

Revised 2023

ATHLETIC PROGRAM HANDBOOK

DIOCESE OF SPOKANE CATHOLIC SCHOOLS



Facilitated by: Gonzaga Preparatory School Elementary Athletic Coordinator for Catholic Elementary Schools in coordination with the Spokane Catholic Schools Council of Athletic Directors

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ATHLETIC PROGRAM HANDBOOK FOR GRADES 5-8 IN THE CATHOLIC DIOCESE OF SPOKANE

CATHOLIC ELEMENTARY SCHOOLS OF SPOKANE COUNTY COORDINATED BY GONZAGA PREPARATORY SCHOOL

PHILOSOPHY

The athletic program aims to develop students who will be leaders in action, modeled on Christ. Components of the athletic programs, such as spiritual and emotional growth and personal development, mirror those within the overall diocesan-wide educational system.

PURPOSE OF PROGRAM

Athletic programs must be age appropriate for K - 8 school-age students and must contribute to their desirable physical, social, and spiritual development.

The program's goals are:

- ❖ Spiritual development based on Christian values
- ❖ Develop sportsmanship
- ❖ Provide students the opportunity to participate
- ❖ Teach, both individual and team, skills and techniques
- ❖ Build community

GOVERNANCE AND STRUCTURE FOR SCHOOL ATHLETICS

Gonzaga Preparatory School facilitates the Catholic Schools Athletic Program (CSAP) in partnership with Principals from participating Catholic schools. The program is coordinated by the Athletic Coordinator, a Gonzaga Preparatory staff member. The responsibility of the CSAP Council is to facilitate the program regulations and guidelines. The regulations and structures of this league are administered by the CSAP with approval from the principals of participating schools.

- ❖ The Catholic School Principals are the governing body of the league.
- ❖ The CSAP Council is responsible for implementing decisions of the principals and rules of this handbook.
- ❖ This Council serves in a consultative role in evaluation of the CSAP Athletic Coordinator.
- ❖ Membership shall be comprised of the Athletic Director of each participating school, the Director of Catholic Schools or designee, K-8 Principal representative(s), the principal or designee of Gonzaga Preparatory School, and the CSAP Athletic Coordinator who serves as chairman of meetings.
- ❖ Decisions regarding structural, philosophical, regulations, and/or handbook changes require a vote by the CSAP Council which will be by simple majority, with a quorum of those present for the vote.
- ❖ All members will have one vote, with the exception of the CSAP Athletic Coordinator and Director of Schools who shall not vote.
- ❖ Decisions requiring a vote by the Catholic Schools K-8 principals will be by simple majority, with a quorum of the principals present for the vote.
- ❖ Handbook or governance structure changes must have a $\frac{3}{4}$ majority in favor and a quorum of those present for the vote. A quorum shall exist if $\frac{3}{4}$ of the members are present.
- ❖ Changes to this handbook or governance structure must be formulated and reviewed by the Council of Athletic Directors. The council will then make recommendations to the Catholic Schools K-8 principals. Only the Catholic Schools K-8 principals can make structural changes or additions to this handbook and the

governance structure. The principal of Gonzaga Preparatory School must also approve any changes that affect the league's administration.

- ❖ Gonzaga Preparatory School holds in trust all funds generated by this program and manages these funds through a separate account within the Gonzaga Preparatory School Financial Office.
 - Funds that exceed \$10,000.00 after June 30th of each year will be distributed among the primary members as determined by CSAP Council.
- ❖ Each participating school accepts the regulations and standards of this handbook and will incorporate them into the athletic policies for their local school while participating in the CSAP.

Facilities Supervisor:

An onsite facilities supervisor shall report to the Gonzaga Preparatory School Elementary Athletic Coordinator. The Gonzaga Preparatory School Elementary Athletic Coordinator, as an employee of Gonzaga Preparatory School, shall report to the Vice-Principal of Activities and to the principal of Gonzaga Preparatory School.

