

# Saint Juliana Athletic Program Handbook



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## Leadership Quotes

### Pope Francis

*“If there is no sports club, something is missing. Yet a sports club like this needs to be well executed, in a way that’s consistent with the Christian community. If it isn’t consistent, better not to have one! Sports in a community can be an optimal missionary tool, where the Church comes close to each person and helps him or her to excel and to encounter Jesus Christ.” - Pope Francis, 6/7/2014, Saint Peters Square*

### Chicago Archdiocese

*“The Chicago Archdiocese goal for interscholastic sports is to educate the whole child. The desired result is to instill responsibility, respect, commitment, unselfishness and demanding abstention from activities that limit his/her athletic, academic and personal potential.”*

## Mission and Philosophy

### Develop the Whole Child

The Saint Juliana Athletic program provides a positive and safe team sports experience that serves as an extension of the school’s academic and religious programming in the development of the *whole* child. While students are learning the fundamentals of each sport and team play, the program will instill a sense of responsibility and respectfulness, enhance commitment level, nurture unselfishness, generate the willingness to fulfill shared goals and demand abstention from activities that impair athletic, academic and personal potential.

### Opportunity and Participation

Saint Juliana School is concerned with the development of students’ religious, moral, social, academic and physical dimensions. We believe that participation in athletics is an important component to a well-rounded educational experience. We will ensure that students are in an environment where they can develop healthy bodies, disciplined minds, ethical and moral standards, life-long skills and positive values. We will offer opportunities for all skill levels to participate with dignity and grace. We encourage students to participate and experience what a school sports team offers.



## Goals of the Athletic Program

The St. Juliana Athletic Program strives to be beneficial to our students, valuable to our parents and a positive influence in our community. For success in our purpose, we establish these goals:

### for Student Benefit

- Establish practices for life-long healthy and disciplined bodies and minds
- Encourage values of self-discipline, self-confidence, fair play and cooperation
- Teach proper attitude toward winning, losing and sportsmanship
- Foster school spirit
- Provide knowledge to participate in a recreational activity available in programs for teens and adults in most communities

### for Parent Value

- Provide a safe and positive sports environment
- Enhance Catholic values and teachings
- Offer opportunities for varied interests and abilities
- Promote higher academic performance
- Guide positive behavior

### for Community

- Create positive relationships with neighboring schools and their population
- Be a positive and visible presence in the community
- Develop respect for opponents, officials and all outside our school

## Core Values

The St. Juliana Athletic Program believes sharing Core Values will unite our students, administration, coaches, parents and community and guide them in behaviors that support our mission and goals. These Core Values are meant to dictate behavior and help St. Juliana administration, coaches, student

athletes, parents and fans in determining the right from wrong way to represent St. Juliana.

### ***Excellence***

The St. Juliana Athletic Program's pursuit of excellence begins with the commitment from coaches and staff to deliver on the program's mission and goals, putting aside any individual beliefs and practices that contradict the organization. The goal is a quality experience for all students independent of their level of participation and athletic skill. Our primary focus on developing the WHOLE child remains constant as we try to create valuable athletic experiences.

### ***Education of Mind, Body and Spirit***

The St. Juliana Athletic Program is an extension of the school's academic and religious programming. We are committed to the education of the mind, body and spirit and view these parts as inseparable in the education of the WHOLE child. We believe in offering abundant opportunities in athletics as a privilege to students who can balance academics, personal commitments and adherence to our values.

### ***Sportsmanship***

The St. Juliana Athletic Program expects disciplined and competitive student-athletes and teams committed to the highest level of sportsmanship. We are resolved to creating an atmosphere of respect, fairness and graciousness among all of our constituencies including our own student-athletes, coaches, opponents, faculty, staff, alumni, supporters, fans and neighbors. Our goal is to win and to excel at the highest level while acting and competing in a way that reflects our Christian values.

### ***Pride in St. Juliana***

The St. Juliana Athletic Program is part of a rich tradition developed by the efforts of all those who have represented St. Juliana before us. Our experiences and successes add to the growing pride that we share with others in the St. Juliana community. Through leadership, student school spirit and a connection to alumni, we build on the St. Juliana traditions and instill a lifetime of pride for all students who wear the Trojan green uniform.

### ***Transparency***

The St. Juliana Athletic Program will work in the open and function with the utmost level of integrity. We strive for high moral character, honor, respect and honesty in all our actions. We realize that the strength of an organization is based on the trust of those choosing to place their children in the care of our staff. Transparency provides the information St. Juliana families need to feel

comfortable with decisions impacting their children and in their support of the program.

