



Athletic Handbook
FOR STUDENTS AND PARENTS
2018-2019

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Welcome

Participation on an athletic team can be a rewarding and meaningful educational experience that enhances a child's secondary education. It is important that students realize the time demands, responsibility, dedication and sacrifices required when making this kind of commitment. The following information defines the interscholastic policies and procedures for all students participating in our high school athletic programs. The Athletic Department hopes that this handbook provides coaches, parents and students with a better understanding of our philosophy, goals and policies.

THE ACHS PHILOSOPHY

Althoff Catholic High School administrators, coaches and moderators believe that extra-curricular competition is a privilege. Each student who chooses to be a member of a team, squad or activity should conduct themselves as responsible representatives of Althoff Catholic.

STATEMENT OF PURPOSE

1. To encourage the growth of responsible citizenship among our athletes.
2. To emphasize the school's concerns for the health of students in areas of safety while participating in activities.
3. To promote equity and sense of order and discipline among students.
4. To confirm and support existing state laws that restrict the use of mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard bearers among their peers.
6. To assist students who desire to resist peer pressure that directs them toward the use of mood-altering chemicals.
7. To assist students who should be referred for assistance of evaluation regarding their use of mood-altering chemicals.

GOVERNING BODY

Althoff Catholic High School is a member of the Illinois High School Association (IHSA), whose purpose is to organize, regulate and promote interscholastic athletics for secondary schools in Illinois. As an IHSA school, Althoff Catholic abides by the minimum standards set forth by this organization. Please note that these are minimal

standards and our policies may enforce stricter standards. All students involved in interscholastic athletics are required to adhere to all IHSA regulations, including regulations regarding athletic eligibility. The key provisions regarding IHSA Rules are included in this handbook. Questions regarding a student's eligibility must be directed to the Athletic Director or Principal.

TRANSPORTATION

Althoff Catholic provides transportation to and from all athletic events. Student-athletes are required to use school transportation. The members of the athletic staff feel it is in the best interest of the team unity that everyone travel together and share the game experience. As the "guardian" during these trips, the athletic staff must be able to account for the whereabouts of all and insure their safety. It is expected that our student-athletes will conduct themselves appropriately while on bus transportation. Athletes may not participate in an away contest if they drive themselves to the event or if they use alternate transportation without the prior permission from the coach. In extenuating circumstances, parents may need to drive their own children to or from a contest; in these circumstances the coach will need written notification and approval from the coach must be granted in advance.

UNIFORMS & EQUIPMENT

Students are responsible for and expected to maintain proper care of all uniforms and equipment issued to them. Students are responsible for payment of any lost, stolen, or damaged items. Each item not returned will be assessed at a rate comparable to the current replacement cost. All equipment is to be returned at the completion of the season. Grades will be withheld for those who do not return or pay for lost/damaged equipment. Additionally, those student athletes will not be allowed to participate in another sport. Student-athletes are not to wear uniforms, either practice or game, at any time other than those allowed by specified team regulations.

PHYSICAL EXAM

A valid physical examination must be on file in the Main Office on or before the first day of try-outs/practice of the athlete's specific sport season. Student athletes will not be allowed to practice or try-out until a valid physical is on file.

PRE-SEASON MEETING

It is proposed that all participants and their parents attend a meeting prior to the seasons activities begin. This meeting would be mandatory. If unable to attend, the student and his/her parents would have to meet with the

proper moderator at the convenience of the moderator. This meeting would have to take place before participation can begin.

EXPECTATIONS OF PARENTS

The parents will demonstrate good sportsmanship and communicate fairly and openly with coaches by:

- 24 Hour Rule: Parents are to wait a period of 24 hours to discuss an issue with a coach. During this waiting time the Athletic Director is to be contacted concerning the physical and emotional well-being of their student.
- Communicating openly, honestly, and with respect.
- Following an appropriate chain of communication:
 - Student-Athlete and Coach
 - Parent and Coach
 - Parent and Athletic Director
 - Parent and Principal
- Providing support for coaches and officials to foster a positive, enjoyable experience for all student athletes.
- Realizing the game is for students and not for the adults.
- Recognizing that student participation in athletics is a privilege.
- Refrain from coaching their student from the stands or the sidelines.
- Supporting their student in planning how to meet their academic responsibilities given the demands of training and practice
- Being a role model for other parents by remaining positive at sporting events.

EXPECTATIONS OF STUDENTS

The student athletes of Althoff Catholic will be committed to the school athletic program on and off-season by:

- Following the rules set by the school and the coaches.
- Attend the Friday morning 7:45 a.m. mass at St. Henry's Church.
- Participating enthusiastically and developing positive attitude.
- Making appropriate personal sacrifices for the good of the team.
- Recognizing that student's participation in athletics is a privilege.
- Maintaining high academic standards.
- Being committed to skill development in their sports.
- Being coachable and open to constructive feedback.
- Behaving with integrity.
- Accepting responsibility as a role model to others.
- Supporting other sports, activities and school organizations.
- Playing with dignity and grace, regardless of winning or losing.

