

# QUEEN OF MARTYRS HOME OF THE "WILDCATS" 2018 – 2019

## Athletic Association Handbook

Father Martin Marren, Pastor  
Mrs. Kathleen Tomaszewski, Principal

Athletic Association Officers:

Mrs. Gina Gutrich, President  
Mr. Dan Sheehy, Vice President  
Mrs. Andrea Gertonson, Secretary  
Mrs. Eileen Murray, Treasurer

Southside Catholic Conference Representative:

Mrs. Jennie Schmitt

**Note:** All Athletic Association participants, players, coaches, moderators and administrators alike involved in athletic extracurricular activities, must comply with the Office of Catholic School's (OCS) Handbook for Athletics in Catholic Elementary Schools, 2011.

This manual, which can be found on the OCS informational portal @ <http://ocs.archchicago.org/Portals/23/Modified%202013%20Athletic%20Handbook.pdf> is intended to guide those who govern, manage, finance, and participate in interscholastic athletic programs.

The following manual contains Queen of Martyrs-specific information. Both manuals will serve as governors to all of Queen of Martyrs extracurricular athletic events and related activities.

**QUEEN OF MARTYRS WILDCATS**  
**3550 West 103<sup>rd</sup> Street**  
**Evergreen Park, Illinois 60805**

**2018 - 2019 Athletic Board Members**

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Phone</b>
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Gina Gutrich	President	<a href="mailto:ginaficaro@hotmail.com">ginaficaro@hotmail.com</a>	(708) 207-5050
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Eileen Murray	Treasurer	<a href="mailto:mayo95@ymail.com">mayo95@ymail.com</a>	(708) 227-8224
Jennie Schmitt	SCC Rep	<a href="mailto:jenschmitt@gmail.com">jenschmitt@gmail.com</a>	773-410-3064

## 2018 - 2019 Athletic Coordinators

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## **MISSION STATEMENT**

- The Queen of Martyrs Athletic Program provides a competitive sports program as an extension of the Queen of Martyrs Catholic School academic program. Participants will learn the fundamentals of each sport and be given the opportunity to develop strong, healthy, and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play and team spirit.

## **PHILOSOPHY**

- Queen of Martyrs Catholic School is concerned with the development of the WHOLE person - the religious, moral, social, and academic dimensions, as well as physical development. We believe that participation in athletics is an important part of student development. Through participation in the Queen of Martyrs Athletic Program, students may develop life-long skills and positive values. These values include leadership, healthful living habits, self-discipline, integrity, teamwork, respect for rules and regulations, and the ability to participate with dignity and grace.

## **GOALS**

In defining a clear sense of purpose for the Queen of Martyrs Athletic Program, the following GOALS have been established for all participants:

- Developing sportsmanship
- Giving students the experience of being part of a team
- Developing school spirit and team spirit
- Helping students develop strong, healthy, and disciplined minds and bodies
- Helping students maintain good health through physical fitness
- Encouraging values of respect, self-discipline, fair play, and cooperation
- Teaching the proper attitude toward winning, losing, and competing with dignity

## **SAFE ENVIRONMENT COMPLIANCE PROCEDURES - SCHOOL EMPLOYEES AND VOLUNTEERS**

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview. When employees or volunteers accept a position in the Catholic School system, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people. Volunteers are not fingerprinted. The following is a link to all of the Safe Environment Requirements below:

[protect.archchicago.org/documents](http://protect.archchicago.org/documents)

1. Complete an online criminal background check at [www.archchicago.org](http://www.archchicago.org) Scroll to the Child Protection button. Select Background Screening. Follow eAppsDB Instructions for Employees.
2. Present themselves for digital fingerprinting within three business days of hire. (**School Employees only**). Online at [www.archchicago.org](http://www.archchicago.org)
  - Scroll to the Protecting Children button and select Fingerprinting
  - Go to Accurate Biometrics fingerprinting location.
  - Take completed Fingerprint Application Form and a government issued ID
  - Ask the principal for the school's ID number
  - that is required on the form
  - Return receipt received from fingerprint technician to the Principal
3. Attend Virtus/Protecting God's Children for Adults™. Online at [www.archchicago.org](http://www.archchicago.org):
  - Scroll to the Protecting Children button and select Virtus.
  - NOTE: All participants must pre-register online to attend. Virtus Certificate received at the completion of training to be placed in employee's personnel file at the school.
  - NOTE: If you have attended Virtus training in another diocese, call 888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago. Give the principal a copy of your Virtus certificate.
  - Read monthly newsletters when sent via email.

## **SAFE ENVIRONMENT COMPLIANCE (con't.)**

4. Read and sign Code of Conduct at [www.archchicago.org](http://www.archchicago.org):
  - Scroll to the Protecting Children button and select Code of Conduct
  - The signed copy of the Acknowledgement
  - Form is filed at the local school
5. Complete Child Abuse and Neglect Tracking Form (CANTS) at [www.archchicago.org](http://www.archchicago.org) **ANNUALLY**
  - Scroll to the Protecting Children button and select CANTS
  - Return the completed form to the Principal
  - The original form will be sent to DCFS; a copy is filed at the local school
6. Complete Mandated Reporter Training – All School Employees AND Coaches. If Online <https://dcfstraining.org/manrep/index.jsp>, the employee is to:
  - Print two copies of the Mandated Reporter Training Certificate
  - Retain a copy for personal file
  - Present the copy to school administrator for school personnel file
7. Teams will not be allowed to practice until coaches have complied with all of these requirements.

