

St. John of the Cross Parish School

Athletic Handbook 2026 - 2027



708 51st Street
Western Springs, IL 60558
708-246-4454

<https://school.stjohnofthecross.org/>

Athletic Seasons

Cheerleading:

5th- 8th Grade Girls August - October

Cross Country:

5th- 8th Grade Boys & Girls August - October

Football:

5th- 8th Grade Boys August - October

Volleyball:

5th- 8th Grade Girls August - October

Basketball:

5th- 8th Grade Boys November - March

5th- 8th Grade Girls November - March

Track & Field:

5th- 8th Grade Boys & Girls March - May

Table of Contents

Table of Contents.....	3
Athletic Philosophy & Goals.....	5
Organization & Roles.....	6
Athletic Board.....	6
Athletic Administrator.....	9
Athletic Director.....	9
Athletic Assistant.....	11
Coaches.....	11
Players.....	14
Parents.....	14
Player Selection Guidelines.....	17
Player Selection General Guidelines.....	17
Player Selection Guidelines Grades 5-8.....	18
Player Selection Guidelines for Cross Country.....	18
Player Selection Guidelines for Track & Field.....	18
Player Participation Guidelines.....	18
Participation Guidelines General.....	18
Sports Physical Requirement.....	19
League & Tournament(s) Goals.....	19
Enforcement of Athletic Handbook Code of Conduct.....	20
Grievance Procedures.....	20
Grievance Procedure Team Selection.....	20
Grievance Procedure Coach/Player/Parent/Spectator.....	20
Insurance.....	21
First Aid Procedures & Concussion Protocols.....	21
First Aid Procedures.....	21
AOC Concussion Protocols for Elementary and Secondary School.....	22
Transportation of Players.....	23
Uniforms & Equipment.....	23
Uniforms.....	23
Equipment.....	24
Team, Program Fees & Sports Seasons.....	24
Game Schedule.....	25
Player Eligibility.....	25
Team Practices.....	25
Parent Meetings.....	25
Parent Pledge.....	26
Athlete Pledge.....	27
Appendix.....	28
Appendix A: Evaluation Criteria for Basketball.....	28

Appendix B: Evaluation Criteria for Volleyball.....	28
Appendix C.....	29
Appendix D.....	30
Appendix E.....	30
Football.....	31
Roles & Responsibilities.....	31
Philosophy & Mission Statement.....	31
Code of Conduct.....	32
Coaching Selection.....	34
Safety.....	34
Budgeting.....	35
Southside Catholic Conference.....	36
Cheerleading.....	36

Athletic Philosophy & Goals

The St. John of the Cross Parish School Athletic Program is designed to be representative of the Christian values in life. As Christians, we are constantly challenged to better ourselves. In team sports, we strive for improvement, both as individuals and as a group. The development of Christian values is the primary focus of the St. John of the Cross Parish School Athletic Program. Athletic participation is one arena in which coaches, Athletic Directors, officials, parents, and student-athletes should strive to manifest and exemplify the ideals of Christian life.

The St. John of the Cross Parish School Athletic Program is designed to provide a high-quality experience to every athlete. A high-quality experience is one in which every athlete:

1. Has fun playing the game.
2. Feels like an important part of the team regardless of performance.
3. Learn life lessons that have value beyond the playing field.
4. Learns the skills, tactics and strategies of the game and improves as a player.
5. Maintains good health through physical exercise.
6. Appreciates physical fitness.
7. Develops healthy social interests.
8. Develops sportsmanship and teamwork.
9. Learn to grow in the social qualities of courage, initiative, honesty, cooperation, self-confidence and loyalty.
10. Learns an appreciation of rules and performance in regards to rules.
11. Plays on her/his own level of competition and is able to recognize and to accept this level.
12. Accepts defeat knowing that (s)he tried her/his best.
13. Enables non-team members to give support through attendance as a cheering section.
14. Promotes and encourages the development of Christian values (character) through interaction with peers.
15. Develops the concept of community through participation in team sports.
16. Strongly promotes or commits to participation in St. John of the Cross Parish School youth sponsored activities as the first and foremost priority if/when competing in additional athletics or other outside organizations.

Families provide the foundation for the St. John of the Cross Parish School Athletic Program. The family provides the basis of Christian life and is one of the first experiences of the community for the growing Christian. The concepts of team spirit and sportsmanship cannot be overvalued, for these ideals make meaningful participation in a community possible for the child.

The St. John of the Cross Parish School Athletic Program has a responsibility to each of its participants (coaches, players, and officials) to provide the best possible atmosphere of competition. Such competition should not be based solely in terms of winning and losing, but rather in terms of improvement, enjoyment, and building self-confidence. In order to accomplish these goals, the participants must become gracious winners and losers, understanding that team participation and goals are more important than individual performance. The concept of

team participation allows the athletes to experience individual growth while encouraging growth of their teammates, peers, friends and competitors.

Athletic activity plays an important part in the growth and development of children. Team sports, competitive contests, and special activities are opportunities to keep the body fit and the mind clear. For these reasons the St. John of the Cross Parish School Athletic Program encourages the participation of all children, not merely the skilled athletes. In order to encourage wide participation and to foster Christian attitudes, the St. John of the Cross Parish School Athletic Program is built on a strong foundation of dedicated volunteer coaches and children open to learning and playing.

This St. John of the Cross Parish School Athletic Association Handbook ("Handbook") shall govern the St. John of the Cross Parish School Athletic Program and all St. John of the Cross Parish School Athletic Program participants shall adhere to this Handbook. This Handbook is subject to review and revision by the Athletic Board in accordance with Section 2.1 hereinbelow.

St. John of the Cross Parish School Athletic Program has a "no cut" policy.

Organization & Roles

Athletic Board

The members of the Athletic Board, as of August 2026, consist of:

1. Athletic Administrator: Julie Martin
2. Athletic Director: Carl Rhineberger
3. Athletic Assistant: Kim Grimes
4. Cross Country Coordinator: Janet Mayer Ziarno
5. Track and Field Coordinator: Janet Mayer Ziarno
6. Boys' Football Coordinator: Dan Forrer
7. Girls' Cheerleading Coordinator: Renee Bagdon
8. Fundraising: Philip Nawrocki and Garrett Whitsitt
9. School Board Rep(s): Erin Gocke
10. At Large: Tom Cassidy and Bill Page

Athletic Board Functions

1. Establishing the philosophy and policies of the Athletic Program.
2. Assisting with the management, inventory, and purchase of necessary equipment.
 3. Planning, implementing, and supporting fund-raising activities.
4. Supporting sponsored athletic tournaments.
5. Selecting and recruiting Athletic Board members. A sub-committee of members from the Athletic Board selects each Athletic Board member. This sub-committee makes a recommendation to the Athletic Board for approval.

6. Assisting and supporting the Athletic Director, coaches, families, and athletes.
7. Assisting with dispute resolutions in accordance with the grievance procedure process.
8. Advising regarding budget and registration fees.
9. Conducting an annual parent meeting to inform new parents of procedures and policies that govern the St. John of the Cross Parish School Athletic Program.
10. Acting as points of contact for parents needing information and clarification regarding the Athletic Program.
11. Monitoring and supporting all phases of the St. John of the Cross Parish School Athletic Program.

Athletic Board Code of Conduct

Standards for Athletic Board member's behavior include:

1. All correspondence and letters, meeting minutes, board discussions, dealings with other organizations, and results of coaches and Athletic Director surveys shall always remain confidential.
2. All emails between Board members, the Athletic Administrator, the Pastor, and the Principal shall be treated as confidential and shall not be forwarded to others.
3. Parents' complaints given directly to Board members shall be treated as confidential. Board members can admit they are aware of disciplinary situations but must state they are not at liberty to discuss the particulars of the situation. Board members must always make clear that any opinion they voice on the matter is their own and not the opinion of the Athletic Board. Board members, upon hearing complaints, shall request any complaint be provided in written form and delivered to the attention of the Athletic Board.
4. Results of parent surveys shall be provided to the Athletic Director and are confidential.
5. Parishioners' suggestions for improvement shall be treated as confidential. Board members are encouraged to review fully any suggestions and ask for written follow-up.
6. Attend all scheduled board meetings.

Penalties for Violations of Code of Conduct

1. Failure of an Athletic Board member to maintain confidentiality on items identified above shall result in the board member's suspension from active participation until a full investigation has been performed. If the investigation reveals that the Board member violated confidentiality, that member will be asked to resign.
2. Not attending 3 board meetings is considered inexcusable and grounds for the member's position with the Board to be reviewed and considered grounds for termination. The Athletic Board shall vote on termination with a majority considering the motion carried.

