

# *Epiphany Catholic School Co-Curricular Handbook 2015-2016*

Co-Curricular activities teach Christian values and human (emotional and physical) virtues including teamwork, sportsmanship, and diligence, accepting loss and winning gracefully, while building self-esteem, school pride, and respect for others.

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Reviewed Annually*



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## Mission Statement

The mission of the co-curricular activities program at Epiphany Catholic School is to serve as an extension of the academic learning process within our classrooms. Co-curricular activities teach Christian values and human (emotional and physical) virtues including teamwork, sportsmanship, and diligence, accepting loss and winning gracefully, while building self-esteem, school pride, and respect for others. Our program offers all interested students the opportunity to participate, teaches the fundamental skills, as well as strategy, and approaches all these tasks with respect to the proper level of each sport and team.

## Role Models

The first responsibility of all students, parents, coaches, and activity leaders at Epiphany Catholic School is to remember that Jesus Christ is the reason for our school and that Jesus is the model of our lives (from our Participation Agreement). All representatives (employees and volunteers) of Epiphany Catholic School must be positive role models at all times: on and off court, on and off campus. As models for the young, they are rightfully held to a higher standard.

## Levels of Sports

Epiphany Catholic School embraces the understanding of various levels of youth sports, proposed by Rev. Richard J. McGrath (*Coaching Catholic: Gospel Values in Youth Sports*, pp. 22-3). This understanding identifies two, out of three, levels that can be found at Epiphany Catholic School: the primary level and the transitional level.

- 1) The Primary Level focuses on “instruction and participation,” with an “emphasis... on the enjoyment of playing, participation, learning the basics of the sport, and fulfilling the need for young people to belong, to learn, and to participate. This level should be inclusive, instructional, positive, emphasize the skills of the sport,” and without a strong emphasis on competition.
- 2) The Transitional Level, since it is designed to assist the athletes in transitioning toward the varsity level in high school, specifically at Central Catholic High School, is “more competitive and concentrates on basic skills, but moves forward to skill refinement, team development, and advanced skill learning. A thorough explanation of the nuances of the game and its finer points is provided through extensive instruction and practice, game playing, and game-like situations.”

## Co-Curricular Activities

*The following are school-sponsored:*

Baseball (6th-8th grade boys)	Scholastic Bowl (6th-8th boys and girls)
Basketball (5th-8th grade boys and girls)	Softball (5th-8 <sup>th</sup> grade girls)
Cheerleading (7th and 8th grade girls)	Speech Team (5th-8th grade boys and girls)
Chess Club (K-8th grade boys and girls)	Track (5th-8th grade boys and girls)
Cross Country (5th-8th grade boys, girls)	Volleyball (5th-8th grade girls)
Drama (5th-8th grade boys and girls)	
Golf (5th-8th grade boys and girls)	

*The following are parish-sponsored:*

Cub Scouts (1st-5th grade boys)

Girl Scouts (K-8th grade girls)

## **Participation Agreement**

When participating in a school-sponsored activity, parents, students and coaches/leaders must all sign and follow the Participation Agreement for each activity. A copy of each Agreement is available on the school website.

## **Roles and Responsibilities**

### *Athletic Coaches*

Overall Purpose: To provide leadership for a team in the assigned sport that meets the objectives of the Mission Statements of the school community and complies with IESA by-laws and regulations. Anyone interested in coaching any sport must submit his/her name by August 1st and attend the bi-annual sports symposium, any required diocesan events as well as the Epiphany Coaches Meeting held in August.

### Responsibilities

- Be a positive role model at all times.
- Respect other coaches and leaders, students, parents, officials, judges and spectators.
- Recognize and encourage the efforts of all students regardless of results.
- Know and apply the policies set forth in Epiphany Catholic School's Co-Curricular Handbook and the IESA Handbook.
- Know and apply the rules and regulations of the activity.
- Keep competition in the proper perspective.
- Obtain approval for the use of facilities.
- Foster Team Spirituality by beginning and/or ending each practice and game with a team prayer.
- Meet for a Mass once during the season.
- Foster Student Spirituality by encouraging students to attend Reconciliation.
- Look for saintly models that were athletes.
- Make sure students are getting to Mass (even when on the road).
- Gather for a rosary (or part of one).