## **RESPONSIBILITY FOR THE ATHLETIC PROGRAM**

- Since the Queen of Martyrs Athletic Program is an extension of the Queen of Martyrs Catholic School academic program, the Athletic Program is subject to the authority of the Pastor and Principal by virtue of their offices (Archdiocesan Policy).
- The Principal is the primary authority over the Athletic Program in the school. The responsibility is shared with the Pastor in a parish-sponsored sports program. (A parish-sponsored program is one that welcomes all children of parishioners whether or not they attend Queen of Martyrs Catholic School.)
- At times, the Pastor and/or Principal may grant proxy to the Assistant Principal, Athletic Director or another designee in their stead. Moreover, the Pastor and the Principal have the final decision for all athletic related matters.

## **ATHLETIC BOARD**

- The Athletic Board shall consist of a President, Vice President, Secretary, Treasurer, Southside Catholic Conference Representative and the Coordinator **or** Co-coordinators for each of the following sports: football, cheerleading (football and competitive), girls' basketball, boys' basketball, girls' volleyball, boys' volleyball, soccer, golf, youth basketball, and boys' baseball. Voting members are comprised of the four Officers, the Coordinator of each sport and the Southside Catholic Conference Representative.
- Each member of the Athletic Board has one vote. If an officer is also a coordinator, that person only has one vote. If a sport has more than one coordinator, there can only be one vote from that sport. Eligible voters must be present in order to vote. All voting is done by secret written ballot, unless the President declares an exception and the majority of voters agree.
- The Athletic Board is to have monthly meetings throughout the school year. All board members must attend all athletic meetings and any “special” ones called. If a board member misses more than two (25%) meetings, their Athletic Fees will no longer be waived.
- All Board decisions must have the approval of the pastor and/or principal prior to proceeding. Any athletic issues that involve a rule change should be approved by the Executive Board, the Principal and the Pastor before paperwork is handed out to the parents and/or athletes.

## **ATHLETIC BOARD (con't.)**

The President has the following responsibilities:

- Administer the approved budget
- Present to the Board, a Coordinator to represent each sport. (This is to be done in May, following public notice and an election if needed, and is subject to Board approval.)
- Act as Purchasing Agent for the Board along with the Treasurer and appropriate Coordinator
- Review the meeting agendas with the secretary & conduct monthly meetings

The Vice-President has the following responsibilities:

- Replace the President in his/her absence
- Represent the Board at the Parish Calendar Meeting in June to schedule meetings and special events
- Keep a copy of all applications for coaches by sport
- Chair monthly calendar (gym) picks and work with the rectory to ensure the gym is not double-booked

The Secretary has the following responsibilities:

- Prepare agenda for the monthly meeting with input from the executive board
- Notify members of meetings
- Take written minutes of Athletic Board meetings and present them at the next meeting (oral and/or written)
- Keep a copy of all coordinators' correspondence
- Coordinate team sports pictures
- Prepare, distribute and collect all correspondence for the Nedra Stack and Wildcat Awards
- Periodically publish Athletic Newsletter to go home with school families
- Facilitate any Athletic Handbook changes/additions/deletions from year to year

The Treasurer has the following responsibilities:

- Make a ledger of all expenditures and receipts accountable to Athletic Board
- Work with President in establishing a budget for the following year
- Give a Treasurer's report at each meeting (Copy to President and Secretary)
- Handle requests for fees and expenses from coordinators

Coordinators have the following responsibilities:

- Oversee any tryouts for team selections
- If a head coaches position is vacant the coordinator is responsible to start the selection process
- Oversee coaches as to their conduct by reporting incidents or issues to the Executive Board
- Get approval of Board for leagues and tournaments
- Send a roster of all teams to the principal before the league games begin
- Collect all fees, permission slips and insurance waivers before league games begin
- Distribute uniforms and equipment to head coaches before the season Begins (maintain records)
- Collect and inventory uniforms and equipment from head coaches after the season ends
- Provide copy of inventory to Board secretary
- Determine amount of parent participation
- If necessary, schedule parents for kitchen, door, security, bathrooms, set-up and cleanup
- Replace any kitchen items lost or broken during season
- Report needed purchases to Board and get an approved purchase order number before the order is placed
- Act as liaison between coaches and Board
- Ensure that all coaches receive a copy of the athletic handbook
- Collect all coaching agreements and turn into secretary within first 2 weeks of practice.
- Turn in list of all Coaches and Assistant Coaches to the school office so they can be approved to coach based on completing all requirements.
- Ensure that all REP students listed are not double rostered, which is an SSC rule and hand out these guidelines in hard copy with registration.

## **ATHLETIC BOARD (con't.)**

### **Coordinators responsibilities (con't.):**

- Ensure coaches are aware of all gym rules
- Present a preliminary budget to the Treasurer in May for the coming year
- Provide written input to the eighth-grade coaches for the awards given at the 8<sup>th</sup> Grade Spring Awards Banquet (Wildcat, Nedra Stack)
- Give a copy of the team rosters to the President
- Collect uniform deposits
- Coordinators are to conduct a Parent-Night Meeting prior to the first contest with topics spelled out in the handbook.