Athletic Board Meeting Agenda Format

1. Opening prayer
2. Approval of minutes
3. Athletic Director report

4. Parents address board
5. Treasurer's report – Financial report
6. Girls' Basketball report
7. Boys' Basketball report
8. Girls' Volleyball report
9. Cross Country/Track and Field report
10. Boys' Football report
11. Girls' Cheerleading report
12. Fundraising report
13. Communications/Special Events report
14. New business*
15. Old business
16. Date and time of next meeting

*Annual review of the Handbook shall be added to at least one Athletic Board meeting agenda per year.

The Athletic Board will meet quarterly at St. John of the Cross Parish School. Parents are welcome to attend through Agenda Item # 4. Visitor comments are limited to five minutes per visitor.

Athletic Board Policy Procedure

The Athletic Board has the authority to review policies associated with athletics administration and to consider and incorporate revisions to this Handbook. All policies are subject to the approval of the Athletic Administrator.

If a new or existing policy is to be reviewed, the following procedure will be followed: Except as is set forth in item 5 of this Section 2.1.6 immediately below, the Athletic Director must receive the suggestion for a new or altered policy no less than one (1) week before the regular scheduled meeting.

1. The Athletic Director will distribute the suggestion to all Board members before the meeting. At the meeting, a short presentation of the proposed policy will be made. Following the meeting, the suggested policy will be posted on the website until the next meeting. Any interested party may attend the following meeting to voice their view on the policy.
2. All parties who wish to be heard at the regularly scheduled meeting will be heard. There is a five-minute limit per person. After hearing all views, the Athletic Board will close the open forum and review policy findings in private.
3. The suggested policy will be voted on at the next regularly scheduled meeting. The policy will be read in its final form and reviewed by the Board. Upon being offered for a vote and seconded, a formal vote may be taken. To adopt the policy, a clear two-thirds (2/3) majority must vote in favor of it.
4. Upon acceptance by the Board, the policy will be presented to the Athletic Administrator, Principal, and/or Pastor for final acceptance and will then be publicized via an updated version of this Handbook posted on the website.

5. At the option of the Athletic Director or the Athletic Administrator, an ad-hoc committee of the Athletic Board consisting of at least $\frac{1}{3}$ of the Athletic Board members may be created to consider and recommend revisions to this Handbook. Revisions recommended by said ad-hoc committee must be adopted by the Athletic Board by a two-thirds ($\frac{2}{3}$) majority vote taken at an Athletic Board meeting.

Athletic Administrator

The Athletic Administrator is responsible for:

1. The overall conduct of the Athletic Program.
2. Verifying that all coaches have participated in Virtus training, taken the Mandated Reporter training, completed Code of Conduct and CANTS forms, and have submitted a criminal background check. The Protecting God's Children program is the VIRTUS program for protecting children from child sexual abuse. The program is mandatory and required of those in the faith community who interact with minors.
3. Determining the academic and disciplinary eligibility of all players.
4. Checking with the parish and school calendars to avoid schedule conflicts; working with parish leaders to avoid conflict with other parish programs.
5. Presenting financial reports to the Principal and Pastor.
6. Deciding certain Athletic Program matters in accordance with this Handbook.

Athletic Director

The Athletic Director is responsible for:

1. Receiving information about athletic business and is responsible for the dissemination of this information to the appropriate parties.
2. Working in conjunction with the respective Sport Coordinator to recruit, train and assign qualified coaches for all teams; providing coaches with any available workshop information and ensuring that the coaches are informed and prepared for each sport season.
3. Working in conjunction with the respective Sport Coordinator to conduct an informational meeting for all coaches at the beginning of the year.
4. Representing the parish at league meetings (or by sending a representative).
5. Evaluating, acquiring and maintaining equipment, first aid supplies and uniforms.
6. Working in conjunction with the respective Sport Coordinator to distribute league schedules to all coaches; the coach, through the appropriate Sport Coordinator, must make a request for a schedule change.
7. Working with all Athletic Board members to ensure the efficiency and quality of the entire Athletic Program.
8. Scheduling practice facilities.
9. Website development and maintenance.
10. Securing gym supervision, referees, judges, scoring table personnel, and other necessary personnel.
11. Gym setup and breakdown.

12. Coordinating with the school's Operations Personnel regarding operating procedures.
13. Functioning as a backup coach in emergencies and/or in the instance of the suspension of a coach.
14. Coordinating payment to staff (internal and external) for services rendered.

Selection of Coaches by the Athletic Director

The St. John of the Cross Parish School Athletic Board encourages parent participation in the Athletic Program, believing that the St John of the Cross Parish School parents have the greatest interest in the education of our student-athletes. The Athletic Board strives to identify qualified coaches. All coaches are non-paid volunteers. A coaching interest survey shall be distributed during online registration to solicit interested parties.

Coaches' Training and Workshops Coordinated by Athletic Director

The Athletic Board recognizes the need to provide our student-athletes with competent coaching. While the Athletic Board recognizes that our volunteer coaches will have a wide range of experience as a participant and/or coach in any particular sport, there remains an obligation to encourage all of our coaches to improve their coaching skills. St. John of the Cross Parish School Athletic Association may offer coaching clinics and has a collection of training videos. The efforts and skills of our coaches have a direct relationship to the overall success of each student athlete's experience through participation on a St John of the Cross Parish School athletic team. The Athletic Director may also attempt to identify coaching clinics that are available in the area at which prospective and existing coaches may improve their coaching skills. In order to encourage parent participation through coaching for those parents who may have limited knowledge of and/or experience in a particular sport, the Athletic Director will attempt to identify mentors who are experienced coaches to initially assist inexperienced coaches. The respective Sport Coordinators also participate in this function.

Athletic Director's Assignment of Coaches for Grades 5-8

The criteria for selecting a team coach are as follows:

1. Coach demonstrates the ability to coach and model Christian values.
2. Coach articulates and models the philosophy and goals of the program.
3. Coach understands the fundamentals of the game.
4. Coach is willing to develop the potential, confidence, and skill of each athlete.

If all candidates demonstrate superior coaching ability, the Athletic Director will make the final decision. This decision is not subject to review or grievance.

At the end of the year, the Athletic Director shall review all of the coaches and their team's player development. A win-loss record is not an indicator of team development. Player and team development will be the deciding factor. Progress shown by all players on the team is a sign of an exceptional coach.

Athletic Assistant

The Athletic Assistant is responsible for:

1. Prepare registration forms, collect physicals, emergency forms, and waivers for athletes.
2. Organizing the Athletic Program and support functions by collecting parental permission, student physicals, student emergency information, and each coach's volunteer form and application.
3. Arranging for registration of team players; distributing registration materials; setting time and location for registration (along with the respective Sport Coordinator).
4. Checking with the parish and school calendars to avoid schedule conflicts; working with parish leaders to avoid conflict with other parish programs.
5. Collect fees, manage deposits and checks, pay bills, and help with the budget.
6. Write, copy, and distribute letters, memos, flyers, forms, etc., including try-out letters and announcements.
7. Oversee uniforms for sports, distribution, and return.
8. Provide coaches with an electronic binder of information needed for games.
9. Supply the Athletic Director a list of parents who volunteered to coach.
10. Update the school website.
11. Manage summer camps registration, payments, orders, maintenance staff set up, and payments.
12. Spirit Wear: Work with vendors on sales, accept orders, staff orders, pay bills, and deposit reimbursement checks.
13. Assist with Men's Social Night as needed.
14. Handle front desk hiring and staffing.

Coaches

"Double-Goal Coaches" Guidelines

The St. John of the Cross Parish School Athletic Program wants every St. John of the Cross Parish School coach to strive to be a "Double-Goal Coach".

"Double-Goal Coach" Mental Model

The job description of a "Double-Goal Coach" includes three major elements:

1. Redefining "winner"
2. Filling Players' Emotional Tanks
3. Honoring the Game

Redefining "Winner"

A "Double-Goal Coach" helps players redefine what it means to be a winner through mastery, rather than scoreboard results. (S)he sees victory as a by-product of the pursuit of excellence.

(S)he focuses on effort rather than outcome and on learning rather than comparison to others. (S)he recognizes that mistakes are an inevitable part of learning and fosters an environment in which players do not fear making mistakes. (S)he teaches players that a key to success is how one responds to mistakes. (S)he sets standards of continuous improvement for self and players. (S)he encourages players, whatever their level of ability, to strive to become the best players, and people, they can be. (S)he teaches players that a winner is someone who makes maximum effort, continues to learn and improve, and does not let mistakes (or fear of mistakes) stop her/him.