### Facilities, Equipment, and Uniform Management

- Obtain approval for the use of facilities and sports equipment.
- All sports equipment, first aid kits, scorebooks, water bottles, etc., shall be returned to the proper storage place at the completion of every practice or event.
- Coaches should arrive at the practice/game site early enough to help set up equipment for our home sporting events.
- Turn off all lights after every practice or event if you are the last one using the facility.
- Secure the equipment room, locker rooms, and gymnasium after every practice or event.

- Non-participating teams must vacate the gym floor and locker rooms one hour before any home sporting event.
- Coaches and participants should check their gym shoes for dirt, water, and rocks prior to walking on the gym floor. These materials will damage the gym floor.
- Damaged or lost equipment, uniforms, or facilities will be immediately reported to the Athletic Assistant.
- Each Head Coach will be issued a gymnasium key and an equipment room key at the beginning of their season. These keys must be returned at the end of the season.

### Scheduling

- The Athletic Coordinator must approve the scheduling of any sport practice, tryouts, or game. There will be no practices on Wednesdays, Sundays, Good Friday and Holy Days of Obligation. Under certain circumstances, Wednesday practices may be permitted, but require special permission from the Principal.
- Practices, games and tournaments will be limited to a total of five (5) days per week, per team.
- The Assistant Athletic Coordinator will distribute a master schedule for practice and game dates and times. Coaches must adhere to the schedule. Any schedule change must be cleared through the Assistant Athletic Coordinator.
- As expressed in the Mission Statement, sports are “extension of the academic learning process”. Coaches will understand that students must balance participation in sports with academics and homework. Coaches need to be flexible and allow student-athletes to prioritize academics over activities when necessary, even if this necessitates missing practices or games.
- Practice will not exceed 90 minutes per day on nights prior to a school-day, including time used for team meetings and team prayers.
- Practices will not exceed 120 minutes on non-school nights.
- Parents will make good-faith efforts to have children at practices and games on time. Likewise, coaches will make good-faith efforts to dismiss student-athletes at the scheduled end time.
- Practices will be cancelled if the Principal announces early dismissal due to inclement weather or any other event that causes the building to be inaccessible.

### Team Management

- Head Coaches must maintain the Diocese “Student Activity Permit” for each athlete. Coaches will carry these forms with them at every practice and event for emergency contact when needed. A sports’ physical, activity fee, Concussion Form, and Co-Curricular Agreement Form are required for each athlete. These should be forwarded to the Assistant Athletic Coordinator.
- Coaches are responsible for the good conduct of their athletes at every practice and event. Notify parents as needed when disciplinary action is taken.
- Participants should be supervised at all times.
- Participants are not to be in the building without a coach present.
- Coaches will not leave any athlete unsupervised.

- Athletes are restricted from classrooms and hallways unless approved and accompanied by a Coach.
- Coaches and athletes shall dress in appropriate attire for all practices and events.
- Athletes provide for their own transportation to practices and events. Coaches are not expected to provide transportation.
- Any questions, concerns, or needs regarding co-curricular activities should be directed to the Assistant Athletic Coordinator.
- After the collection and inventory of uniforms and the return of keys stipend checks will be made available.

### Parent Meetings

Coaches must have a mandatory parent meeting prior to the start of their season. This is an opportunity to discuss the philosophies, rules, and expectations of the Epiphany program. Coaches and activity leaders are to talk about how they will manage playing time (cf. pp. 7-8). Coaches and activity leaders will also discuss the fundamental skills and strategies that each athlete will learn in the course of the season. In case of absence by the parent(s), a meeting or phone conference must be arranged with the coach before participation will be allowed.