### **A Southside Catholic Conference Representative has the following responsibilities:**

- Represent Queen of Martyrs at the conference meetings
- Is expected to give a report at all Queen of Martyrs Athletic Association meetings

## **ATHLETIC BOARD ELECTIONS / OPENINGS (OFFICERS and COORDINATORS)**

All athletic board positions will be elected for a two year renewable term unless they are removed for cause. Football elections will take place in January and all other elections will take place in April.

### **Nomination Process**

- An Athletic Board Nomination Form will be distributed by the school to all parents.
- The Nomination Form will contain a brief explanation of each position on the Athletic Board.
- Parents will have the ability to nominate themselves for any position for the following school year.
- The Nomination Form must be filled out and returned to the principal within a specified timeframe.
- Once this deadline has passed, nominations are closed and no co-coordinator may be added to a sport. (This deadline may be extended in the event no individual comes forward for a specific Board position and that position is open.)
- All potential candidates will then receive written approval or denial of their Nomination Form from the pastor and principal. This would apply to current members as well as those seeking a first term.
- Once the approval/denial processes has taken place, any needed elections will be held.

### **Election Process**

- For any position which has more than one person running for it, a short paragraph about the person running will be included on the ballot in the event of an election.
- All approved candidates will be placed on a ballot and each family which paid the mandatory Family Fee will have one vote.
- The ballots will be distributed by the school and to each family. Families will have a specific time period in which to return the ballot.
- Once that time period has expired, all of the votes will be counted.
- The votes will be counted by the principal and/or pastor or their designee. The candidate with the highest number of votes will win that position. The new members are expected to attend the May meeting.

### **Resignation/Dismissal**

- In the event a current member of the Athletic Board acts inappropriately, the pastor and principal may remove him or her from their position and select a replacement.
- Input as to a replacement may or may not be sought out from the remaining Athletic Board members.
- The need for possible input would be determined by the pastor and principal.
- In the event that a current member of the Athletic Board resigns, the pastor and principal will select his or her replacement for the remainder of the term.
- Input from the remaining Athletic Board members may or may not be sought out as determined by the pastor and principal.



## **ATHLETIC BOARD MEETINGS / ADULT BEHAVIOR**

An agenda with topics will be compiled and issued to all board members prior to the meeting. Anyone who would like to address the board must submit their request in writing to the board prior to the scheduled meeting. This allows the item to be placed on the agenda and sufficient time allotted for the discussion.

All parents are invited to attend regularly scheduled Athletic Board meetings. While comments, questions or concerns are welcome from anyone in attendance, they must ALWAYS be addressed in a civil and appropriate way. Failure to comply with this understanding could result in the person(s) being asked to leave the meeting at once. The decision to ask a person(s) to leave due to their unacceptable behavior would be made by the pastor and/or principal.

If a person(s) is asked to leave a meeting because of their unacceptable behavior, as determined by the pastor and/or principal, the person(s) would forfeit their right to attend future meetings for a time to be determined by the pastor and principal. If a person(s) is asked to leave a meeting, but refuses to do so, the meeting would be adjourned immediately and rescheduled for a later date.

## **CODE OF ETHICS FOR QUEEN OF MARTYRS COACHES**

The Coaches Council of the National Association of Sport and Physical Education (NASPE) has established the following Code of Conduct to which coaches at all levels are to be held accountable:

- Have the knowledge and preparation to effectively lead your teams
- Be responsible to ensure that the health, well-being and development of your athletes take precedence over the win/loss record
- Accept that you serve as role models and there must be congruency between your actions and words
- Provide a physically and emotionally safe environment for practices and competition
- Exemplify honesty, integrity, fair play, and sportsmanship regardless of the impact that might have upon the outcome of the competition
- Maintain a professional demeanor in your relationship with athletes, officials, colleagues, administrators and the public and treat them with respect and dignity
- Be committed to the education of athletes and encourage academic achievement
- Follow current safe training and conditioning techniques
- Exhibit sound injury and risk management practices
- Demonstrate an understanding of growth and development stages of your athletes
- Place the athlete's needs and interests before your own
- Remember that competition should be a healthy and enjoyable experience for all

The Code of Ethics States: As a coach of a Queen of Martyrs Sports team, I will:

- Exemplify the highest moral character, behavior, and leadership
- Respect the integrity and personality of the individual athlete
- Abide by the rules of the game in letter and in spirit
- Respect the integrity and judgment of sports officials
- Demonstrate a mastery and continuing interest in coaching principles and techniques through professional involvement
- Encourage respect for all athletics and their values & display modesty in victory and graciousness in defeat
- Promote ethical relationships among coaches
- Fulfill responsibilities to provide health services and an environment free of safety hazards
- Encourage the highest standards of conduct and scholastic achievement among all athletes
- Seek to promote good health habits including the establishment of sound training rules
- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment

If a violation of the "Code of Ethics" for Queen of Martyrs Coaches is proved valid the coach found in violation will be disciplined by the Athletic Board with direction from the pastor and principal. Discipline can range from a warning to termination as a coach depending on the nature of the violation. This will be decided by the entire Athletic Board. The Athletic Board's decision will be forwarded to the Principal and Pastor for review and approval.