ATHLETIC PROGRAM MEMBERSHIP

The primary membership consists of the Spokane Catholic Elementary Schools and students from their associated parish(es), when approved by the local Pastor and Principal. Ancillary membership is open to private elementary and middle schools who are not part of the Diocesan Catholic School system but are willing to abide by the philosophy, governance and rule structures of the league as outlined in this handbook.

Ancillary membership requires the following:

1. Submit an application to the Athletic Director Council requesting membership.
2. Sign the Declaration of Acceptance Form – This form requires that the applicant school has read and will abide by the governance structure and policies of the Athletic Council.
3. Submit required documentation to the Athletic Directors' Council.
4. Athletic Directors' Council will make recommendations to the Principals of the Spokane Catholic Schools for final approval.
5. Abide by the Athletic Handbook policies and follow all Athletic Council regulations and rules.
6. Pay all fees associated with or applied for the specific sports and seasons of participation.
7. The ancillary school members' local school athletic directors must attend and participate in the Council of Athletic Directors during the sports season in which their school is participating. They have voting privileges for the season in which they are participating. These voting privileges are limited to rule adoptions for play. Ancillary members have no voting authority for changes to league bylaws.

The Catholic Schools' K-8 Principals make final decisions on league governance and structure changes.

GONZAGA PREPARATORY SCHOOL ELEMENTARY ATHLETIC COORDINATOR ROLES AND RESPONSIBILITIES

The athletic coordinator oversees all aspects of the Spokane Catholic Schools Athletic Program. Gonzaga Preparatory School sponsors the position and aligns with the mission of the Catholic Schools in the Diocese of Spokane. The primary role is facilitating the program structured by the Catholic Schools K-8 principals.

Duties:

- ❖ Organize monthly meetings for the Council of Athletic Directors to discuss current issues. Set agendas and provide for minutes to be taken at all meetings, as well as report to the Catholic Schools K-8 principals.
- ❖ Oversee scheduling of all sports programs as listed in this handbook.
- ❖ Schedule officials for all contests.
- ❖ Organize the financial reports and maintain all income and expense records. The Coordinator will make seasonal reports and a year-end report to the Catholic Schools K-8 principals.

- Discretionary expenditures that exceed \$500.00 must first be approved by the K-8 principals or principal representative)
- ❖ Coordinate and oversee workers and site supervisors for the various venues. Workers include scoreboard operators, ticket takers, concession stand workers, custodians, etc.
- ❖ Coordinate and book facilities for games as necessary. Practice facilities are the responsibility of the participating schools.
- ❖ Coordinate any revisions of the Athletic Handbook as requested by Catholic Schools K-8 principals.
- ❖ Adhere to and implement the Athletic Handbook for the league.
- ❖ Act as the sounding board for rule interpretation concerning league-created rules. If a request arises over the implementation of rules as spelled out in the designated sport rule book, the Coordinator will contact the appropriate agencies within that sport for a rule clarification. Should a formal protest be lodged, the rules governing the formal protest apply.
- ❖ This coordinator will communicate with and report to the Activities Coordinator of Gonzaga Preparatory School.
- ❖ This coordinator will communicate with all interested parties, including facilities schedulers, officials associations, Catholic Schools K-8 principals, Gonzaga Preparatory School, Council of Athletic Directors, and coaches.
- ❖ Other duties as assigned by the Activities Coordinator of Gonzaga Preparatory School