Filling Players Emotional Tanks

A "Double-Goal Coach":

1. Is a positive motivator who refuses to motivate through fear, intimidation, or shame. (S)he recognizes that every player has an "Emotional Tank", like the gas tank of a car. Just as a car with an empty gas tank cannot go very far, a player with an empty emotional tank does not have the energy to do her/his best.
2. Understands that compliments, praise, and positive recognition fill Emotional Tanks. (S)he understands the importance of giving truthful and specific feedback. When correction is necessary, a "Double-Goal Coach" communicates criticism to players in ways that do not undermine their sense of self-worth.
3. Establishes order and maintains discipline in a positive manner. (S)he listens to players and involves them in decisions that affect the team. (S)he works to remain positive even when things are not going well. (S)he recognizes that it is often when things go wrong that a coach can have the most lasting impact and teach the most important lessons. Even in adversity, (s)he refuses to demean her/himself, her/his players, or the environment.

Honoring the Game

A "Double-Goal Coach" respects the game and his/her opponents, recognizing that a worthy opponent will push her/his athletes to do their best. (S)he understands the important role that officials play and shows them respect even when (s)he disagrees with their calls. (S)he encourages players to make a commitment to each other, and to encourage one another on and off the field. (S)he lives up to her/his own standards, regardless of what others do.

Additional Coaching Guidelines

St. John of the Cross Parish School Athletic Board requires that all coaches comply with the following:

1. Treat opposing coaches, participants, and fans with respect and shake opposing coaches' and team members' hands after each contest.
2. Take steps to minimize a "blow-out" game. For example, when St. John of the Cross Parish School is ahead in the final quarter by a significant advantage, non-starters should be played, or additional passing shall be required before scoring attempts.
3. A coach shall not attempt to debate the final results of a game with a referee after the game's completion. Any issues with game officiating will be documented and provided to the appropriate Athletic Director for resolution. The coach should not attempt to learn the

referee's name but should indicate to the Athletic Director the game, location and issue in question.

4. A coach shall provide playing time opportunities consistent with the TCC Rules for Competition.

Game Rules of Conduct for Coaches

1. Coaches may only come onto the court during a game if they attend to an injured player. The referee will signal the coach onto the court when an injury has occurred.
2. Coaches must respectfully address players, spectators, and referees during the game.

Coaching Responsibilities

Responsibilities of the Coach include:

1. Acknowledgment of receipt of important coaching information and/or attendance of coaching preseason meetings.
2. Successfully completing the Virtus program & Mandated Reporting online session and completing a criminal background check, a Code of Conduct Form, and a CANTS Form.
3. Conducting a preseason meeting with the parents by the first game. During that meeting, the following shall be covered:
 - a. Review practice times
 - b. Verify emergency medical forms/roster
 - c. Ask for a team parent volunteer to act as the team helper
 - d. Review with team parents the Parent Pledge.
4. Knowledge of the league rules of the sport being coached.
5. Knowledge of the fundamentals of the sport he/she is responsible for coaching.
6. Entering all scores into the TCC website.
7. Maintaining awareness that individual school athletic programs will be held responsible for damages caused by team participants and spectators.
8. Providing game schedules to all parents as soon as they are available.
9. Fill out an incident report form if a player is injured and immediately notify the Athletic Director.
10. Getting required authorization from the Athletic Director before entering a team in any tournament. The decision of the Athletic Director is final.
11. Encouraging active use of the SJCPS Athletic Website for current information on practice and game schedules.
12. Staying with student-athletes until they have been picked up from practices or games.
13. Checking that school doors are NOT propped open. Students and parents will be "buzzed in" after ringing the doorbell. (See Appendix C for Virtus Program Details)

Coaching Code of Conduct

Coaches shall comply with the "Double-Goal Coach" guidelines to the best of their ability. The Athletic Board has identified the following events as requiring disciplinary action:

1. Any coach ejected from a game because of unsportsmanlike conduct will be suspended for the next game and may be subject to additional penalties.
2. Any coach who verbally abuses another person (for example, the use of words harmful to a player's sense of self-esteem, or words that are excessively critical of a player's or a referee's ability or efforts) may be suspended for the remainder of the season and may be disqualified from participation in the St. John of the Cross Parish School Athletic Program.
3. Any coach who physically abuses or threatens an official, player or other person will be immediately suspended for the remainder of the season and disqualified from further participation in the St. John of the Cross Parish School Athletic Program.

Players

Standards of Participant Behavior

1. Treat opponents with respect; shake hands after contests.
2. Respect the judgment of officials and abide by the contest's rules.
3. Accept seriously the responsibility of representing the school and parish by always displaying positive behavior.
4. Play in a positive manner, reflecting Christian values.
5. Treat teammates and coaches with respect during both practices and games.
6. St. John of the Cross Parish School practices and games shall take precedence over non-St. John of the Cross Parish School-sponsored activities.
7. Players shall respect, listen, and learn from their coach.

Players Code of Conduct

1. Any player ejected from a game because of unsportsmanlike conduct will be suspended from the next game and may be subjected to additional penalties.
2. Any player who physically or verbally abuses another player, participant, or official may be suspended from play for the remainder of the season and may be disqualified from participation in the St. John of the Cross Parish School Athletic Program.
3. Any player who physically or verbally abuses or harasses a teammate or coach during practice or games may be suspended from play for the remainder of the season and may be disqualified from participation in the SJC Parish School Athletic Program. 4. All players must conform to the dress code for athletic activities.

Parents

Parents play an important role in letting a coach "coach" by adhering to the coach-parent partnership, acting as team parents, and keeping the team culture. Parents are required to read and sign the Parent Pledge during the registration process, which will be reviewed at the coach's meeting.

Coach-Parent Partnership

The Positive Coaching Alliance encourages parents to contribute to a Coach/Parent Partnership that can help the athlete have the best possible experience by doing the following:

Recognize the Commitment the Coach Has Made

The coach has made a commitment that involves many, many hours of preparation beyond the hours spent at practice and games. (S)he has earned the right to make decisions (even ones that don't work out so well) with her/his commitment. Recognize her/his commitment. Try to remember this whenever something goes awry during the season.

Make Early, Positive Contact with the Coach

As soon as you know who your child's coach will be, contact her/him to introduce yourself, and let her/him know you want to help your child have the best experience (s)he can have this season. To the extent that you can do so, ask if there is any way you can help. Getting to know the coach early and establishing a positive relationship will make it much easier to talk with her/him later if a problem arises.

When the coach is doing something you like, let her/him know about it. Coaching is a difficult job; most coaches only hear from parents when they want to complain about something. This, in turn, will help fill the coach's Emotional Tank while contributing to her/his doing a better job. It also makes it easier to raise problems later when you have shown support for the good (s)he is doing. Every coach does a lot of things well. Take the time to look for them.

Don't Put the Player in the Middle

If you think your child's coach is not handling a situation well, do not tell the player. Rather, seek a meeting with the coach in which you can talk with her/him about it.

Let the Coach Coach

You are not one of the coaches, so avoid giving your child instructions during the game. It can be confusing for a child to hear someone other than the coach yelling out instructions during a game. If you have an idea for a tactic, go to the coach and offer it to her/him. Then let her/him decide whether (s)he is going to use it or not. If (s)he decides not to use it, let it be. Getting to decide those things is one of the privileges (s)he has earned by making the commitment to coach.

Observe "Cooling Off" Period

Wait to talk to the coach about something you are upset about for at least 24 hours after a game. Emotions, both yours and the coach's, are often so high after a contest that it's much more productive if you discipline yourself to wait until a day goes by before contacting the coach about a problem. This will also give you time to think about what your goals are and what you want to say.

Parent Volunteer Responsibility

All Parents: Every family whose child(ren) participate(s) in basketball and/or volleyball will be responsible for volunteering during at least two home games per season. Every family whose child(ren) participate(s) in cross country and/or track & field will be responsible for at least three volunteering experiences per sport. Every family whose child(ren) participate(s) in football will be expected to volunteer for various needs throughout the season. Details are provided when each sport begins for the year.

Preseason Parent Responsibilities

1. Each participant must complete and return the emergency medical release form prior to participation in the Athletic Program. The medical release form may allow emergency medical treatment on the participant if the parent is not available. Again, this form must be completed (signed by both parents or a legal guardian) before a player is allowed to participate in either a practice session or a game. The coach will keep the electronic version of the forms available for all functions (games, practices, tournaments, etc.).
2. Parents must attend a mandatory preseason parent meeting held by the coach. At that time, the coach will review the Parent Pledge.