### ***Strength in Community***

The St. Juliana Athletic Program is a community comprising our teams, parents, athletic department, school, church, alumni and friends of St. Juliana. We strengthen and grow by working as one in the education of our youth.

Administration, coaches, parents and fans are committed to fostering a healthy relationship that our students see and learn from. We will use our mission, goals and core values to put aside personal differences and unite to educate our youth in a community working together under a common approach.

### ***Opportunity***

The St. Juliana Athletic Program is committed to athletic opportunity for all. The Athletic Program will continue to develop options to accommodate skill levels, class sizes and choice of sport. With balance of student life and resource availability in mind, the options will be designed with flexibility to ensure the best options available for upcoming classes.

## **Program Roles**

The St. Juliana Athletic Program believes in its core values to guide behavior of student athletes, administration, coaches, parents and fans, but some expectations are further defined to promote consistency, sportsmanship and Christian values in all interactions.

## **Athletic Program Members**

### **Administrators**

Administrators include the Pastor and Principal. These parish and school leaders spread philosophy, promote the culture, and expand it into day to day life in the school. They create a culture where coaches and parents partner to ensure our students thrive. This leadership works as one with the Athletic Director to ensure all pieces of the program are consistent with our mission and goals.

### **Expectations**

- Promote and work by the mission, philosophy, goals, core values and chosen practices of the St. Juliana Athletic Program.
- Appoint an Athletic Director and Athletic Board that share and represent the values and goals of the St. Juliana Athletic Program. Meet regularly with them to monitor the program.

- Oversee and approve decisions made by the Athletic Director related to the budget, scheduling, discipline, rosters and other issues related to athletics that may arise.
- Deliver a comprehensive physical education program for all children that promotes good health, physical fitness and preparation to participate in interscholastic athletic programs.
- Determine eligibility requirements for the student athlete and ensure that these are fairly and uniformly enforced.
- Ensure and verify that legal and safety aspects of the program are in compliance.
- Review financial reports regularly.

### Athletic Director

It is the responsibility of the Athletic Director, who is hired or appointed by the school Principal, to organize and manage the St. Juliana Athletic Program. The Athletic Director works under the supervision of the Principal and is assisted by the Athletic Board in the planning and operations of the athletic program.

### Expectations

- Promote and work by the mission, philosophy, goals, core values and chosen practices of the St. Juliana Athletic Program. Ensure they are understood and followed.
- Act as liaison between coaches, parents, students and the school administrators.
- Recruit, prepare and monitor volunteer coaches.
- Ensure program practices and policies are communicated, understood and consistently followed.
- Join and maintain positive relationships with leagues and tournament coordinators that will accommodate our need for competition at varying skill and age levels.
- Maintain standards of safety on campus and off, during practices and games.
- Effectively communicate registration, procedures, policy, schedules, changes and news with players, parents and fans.

- Use the appropriate communication media that the message and timing calls for.
- Develop and maintain scheduling for team practices and games, referees, game support needs and gym reservations.
- Apply disciplinary actions as needed and consistent with policy of the program.
- Provide coaches with education in appropriate coaching techniques and development of skills, as well as injury prevention and response.
- Periodically monitor and supervise coaches at practices and games.
- Purchase and maintain inventory of athletic equipment.

### Athletic Board

The volunteer Athletic Board is appointed with the approval of the Pastor and Principal. The Athletic Board works in support of the Athletic Director in planning and organizing the athletic program. Subcommittees can be assigned roles in specific areas to apply focus to critical needs.

### Organization and Management

The Athletic Board will consist of three officers and six members at large, as well as the principal, pastor, athletic director, and assistant athletic director. All Athletic Board members must be current SJS parents or parishioners, and the Board shall include parent representation from all grade levels (early childhood, primary, intermediate, junior high). The Athletic Board officers shall consist of chairperson, secretary, and treasurer. The officers shall deal with oversight, reporting, coaching assignments, fundraising and volunteer coordination. Each member of the Athletic Board will be assigned yearly tasks to assist in the management of the program. Athletic Board members must apply and will be selected by the Athletic Director, Principal, and Pastor. The term of office for the Athletic Board shall be no more than three consecutive years, and appointments shall be staggered as much as possible as determined by the Athletic Board. An officer or member of the Athletic Board is eligible for reappointment after their three-year term at the discretion of the Principal and Pastor.