ATHLETIC SITE SUPERVISORS' RESPONSIBILITIES FOR VENUE CONDUCT

- ❖ The Elementary Athletic Coordinator, as chair of the Athletic Director's Council, and Site Supervisors, assigned by Athletic Coordinator have authority to:
 - Warn coaches, players, and spectators of unsportsmanlike behaviors and, in their judgment, may cause a disruptive disturbance to the game or event.
 - Warn coaches (and players, primarily coaches) for violating league sport-specific rules.
 - Prevent further continuance of a game or event with consultation and approval of the game officials for situations that they believe create an unsafe environment for the continuation of play.
- ❖ The Elementary Athletic Coordinator and the Site Supervisors have the ultimate responsibility to ensure compliance with league rules, requirements, fair play, organization of time, sportsmanship, and the environment's safety.
 - Site supervisors have the right to suspend or remove from the site any person for acts that they deem unsafe or will cause unrest.
 - Once a game begins, the normal playing of the game and the surrounding environment does rest with the Officials – but the Elementary Athletic Coordinator and the Site Supervisors do have authority over those issues that the officials would not normally govern and in those times when officials are not present with authority to enforce game rules.
- ❖ The Elementary Athletic Coordinator and the Site Supervisors will use the following system for disciplinary action:
 - Issue a VERBAL warning stating that any further disturbance or violation of the rules will result in the suspension of the coach from the current activity and impose a one-game additional suspension from the next playable contest.
 - Removal of the offender from the current game and from the site (in the case of a coach or player, a one-game suspension will follow with the next playable game).
 - In the case of a spectator – notification will be made to the appropriate school's athletic director of the spectator involved. Should a spectator, coach, or player refuse to leave the game and area –the Elementary Athletic Coordinator and the Site Supervisors may declare the game forfeit and call 911 for assistance.
 - When a coach is removed – an official school designee may finish the game. Only an assistant, listed with the league and compliant with all requirements for coaching, the school's Athletic

Director, or any school personnel, may continue the game. **No other person may continue the game unless they have met the league requirements for coaching.**

- A second suspension will result in no further participation by that coach or player for the remainder of the current sport season.
- A Flagrant violation of the league rules or a violation of the requirements listed in the Diocesan Athletic Handbook under the “Coaches Duties and Responsibilities” section can result in immediate removal and suspension from a game or league play. The following are Flagrant Violations:
 - An act of violence or threat of violence during an event toward another coach, referee, player, spectator, or site supervisor
 - Use of abusive language toward another coach, player, referee, spectator, or site supervisor
 - A repeated offense that has already caused a suspension in past games or league activity

COUNCIL OF ATHLETIC DIRECTORS ROLE AND RESPONSIBILITIES

Composition of Council of Athletic Directors: athletic director from each member school, appointed principal representative determined by Director of Catholic Schools, Gonzaga Preparatory School Elementary Athletic Coordinator, and Director of Catholic Schools (as ex-officio member)

Responsibilities:

- ❖ Attend all monthly meetings (August – June) and special session when applicable
- ❖ Provide workshops for all new coaches and new local school athletic directors on the operations of the program and their duties and responsibilities.
 - Workshops specifically required include:
 - Health and Safety workshops: CPR, First Aid, Concussion awareness, safety related to specific sports
 - Code of Conduct Training and be current with all diocesan volunteer requirements
 - Review of the rules and regulations contained in the Diocesan Athletic Handbook
 - sportsmanship and fair play participation
- ❖ Scheduling games is the responsibility of the Gonzaga Preparatory School Elementary Athletic Coordinator with the cooperation of the Council of Athletic Directors.
 - The Council of Athletic Directors will notify the Gonzaga Preparatory School Elementary Athletic Coordinator of all calendar issues regarding parish and school conflicts.
 - Only parish or school calendar conflicts will take precedence in determining game schedules. No changes in the schedule may be made unless coordinated through the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - If there is a schedule change, the Gonzaga Preparatory School Elementary Athletic Coordinator will notify all affected schools and make changes to the facilities and for the officials.
 - When schedule changes are approved, the school is responsible for notifying parents and children.
- ❖ Concerns over eligibility, team combinations, coach’s conduct, student-athlete conduct, and spectator conduct will be addressed by the Gonzaga Preparatory School Elementary Athletic Coordinator with the assistance of the Council of Athletic Directors as outlined in the Athletic Handbook.

Meetings & Roles:

- ❖ Agenda is developed by the Gonzaga Preparatory School Elementary Athletic Coordinator, and reserves the right to determine the validity of agenda items as they pertain to the Council of Athletic Directors
- ❖ Agenda items by concerned parties must be brought before the Coordinator with sufficient time as to allow for the dissemination of all necessary materials to the Council of Athletic Directors before the meeting. (a minimum of 4 days) If, in the judgment of the Coordinator, the requested agenda item warrants extended notification, the item will have the opportunity to be placed on the agenda for the following month.
- ❖ Principal, appointed by Director of Catholic Schools, is a non-voting member, as each school is allowed one vote.