Parents – Game Day

1. Always show respect for the other team and the officials.
2. Remember that the players are children and are playing for their enjoyment, not yours.
3. Remain seated in the spectator area during games/meets.
4. Respect decisions made by contest officials. Do not at any time attempt to engage officials in disagreement either during or after games. If clarification on a call is needed, please be respectful in your request and the response given by the official should be considered final. Any issues with game officiating shall be documented and provided to the Athletic Director for resolution. The spectator should not attempt to learn the referee's name, but indicate to the Athletic Director the game, location and issue in question.
5. Be a role model by positively supporting teams and by not shouting instruction(s) or criticism(s) to the players, coaches or officials. Do not coach from the stands.
6. Make no derogatory comments or suggestions to players, coaches, or parents of the opposing team, officials, or league administrators.
7. Refrain from derogatory comments to referees or officials at any contest or meet. Failure to abide by this rule may result in being asked not to attend St. John of the Cross Parish School athletic contests.
8. Parent assistance cleaning up sidelines, gym spaces, and tent locations after competitions is appreciated.
9. No pets are allowed at Cross Country or Track and Field meets.

Parents/Spectators Code of Conduct

1. Participating teams and their coaches are responsible for the conduct of their spectators.
2. Any spectator or parent who displays poor sportsmanship may be removed from the

- facility by an official, team coach, league official, or the host gym manager in charge.
3. Any spectator/parent who interferes with a practice, game, or other St. John of the Cross Parish School athletic activity in violation of the terms of this Section 2.7 may, at the discretion of the Athletic Administrator, Athletic Board or Athletic Director, be barred from attendance at subsequent St. John of the Cross Parish School athletic events. Spectators/parents are responsible for the conduct of their invitees.

Player Selection Guidelines

Player Selection General Guidelines

The Athletic Board wants parents and players to have a clear understanding of the criteria used at St. John of the Cross Parish School to select athletic teams in grades 5 through 8. Girls' Volleyball, Boys' Basketball, and Girls' Basketball have tryouts to divide the teams at each grade level. Boys' Football, Cross-country, and Track and Field are non-tryout sports.

The Athletic Director and objective observers appointed by the Athletic Director must work together to assure fair and unbiased selection of players. This, in turn, will allow each St. John of the Cross Parish School athletic team to compete at its designated level of competition.

Participants and their parents will be responsible for informing the Athletic Director, if necessary, of any potential problems or other concerns prior to the selection of the teams. A common example is an athlete participating in another program outside of St. John of the Cross Parish School. St. John of the Cross Parish School encourages athletes to explore all the possibilities offered to them. While it would be ideal for the athlete to put St. John of the Cross Parish School first, that is not always the case. As a common courtesy to the coach and players who will be on that athlete's team, parents must notify the Athletic Director of this conflict. Parents, please be aware that choosing St. John of the Cross Parish School second is acceptable but will result in minimal playing time to be fair to the other athletes who contribute 100% to St. John of the Cross Parish School athletics. In some cases, the player will be assigned to a B team.

Tryouts will be conducted over one or two days at the discretion of the Athletic Director. Players with the parents' permission may opt to be placed on a "B," and tryouts will not be mandatory for that player. All registered players are encouraged to attend all tryouts, even if they want to be on a "B" team. This helps to ensure balanced "B" teams.

The Athletic Director and Athletic Secretary / Assistant will use their best efforts to announce tryout dates approximately 30 days in advance.

If a player is not available for the tryout date(s) for a valid reason, please contact the Athletic Director 7 days before the scheduled tryout, and details will be provided for an alternate session.

If a parent has an issue with his or her child's playing for a specific coach, the issue must be explained in writing at least one day prior to tryouts. The Athletic Director will evaluate the issue and make a final determination if it is valid.

Reminder: St. John of the Cross Parish School has a “no cut” policy. Everyone makes a team.

Player Selection Guidelines Grades 5-8

1. In grades 5, 6, 7, and 8, players will be selected for teams by skills and drills ranking.
2. In grade levels 5, 6, 7, and 8, top performing players in tryouts will be selected for an “A” team. For the “B” team level, the players will be divided equally on the teams.
3. During tryouts, players shall be exposed to a number of drills and simulated game situations to allow an accurate assessment of each player’s ability. For a list of tryout drills, please see Appendix A for Basketball and Appendix B for Volleyball.
4. Players selected for the “A” team must be fully committed to attend all practices and games. Should the athlete want to participate in another program during the St. John of the Cross Parish School season, the athlete should remove her/himself from the “A” team level before the team roster is posted at the school.
5. The remaining athletes will be divided into teams of equal caliber.

Player Selection Guidelines for Cross Country

Cross Country begins mid-August for all 5th thru 8th grade boys and girls. There are 5 Saturday meets. The 5th graders run a one-mile course, the 6th graders run 1.5 miles, and the 7th and 8th graders run 2 miles. There is a clinic/tryout for Cross Country, but all interested students may participate in the sport. For an athlete to participate in a Saturday meet (s)he must attend one (1) practice that week. Please reference materials provided by the coach at the pre-season parent meeting for details on ages and events where spikes are permitted.

Player Selection Guidelines for Track & Field

Track and Field is offered to all 5th thru 8th grade boys and girls. There is a clinic/tryout for T & F but all interested students may participate in the sport. Athletes are required to attend two (2) practices per week to compete in a Saturday meet. Please reference materials provided by the coach at the pre-season parent meeting for details on ages and events where spikes are permitted.

Player Participation Guidelines

Participation Guidelines General

1. Playing time is outlined in the TCC Playing Time Guidelines: While the Conference believes that this is a player participation Conference, it neither requires nor enforces minimum playing time. However, the Conference strongly recommends that coaches play all rostered players on the bench. Recommendations are outlined in the TCC Handbook. These guidelines are a reflection of the Archdiocese player participation guidelines.
2. Players who are suspended from school are not eligible to participate in practices or

games until they have served their suspension.

3. Players must understand that participating in extracurricular activities is a privilege, not a right. All students will be held to personal, academic, and disciplinary standards. Student-athlete grades are checked at the start of each academic week. Students receiving a near-failing or failing grade are academically ineligible to participate in practices and games for the upcoming week.
4. Players who are absent due to illness, who leave school early, or who arrive at school late due to illness may not participate in either a practice or game on the same day. If their illness permits, players who are ill on Friday may attend and participate in a game on Saturday or Sunday.
5. If a player does not participate in physical education class for injury/illness reasons, (s)he cannot participate in athletic events on that day. *Coaches will be notified of any students who are ineligible for participation due to injury.*
6. Players who miss practice and games regularly, which is not due to illness or injury, may have their playing time reduced. Playing time is subject to being limited at the coach's discretion due to absences. Players who miss practices and games continually can have their playing time suspended, but only after the coach has contacted the Athletic Director and received the Athletic Director's approval. Players who miss a practice or game due to participation in another St. John of the Cross Parish School event shall not be penalized.

Sports Physical Requirement

Athletes planning to participate in ANY sport during the school year must have a current physical on file at the school office by August 1st. To be considered "current," ALL physicals must be administered between May 1st and August 1st, regardless of when your student will play a sport during the next school year. This "current" physical must be administered during the prescribed time frame regardless of when the last sports physical was administered. **NO PHYSICALS WILL BE ACCEPTED AFTER AUGUST 1st OR at any tryouts OR on start dates for any sport; notices of physical exams scheduled after August 1st WILL NOT be accepted.**

Please Note: Any current 5th-grade student who plans to participate in athletic programs should have her/his physician mark the "yes" on the State of Illinois Child Health Examination Form, which is required for entrance into 6th grade. These physicals must also be administered between May 1st and August 1st, to be accepted by the Athletic Association for the school year.

League & Tournament(s) Goals

1. 5th grade A team: 1 league & 2 tournaments maximum (including league tournament)
2. 6th grade A team: 1 league & 3 tournaments maximum (including league tournament)
3. 7th grade A team: 1 league & 4 tournaments maximum (including league tournament)
4. 8th grade A team: 1 league & 4 tournaments maximum (including league tournament)
5. Grades 5-8 'B' teams play in 1 league and participate in at least 1 tournament, not to exceed 2 tournaments.

A coach must get authorization from the Athletic Director before entering a team in any tournament. The Athletic Director's decision is final. Tournament maximums are subject to league rules and the Athletic Director's discretion.

Enforcement of Athletic Handbook Code of Conduct

The St. John of the Cross Parish School Athletic Association shall enforce the above codes of conduct and guidelines. Complaints regarding violations of the code of conduct and guidelines shall be first brought to the attention of the Athletic Director and then to the Athletic Administrator. Coaches, participants, or spectators may be placed on probation or suspended from St. John of the Cross Parish School athletic activities for their actions. The Athletic Director will review and investigate all violations of the Codes of Conduct and guidelines and will enforce the penalties stated in the sections for coaches, parents, and players.