### Sportsmanship and Conduct

All coaches, assistants, and activity leaders will conduct themselves in a manner consistent with the mission and philosophy of Epiphany Catholic School and the IESA standard of conduct. Coaches and activity leaders represent Epiphany Catholic School at all practices, meetings, and events. Christian attitudes, proper conduct, and good sportsmanship are imperative to a successful program. Acts of improper conduct will be closely scrutinized.

### Sport and Activity Instruction

Coaches and activity leaders are expected to teach the fundamental skills and strategies of their sport or activity.

### Selection of Athletic Coaches

Each team shall have one head coach and may have assistant coaches. Each team must have at least one coach or mentor of the same gender as the team. The Principal and Athletic Coordinator must approve all coaches and mentors. Anyone interested in being reviewed for a coaching or leadership role must submit his/her name by August 1st to the school office and attend the bi-annual sports symposium. For Transitional Level sports (as defined on page 9), preference will be given to qualified coaching applicants who do not have a child of their own playing on the team they will be coaching.

## *Activity Leaders*

Overall Purpose: To provide leadership for a team in the assigned co-curricular activity that meets the objectives of the Missions of the school community.

### Responsibilities

- Be a positive role model at all times.
- Respect other coaches and leaders, students, parents, officials, judges and spectators.
- Recognize and encourage the efforts of all students regardless of results.
- Know and apply the policies set forth in the Epiphany Catholic School Handbook and the Co-curricular Handbook.
- Know and apply the rules and regulations of the activity.
- Keep competition in the proper perspective.
- Obtain approval for the use of facilities.
- Have a mandatory parent meeting prior to the start of their season. This is an opportunity to discuss the philosophies, rules, and expectations of the program. In case of absence by the parent(s), a meeting or phone conference must be arranged with the coach before participation will be allowed.
- Understand that the activities are an “extension of the academic learning process” and students need to balance participation with academics and homework. Activity Leaders will not exceed 90 minutes of practice time for each scheduled practice. This includes time used for meetings and prayers.
- Although there are no “playing time” rules for the non-sports activities, Activity Leaders will allow all interested parties to participate and compete at each match or event.

## *Principal*

Overall Purpose: *“The Principal of a member school shall be responsible for matters pertaining to all athletic as well as non-athletics of his/her school. In addition, he/she shall be responsible to ensure that his/her school is properly represented at all interscholastic events and be responsible for the conduct of the contestants and other persons from his/her school”* (IESA guideline n. 2.020).

### Responsibilities

- Arrange for gym supervision of all events at Epiphany Catholic School.
- Develop along with the Athletic Coordinator and Booster Club an annual operating budget and submit it to the Pastor and Finance Council for approval.
- Work with the Parish Accountant to manage all expenses.
- Ensure the submittal of all forms required by the IESA such as financial, eligibility, certification lists, registration, etc.
- Oversee adherence to the Co-Curricular Handbook and the Co-curricular Activities Participation Agreement.
- Assist the Athletic Coordinator with interviewing first time coaches, and assigning all coaches and assistants.

- Be party to the chain of communication regarding unresolved concerns with coaching staff or co-curricular issues. The chain: coach/activity leader, Athletic Coordinator, the Principal, the School Advisory Board.

### *Athletic Coordinator*

Overall Purpose: Under the direction of the principal, to provide overall organization for the school sports and extra-curricular activities. Duties include:

- Organizing a bi-annual workshop for coaches and activity leaders.
- Assisting the Principal with coach interviews.
- Being a party to the chain of communication regarding unresolved concerns with coaching staff or co-curricular issues. The chain: coach/activity leader, Athletic Coordinator, Principal, the School Advisory Board.
- Coordinating team Masses.
- Promoting through reading materials “Catholic Coaching.”
- Participating in the annual review and evaluation of the Co-Curricular Handbook.
- Reporting to the School Advisory Board, as requested.
- Monitoring IESA rules as they pertain to school sports programs.
- Scheduling games, tournaments, and practices.
- Assisting the Principal with interviewing and assigning coaches.
- Scheduling coaches’ meetings.
- Acting as a liaison between parents, coaches, and school administration regarding co-curricular activity organizational matters.
- With the Principal, administering the Co-curricular Activities Participation Agreement and encouraging dialogue and proper communication between parents and staff.
- Referring unresolved concerns to the chain of communication.
- Hiring officials for home games.
- Recognizing coaches for service, payment.
- Attending Sangamon Valley Conference meetings.
- Attending Booster Club meetings.
- In the absence of an Athletic Coordinator, the role will be filled on an interim basis by the President of the School Advisory Board or other individual appointed by the Principal.