- ❖ Gonzaga Preparatory School Elementary Athletic Coordinator is a non-voting member
- ❖ Gonzaga Preparatory School Elementary Athletic Coordinator ensures minutes are taken and distributed to all concerned parties

PRINCIPAL'S DUTIES AND RESPONSIBILITIES

Participation by any student and/or team of a local school in the Spokane Catholic Schools Athletic Program is under the jurisdiction of the school principal. The principal is responsible for the implementation and communication of the program according to the policies and rules of the diocese and the league. The principals work with the council of athletic directors and the Gonzaga Preparatory elementary athletic coordinator.

The local principal:

- ❖ Ensures that the sports/athletic programs are consistent with the school philosophy.
- ❖ Ensures that the sports/athletic programs within their school are consistent with all diocesan policies and regulations.
- ❖ Coordinates, with the local school athletic director, the payment of fees and the allocation of funds to provide for the participation in the program and the maintenance of uniforms and equipment, which are the responsibility of each individual school.
- ❖ Appoints, supervises, and evaluates a local school athletic director or otherwise assumes the duties of that position.
- ❖ Approves all coaches recruited by the local school athletic director.
- ❖ Coordinates the program for the school with the local school athletic director.
- ❖ Works with the Council of Athletic Directors to ensure fair participation for all schools.
- ❖ Secures all necessary records applicable to legal and liability provisions (parent permission slips, insurance coverage, physicals, student eligibility, etc.)
- ❖ Approves all scheduling of sports/athletic events, in consultation with local school athletic director.

ATHLETIC DIRECTOR'S DUTIES AND RESPONSIBILITIES

Each local school athletic director is appointed by the principal of their respective school and is responsible to that principal for the implementation of the athletic program in the school. This local school athletic director will serve on the Council of Athletic Directors.

The local school athletic director is responsible to:

- ❖ Coordinate the program for the school with the principal in accordance with the philosophy and mission of the school.
- ❖ Coordinate with the school office with regard to the collection, distribution, and tracking of the required authorization and medical forms of student athletes.
- ❖ Recruit, supervise and evaluate qualified coaches who are subject to the approval of the principal.
- ❖ Provide an accurate and current list of coaches and student participants to the principal and the Gonzaga Preparatory School Elementary Athletic Coordinator for each sport.
- ❖ Register local teams in accordance within the time-line established by the Gonzaga Preparatory School Elementary Athletic Coordinator.
- ❖ Distribute, return, and inventory all school equipment and uniforms.
- ❖ Verify the safety of all equipment, athletic fields, and gymnasiums.
- ❖ Establish times and places of practices with coaches.
- ❖ Verify that all fees and monies spent for the local program are pre-approved by the school's administration in accordance with Diocesan policy and all appropriate fees for participation in the league are paid to the Spokane Catholic School's Athletic League in a timely manner.
- ❖ Exhibit the highest standards of conduct at all times.

- ❖ Maintain a vigilant guard on the eligibility of all student athletes from their school(s).
- ❖ Complete all other duties as assigned by the principal.
- ❖ Verify that coaches have met all requirements.
- ❖ Supervisor of your parents and coaches and hold them accountable for their actions.
- ❖ When two or more school combine to create teams, or one or more students are sent to play within another school's team, the Athletic Directors of the respective schools will determine who will have responsibility for verifying that all policies and regulations as required by the handbook are being following. The Gonzaga Preparatory School Elementary Athletic Coordinator will appoint, if necessary, a lead Athletic Director who will be responsible for overseeing this combination team.

COACH'S DUTIES AND RESPONSIBILITIES

Coaches guide students in becoming leaders in action, model on Christ. Positive coaching is expected, this model sets the tone for players and spectators. They are members of the community involved in making athletes an extension of the classroom, in accordance with the Catholic School Philosophy and Mission Statement. Therefore, the coaches have the responsibility to provide for fair practice and play for each and every student athlete under their directions.