If a disciplinary issue does not fall within the present guidelines, the Athletic Director will refer the issue to the Athletic Administrator for policy clarification. After the Athletic Administrator clarifies the athletic policy, the Athletic Director will inform the coach/player/spectator of the clarification. If the coach/parent/spectator disagrees with the policy clarification (s)he can request an opportunity to discuss the matter with the Athletic Administrator. At that time, the Athletic Administrator and School Administration will evaluate whether their initial policy decision was correct. Any decision by the Athletic Administrator from that time forward will be considered final and not subject to further appeal.

Guidelines for grievance procedures are stated in the Grievance Procedure section and should be followed accordingly.

Grievance Procedures

Grievance Procedure Team Selection

All team selections and player placements are final. Special consideration for team placement must be made at least one day before tryouts and will be reviewed on a case-by-case basis by the Athletic Director.

Grievance Procedure Coach/Player/Parent/Spectator

Any parent with a coaching grievance shall first observe the "Cooling-off Period" explained in the Coach-Parent Partnership section of this Handbook. If any person with a grievance is uncertain of the outcome of a direct conversation with either a coach or parent, (s)he should consult with the appropriate Sport Coordinator (where applicable) and/or the Athletic Director. The best course of action still might be to have a direct conversation with the coach or parent, but the Sport Coordinator and Athletic Director can advise the aggrieved party on any rules governing the situation and will make a recommendation on the best course of action. The Athletic Director will evaluate all grievances, discuss the situation with the parties involved, and

present her/his solution to all parties based on this Handbook. Any decision the Athletic Director makes during the grievance review will be final.

The Athletic Director can request, at her/his discretion, the help of the Athletic Board in resolving a grievance issue that involves issues not presently covered by the Handbook. In such a case, the Athletic Administrator should be contacted immediately. The Athletic Director will immediately notify the other members of the Athletic Board and either add the grievance to the next scheduled Athletic Board meeting agenda or call an emergency meeting. The Athletic Director will then brief the full Athletic Board at the next Athletic Board meeting. During the Athletic Board meeting, the Board will review the grievance and determine a solution for the grievance, which will be decided by a simple majority vote of all of the Board members that are present. Any parties involved in the grievance may request to present their side of the grievance at the Athletic Board meeting as long as they notify the Athletic Board chair ahead of time so that they can be added to the meeting agenda. These parties' comments will be limited to 5 minutes each. If a special emergency meeting is called, the Athletic Director will be responsible for informing all interested parties of the time and date of the meeting.

The Athletic Administrator can intervene in the grievance process at any time, and any ruling they make will be final. All guidelines in this Handbook will be strictly adhered to.

Insurance

The Parochial School Secondary Insurance Policy for interscholastic sports participation covers players who attend St. John of the Cross Parish elementary school and play for a St. John of the Cross Parish School-sponsored team. St. John of the Cross Parish School Athletic Association provides all athletes with supplemental accident insurance, which is available to supplement a family's primary health insurance.

The Athletic Director shall approve all practices. The Parochial School Insurance Policy might not cover any injuries during a practice not approved by the Athletic Director. In some instances, coaches could be held liable for unapproved activities.

First Aid Procedures & Concussion Protocols

First Aid Procedures

Each coach will be sent an electronic communication with the following:

1. Player roster: before participation in the first game.
2. Medical Release Form: before participation.
3. Incident Report form: (emailed to coaches) to be completed immediately following an injury and submitted to the Athletic Director and school nurse.

AOC Concussion Protocols for Elementary and Secondary School

The Office of Catholic Schools requires all Archdiocesan operated elementary and secondary schools that offer interscholastic athletic activities or interscholastic athletics under the direction of a coach, Athletic Director or band leader to develop and implement protocols to manage student concussions and head injuries on or before September 1, 2016, in accordance with the Illinois Youth Sports Concussion Safety Act.

To comply with the Illinois Youth Sports Concussion Safety Act, each school is required to:

1. Create a Concussion Oversight Team ("COT") and Appoint its Members. The School Principal shall appoint individuals to the COT and supervise the COT.
 - a. Function of COT. The COT must establish and implement the following concussion/head injury protocols on or before September 1, 2019:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics, practice or competition following a concussion or suspected concussion.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a concussion or suspected concussion, whether or not the concussion resulted from student participation in an interscholastic athletic activity.
 - iii. Both the return-to-play and return-to-learn protocols must be based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention.
 - b. Members of COT. The COT must include, at a minimum, one member who is responsible for implementing the return-to-play and return-to-learn protocols. If practicable, a physician must be appointed to the COT. If the school employs a nurse and/or athletic trainer, these individuals must be appointed to the COT to the extent practicable.
2. Require each student and the student's parent/guardian to sign a concussion information receipt form each school year before allowing the student to participate in an interscholastic athletic activity.
3. Inform student athletes and their parents/guardians about this policy in a written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
4. Remove a student from an interscholastic athletic practice or competition immediately if any of the following individuals believe that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
5. Return a student who was removed from interscholastic athletic practice or competition only after: (1) medical evaluation by a treating physician or athletic trainer under the supervision of a treating physician; (2) successful completion of requirements of both the return-to-play and return-to-learn protocols; (3) written statement from treating physician or athletic trainer under the supervision of physician stating it is safe for the student to return to play and learn; and (4) parents provide a written statement from parent/guardian acknowledging that the student successfully completed the

return-to-play/learn protocols to return to play together with the physician's written statement noted in item 3 herein and a signed post-concussion consent form to the school principal. A head coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

6. Require all coaches or assistant coaches (whether volunteer or employee) of interscholastic athletic activities; nurses who serve on the COT; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the COT to complete concussion training. Coaches and game officials must complete at least 2 hours of concussion training provided by an individual or organization approved by the IHSA at least once every 2 years. Nurses must take a continuing education course concerning concussions approved by the Department of Professional Regulation at least once every 2 years. An athletic trainer must take a concussion related continuing education course from an athletic continuing education sponsor approved by the Department of Professional Regulation.
7. Develop/Approve a school-specific emergency action plan for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly. The plan must be: (i) in writing; (ii) reviewed by the COT; and (iii) approved by the principal; (iv) provided to all personnel; (v) posted at all venues used by the school; and (vi) reviewed annually by coaches, nurses, Athletic Directors, first responders and volunteers for interscholastic activities.
8. Require staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Transportation of Players

Archdiocese policy suggests that coaches should have parents arrange for the transportation of their own children whenever possible. Coaches are not allowed to transport children other than their own.

Uniforms & Equipment

Uniforms

The St. John of the Cross Parish School Athletic Program provides each player with a uniform for each sport. The uniform program is structured as follows:

All athletes are provided uniforms for Cheerleading, Football, Boys' Basketball, Girls' Basketball and Volleyball.

Instead of a deposit check for football, basketball, volleyball, and cheerleading, a charge will be applied to your Smart Tuition account if a uniform or piece of football equipment is not returned or returned in a condition that renders it no longer usable. The amount charged will be the market value of the unreturned item.

These uniforms are the property of the Athletic Program, but each family is responsible for maintaining them.

A \$35 team shirt is required for both Cross Country and Track and Field. The athlete keeps the shirt, which can be used for both sports from year to year until further notice.

Washing Instructions:

1. All uniforms should always be washed in cold water and hung to dry
2. Never place uniforms in the dryer; this fades the colors and melts printed material.

Uniforms will be distributed on specific days before the first contest, either during the school day or at a practice.

Equipment

The Athletic Director is responsible for purchasing, inventorying, maintaining, and storing all equipment. Equipment requests should be submitted to the Athletic Board in April for consideration in preparing the following year's budget.

Equipment will be issued at the start of each sport season. Coaches are responsible for returning all equipment. Coaches should also note the condition of the returned equipment to assist the Athletic Director with the inventory and condition of the equipment.

Team, Program Fees & Sports Seasons

St. John of the Cross Parish School Athletic Program serves nearly 400 children. The fees charged to each family do not cover the costs of running the entire Athletic Program. Activity fees and fund-raising activities fund the Athletic Program, the sum of which generally results in a budget deficit. The activity fee will be reassessed annually as costs rise due to inflation or expansion of the Athletic Program. All fees will be due by tryouts. Fees will not be reimbursed after tryouts for basketball or volleyball, after the first week of practice for cross country, track & field, cheerleading, and football.

Community and parent support of the fund-raising activities is imperative for the continued operation and success of the Athletic Program.

Activity Fees:

Cross Country – Boys and Girls (each) \$ 90

Basketball – Boys and Girls (each) \$190

Track & Field – Boys and Girls (each) \$ 90

Girls' Volleyball \$160

Girls' Cheerleading \$110

Boys' Football \$320

Game Schedule

Cross Country and Track & Field meet schedules will be provided at the preseason parent meeting.