### *Assistant Athletic Coordinator*

Overall Purpose: Assist the Athletic Coordinator to provide overall organization for the school sports and extra-curricular activities defined below:

Baseball	Cross Country
Basketball	Drama
Cheerleading	Scholastic Bowl (coaches schedule)
Chess Club (coaches schedule)	Softball

Speech

Volleyball

Track

### Responsibilities

- Be a positive role model at all times.
- Foster respect among coaches, leaders, students, parents, officials, judges, and spectators.
- Assist the Principal and Athletic Coordinator with submitting IESA paperwork.
- Monitor IESA rules as they pertain to school sports programs.
- Maintain the master gym schedule and publish it to Principal, Coaches, and Booster Club.
- Distribute scorebooks, uniforms, and IESA materials to coaches.
- Inventory equipment including uniforms with the assistance of Booster Club.
- Order new equipment and uniforms as necessary.
- Maintain first aid supplies.
- Purchase sport awards and trophies.
- Schedule coaches' meetings.
- Maintain a list of all coaches that includes their name, address, phone number, email address, and the sport/activity they are coaching.
- Distribute and collect facility keys to head coaches/activity leaders. Keep accurate records and account for all distributed keys.
- In the absence of an Assistant Athletic Coordinator, the Athletic Coordinator shall fulfill these duties.

### *Parent*

### Responsibilities

- Be a positive role model at all times.
- Respect coaches, leaders, students, other parents, officials, judges, and spectators.
- Make good faith efforts to have my child on time for practices and events.
- Know and abide by the policies set forth in the Epiphany Catholic School Handbook and the Co-Curricular Activity Handbook.
- Support and participate in any disciplinary action that may be needed.
- Communicate with coaches, activity leaders and school staff in a proper manner by being open and honest, avoiding criticism immediately after a situation that triggers a concern and discussing the situation at a time and place that allows for a private conversation.
- Understand that the chain of communication regarding concerns begins with the coach or activity leader. An unresolved concern, in the opinion of the concerned parent, should then be communicated to the following, in the order indicated: Athletic Coordinator, School Principal, and School Advisory Board.
- Support Booster Club activities by volunteering enough additional hours to satisfy the policy stated in the Co-curricular Activity Handbook.
- Attend any pre-season meetings. In case of absence by the parent(s), a meeting or phone conference must be arranged with the coach before participation will be allowed.

- Prior to the beginning of each sport during the school year, participants will be required to have paid applicable activity fee and have on file proof of completed physical, liability waiver, proof of insurance and participation agreement.

### *Responsibilities of the Booster Club*

Overall Purpose: To provide financial support and volunteer assistance to the co-curricular programs.

- Coordinate volunteer assignments for regular season activities, tournaments, and special events sponsored by Booster Club.
- Track and report parent volunteer hours.
- Assist the Assistant Athletic Coordinator with the purchase and inventory of uniforms.
- Collect and return deposits for uniforms as needed.
- Inventory and sell Epiphany team and school apparel.
- Manage income from sports camps, programs, sponsors, donation, entry fees, etc.