The head coach must be 21 years of age or older. The head coach is the responsible person in charge of the team. Assistant coaches are permitted and encouraged and may be under 21 years of age, but they may NOT be the only coach present with the team if they are under 21 years of age.

Coaches are responsible for the direction of a specific sport as assigned by the local school athletic director and approved by the principal.

In the capacity of coach they are required to:

- ❖ Conduct a team meeting / parent meeting within the first week of practice to cover the following guidelines/requirements: "Code of Ethics", "Rights for Young Athletes", sport-specific safety issues, rules of the game, practice requirements, philosophy of play, coach and school expectations. It is highly recommended that this meeting be video taped and that players sign a letter verifying attendance at this meeting.
- ❖ Attend the workshops as provided and required by the Council of Athletic Director.
- ❖ Attend all workshops on the local level as required by their respective school.
- ❖ Have completed the Diocesan Code of Conduct training and the Washington State Patrol Check To attend annual concussion awareness workshop.
- ❖ Thoroughly study and implement league and local school guidelines, rules and regulations.
- ❖ to verify that all student athletes have completed and remitted to the local school athletic director the necessary authorization forms required for eligibility, and vigilantly guard that only eligible student athletes practice and participate.
- ❖ Give notice to the local school athletic director of practice and/or game conflicts and to allow for the local school athletic director, in consultation with the coaches and schools involved and the Gonzaga Preparatory School Elementary Athletic Coordinator, to make necessary corrections.
- ❖ Maintain and update the student athlete roster as originally supplied by the local school athletic director.
- ❖ Be responsible for all student athletes from time of arrival until time of departure from all practices and games. Coaches are responsible for the supervision of student athletes.
- ❖ Believe in each student that they can be successful and are important.
- ❖ Teach their athletes that the ability to participate in athletics is a gift.
- ❖ Work in cooperation with other coaches and school officials.
- ❖ Keep the local school athletic director informed of all matters of discipline and student athlete conduct.

- ❖ Keep in proper care the first aid kit supplied by the local school athletic director.
- ❖ Maintain the inventory of equipment issued to his/her team and report any deficiencies to the local school athletic director.
- ❖ Be knowledgeable of the rules as directed in the Athletic Handbook.
- ❖ Be knowledgeable of the sport specific rules as they are written for each season and sport.
- ❖ Be fully aware of the specific rule additions that are required by their respective school.
- ❖ Train on the nature and risk of concussions and head injury including continuing to play after a concussion or head injury.

Should a coach be accused of violating a rule, the following procedures will be followed:

- ❖ Upon notification to the Athletic Director's Council, an investigation will be conducted by a subcommittee composed of the Gonzaga Preparatory School Elementary Athletic Coordinator and three other Athletic Directors.
- ❖ The subcommittee will determine the necessary disciplinary action that is to be taken with respect to the rule violation.
- ❖ Should the decision be that the coach knowingly and intentionally violated a rule, the coach will be removed from coaching for the remainder of the sport season.
- ❖ Re-instatement of the coach requires the approval of the school principal after consultation with the school's athletic director and consultation with the Athletic Director's Council.

Principals will ensure that at least one coach for each team who completes a nationally recognized and certified First Aid and CPR class will be present at all practices, meetings, and games of each school team. No team will be permitted to practice or participate in games without a coach who is First Aid and CPR certified. Positive coaching is expected (i.e. John Wooden model). A positive coaching model sets the tone for players and spectators. Arguing, yelling, technicals, and ejections are unacceptable in all circumstances.

Ejections: Any ejected coach is ineligible for the next game that the team plays. The local school athletic director from the respective school will appoint an interim coach. If a coach is ejected a second time, the coach is suspended for the remainder of the season, and the local school athletic director must have a meeting with the principal, Gonzaga Preparatory School Elementary Athletic Coordinator, and the offending coach before the coach may resume coaching in the future.