The Southside Catholic Conference key dates and football schedule is usually available by late July and distributed by the Football Sports Coordinator.

For volleyball and basketball, schedules are usually ready on the TCC website 2-3 weeks before the start of each season. The TCC only allows for schedule changes due to School or Parish conflicts. Each Coach is responsible for distributing her/his schedule to team participants and parents through her/his respective team parent.

Player Eligibility

To be eligible to participate in the Athletic Program, all players must attend St. John of the Cross Parish School.

Team Practices

All approved practices will be held on the St. John of the Cross Parish School campus. The Athletic Director will determine practice times and communicate them to the Coaches. Once the Athletic Director has set practice times, any changes must be approved by the Athletic Director.

Parent Meetings

The Athletic Board will schedule a Spring parent meeting for 4th-grade parents regarding the St. John of the Cross Parish School Athletic Program. The objectives of this meeting include the following:

1. To enable the parents to support their children in a manner positive for the child. 2.
To introduce parents to the goals and objectives of the St. John of the Cross Parish School Athletic Program coaching philosophy, team rules, game and practice procedures, and allocation of playing time.
3. To ask for help from parents in supporting the teams in various tasks including the team parent role.
4. To provide an avenue for information and communication with parents.
5. To discuss safety and medical considerations.

Parent Pledge

PARENT PLEDGE TO SJC ATHLETICS – TO BE SIGNED EACH SCHOOL YEAR

Please read, initial each item, and sign below;

1. I pledge to have my child arrive at all practices and games on time. I also pledge to be on time to pick up my child from all practices and games. This shows respect for the coach's time and it shows my that my child is my top priority. _____
2. I pledge to use positive encouragement to fill my child's "Emotional Tank" because athletes do their best when their "Emotional Tank" is full. I understand the top three reasons kids play sports are: to learn new skills, to make new friends, and to have fun. I understand that the game is for the players, and I will keep sports in the proper perspective. _____
3. I pledge to "Honor the Game". I understand the importance of setting a good example for my child. No matter what others may do or say, I will show respect, in words and actions, for all involved in the game, including, but not limited to, coaches, players, opponents, opposing fans, and officials. I understand that officials make mistakes. If the official makes a "bad" call against my team, I will "Honor the Game" and not involve myself. _____
4. I pledge to refrain from yelling out instructions to my child. I understand that this is the coach's job. I understand that games can be chaotic at times when children are trying to deal with fast-paced action and responding to opponents, teammates and coaches. I will limit my comments during the game to encouraging my child and other players for both teams. _____
5. I pledge to refrain from making negative comments about my child's coach or other team members in my child's presence. I understand that this plants a negative seed in my child's mind that can negatively influence my child's motivation and overall experience. _____
6. I have had the opportunity to read the current version of the SJCPSS Athletic Association Handbook and understand that the SJCPSS Athletic Association Handbook is subject to revision in accordance with its terms. _____

In the event that you, as a fan, are ejected from a game, please be aware of the following penalties currently mandated by the IESA and/or SJC.

First Ejection during the school year:

1. Required to watch the NFHS Sportsmanship online course.
2. SJC needs a course completion certificate before you may attend another contest.

Second Ejection during the school year:

1. \$100 fine
2. SJC must receive a check before you may attend another contest.

I will honor the Parent Pledge in my words and actions

Athlete Pledge

ATHLETE PLEDGE TO SJC ATHLETICS – TO BE SIGNED EACH SCHOOL YEAR

Please read, initial each item, and sign below;

1. I pledge to be a positive role model at all practices and games. I am a representative of St. John of the Cross Parish School, my community, my family, and myself. _____
2. I pledge to use positive encouragement to my teammates, coaches, and fans. I understand the top three reasons to play sports are: to learn new skills, to make new friends, and to have fun. I understand that the game is for us, and I will keep sports in the proper perspective. _____
3. I pledge to "Honor the Game". I understand the importance of setting a good example for myself and for other athletes. No matter what others may do or say, I will show respect, in words and actions, for all involved in the game including, but not limited to, coaches, players, opponents, opposing fans, and officials. I understand that officials make mistakes. If the official makes a "bad" call against my team, I will "Honor the Game" and not involve myself. _____
4. I pledge to refrain from yelling out instructions to other athletes. I understand that this is the coach's job. I understand that games can be chaotic at times when teams are trying to deal with fast-paced action and responding to opponents, teammates and coaches. I will limit my comments during the game to encouraging players for both teams. _____
5. I pledge to refrain from making negative comments about my coach or other team members. I understand that this can negatively influence my teammates' motivation and overall experience. _____

In the event that you are ejected from a game, please be aware of the following penalties currently mandated by the IESA and/or SJC.

First Ejection during the school year:

1. 2 game penalty AND must complete the NFHS Sportsmanship online course.
2. Suspension must be served at the level at which the ejection occurred and may carry over into the following sport or grade if necessary.
3. SJC needs course completion certificate.

Second Ejection during school year:

1. 5 game suspension
2. \$100 fine
3. SJC must receive check before player can return

I will honor the Athlete Pledge in my words and actions.

Appendix

Appendix A: Evaluation Criteria for Basketball

5th, 6th, 7th and 8th Grade Basketball

All participants will be observed doing the following drills. Points are given not only for making a shot but, more importantly, whether the shot is taken correctly, off the proper foot, where the eyes are as they take the shot, dribble, or pass. Teams are divided from 5th through 8th into an A team and as many B teams as we may be able to field. The number of B teams is based on the number of participants and the number of qualified coaches. The B teams are divided as equally as possible, given the time frame available for tryouts.

1. Free throws: The participant will be observed for technique and whether the ball goes in. The technique includes proper hand placement, arch, ability to get the ball to the basket, where the eyes are when taking the shot, and overall form.
2. Close shot: The participant will be observed for technique and whether the shot goes in. The technique includes proper hand placement, arch, proper position, and overall form. This is a timed drill in which the participant tries to shoot as many shots as possible within an allotted time, alternating hands.
3. 3 on 3 drill: During this drill, the participant is observed working, passing, and dribbling with teammates, as well as defensive awareness and techniques. All are observed for how they react to game situations and for their ability to play with other players.
4. Scrimmage: If time permits, participants will be observed in a 5-on-5 scrimmage. They will again be observed and evaluated based on their ability to work with other players, leadership, passing and dribbling, and court awareness.

During the 3 on 3 drill as well as the scrimmage, players will be evaluated on the following:

1. Layups: The participant will be observed for technique and whether the ball goes in. The technique includes using the proper hand, jumping off the proper foot, determining where the eyes are when taking a shot, and determining overall form.
2. Perimeter shot: The participant will be observed for technique and whether the shot goes in. The technique includes proper hand placement, arch, proper position, and overall form.
3. Right and left-hand dribble: The participant will be observed for technique. Are the eyes looking where they should be (forward)? Can the participant move swiftly and control the ball where it is being dribbled?

Appendix B: Evaluation Criteria for Volleyball

5th, 6th, 7th and 8th Grade Volleyball

Teams are divided into an A team and as many B teams as we feel we can field. The number of B teams is based on the number of participants and the number of qualified coaches we can assemble. The B teams are divided with equal talent.

1. Passing: Pass the ball to the target and pass to a player for a "set." Ball control will also

be considered. The ability to use the proper technique will enhance the score. 2.

Serving: Serve the ball over the net and inbounds. Arm speed and shoulder strength will also be considered. The ability to serve overhand will enhance the score. 3. Setting: Set the ball to specific locations on the floor. This includes location, wrist and shoulder strength, and the ability to push the ball out to the antenna. The ability to set the ball overhead vs. a “bump set” will enhance the score.

4. Hitting: Ability to spike the ball over the net and inbounds. The ability to use proper technique will enhance the score. Arm speed and strength will also be considered. 5. Game situations: Objective observations identifying game awareness, aggressiveness, and court positioning.

Appendix C

VIRTUS Program

Training Adults to Protect Children

Begins by making adults of the Church that interact with children aware of how to protect children. Our PROTECTING GOD'S CHILDREN program for adults is a three to four hour awareness session that instructs adults of the Church who interact with children that to protect children you must have continuous awareness and vigilance. This awareness session makes trainees understand the signs of child sexual abuse, the methods and means by which offenders commit abuse and five empowerment steps one can use to prevent child sexual abuse.

Child sexual abuse is a worldwide public health issue. Child abuse, particularly child sexual abuse, is reprehensible—especially when the wrongdoer is affiliated with the Church. The VIRTUS® programs assist the Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general. We seek to achieve this lofty goal through our child sexual abuse prevention program: PROTECTING GOD'S CHILDREN™.