## **ALCOHOL CONSUMPTION POLICY**

Pursuant with the Office of Catholic School's Handbook for Athletics in Catholic Elementary Schools, 2011 on page 8, no alcohol of any kind may be distributed or consumed at school and/or parish-sponsored sporting events or athletic banquets where children are present, whether on or off campus. This policy is nonnegotiable. Parents, relatives and guests attending games and athletic banquets are expected to follow this policy. Expectations and restrictions are the same for indoor and outdoor activities.

## **COACHES: SELECTION, ROLES & RESPONSIBILITIES**

The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student-athletes. Coaches assume the role of teacher, mentor, and minister to the young people in their charge. A coach's attitude, language and behavior are critical to modeling good Christian sportsmanship both in word and in deed. The careful selection of coaches is vital if the athletic program is to reflect the Mission/Philosophy of the school sports program. A program of information and formation will take place before the start of a sport's season.

Criteria for eligibility for a coaching position:

- The ability to articulate and model the philosophy and goals of the program
- The ability to supervise and instruct the youth in his or her care responsibly
- An understanding of the basics of the sport to be coached
- The ability to develop the potential, confidence, and skills of each athlete
- The ability to separate winning from the more important goals and values of the program.
- Head coach must be 21 years of age.
- Must fulfill their Virtus requirements prior to the sport's season beginning
- Must be able to conduct and schedule practices and coach in a responsible manner
- Must read/sign and adhere to the terms of coaching as spelled out in the Q of M Athletic Handbook.
- Must apply via the "coaches application" to be Head Coach to the Coordinator of the sport.

Selection Process for coaches:

- The election of all coaches for all sports will be reviewed each year on a case by case basis. If there are no complaints or issues found by the executive board, the head coach will remain in that position. All issues or complaints about a coach or assistant coach must be submitted in writing to the Board President, Principal and Pastor for review within one week of the issue occurring.
- Prior to tryouts for a sport, the coordinator will publicize all expected open coaching positions for the upcoming season.
- Individuals who meet the above criteria and are interested in applying for a coaching position must complete the coach's application form and submit it to the appropriate coordinator.
- All applications are reviewed by the coordinators and Athletic Board for consideration subject to approval by the pastor and principal.
- After a careful screening and selection process, coaches are appointed by the Athletic Board president, pastor and principal.
- Assistant coaches will be selected by the head coach with the approval of the coordinator.
- In the event that there is a need for two or more teams in a particular grade following tryouts, coaches will be assigned to the A/B/C team by the coordinator after tryouts and after discussion with all of the applicants.

Head Coach Vacancies

- In the event that a head coach position becomes vacant, the coordinator notifies the executive board and the position is filled following the coach selection protocol. In the interim, the assistant coach fills the vacancy.
- Due to timeliness and need to fill vacancy, a special board meeting may need to be held to accommodate the appointment of head coach.

## **COACHES: SELECTION, ROLES & RESPONSIBILITIES (con't.)**

### Responsibilities of Coaches

- Read and sign the Q of M Athletic Handbook and adhere to all rules and responsibilities addressed in the handbook including but not limited to the following.
  - Coaches shall not call, text or use social media with a student without parent approval.
  - A coach may not enter any tournaments without the coordinators approval
  - Coaches should be familiar with, adhere to and support the Q of M Athletic Mission Statement and Philosophy and all school policies and guidelines as well as league policies and guidelines.
  - Coaches have the responsibility first and foremost to the safety of the athletes.
  - Coaches are to conduct a Parent Night Meeting prior to the first contest with topic spelled out in the coaches' handbook.
  - Coaches should be knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport.
  - Coaches must secure as much practice time as possible.
  - Coaches should teach the rules of the sport and develop each player's skills within the framework of team concept.
  - Coaches should strive to be fair, unprejudiced and objective.
  - Coaches should adhere to the "playing time" guidelines outlined herein and in the coaches' handbook.
  - A coach shall not impress upon or suggest a high school or travel team upon any student athlete.
  - Coaches may suggest a high school camp, but they shall remain impartial toward all high schools.

## **TEAM SELECTION / COMPOSITION / PLAY TIME**

The number of sports teams at each grade level is to be determined by the individual sport's coordinator with approval of the Athletic Board.

### Criteria for Team Selection

- It will be the coordinators responsibility to decide how many children will be on each team and to determine how many teams are needed per grade
- The cost of having more than one team at any grade level must be assessed. League fees and cost of uniforms should be evaluated.
- The availability of organized leagues to participate in must be assessed.
- The number of coaches available must be assessed. If additional teams are needed coaches must be recruited.
- Availability of gym time.
- If a coordinator feels there is a need for more than one (1) team in any certain grade level and the Athletic Board approves, these teams will be split in the following way:
  - 4th and 5th grade: talent evenly
  - 6th, 7th and 8th grade levels: Try-outs will be held and teams will be decided based on talent with top athletes making the A team. A late, second try-out date may be necessary. After this second date, no additional athletes will be accepted for the season. (An exception to this would be a new transfer student.)
  - Athletes who cannot try out due to medical reasons, must submit a doctor's note. Team placement will be deferred to the decision of the player's prior year's coaches.
  - The number of players on an A, B or C team will be evaluated on a year by year basis with consideration of the number of students in that specific grade.
  - In the event 27 or more athletes try out and 3 teams can be made, the coordinator will contact the Conference to see if league play dictates an A, B, and C team based on talent, or if an A team and two equally talented B teams are more appropriate.
  - Every effort is to be made to accommodate every child who wants to play sports. All grades with more than one team must have tryouts.