STUDENT ATHLETE'S ROLES AND RESPONSIBILITIES

Rights of Young Athletes

Participation in the athletic program for the elementary schools of the diocese is a privilege granted to students who meet the academic and behavioral eligibility requirements and who complete all athletic registration materials. Each eligible student-athlete should participate in all practices and games. Each student-athlete who regularly attends practice and who, makes a good effort and is meeting expectations of coach(es) at being part of the team, and has fulfilled all eligibility requirements, **shall play an equitable amount of time as feasible with the minimum being at least ¼ of each game.** Individual schools may choose to exceed this requirement but not decrease it.

The program is a privilege provided to the students and the students have the right to:

- ❖ Participate in sports.
- ❖ Have qualified, positive adult leadership.
- ❖ Participate in safe and healthy environments.
- ❖ Proper preparation in sports.
- ❖ An equal opportunity to strive for success.
- ❖ Equal attention in practice.

- ❖ Be treated with dignity.
- ❖ Have fun in sports.
- ❖ Have enough teams to ensure adequate participation.

CONFLICT RESOLUTION

The Council of Athletic Directors recognizes that the local schools are the primary authority in the operation and practices of their programs. However, participating members must abide by the rules and governances contained in this handbook. It is the hope of the Council of Athletic Directors to arbitrate any issues as fairly and justly as possible, taking the entire community into consideration.

- ❖ Basic issues concerning athletics shall first be directed toward the appropriate party.
- ❖ Local and internal conflict will follow the chain of concern: coach, local school athletic director, principal, pastor, and superintendent.
- ❖ Local issues are to remain within the local school's jurisdiction.
- ❖ Outside and multiple school conflicts will follow the chain of concern: coach, local school athletic director, Council of Athletic Directors, principals, pastors, and director of schools.
 - Issues of conflict or concern that involve multiple schools and have not been resolved with the local school athletic directors must be submitted in writing to the Gonzaga Preparatory School Elementary Athletic Coordinator to be placed on the agenda for discussion at the next meeting of the Council of Athletic Directors. Once resolution is met, the Coordinator will distribute written verification of this to all necessary parties.

The Council of Athletic Directors, upon convening, will follow these procedures:

- ❖ determine the specific issue(s) involved and the parties involved.
- ❖ discuss the issue(s) with the local school athletic director(s).
- ❖ determine if any rules, regulations, or minimum requirements have been violated.
- ❖ make recommendation(s) to the school(s) principal(s) through the Gonzaga Preparatory School Elementary Athletic Coordinator.

Any issues of conflict or concern that are still not satisfactorily settled by the process listed above must follow the Diocesan Policy on Due Process as prescribed by the Diocese of Spokane. The complete policy can be found on the diocesan website at www.dioceseofspokane.org.

DRUG AND ALCOHOL-FREE PROGRAM

The school athletic program is drug and alcohol free. Those who serve in this program – coaches, athletic directors, volunteers, school staff, and students – who are reasonably believed to be impaired, will be immediately removed from the activity with future action possible. Participants of the program who observe or have knowledge of another individual in a condition that impairs performance duties, or who presents a safety or welfare hazard to self or others, or who is violating this policy, must promptly report this to the immediate program supervisor.

PLAYER ELIGIBILITY STANDARDS

The Council of Athletic Directors' minimum eligibility requirements are as follows: (a school may choose to exceed these minimum standards):

Membership

- ❖ A student must be age 15 or younger to compete in any league-sponsored activities of that academic year.
- ❖ A student must be enrolled in, attending, and in good standing at the participating school for which he or she is playing or from the parish of the participating school and have verification that they are a student in good standing academically and behaviorally within their school.
- ❖ The principal and AD must approve the need or desire for parish students to be on the team's roster. A student will be considered a member of a school parish as long as they are registered as a member of said parish and have been determined by the pastoral authority to be a member in good standing.
- ❖ Students from neighboring Parishes without a Catholic school may also request to play on a local Catholic school's sports teams as long as they can verify good academic and behavioral standing within their attending school. The principal and AD must approve the need or desire for outside parish students to be on the team's roster. They are considered a member of these parishes as long as they are registered as a parish member and have been determined by the pastoral authority to be a member in good standing. The decision of neighboring parishes and their alignment with a parish school is determined by proximity and approval of the Athletic Director's Council. Neighboring parish students are not permitted to play or practice until the school athletic director has presented the proof of eligibility to the Gonzaga Preparatory School Elementary Athletic Coordinator.
- ❖ When two or more schools combine to make up a team, students enrolled in, attending, and in good standing at either school will qualify to participate on the team.

