuse.

*** The following offenses and penalties will be governed by coaches, A.D. and Principal:**

CLASS C: Penalty will vary due to severity of offense. Conferences with coach, parents and A.D./Principal may be deemed necessary.

- Violations:
1. Gross disrespect by either verbal or nonverbal means
 2. Gross disrespect to an official, verbal or nonverbal
 3. Vandalism

4. General horseplay, fooling around, defiance.
5. Fighting

CLASS D: Dismissal from the team for the remainder of the season:

- Violations:
1. Possession of smoking materials
 2. Possession and/or use of drugs or alcoholic beverages
 3. Behavior contrary to Montini's philosophy and/or discipline
 4. Gang involvement/Weapons – please refer to Gang policy

V. CONFERENCE

A. COMPOSITION

Montini Catholic School participates in the Northwest Suburban Catholic Conference (NSCC) for all fall, winter, and spring sports.

B. GENERAL CONFERENCE RULES (a complete and current copy may be requested from the AD)

Each athlete **MUST** have a current physical on file each year with the School Office before any sport participation is permitted. The School Office will contact the AD with any special needs or conditions that should be communicated to the coaching staff.

Each athlete must have a Parent's Permission slip on file with the school before any sport participation is permitted. All fees must be paid promptly.

Any student excused from P.E. for medical reasons will also be ineligible for sports until a written release is received by the AD from the parent.

To be recognized as a participant of any given sport at the Award Ceremonies, a student must remain an active member of that team from the beginning of a season to completion, including final conference tournaments, unless the Athletic Association Board rules differently.

VI. PARENTS, SPECTATORS, AND GRIEVANCES

A. PARENTS

Parents will be responsible as practice chaperones, as needed, to insure that two adults are always present at practice.

Parents must accept the responsibility of becoming involved in working concessions, supervision, selling tickets at home games and other approved volunteering opportunities (see Athletic Director for more information). Schedules for working these areas will be handed out and it will be the sole responsibility of the parent to obtain a substitute to work in their place if they are unable to work at the assigned times.

There is a "Buyout Option" of \$25.00 for those who are unable to volunteer. If you fail to meet your volunteering obligations there will be a fee of \$25.00 charged to you.

Parents are expected to set a good example for their student athlete. Parents need to be respectful to coaches, officials and opponents. Parents are not to verbally criticize officials during or after contests.

Accept the results of each game. Encourage the children to be gracious in victory, turn defeat to victory by working towards improvement.

Please remember that athletics are a privilege. Parents are responsible for their students' academic progress.

B. SPECTATORS

Spectators are expected to exhibit good sportsmanship at all times. **Students attending any athletic activity must be accompanied by an adult.** Unsupervised children will have their parents called to pick them up.

Cheering needs to be positive. Silence should be maintained during serving (volleyball) and free throws (basketball).

Unsportsmanlike conduct has absolutely no place in the kind of environment desired at all athletic events in which Montini participates.

A spectator may be asked to leave the athletic contest by the Athletic Director, coach and/or referee or designee of the Athletic Board if unsportsmanlike conduct is displayed.

C. PARENT COMMUNICATION / GRIEVANCE PROCEDURE

Should you have a grievance with a coach the following steps must be followed:

1. A meeting should be set up with the coach, parent, and athlete. **THE ATHLETE MUST BE IN ATTENDANCE AT THIS MEETING.** The meeting should not be on the day of a scheduled game/match. Do not try to talk to a coach during a practice or competition. During this meeting you should discuss your concerns with the coach **AS THEY RELATE TO YOUR SON/DAUGHTER.** Do **not** discuss other athletes or parents. Your concerns with regard to you son or daughter are the only concerns that should be addressed. Comments such as "all the parents feel" or "the players think" etc. are not acceptable.
2. If, after meeting with the coach, your concerns have not been addressed or you are not satisfied with the outcome of the discussion, contact the Athletic Director at the school to set up a meeting.
2. If, after meeting with the coach and with the Athletic Director, you still have concerns, a meeting will be scheduled with the Principal who will make a final decision regarding the situation.
3. If a satisfactory conclusion cannot be reached, the matter will be referred to the Montini Catholic School Agent, Mr. Tom Landers, for a final decision.

PLEASE remember that our coaches are volunteers and they are doing the best job possible. They are busy with their lives and have generously given up their time to coach your son/daughter. Without them, we would have no teams and our athletes would not have the opportunity to play sports. Our coaches have received instruction in their sport but they are not perfect. Their opinions on how to coach the team will often differ from those of other parents. In most cases a conversation with them will explain their position and resolve any concerns. If you have concerns, please take the time to meet with the coach rather than letting those concerns continue to bother you. Remember, the coaches have the entire team to consider and not just an individual player. What you think is best for your son or daughter may not be what is best for the team.