## **CRITERIA FOR TEAM / PLAYER SELECTION**

- There will be tryouts every year for all court sports teams at every grade level except football.
- All coordinators must attend their particular sports tryouts to assist in making fair and impartial determinations.
- An outside evaluator (21 years or older) appointed/approved by the coordinator or the Executive Board must also attend the tryout and assist in making fair and impartial determinations. (Amended 8/17).
- The outside evaluator may be paid no more than \$100.
- An uninterested Executive Board member should be present during tryouts to ensure that they are done fairly and without prejudice.
- To protect the integrity of the tryout and selection process, ONLY the evaluator, coordinator and Executive Board member will be present in the gym during a sports tryout.
- After evaluations/tryouts, but before finalizing teams, the players' prior year's coaches for that particular sport must be consulted and assist in the final team selection, even if those coaches have applied to coach the current year.
- All team rosters are to be finalized within 5 school days of the tryout absent extenuating circumstances. If rosters are not finalized within 5 school days, the coordinator shall submit a written explanation to the Executive Board explaining the reasons for the delay (i.e., a late/second tryout for athletes who were ill/injured) and an expected date for finalization.
- Copies of the final rosters are to be turned in to the school office.
- There will be no changes in team rosters once they have been submitted to the office unless the Athletic Board grants an exception.
- The Athletic Board will have the final decision regarding teams and the selection process.

## **CRITERIA FOR PLAY TIME**

- "Winning at all costs" or to the exclusion of participation of eligible players will not be tolerated.
- 4th thru 5th grade are to be considered instructional. Playing time should be equally divided among all players. All players should see equal play during play-off and championship games.
- 6th, 7th and 8th grade teams are to be geared toward the competitive nature of the game.
- Playing time for each player must be a minimum of 25% play time including all regulr season games and tournament games. There will be a minimum playing time of 10% in the playoff games for the South Suburban and Southside Catholic playoff games. These rules will apply to both A & B teams
- In the sport of football, safety of players must come before required playing time.
- In sport of soccer, K thru 4th grade teams are to be considered instructional.
- Missing practices without cause and excessive absences can result in reduced playing time.
- Playing time may be reduced as a disciplinary action, when a player loses self-control or engages in other conduct unbecoming a Christian student athlete.

Games and Tournaments come over practices of any kind.

- If a child is playing more than one QofM sport or school sponsored activity (choir/band/play etc.) in the same season, efforts will be made between the coaches to try to minimize conflicts, so the child is not "stuck" choosing between the two sports.

## **TOURNAMENTS FOR ALL SPORTS**

For all sports that are sponsored by Q of M, tournaments will be allowed with the following guidelines:

- 8th grade teams are allowed up to two tournaments per sport.
- 4th -7th grade teams are allowed one tournament per sport.
- Parents may pay for additional tournaments out of their own pocket if approved by the coordinator and head coach.

## **COACHES DISCIPLINE PROCEDURES FOR STUDENT ATHLETES**

Coaches are to follow the following procedures for students who demonstrate inappropriate behavior:

- First offense - verbal warning;
- Second offense - notify parents and principal;
- Third offense - notify principal.

Coaches should keep objective, factual and written records of problems concerning attitude, attendance and/or behavior. These records are important when discipline matters might lead to the suspension and/or expulsion of a student from the program.

### **FAMILY MEMBERSHIP FEE**

- A \$25.00 "Family Membership Fee" will be charged to all Queen of Martyrs school families whose children participate in sports.
- Saturday School of Religion families will be charged \$50.00 per child (\$100 maximum) involved in the Athletic Program. This fee will be added to the total cost of the first sport's participation fee of the school year. For example, if the football participation fee is \$150 for QM school children, it will be \$200 for REP students. If this fee is not paid, the child(ren) will not be allowed to participate in our Athletic Program.
- By paying this fee, the family is also entitled to have one vote for an Athletic Board ballot during election time if necessary. The Family Fee amount will be reviewed annually.
- All fees must be paid prior to a student being allowed to practice and/or play in games with their team.

### **ATHLETIC PARTICIPATION FEES**

- The Athletic Board and Coordinators for each sport according to funds available and expenditures needed to field a team will determine and set athletic participation fees. The Athletic Board with the approval of the pastor and /or principal shall determine the athletic participation fees per sport for REP students. Participation fees are not to include the cost of an end-of-season team party.
- All athletic participation fees and emergency waivers must be received prior to the first regular practice. Students will not be allowed to practice or play until fees and waivers are in.
- Once paid, all fees are non-refundable unless an exception is approved by the Athletic Board.
- All monies earned, collected, or received by the Board will be deposited into the account of the Athletic Board.
- As partial compensation for the time and work of coaching and coordinating, the athletic participation fee is waived for the children of the head coach. This waiver would not apply to other sports the children participate in, unless their parent is again a head coach.