## **Co-Curricular Activity Policies**

### *Playing Time*

*"In youth sports, participation and fun are more important than winning. Adults sometimes do not see that many young athletes would rather have the opportunity to play on a losing team than warm the bench and watch a winning team. Clearly, the focus should be on participation, rather than winning." -Rev. Richard J. McGrath, Coaching Catholic, 2004*

**Primary Level Sports** – (Refer to the definition of primary level sports on page 1). For Primary Level Sports programs, **the intent is that playing time will be as equal as possible for every dressed player during each game/match as well as over the course of a tournament.** Coaches will not allow the desire to win the game to alter these goals. If the number of players, or the number of games, necessitates splitting the team into separate squads for basketball or volleyball, coaches shall not designate players to specific squads based on ability (no “A” and “B” teams for these sports). It is recommended that coaches document playing time and keep a written record should questions or problems arise.

The following sports will be Primary Level Sports:

- 5th and 6th grade basketball (boys and girls)
- 5th and 6th grade volleyball

**Transitional Level Sports** – (Refer to the definition of transitional level sports on page 1). Playing time in transitional level programs will be skills-dependent, in the team’s best interest, and may not be equal for all players. Younger players who “play up” either due to an insufficient number of players to fill a Transitional team roster or due to advanced skills, will not be guaranteed equal playing time when on a Transitional team.

The following sports will be Transitional Level Sports:

- 7th and 8th grade basketball (boys and girls)
- 7th and 8th grade volleyball
- Cheerleading (7th and 8th grade girls)
- Cross Country
- Track (5th through 8th grade boys and girls)
- Baseball and softball (6th through 8th grade)

### *Team Size*

Primary Level Sports – all interested students will be allowed to be members of the team. In the event the number of interested students exceeds a manageable level, the Coach, Assistant Athletic Coordinator, Athletic Coordinator, and Principal will meet to decide how to address the situation in a way that affords equal playing time to all interested members.

Transitional Level Sports – team size shall be limited to the IESA guidelines. If the number of interested students exceeds IESA guidelines, the Coach, Assistant Athletic Coordinator, Athletic Coordinator and Principal will meet to decide how to address the situation. In this case, all interested students may not be allowed to participate.

### *Team Composition*

For activities in which a team is available by grade (such as basketball and volleyball), no student will be allowed to compete at a grade level other than their own unless it can be established as necessary to fill the minimum roster.

For activities in which multiple grades form a single team at the junior high level (such as baseball, cross country, softball, scholastic bowl, etc.), students are considered equal team members with no distinction by grade.

“Playing Up” – In the event that a grade level does not have sufficient members to form a team, the Athletic Coordinator and Principal may allow student-athletes to play up; however, those playing up will be from the next lower grade level only. The total number of team members will not exceed a reasonable number if there was a need to have lower grade student-athletes play up. The Principal will determine what the “reasonable number” is.

## **Games and Tournaments**

The Principal will determine the number of games and tournaments at each grade level before the beginning of each school year.

Epiphany Catholic School will adhere to the following maximum number of games and tournaments each season, for the following sports:

### Baseball and Softball:

- Twenty (20) games including tournaments, exclusive of the IESA state tournament series

### Basketball:

- Grade 5 – twenty (20) games including tournaments
- Grade 6 – twenty (20) game including tournaments
- Grade 7 – twenty-two (22) games including tournaments, exclusive of the end-of-the-season Catholic school championship series or the IESA state tournament series
- Grade 8 – twenty-two (22) games including tournaments, exclusive of the end-of-the-season Catholic school championship series or the IESA state tournament series

### Track and Field:

- Twelve (12) meets
- Note: some student-athletes may qualify for regional and state meets beyond the scheduled meets

### Cross Country:

- Twelve (12) meets
- Note: some student-athletes may qualify for regional and state meets beyond the scheduled meets

### Volleyball:

- Grade 5 – twenty (20) games including tournaments
- Grade 6 – twenty (20) game including tournaments
- Grade 7 – twenty-two (22) games including tournaments, exclusive of the IESA state tournament series
- Grade 8 – twenty-two (22) games including tournaments, exclusive of the IESA state tournament series

### Cheerleading:

- Grades 7 and 8 – to coincide with regulated games and tournaments

## **Booster Club Volunteer Hour Policy**

The number of volunteer hours for each activity will be calculated and published at the start of that activity's season. The total hours required for the families of each participant will include the following:

- Hours for the regular season

- Hours for tournaments at all grade levels. For example, volunteers for the 7th and 8th grade boys' basketball tournaments will also come from parents of the 5th and 6th grade players and cheerleaders.
- Hours for major events supported by the Booster Club. Examples of major events include, but are not limited to, the Golf Tournament and Girls State Basketball Tournament.