### Guidelines and Procedures

The Athletic Board shall hold monthly meetings and offer open sessions for parents and the public. The Athletic Board shall distribute an agenda, keep minutes and publish periodic financial reports. Regular meetings should be published in the church bulletin. Meetings to discuss concerns involving coaches, coaching assignments, evaluations of parent surveys and other program business may be closed to all except members of the Athletic Board.

## Expectations

- Promote and work by the mission, philosophy, goals, core values and chosen practices of the St. Juliana Athletic Program.
- Meet routinely to plan and organize the Athletic Program.
- Recruit and organize volunteers for athletic events.
- Organize and assist with Athletic Program fundraising.
- Contribute ideas and discussion on improvements to the Athletic Program.
- Develop a handbook and guidelines for the Athletic Program.
- Debate and define approaches to program challenges; i.e. splitting teams, multi-activity participation, missed practices.
- Include a treasurer to keep an accounting journal, reports and fee analysis.
- Review and evaluate rules, regulations and eligibility standards regularly.

## Coaches

All coaches are volunteers recruited and appointed to teams by the Athletic Director. Coaches are the Athletic Program members with the most direct interaction with student athletes, and therefore require the most scrutiny, governance and supervision in recruiting and during their involvement.

## Requirements

- Complete an online criminal background check at [www.archchicago.org](http://www.archchicago.org).
- Attend a Virtus Training session and stay up-to-date with Virtus online training bulletins.
- Read and sign the Code Conduct, which is available in the school office or at [www.archchicago.org](http://www.archchicago.org).
- Complete the Child Abuse and Neglect Tracking (CANTS) form, which is available in the school office or at [www.archchicago.org](http://www.archchicago.org).

## Expectations

- Act in accordance with the St. Juliana mission, philosophy, core values and policy in both word and action, at all times, with students present or not.
- Make yourself known to all parents, and share contact options for one-on-one communications. Be open to, respectful and understanding of parental input and concerns.
- Effectively communicate your agenda, approach, procedures, schedules, changes and news with players and parents. Use the appropriate communication media called for in a variety of situations such as schedule changes, deadlines and miscellaneous updates.
- Attempt to ensure all student athletes safely leave the practice facility before leaving yourself.
- Model sportsmanship, humility and graciousness for the students in victory and defeat. Lead through example.
- Respond to student athlete doubts and failures with positive encouragement and an improvement plan.
- Follow the same expectations you have for your student athletes.
- Avoid placing responsibility on the student athlete for decisions made by an adult in their lives.
- Avoid use of intimidation, insults, ridicule, humiliation and fear in your approach to teaching, maintaining order and enforcing responsibility.
- Ensure that the health, well-being and development of student athletes takes precedence over the team's win-loss record.
- Properly supervise students at all times to create a physically and emotionally safe environment. Include safe training and conditioning techniques as well as sound injury and risk management practices.
- Update and maintain your knowledge in concussion protocol, first aid and emergency response.
- Possess basic knowledge in skills and strategies for the sport you are coaching so as to adequately lead and develop your team.
- Communicate any event that generates concern or disciplinary action to the Principal and Athletic Director as soon as possible following the event.

## Student Athletes

Students need to live, work and play as Catholic students representing their parish, school, coaches and parents. Students strive to improve themselves, their teammates and the school. Students remain committed to the team and appropriate level of effort in all practices and games throughout the season.

### Expectations

- Display respect for teammates, opponents, coaches and officials at all times. Student athletes are expected to:
  - Refrain from the use of profanity at all times.
  - Be generous in winning and graceful in losing.
  - Be a team player by encouraging the efforts of both teammates and opponents.
  - Do not argue with teammates, opponents, coaches or officials during the game.
- Maintain a solid academic and behavioral record in and out of season. (See Eligibility Requirements)
- Arrive on time for games and practices with the proper clothing and equipment. Make every effort to be in attendance, and notify your coach in advance if you are unable to attend a game or practice.
- Attend school the day of a game or practice. If a student is not in school, he/she will not be allowed to participate in a sporting event that evening. This rule does not apply to Saturday events following an absence on Friday.
- Return all uniforms upon the conclusion of your sports season. Unless informed otherwise by the Athletic Director, uniforms are the property of St. Juliana School and must to be returned in good condition. Students will be expected to pay for lost or damaged uniforms.
- Sign and return the Student/Parent Athletic Participation Contract as a demonstration of one's commitment to the Athletic Program and agreement with the guidelines outlined above.

Failure by a student-athlete to meet these expectations may result in probation, suspension or expulsion from the St. Juliana Athletic Program as determined by the coach, Athletic Director and Principal.