The SAFE SCHOOLS Program

Most organizations that work with children have some sort of child safety program. Through the PROTECTING GOD'S CHILDREN program, we maximize those efforts by helping churches and religious organizations refine their roles as child safe environments and empowering them with new tools to help them, and adults and parents, protect children.

Why Does It Work?

Child abusers seek to operate and abuse their power within nurturing, child-friendly environments where it is assumed that nobody would want to harm a child. Religious organizations of all faiths are an easy target. The PROTECTING GOD'S CHILDREN program implements safety mechanisms that send a message to all abusers and potential abusers:

1. Child abuse is not tolerated,
2. Children are vigilantly protected,
3. Victims are listened to, heard and shielded from further abuse, and
4. Offenders are identified and punished.

MANDATED REPORTER TRAINING

In keeping with archdiocesan policy [[Book II The People of God, Part I, Policy 603.6](#)], the Office for the Protection of Children & Youth continues to offer Mandated Reporter training to all Archdiocesan employees and volunteers who are mandated by state law and archdiocesan policy to report suspected child abuse and neglect. This training provides adults with the knowledge of how to recognize and report child abuse and neglect. In keeping with archdiocesan policies, catechists, youth ministers, coaches, and pastoral center employees who work directly with children are to attend this training.

Appendix D

Coordinator Responsibilities

Advisory Board--Sport Coordinators:

An advisory board of parents assists the Athletic Program. The committee includes Coordinators for Football, Cheer, Cross-Country, Track, and two at-large members. The Athletic Administrator and Athletic Director select the Sports Coordinator after the applicant has submitted an Archdiocese Volunteer form (Form 7703) and a letter of intent listing her/his experience. The at-large members are voted on by the Athletic Board, Archdiocese Volunteer form, and a letter of intent listing her/his experience. Should there be no candidates, the Athletic Administrator and Athletic Director will seek people to serve in this capacity. The Sport Coordinators and at-large members serve a two-year term and may reapply upon completion of their term.

Responsibility:

The Sports Coordinator for Football, Cheer, Cross-Country, and Track is responsible for assisting the Athletic Director in the management of her/his sport as well as:

1. Recruiting coaches in the sport they coordinate.
2. Coordinating the tryout for the individual sport.
3. Attending board meetings.
4. Acting as a liaison between coaches and the Athletic Director.
5. Gathering and making recommendations for local tournaments and leagues.
6. Communicating practice and game schedules to each team coach for their sport.

Appendix E

SIDELINE SUGGESTIONS:

10 Things Kids Say They Don't Want Their Parents to Do

By Dr. Darrell J. Burnett

1. Don't yell out instructions. During the game I'm trying to concentrate on what the coach says and working on what I've been practicing. It's easier for me to do my best if you

- save instructions and reminders for practice or just before the game.
2. Don't put down the officials. This embarrasses me and I sometimes wonder whether the official is going to be tougher on me because my parents yell.
 3. Don't yell at me in public. It will just make things worse because I'll be upset, embarrassed, or worried that you're going to yell at me the next time I do something "wrong."
 4. Don't yell at the coach. When you yell about who gets to play what position, it just stirs things up and takes away from the fun.
 5. Don't put down my teammates. Don't make put-down remarks about any of my teammates who make mistakes. It takes away from our team spirit.
 6. Don't put down the other team. When you do this you're not giving us a very good example of sportsmanship so we get mixed messages about being "good sports".
 7. Don't lose your cool. I love to see you excited about the game, but there's no reason to get so upset that you lose your temper! It's our game and all the attention is supposed to be on us.
 8. Don't lecture me about mistakes after the game. Those rides home in the car after the game are not a good time for lectures about how I messed up -- I already feel bad. We can talk later, but please stay calm, and don't forget to mention things I did well during the game!
 9. Don't forget how to laugh and have fun. Sometimes it's hard for me to relax and have fun during the game when I look over and see you so tense and worried.
 10. Don't forget that it's just a game! Odds are, I'm not going to make a career out of playing sports. I know I may get upset if we lose, but I also know that I'm usually feeling better after we go get a pizza. I need to be reminded sometimes that it's just a game.

Football

Roles & Responsibilities

Football Coordinator (FC). The Football Coordinator shall oversee all aspects of the football program, including budgeting, administration, personnel, safety, and logistics. The FC will be a volunteer position and report directly to the Athletic Director. A critical responsibility of the FC will be identifying qualified coaches to guide the teams and maintain high standards of behavior and conduct. The Football Coordinator will be the liaison to the South Side Catholic Conference.

Fundraising Coordinator. The Fundraising Coordinator(s) are responsible for organizing, developing, and implementing fundraising activities that contribute financially to the football program and school. It is expressly understood that all fundraising activities will be pre-approved by the Principal, Athletic Administrator, Athletic Director, and the Athletic Board will be consulted in strict accordance with Section VII below.

Philosophy & Mission Statement

Commitment. Every student-athlete is assumed to be fully committed to his or her team. The athletic department will take the representations in the registration forms seriously and ask that

parents and participants do the same.

Eligibility. Students must be in good standing academically and behaviorally to participate in the football program.

1. **Sports Physical.** All student-athletes must have a valid sports physical on file according to the current guidelines.

Code of Conduct. Our student-athletes and all spectators will be expected to conduct themselves in a manner consistent with our athletic program's goals and philosophy. This includes, but is not limited to, showing respect at all times to coaches, parents, officials, spectators, and all others present at the sporting event. It is also expected that all those present at our games and practices will treat our facility, those of our opponents, and our practice fields with respect.

Major discipline problems with students during practices or games where a student represents SJC and would necessitate serious disciplinary procedures, including suspension/ expulsion, can and will be enforced by the school. A child can and will miss practices and games for disciplinary reasons at school. The Athletic Director will be contacted by the Principal and, in turn, contact the coach about the child's inability to practice/play for a set period. Coaches also represent the school and can be requested to step down by the Principal for serious violations of the code of conduct.

Code of Conduct

Parents:

1. **Commitment** – Parents are expected to volunteer as assigned to concessions and an equal and proportionate amount at the season's Booster's events
2. **Code of Conduct** – Parental cooperation and participation are essential to the success of our teams and the program. To that end, pursuant to the following code of conduct, we expect all parents to:
 - a. Conduct themselves in a manner consistent with the philosophy of the SJC athletic program and its goals at all sporting events.
 - b. Players are expected to attend practices and games, and parents are primarily responsible for ensuring this occurs. We ask that parents honor the time commitments a coach makes and advise the coach in advance when a player will be unable to attend, including days the child is sick from school.
 - c. Parents are expected to show respect to the coaches, players and referees
 - d. Parents are expected to let the coach "coach" the team during the game and should not relay instructions to their child on what they should be doing. It is very difficult for a child to know whom he or she should listen to – the coach or the parent – particularly when contradictory instructions are given
 - e. The parent may raise any issue or concern with a head or assistant coach. This should be done after a practice or game has been fully completed and preferably away from the field or gym. The 24 hour rule must apply. Please see the policy under "communication".

- f. A parent may bring any unresolved issue to the Football Coordinator or Athletic Director. In every case, however, we will ask that the coach be given the first opportunity and a reasonable amount of time to resolve the issue.

Coaches:

1. Eligibility – Individuals are eligible to serve as head or assistant coaches if they have met the following criteria:
 - a. Completed “Protecting God’s Children”, and completed a full background check and all applicable requirements as prescribed by the Archdiocese and Saint John of the Cross.
 - b. Signed an acknowledgement and agreement to conform to the Coaches Code of Conduct as described below.
 - c. Are willing to meet the significant time requirements necessary to plan and attend practice sessions, meetings, and games.
 - d. Possess knowledge of the game sufficient to instruct and develop players consistent with the philosophy of the Program.
2. Code of Conduct. All coaches are the individuals primarily responsible for implementing the philosophy of our athletic programs and are the individuals who will have the most impact on our student-athletes. With that in mind, we set forth the following code of conduct that our coaches are expected to follow:
 - a. Coaches shall conduct themselves at all times in a manner consistent with the philosophy of the SJC program so as to further the goals of the program including the development of the physical, intellectual, social and spiritual aspects of each team member.
 - b. Coaches shall use positive reinforcement and constructive encouragement as much as possible and refrain from personal attacks and ridicule of players, parents, coaches, officials, and opponents.
 - c. Coaches shall at all times conduct themselves in a manner that is in the best interests of the children and the team as a whole.
 - d. Coaches shall refrain from the use of profanity and vulgar language.
 - e. Coaches shall at all times conduct themselves in a manner reflecting good sportsmanship, and should never embarrass a player, coach, official, parent or opponent.
 - f. Coaches shall at all times show respect for the parents of the players, and shall have a process in place where communication can be had between parents and coaches when needed.
 - g. Coaches shall never physically or mentally abuse a player
 - h. Coaches shall keep abreast of the rules of the game and playing and coaching techniques and shall prepare sufficiently in advance of practices and games so as to make the practice or game as beneficial as possible to the advancement of the goals of the SJC athletic program; and
 - i. Coaches shall be familiar with, and abide by, all the playing time rules as well as all league rules.
 - j. Major discipline problems with students during practices or games where a student represents SJC and which would necessitate serious disciplinary procedures including suspension/ expulsion can and will be enforced by the

school. A child can and will miss practices and games for disciplinary reasons at school. The Athletic Director will be contacted by the Principal, and in turn, contact the coach of the child's inability to practice/play for a set period of time. Coaches also represent the school and can be requested to step down by the Principal for serious violation of the code of conduct.