### **WAIVED FEES FOR THE EXECUTIVE BOARD AND COORDINATORS**

- Each Executive Board member and Coordinator is allowed all the fees of two of their children to be waived for the school year they are a member.
- The waived fee applies to all sports except Competitive Cheerleading. All fees must be paid for Competitive Cheerleading.
- At the beginning of the school year, each member must give the Treasurer the names and room numbers of their children they are choosing for the waived fees.
- Once the names are submitted, they cannot be changed unless approved by the Pastor and Principal.
- For any sport which has Co-coordinators, each co-coordinator gets one child's sports fees waived.
- No sport is allowed to have more than two Coordinators. The exception to this rule is if the Co-coordinators run the kitchen (basketball and volleyball). Co-coordinators who are responsible for the sport of soccer or the management of the kitchen will be allowed four children to have their fees waived (two per each Coordinator).
- All Executive Board members and Coordinators must pay the mandatory family fee each year.
- If a sport is cancelled due to enrollment that cannot reach its roster, the sport will be voted on to be removed for the next calendar year.

### **COURT SPORT**

Court Sport Q of M Family Entrance Fee/ Sport Pass:

- Each Queen of Martyrs Family who has paid their Family Membership fee will be given the option to purchase a season family pass for each individual sport games that are played at our "home court" (Vitha Hall). This pass will allow family members entrance into any home game for that specific sport (i.e., boys basketball, girls volleyball, etc). The Fee shall be \$25 per sport. This fee will be reviewed annually.

## **KITCHEN DUTY**

All parents of participating children are expected to help out with kitchen duty for a given sport during the regular season and playoffs.

- Parents may be asked to help out with kitchen duty during the playoffs regardless of whether or not their child's team competes in playoffs. Only the head coach is exempt from this policy during the season in which he or she coaches.
- Athletic Board members are not exempt from kitchen duty, unless they are additionally a head or assistant coach of the sport.
- Parents are responsible for finding an adult, age 18 or over, to substitute when they are unable to work.
- Kitchen deposit checks of \$75.00 will only be returned when ALL volunteer dates are fulfilled by parent/guardian.

## **PARENTS EXPECTATIONS AND RESPONSIBILITIES**

- Parents play an important role in the success of the student-athlete and also in the success of the team. The Philosophy/Mission of the Athletic Program should be communicated to the parents as well as expectations of their child's participation in the program. Attendance at a mandatory pre-season orientation session is expected.
- Parents should be expected to support and encourage their child's efforts. Attending games and cheering the team on is a show of support; however parents are always reminded to act in a responsible manner and show good Christian sportsmanship.
- Parents should make no attempt to instruct or direct the play of an athlete or of the team. They should not criticize the playing efforts of any athlete or of the team.
- Parents can be a model for putting losses in perspective and moving on. Questioning, criticizing, or berating the coach, the referees, or any other official is inappropriate behavior. Parents should realize that they can and may be asked to leave a game or tournament if they are not able to maintain a standard of acceptable behavior.
- Parents may also be expected to contribute their time and service in support of the team and the Athletic Program. A volunteer program is dependent upon everyone's help and support to maintain a high level of quality and success. Parents could be asked to assist as scorekeepers, timekeepers, money or ticket takers, refreshment sellers, to monitor crowd control, to serve as assistant coaches, or to help with set-up and cleanup. One or two parents could be asked to serve as team liaison and assist with phone calls, or provide a schedule to see that all tasks are filled and rotated in an equitable manner.
- Parents will provide transportation for their children to and from games and practices. Coaches are not covered with liability insurance for chauffeur service; therefore, they should not transport athletes at any time.
- Parents will assist the student in maintaining the athletic uniform.
- Parents will communicate directly, and at appropriate times, with the teachers of the student to ensure that academic eligibility requirements are being met.
- Parents will communicate directly with the coach and coordinator on matters of concern. They will do so at appropriate times, not immediately before, during, or after a game.
- There should be a 24-hour cooling off period before a parent contacts a coach or coordinator following an incident.
- Appropriate concerns to discuss with coaches:
  - The treatment of your child - mentally and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Playing time issues
- Some issues not appropriate to discuss with coaches:
  - Game strategies
  - Play calling
  - Other athletes

## **GRIEVANCE PROCEDURES**

The following steps are to be followed by parents who have a concern about a coach, their child, and/or team.

1. Discuss matter with Coach. If you feel you cannot talk to the coach or that it will affect your child, proceed to step 2.
2. Discuss matter with Coordinator. Coordinator will discuss with coach and advise parent/s of the outcome. If matter is unresolved proceed to Step 3.
3. Write a letter to the Executive Board President stating your concerns. The President will review the facts and make a decision as to whether the Executive Board and coordinator need to meet on the issue. If the matter is unresolved proceed to Step 4.
4. Write a letter to the Principal and Pastor stating that all three previous steps were followed and your concern has not been addressed. The Principal and Pastor will contact the President of the Athletic Board for a review of the situation and the Board's recommendation concerning the matter at hand. Within five days the Board President will advise the parent/s of the outcome.