A schedule assigning all families will be created and shared once the names of the participants are available. If a family is unable to work their assigned shift, it is their responsibility to find another parent who can switch with them.

## **Eligibility**

Each Friday (or last day of the school week), the Principal will inform students, parents and coaches which team members are failing in their class. According to IESA policy, students will be declared ineligible from Monday through the following Saturday. Consequences of consecutive failing grades:

1. One academic violation will result in ineligibility. The student will not be able to participate in any games from Monday through Saturday.
2. Two consecutive academic violations in a season will result in ineligibility from all practices and games from Monday through Saturday.
3. Three consecutive academic violations in a season will result in forfeiting the right to play and activity fee for the remainder of that season.

## **Attendance**

Students who stay home from school past 10 a.m. due to illness are not allowed to practice or play that day. If a student misses classes due to a previously scheduled medical appointment, he/she may practice or compete. Absences due to funeral attendance or family obligations do not affect participation.

## **Awards/Post Season Recognition**

Students involved in athletics may receive awards (letter, medallions, pins, etc.) at the discretion of the Principal and the Athletic Coordinator.

## **Open Gym**

In addition to the IESA guidelines, all guidelines regarding Facility Usage at Epiphany Parish must be followed. Epiphany Catholic School follows the IESA rule 3.150 regarding Open Gym:

*Schools may open their facilities to students during the school year under the following conditions:*

- a. A variety of recreational activities are available during the course of the year.*
- b. There is no coaching or instruction in the skills and techniques in any sport at any time.*
- c. Participation is voluntary and is not required directly or indirectly for membership on a school squad.*
- d. Comparable opportunities are afforded to all participants.*

## **Summer Participation**

Epiphany Catholic School follows the IESA rule 3.160 regarding summer participation. It is as follows:

*Students may participate either as an individual or as a member of a team in any type of athletic activity during the summer months. Students from the same school may participate on the same team. Summer months are defined as the time that the school closes in the spring until classes begin in the fall. A coach of a member school may coach students from the school during the summer.*

## **Facility Usage for non-Parish Activities or Events**

In accordance to the Diocese of Peoria's policy regarding the use of facilities, all of the appropriate forms (available through the Principal's office) must be completed and returned to the Parish Office at least fifteen (15) days prior to the event. The organization must show proof of insurance with a minimum of \$1 million of coverage. In addition, Epiphany Parish and the Diocese of Peoria must be listed as additional insureds on the policy.

In order to participate in an event at Epiphany Parish, each participant (adult or student) must complete and return the appropriate waiver forms to the rectory at least fifteen (15) days prior to the event.

## **Safe Environment Training**

Any adult volunteer or employee who will work with children at Epiphany Catholic School (in any capacity) will need to complete parts 1, 2, and 3 of the Safe Environment Program, and parts 1 and 2 upon request or every other year. A full listing of the offerings is available on the Diocesan website under the heading Safe Environment Program.

The Safe Environment Program requirements include:

1. Being fingerprinted through the Illinois State Police.
2. Completing the CANTS check (Child Abuse Neglect Tracking System) through the Department of Children and Family Services.

3. Attending the Safe Environment Program offered by the Catholic Diocese of Peoria. These workshops are offered at various locations within the Diocese on various dates throughout the year.

## **Appendix**

The Participation Agreement, Liability Forms, Safe Environment Training and Incident Report Forms can be found on the school website: [www.epiphanschools.org](http://www.epiphanschools.org)