## Parents

Administrators and coaches must consider parents as partners. Parents should reinforce the life lessons being learned in the St. Juliana Athletic Program and work with the coaches in promoting the core values we are trying to instill in the student athletes.

### Expectations

- Support the St. Juliana mission, philosophy, core values and policy in both word and action at all times.
- Accept the St. Juliana Athletic Program as an extension of school to educate their student in sports and more importantly life lessons, side by side with their friends and classmates of all skill levels.
- Read Athletic Handbook and sign handbook acknowledgement form
- Trust in their child's ability to have fun as well as to perform and achieve excellence on their own.
- Help their child to learn the right lessons from winning and losing and from individual accomplishments and mistakes.
- Respect their child's coaches, teammates and fellow parents as well as the players, parents and coaches from opposing teams.
- Give only encouragement and applaud positive accomplishments, whether for their child, his/her teammates, their opponents or the officials.
- Show respect towards all officials and their decisions.
- Never coach their child or other players during games and practices, unless they are one of the official coaches of the team.

## Other Members

There are other members involved in school athletics that are impacted by the St. Juliana Athletic Program.

## Officials

Officials deserve respect and support from our community. They should leave their job feeling positive and speaking positively about their experiences at St. Juliana Athletic Program events. Officials will make mistakes that are part of a

live action game, and in most cases are hearing incorrect complaints from fans who do not properly understand the rules and calls.

## Fans

Fans are most often other students, friends and relatives. Fans must present themselves positively and in favor of their own team. It is never acceptable to cheer against the opponent, disrupt the game, target individuals or direct any criticism towards the officials. Fans will be expected to conform to the St. Juliana Athletic Program core values. Student fans will be educated on appropriate fan behavior and be asked to help lead other fans by example.

## Opponents

Opponents in the school conference are our friends, neighbors, relatives and fellow students in the Chicago Archdiocese school system. Most opponents in the Northwest Catholic Conference are often future teammates and/or classmates in the local high schools. Opposing teams should treat each other with mutual respect and appreciation and acknowledge good play.

## Eligibility Requirements

Students in grades 4-8 are eligible to play in interscholastic athletics in the sports offered in their grade level if they meet the physical, permissions, academic and behavior requirements listed below. Students are encouraged to join a sport they are interested in and in which they are capable of safely participating. Students may participate in two different sports in the same season, but please keep in mind that some sports do overlap.

A student may compete in a St. Juliana athletic event (practice or game) as long as he/she meets the following requirements:

- Student must return a permission slip signed by a parent or guardian approving of participation by the designated due date.
- Student must have a current physical (within the past year) on file with the school office and/or Athletic Director.
- Student must have a child/minor acknowledgement form on file with the Athletic Director.
- Student must exhibit academic progress as determined by the student's classroom teacher(s). Students with failing grades will not be allowed to participate in athletics until the classroom teacher feels adequate academic progress has been made.

- Student must display positive social behavior as determined by the student's classroom teacher(s). Students with severe behavioral infractions at school may be suspended from athletics until the classroom teacher and/or administrator feels adequate progress has been made.
  - Detentions for behavioral infractions will impact athletic participation. Two detentions will result in suspension from one quarter of the next game, three detentions will result in suspension for a full game, five detentions will result in suspension for two full games, and seven detentions will result in dismissal from the team.
- Student must attend school the day of the game or practice. If a student is absent on a Friday, he/she will still be allowed to participate in athletic events held on Saturday.

## Playing Time

### School/Life Balance

Students in grades 4-8 will be encouraged and invited to participate in interscholastic athletics offered for their grade. Parents should consider school/life balance for their child when selecting athletic options. The amount of time dedicated to practices and games, as well as playing time allotment, has been determined based on developmental needs of students at various ages and in accordance with Archdiocesan Standards (listed below). Parents should consider all extracurricular activities their child is involved in when deciding if there is time available to participate in St. Juliana Athletic Program teams. Travel sports, park leagues, dance, music, tutoring and all non-school commitments should be included in calculating your child's available time outside of study, rest, family time and social activities.

When scheduling activities, parents and coaches must be mindful that athletics are secondary to academics. The maximum amount of time that may be allocated to athletics for each grade level is as follows.