## **ELIGIBILITY REQUIREMENTS FOR STUDENT ATHLETES**

- If a family has not met their financial obligation to the school for the present and previous school year, the student will not be eligible to play on any Queen of Martyrs team until their fees are brought current. Any REP athlete owing tuition dollars to Queen of Martyrs is ineligible for any and all sports until the tuition balance is paid in full.
- All student-athlete classroom work, progress reports and report cards will be checked regularly by teachers and the School Principal. If, at any time, a student-athlete is carrying a failing average in any subject, they will be suspended from playing or practicing their sport until which time the student earns a passing average. For these situations, the Principal will notify the Coordinator, who will notify the coach. The Principal or teacher will then notify the parent when an athlete becomes ineligible.
- Once deemed as passing all classes by teachers and the Principal, the student-athlete will regain their eligibility. Notification of re-eligibility will happen through the channels described above.
- Ineligible student-athletes may not practice with their team and attend games in street clothes.
- As determined by the School Principal and/or Pastor, any student-athlete involved in any disciplinary action will be ineligible to play in any game or match. Reinstatement will be at the discretion of the School Principal and/or Pastor.
- Student-athletes who do not attend Queen of Martyrs School, but are members of official Queen of Martyrs teams, are expected to comply with these eligibility requirements.
- Student-athletes who do not attend Queen of Martyrs School must be a registered and an active participant of the Saturday School of Religion at Queen of Martyrs in order to be eligible to participate on Queen of Martyrs teams. These student-athletes are required to submit copies of all progress reports and report cards to the Principal of Queen of Martyrs to verify academic eligibility.
- Attendance at Saturday Religion classes by student-athletes are mandatory throughout the year and takes priority over any practices, games or matches that may conflict. If a Saturday School of Religion student continually misses class, they will be suspended from playing sports at Queen of Martyrs.
- These eligibility requirements may be adjusted accordingly for students with special needs.

## **QUEEN OF MARTYRS ATHLETIC BEHAVIOR CODE**

The Code of Conduct listed herein applies to all competitive sports teams at Queen of Martyrs. Queen of Martyrs athletes will:

- Participate with good sportsmanship
- Demonstrate leadership
- Act with appropriate moral conduct
- Demonstrate excellent conduct in the classroom, in the community, and on the field of athletic competition

Moreover, Queen of Martyrs athletes will:

- Refrain from using any tobacco substances. refrain from alcoholic beverages or drugs
- Respect school property and the property, athletic or personal, of fellow athletes
- Respect all other properties where games or practices take place and the property, athletic or personal, of fellow competitors and schools return all school athletic equipment issued for use upon request comply with school regulations as contained in the School Handbook

## **QUEEN OF MARTYRS ATHLETIC BEHAVIOR CODE (con't.)**

- Any athlete who breaks the rules and regulations of the school and/or community may be disciplined by the coach. Coaches are to follow the following procedures for students who demonstrate inappropriate behavior:
- First offense - verbal warning; Second offense - notify parents and principal; Third offense - notify principal. Any athlete who breaks any of the rules of conduct stated above, or contained in the School Handbook, is subject to disciplinary measures imposed by the Principal or Assistant Principal.
- The Athletic Program of Queen of Martyrs School recognizes that each athlete is an individual and will be treated fairly and justly. The full measure of responsibility must be realized since athletic participation is a privilege, not a right. Queen of Martyrs infractions may cause suspension or dismissal from team participation.

## **AWARDS**

- There will be an 8<sup>th</sup> Grade Spring Awards Banquet for all eighth graders who participated in any sport during their years at Queen of Martyrs. At this banquet, a plaque will be given to each eighth-grade athlete listing the sport(s) participated in. All athletes and their parents are invited. A fee for attending may be required.
- An End of the Season team party may be held at the discretion of the coach. All athletes and their parents are invited. A fee for attending may be required.
- Coaches are not permitted to make "special" awards recognizing the efforts of outstanding members of the team unless advanced approval is given by the voting members of the Athletic board.
- The Athletic Board must approve all award expenditures in advance. The Coordinator is responsible for getting Board approval for participation awards before they are purchased.
- When a team wins the CHAMPIONSHIP or a State trophy, the team will be awarded a sweatshirt from the Athletic Board.
- All "awards parties" are to be held in Vitha Hall. The Athletic Board must approve any exception to this.
- Regardless of location, the "Awards Banquet" and "awards parties" are to be held in a SMOKE-FREE environment.
- There is to be NO ALCOHOL served at any "Awards Banquet" or "awards parties" regardless of location.

## **TEAM TROPHIES**

- Only sixth through eighth grade championship trophies are to be retained by Queen of Martyrs. As each eighth grade class comes to an end, the names of all team members for each sports team going back to the fourth grade (or earlier) are put together in order of grade and team.
- Starting with the fourth grade (or earlier) team roster, one name would be randomly picked from that roster to receive the team trophy. If there is more than one trophy for that team, more names would be picked. These trophies will be given out at the Eighth Grade Spring Awards Banquet.
- This would continue with every sport and every grade up to and including eighth. This way the trophy would go to team members while they still have some meaning to the student and help eliminate the build up of "old" trophies.
- This method of trophy distribution applies only to eighth grade classes. No trophies should be disposed of without notification to the Executive Board. Team trophies for younger grades will continue to be displayed.