We also ask that our coaches:

1. Make the sport fun and a vehicle for the child's total development.
2. Create an environment conducive to learning, supportive, proactive, and characterized by positive reinforcement.
3. Let the player know what to expect from you and what you expect from them. 4. Develop team discipline that is internally generated rather than externally imposed.
5. Focus your efforts on the continuous improvement of all players regardless of ability level.
6. Do not coach your child to the exclusion of others.
7. Get to know your players, and help them to get to know you and their teammates.
8. Listen to your players so they listen to you.

Responsibilities:

1. Must attend all orientation meetings presented by the Coordinator.
2. Conduct a team meeting with the parents at the first practice to clearly set our team expectations and provide parents with a schedule of practices, games, and any administrative meetings (weigh-ins, uniform pick-up, etc.).
3. He/she must notify his/her team of all practices and their locations. Coaches must keep players within their designated practice areas and not be disruptive to other school activities.
4. Notify all parents and the Football Coordinator of any schedule changes or cancellations by 12:00 noon. Under no circumstances should changes be conveyed between students. Cancellations include all remaining scheduled practices after the season has been completed.
5. Responsible for the distribution and collection of all uniforms. The roster numbers of each player must be provided to the Football Coordinator.
6. Ensure that all students have been safely picked up by a parent or guardian from all practices and games. At no time should a student be left without supervision.

Coaching Selection

Football will follow the guidelines for coaching selection as put forth by the Athletic Advisory Board.

Safety

The coaches' most important responsibility is the safety of the players. To help ensure the health and safety of our young athletes, all coaches will be required to take the online course "Heads Up" developed by the Center for Disease Control. See <http://www.cdc.gov/concussion/HeadsUp/youth.html> for further details.

The CDC developed the Heads Up: Concussion in Youth Sports initiative to inform coaches, parents, and athletes involved in youth sports about concussions. The initiative provides important information on preventing, recognizing, and responding to concussions.

Equipment:

To further ensure the safety of our young athletes, SJC Football will provide the highest quality football equipment possible

Budgeting

1. Budget Submission: The football budget is part of the overall athletic budget. The Coordinator will work with the Athletic Administrator and Athletic Director in planning the budget for presentation to the School Advisory Board for recommendation to the Principal for approval. Such a budget shall provide for all the necessary equipment, fees, salaries, and off-site requirements to meet the program's needs for the year.
2. Budget Approval: The criteria for budget approval shall be as follows:
 - a. The football budget is part of the athletic budget, which exists under the umbrella of the school. As such, all monies go through the athletic administrative assistant, who collects fees, makes deposits, charges the appropriate line items, and writes checks for any expenses incurred by football, similar to all sports within the athletic association. Monthly reports shall be generated by the Athletic Administrative Assistant and given to the Athletic Director.
 - b. Reserves. Any reserves required for necessary equipment, uniforms, etc., will be requested by the Athletic Director and approved by the Athletic Administrator.
 - c. Personnel. The Athletic Director presently receives a stipend for his job. With football added to his responsibilities, the football budget will contain a stipend for his additional work. The athletic administrative assistant is employed at the school on an hourly rate. Any additional hours spent on football business shall be charged her hourly rate within the football part of the budget.
3. Fundraising: The Football program shall be allowed to sponsor one primary fundraising each school year to support the ongoing needs of the football program with an anticipated give back to the school of \$20,000. Such an event shall be pre-approved by the Administration and conducted in accordance with parish and school guidelines. Any additional, non-revenue generating "booster" events (homecoming events, pep rallies, etc.), shall also be subject to approval by the Administration.
4. Use of Surplus: Subject to the provisions of Section 7.2, it is assumed that football's fundraising efforts will exceed the program's financial needs. Annually, in conjunction with the budgeting process, the Athletic Board shall identify the specific surplus amount (the amount remaining in the operating account less current and reserve requirements) to return to the dedicated athletic fund for significant athletic expenses. The Athletic Director and Athletic Administrator shall approve the surplus amount and formally present it to the School Administration in conjunction with the annual budget process.
5. Event of Shortage: In the event that the Football is unable to fund the operations of the Program as prescribed by the pro-forma budget, the Football Coordinator and Athletic Director shall make a recommendation to the School Advisory Board to cease the

operation of the Program. In such case, the winding down of the program shall occur as follows:

- a. The balance in the operating account shall be applied to any remaining expenses.
 - b. The Athletic Board shall dispose of all uniforms and equipment at its discretion, including liquidation through resale or in-kind donation to another program.
 - c. All remaining funds in the operating account shall be transferred to the school's general fund.
6. Accounting Controls. All accounting functions for the football and cheerleading programs will be administered through the Athletic Administrative Assistant in accordance with standard Athletic Department policies and procedures. A separate Profit and Loss Statement for these programs shall be maintained as described in Sections 7.1 – 7.3 above.

Southside Catholic Conference

The SCC Football program will be governed by the football rules of the Illinois High School Association (IHSA) except as noted in their by-laws. The Conference will have a JV league for 5th–6th grade teams and Varsity league for 7th-8th grade teams.

For specific football rules for the SCC please refer to their website:

<https://southsidecatholic.org/football-rules/>

Cheerleading

Cheerleading Coordinator: The Cheerleading Coordinator shall oversee all aspects of the cheerleading program, including budgeting, administration, personnel, safety, and logistics. A critical responsibility of the Cheerleading Coordinator will be identifying qualified coaches to guide the cheerleading teams and maintain the highest standards of behavior and conduct.

Goal: The St. John of the Cross cheerleading program is a no-cut sport designed to increase interest and support for the football program. The sport provides girls in grades 5th through 8th with an opportunity to learn cheer and pom skills while promoting school spirit. Cheerleading affords girls the chance to display their talents in a non-competitive arena.

Foundation: The foundation of the SJC cheerleading program will focus on discipline, sportsmanship, and proper fundamentals with a core commitment to safety and teamwork.

Squad Creation and Function: Cheerleading involves creating a Varsity and Junior Varsity squad. The Varsity squad (comprised of 7th and 8th grade girls) and the Junior Varsity squad (comprised of 5th and 6th grade girls) will cheer at home and away games for their respective football team levels, providing general support for booster and fundraising activities. Both squads will create game-day excitement and bolster general team spirit and fun.

Under the direction of the cheerleading coordinator, the adult and high school coaches will

determine practice times, locations, and specific drills for their individual grades. Participants must attend practices to maintain a position on the squad.

Uniforms and Fees: The St. John of the Cross Parish School Athletic Program provides each cheerleader with a top, skirt, and pom-poms. Each participant must order and purchase the designated briefs. Girls provide their own white gym shoes and socks.

Instead of a deposit check for cheerleading, a charge will be applied to your Smart Tuition account if a uniform or pom poms are not returned or returned in a condition that renders them unusable. The amount charged will be the market value of the unreturned item.

These uniforms are the property of the athletic program, but each player is responsible for maintaining them.

Washing Instructions:

1. All uniforms should always be washed in cold water and hung to dry
2. Never place uniforms in the dryer; this fades the colors and melts printed material.

Uniforms will be distributed on specific days before the start of each season. The Sport Coordinator will notify the coaches of the distribution date.

Expectations of Participants: All cheerleaders are expected to follow the player behavior and participation guidelines in the St. John of the Cross Athletic Handbook.

Expectations of Supervisors and Coaches: All supervisors and coaches must adhere to the coaching standards outlined in the St. John of the Cross Athletic Handbook.

Budgeting: A cheerleading budget will be created each year and subject to participation levels. Cheerleading support will be funded through an annual participation fee but will be subject to the same provisions as detailed in Section 7 of the St. John of the Cross Football Handbook. Any expenditures for program-related costs must be supported by the participation fees or accommodated within the football budget.