### Game Playing Time

In grades 4, 5 and 6, all players are expected to be awarded equal playing time. The focus at this level is on development, and every player at the 4th, 5th and 6th Grade level must get an equal opportunity to play. In grades 7 and 8, playing time should be a reflection of ability, effort, attendance at practices and commitment to the team. Coaches at the 7<sup>th</sup> and 8<sup>th</sup> grade level should work collaboratively with parents in helping all student athletes understand that not everyone who is on the team will play equal amounts. However, reasonable playing time for all is expected at the 7<sup>th</sup> and 8<sup>th</sup> Grade Levels.

“Winning at all costs” or the exclusion of participation of eligible players is never tolerated. For example, putting a player in the game for two minutes and calling that reasonable playing time is not acceptable. Coaches who repeatedly ignore playing time directives will be asked to meet with the Athletic Director, Principal and Pastor to determine if the situation is resolvable or change is necessary in favor of the students.

### Attendance

Student-athletes are expected to be present, punctual and active participants in all team practices. Missing practice due to a death in the family, illness or attendance at another SJS-sponsored event will be considered an excused absence and will not impact playing time. Missing practice for any other reason will result in loss of playing time for 1 quarter in the next game.

### Splitting Teams

Class sizes and interest in particular sports vary from year to year. Schools in the conference face challenges that vary from not having enough players to field a team, to having too many participants to offer quality playing time.

When a basketball or volleyball team at one grade level has less than 8 members, conference rules permit members of a lower grade playing up with conditions. The selection of lower grade players eligible to play up will be selected by the coaches of both grade levels, based on skill level and approval of the parents and Athletic Director.

When the number of participants at a grade level is so large that it may limit playing time, teams may be split at the discretion of the Athletic Director, Principal, and Pastor. Typically, when 14 or more students are playing basketball or volleyball at one grade level, the student-athletes will be divided into two teams, the Green team and the White team, to provide more playing time for all. At the 5th and 6th grade level, this division will be made to form two teams of relatively equal skill, taking into account student skill levels and

positions. At the 7th and 8th grade level, this division will be made to form an A team and a B team based on student skill level. Teams will be entered in different leagues if possible to allow each team to engage in fair competition throughout the season. In all cases, the division of teams will be determined by the coaches with approval of the Athletic Director, Principal and Pastor.

### Archdiocesan Standards/Guidelines

The number of practices and games, in addition to the time of the practices and games, are determined in consideration of the student athlete's age, physical development, academic responsibilities, and the opportunity for family life.

### Basketball & Volleyball

#### Games:

- Grade 4 – Ten to fifteen games and three tournaments (not more than twenty games total)
- Grades 5 and 6 – Fifteen to twenty games and three tournaments (not more than twenty-five games total)
- Grades 7 and 8 – Twenty to thirty games and three tournaments (not more than thirty-five games total)
- During the regular season, games and practices will be held no more than four days in a one-week period to allow for appropriate rest.
- Grade 7 and 8 games start no later than 8:30pm on days when there is school the following day and no later than 9:00pm on other days. For grades 4, 5, and 6, these times are 7:30pm and 8:00pm respectively.
- Practice games played before the start of the season should be limited to TWO games. Scrimmage games prior to or during the season should be limited to THREE games. These games are included in the maximum totals.

#### Practices:

- Grades 4 to 6 – One to two practices per week (not to exceed three hours per week)
- Grades 7 and 8 – Three to four practices per week (not to exceed six hours per week)
  - Monday, Wednesday, Friday is recommended for a three-practices-per-week schedule.
  - Monday, Tuesday, Thursday, Friday is recommended for a four-practices-per-week schedule.
- Practice sessions should include warm-up and cool-down times.
- No practices or games should be scheduled for early Sunday morning, as families should be allowed the opportunity to attend Mass together.

## Tackle Football

Mandatory pre-participation physical exams are one of the most critical aspects of injury prevention in youth sports programs, especially contact sports such as football. The purpose of the exam is to (1) detect conditions which could make football playing (or any other sport for that matter) life threatening or disabling and (2) detect medical or musculoskeletal conditions that could result in injury or illness during practice or competition. It is recommended that the performance of this pre-participation physical exam take place six weeks prior to preseason practice, allowing adequate time for the correction of identifiable problems such as use of specific strengthening or flexibility exercises which are highly critical for contact sports such as football.

### *Games:*

- Maximum of one game per week with a maximum of nine games plus playoffs

### *Practices:*

- No one practice session should last more than two hours (including warm-up, conditioning, instruction, breaks and cool-down).
- Preseason practices should be limited to one session per day and eight hours total in a week.
- Regular season practices should be limited to 6 hours per week, with no practice session lasting longer than 2 hours (including warm-up, conditioning, instruction, breaks and cool-down).