## **NEDRA STACK AWARD**

- This award is named after the first President of the Queen of Martyrs Athletic Association. The current Athletic Association annually funds it. The winners (one eighth-grade boy and one eighth-grade girl) receive a \$300.00 scholarship to be used to help pay expenses at the high schools they will be attending.
- One (1) eighth grade candidates is nominated by each eighth-grade coach.
- Nominations are due by March 15<sup>th</sup>. The coaches are to consider the following criteria when making their selection:
  - Christian attitude
  - Good sportsmanship
  - A "team player"
  - Co-operative
  - Respectful
  - A role model for others.
- Only Queen of Martyrs students are eligible for the Nedra Stack Award.
- Each candidate will be required to write in school a 500-word essay by April 1<sup>st</sup> to the Principal of Queen of Martyrs. The essays will then be sent to two area High School Principals for judging. The High School Principals are aware that this is an open award and can be used at any school.
- The title of the essay is to be: "What Sports Has Meant to Me at Queen of Martyrs".
- Candidates' names are not to appear in the essay. A cover sheet must accompany the essay with the candidates name on it. The cover sheet will be removed and assigned a number.
- That number will then be written on the essay. In this way, judging should be impartial and fair. The candidates are not to mention in their essays the high schools they will be attending.
- The two "Nedra Stack Award" winners will be announced at the annual Eighth Grade Spring Athletic Banquet.

## **WILDCAT AWARD**

- This award can only be given to an eighth-grade student-athlete attending Queen of Martyrs School. It is given to one eighth-grade boy and one eighth-grade girl.
- This award is based on the following criteria, exhibited both on and off the playing field:
  - Christian attitude
  - Leadership
  - A "team player"
  - Good sportsmanship.
- Each eighth-grade head coach can nominate one of his or her players for consideration.
- The Coordinator of the sport will give each coach the nomination form along with a written explanation of the required essay to be written by the coach. The nominee's name or sport should not be included in the essay. Nomination forms and information will be given to coaches by April 1<sup>st</sup>. Forms and essays are due in the school office by April 15<sup>th</sup>.
- This award is not intended to be based solely on athletic ability. Those student-athletes nominated must be in good academic and behavioral standing. All nominations are to be forwarded to the Principal for review on these two matters. After review, the Principal will notify the President of the Athletic Board on the status of the candidates. The President of the Athletic Board will then meet the other 3 officers to determine the final winners. This procedure must be completed by May 1<sup>st</sup>.
- If all 4 Executive Board Officers have eighth grade students, other Athletic Board Members will be appointed to choose the winners.
- The "Wildcat Award" nominees and winners will be announced at the annual Eighth Grade Spring Athletic Banquet. All nominees will be given a copy of the coach's written essay.

## **ESCHERICH AWARD**

- The Arthur Escherich Award will be awarded to a man or woman who has been a head/assistant coach who has outstanding attributes and has coached the current 8<sup>th</sup> grade class during their time at Q of M.
- All eighth-grade student-athletes can nominate for this award a coach who has shown Christian attitude, sportsmanship and leadership in dealing with student-athletes, parents, teachers, other coaches, referees and opponents. The nomination form will include a cover sheet with the student's name, coach's name, grade(s) they coached, what sport(s) they coached, and an essay of one hundred words or less on the topic: "How this coach made a difference".
- Each student who has participated in athletics will receive a nomination form by April 15<sup>th</sup> which will be reviewed by past Queen of Martyrs coaches.

- The winners name will be submitted to the Athletic Association by May 1<sup>st</sup> and will be announced at the Eighth-Grade Spring Awards Banquet.

## **POLICY ON SMOKING, DRINKING AND INAPPROPRIATE LANGUAGE AT PRACTICES OR GAMES**

- There is to be NO SMOKING within Queen of Martyrs School by anyone when practices or games are taking place. This NO SMOKING policy applies to all areas within the school building (eg/kitchen, bathrooms, hallways, etc.) This is now a state law and will be enforced.
- Any smoking would be limited to outside the building.
- SMOKING is discouraged at any outdoor sporting event.
- The use of ALCOHOL within Queen of Martyrs School by anyone is PROHIBITED. The use of ALCOHOL at outdoor sporting events is also PROHIBITED.
- PROFANITY and INAPPROPRIATE LANGUAGE has no place on the practice field/court nor during a game.
- It is important that adults embrace this policy and be good role models for children in their presence.
- Violation of this policy can result in an adult's removal from Queen of Martyrs Athletic Program or game.

## **UNIFORMS AND EQUIPMENT**

- A player has a right to retain his/her number from the previous year. In the event a player is moved from A team to B team or vice versa, he/she will pick a number that no one else has on that specific team. Any FIRST YEAR player in any sport will get the last choice of a jersey number. In certain instances, size of jersey may complicate the choice of a number.
- All uniforms and equipment must be returned to the head coach who in turn hands it over to the Coordinator. For any athlete who has not returned his/her uniform or equipment, or in the event of intentional damage to equipment or uniforms, parents will be notified and the deposit check will be cashed. All fees must be paid in full before the athlete is allowed to participate in any future sport(s).

## **CONCLUSION**

- No handbook can cover all the facets of the human condition. It is meant as a starting point which meaningful and productive results may be realized through discussion, understanding and support.
- The pastor and/or school principal have final say on all matters concerning policy.
- You will be informed of any changes in this Handbook as soon as possible. Some changes might be made immediately due to unusual or unforeseen circumstances.