WIAA

- ❖ Students in grades 7 and 8 will follow all WIAA rules and regulations. Students in Grades 6 and below will follow WIAA rules and regulations; however, exceptions may be given with the approval of the Catholic Schools K-8 principals.

Academics

- ❖ Each student-athlete participating in league play must maintain a **minimum** of a 2.0 GPA or may not have earned a failing grade in any subject at midterm or quarter.
- ❖ Loss of eligibility will result in no participation in any athletic game or match for a minimum of one week.
- ❖ The student may petition their school for game eligibility after verification of improvement of grade(s) to a "C" average after the one-week suspension. The school shall then notify the respective coach that the student is again eligible and if there are any conditions placed on further eligibility.
- ❖ Academic eligibility requirements for a student athlete's participation in the league shall be equal and fair and agreed to by all of the participating schools. Each participating school shall adopt these requirements. Should a school choose to make additions or changes to their local school, these changes must equal or exceed the eligibility requirements outlined in this handbook. A school principal, determining special factors exist in relation to academic performance, may determine a course of action that is an exception to these academic standards because they believe that this is in the best interest of the student.

Behavior

- ❖ The student-athlete will not exhibit behaviors that interfere with or are detrimental to the orderly operation of the school or the school's extracurricular programs.
- ❖ The student athlete will not use or possess any tobacco product; use or possess any alcoholic beverage; use, sell, or possess any drug deemed illegal by law and/or drug-related paraphernalia; attend off-campus events where drugs and/or alcohol and/or controlled substances are evident and at which the student-athlete has made a willful choice to remain.
- ❖ The student-athlete will not be involved in any verbal or physical assault or intimidation of another student, coach, school official or game official.
- ❖ Loss of eligibility may result as a consequence of inappropriate behavior. The school may impose actual loss of playing time and/or membership on a team. Consequences shall be imposed, but the school shall determine such consequences as they deem appropriate. No minimums are suggested.

Ejections

- ❖ Any ejected player is ineligible for the next game that the team plays.

- ❖ If a player is ejected a second time within the same sport, the player is suspended for the remainder of that sport season.
- ❖ Should the ejection occur at the end of a sport season, the local school athletic director will determine a suitable consequence in consultation with the principal.
- ❖ Should a player incur additional ejections and present the issue of being a repeat offender, the local school athletic director must meet with the principal, the offending player and his/her parents before the player may resume participation in any sport. A behavior contract shall be written to determine play eligibility.

Attendance

- ❖ Any student participating in a sport related activity shall be in good attendance and is expected to participate in all classes on the day of the scheduled game. In general, good attendance at school is required for participation in a sport.
- ❖ Failure to comply with the attendance regulations and/or the requirements of the individual school may result in a student-athlete being declared ineligible and not allowed to participate in the next scheduled game.
- ❖ The principal can make an exception.

Student Records

Each student-athlete must have on file in the school:

- ❖ Physical Exam Form signed and dated by a physician (valid for two calendar years)
- ❖ Verification of adequate insurance coverage
- ❖ Athletic Participation Form signed by a parent or legal guardian
- ❖ Verification that the student-athlete and their parent/guardian understand and agree to abide by the Diocesan Athletic Program rules and regulations, and that they are aware of the local school's athletic program rules and guidelines and agree to abide by them
- ❖ Concussion Information Form signed by both student-athlete and parent/guardian
- ❖ Grades 5 to 8 students participating in any sport are required to have a baseline impact test from IMPACT testing. The school will provide this testing in cooperation with the Diocesan Athletic League.

LEAGUE AND TEAM COMPOSITIONS

The individual schools participating in this program agree to the following:

- ❖ Provide team rosters of sufficient numbers to provide for a quality team able to participate regularly without fear of forfeiture due to lack of members
- ❖ The number of team membership shall not be so large as to make prohibitive the fair playing time that is due the individual members of the team.
- ❖ If a school has enough students to enter multiple teams in a given league, a player may play for only one of those teams. A player may not be listed on multiple rosters.
- ❖ Should one of these teams lack enough players for a given game, players can be brought up (according to the guidelines provided under each sport), but not "across".
- ❖ Minimum membership to field a team when there is only one team (Exceptions to be granted by the Council of Athletic Directors):
 - Volleyball 8
 - Football 14
 - Basketball 8
 - Baseball 11
 - Softball 11
 - Cross-Country No minimum
- ❖ Maximum membership, which dictates the establishment of an additional team. Exceptions may be made with number of membership with Council approval.

➤ Volleyball	16	Minimum per team	8
➤ Football	28	Minimum per team	14
➤ Basketball	16	Minimum per team	8
➤ Baseball	22	Minimum per team	11
➤ Softball	22	Minimum per team	11
➤ Cross-Country	No Maximum		

❖ Exceptions

- Athletic Directors may request that a particular team of players participates in a league other than their own due to athletic abilities -the team may perform substantially above or below grade level athletic ability, which could detrimentally affect the playing in their standard league.
 - Athletic Directors may present their case to the Council and make an argument for a move to a different league.
 - The council will consider what is best for the entire league. After consultation, they may grant a waiver and allow for the team to be assigned to a different league.
- Temporary use of players during a season - Care shall be taken to create a team of sufficient numbers so that use of temporary players is not necessary; however, there are situations which create the need for temporary players to get through a game weekend to prevent the possibility of a forfeit. It is important to note that these guidelines are for protecting players and their right to play and so team members receive fair playing time as described for each individual sport. This move affects the playing time that the player is permitted to play on all teams as outlined below:
 - Non-permanent players may play on their respective grade teams but their amount of playing time is determined by their total playing time on all teams during a calendar week (Friday to Friday). Care and caution should be made so that no one player or players receives more playing time than another
 - Any amount of time played within a quarter or inning is determined to have used up that quarter or inning of play. (i.e. A 6th grade replacement to another team plays 3 quarters of basketball. This player has only one quarter of playing time remaining that week for use by his/her 6th grade team or vice versa.) As long as every player is receiving a fair amount of playing time and because of the circumstance a player may exceed the number of quarters/innings played, under these special conditions and circumstances the intent of the rule has been achieved.
 - This does not require the approval of the Council of Athletic Directors unless this situation occurs on more than one occasion and/or proves to be a permanent condition due to circumstances that have arisen after the league playing season has begun – the local school athletic director, with the approval of the school principal, shall take action to make permanent members of the team so as to alleviate the possibility of forfeitures.
 - The rules and regulations for each specific sport will apply to the selection of permanent team members.
 - Athletic Directors will notify the Elementary Athletic Coordinator for the League of the special circumstances and conditions as well as the Athletic Director of the teams who will compete against the teams with these waivers.

CARE OF INJURED STUDENT ATHLETES

In case a student athlete is injured during a game, his/her coach will have the authority to remove him/her from the game.

The coach will complete a Diocesan Incident report. Copies of the report will be given to the school principal and the diocesan school office by the next business day. In addition, the coach will notify the school principal by oral communication within 24 hours. Parents are to be notified immediately of any injury.

In case of injury, no student athlete's health is to be jeopardized by continuous play or hasty removal from the floor or field to expedite the game.

A student athlete who has been injured and has been under a doctor's care may not return to practice or play until the student athlete's physician signs a release form. A copy of the physician's release needs to be sent to the superintendent and the original held in the principal's office.

All athletes suspected of suffering a concussion or brain injury will be immediately removed from practice or competition and not returned to play until cleared in writing by a licensed health care provider trained in the evaluation and management of concussions (Medical Doctors, Doctor of Osteopathy, Advanced Registered Nurse Practitioner Physicians Assistants and ***Certified*** Athletic Trainers).