PROCEDURE TO FOLLOW IF YOU HAVE A CONCERN

Participation in athletics should be an enjoyable experience for all parties involved whether they are students, coaches, or parents. There is no doubt that participation tends to be emotionally charged and dealing constructively with these emotions can be an excellent learning experience. In most cases, athletic competition is extremely positive and complements the educational experience enjoyed by students at Althoff Catholic. Occasionally conflicts between coaches and students arise. These conflicts must be addressed and resolved immediately so that the many benefits of athletic involvement may continue to contribute to the emotional and physical growth of our athletes.

If at any time a student-athlete or parent desires to lodge a complaint or discuss an alleged conflict, the following protocol should be observed:

- Contact the immediate coach involved through the Athletic Office.
- If the conflict is not suitably resolved, contact the head coach of the program.
- If the conflict is not suitably resolved, contact the Director of Athletics.
- If the conflict is not suitably resolved, contact the High School Principal.

GRADE CHECKS & ELIGIBILITY

Althoff Catholic High School conducts weekly grade checks as required by the IHSA. The grade check is done every Thursday. Athletes who are doing below average work or are exhibiting poor effort in class will have their privilege of leaving early for athletic contests revoked. In addition, poor academic performance will result in decreased athletic participation. If an athlete is failing more than two courses, they are declared ineligible from that Sunday to the following Sunday. The athlete can continue to practice, but cannot participate or travel with the team in any interscholastic contests. Grade checks are made known to the head coach to ensure their knowledge of the situation.

ATHLETIC ASSOCIATION

The Althoff Catholic High School Athletic Association consists of parents and friends who are interested in supporting athletics. They provide moral and financial support to encourage participation in athletic activities for the benefit of all students. They are responsible for generating funds and improving athletic equipment and facilities. Participation of all parents is encouraged.

DIOCESAN CHILD PROTECTIVE POLICY

All employees, coaches, moderators, and volunteers of Althoff Catholic are required to complete training in accordance with the Diocese of Belleville Child Protection Policy (DP541.4P,R). The specific requirement of the Child Protection policy must be fulfilled. Such requirements are: completed applications, CANTS – every 2 years, criminal investigation – every 5 years unless fingerprinted through Accurate Biometrics, Initial Child Protection Policy Training and annual refresher course. If a coach has a new volunteer helping with a team or project, the coach should contact the Business Manager who will determine the compliance of the volunteer by communicating with the Office of Child Protection.

The Illinois Abused and Neglected Child Act has designated those of us in education as partners in the fight against child neglect, harassment or bullying. In this role, we are responsible for reporting any suspected incident of child neglect, harassment or bullying to the State Department of Children and Family Services.

School personnel in both public and private schools are specifically listed as Legally Mandated Reporters of suspect child abuse or neglect. This includes, Administrators, Teachers, Counselors, Coaches, etc. It means that we do not have a choice of whether or not to report child abuse; it means we are required to make such a report at any time we have reasonable cause to believe that a child known to us in our professional or official capacities may be either abused or neglected. School personnel make a good faith report of suspected child abuse or neglect are immune from any liability, civil or criminal, as a result of such a report.

24 HOUR TOLL FREE SERVICE
DCFS HOT LINE – (800) 252-2873

Use the hot line number to report incidents of neglect, harassment or bullying immediately. A written form (to be sent after the call has been made) is available in the Principal's office.

POLICY AT ALTHOFF CATHOLIC:

- If any mandated reporter suspects any involvement or participation of any illegal activity by any student at school or any school function, the following is required.
 - Detain the student(s)
 - Immediately contact the principal or vice principal
 - Retain any evidence existing
 - Be available to document observations.

ABSENTEEISM & TRUANCY

While athletics play an integral role in the education program, the phrase "student-athlete" indicates that a student's academic responsibilities have priority over his/her athletic responsibilities. Moreover, an athlete must serve as a model student. Thus, regular attendance to both school and practice is mandatory.

Students are expected to attend school daily, arrive promptly in advance of published start times, and attend all classes. We understand occasionally a student will be late to school due to a doctor/dentist appointment, illness,

etc. Effective with the 2018-2019 school year, we will implement a new policy with regard to late arrivals to school to encourage students to minimize or better yet, avoid being tardy to school.

Students with early morning doctor/dentist appointments wanting to participate in an extracurricular event that day must present a doctor/dentist **excuse slip** to the attendance coordinator which will only be allowable **once per week**.

Students arriving late to school **without** a doctor/dentist excuse slip and wanting to participate in an extracurricular event on a given day must be in school no later than 40 minutes after the start of school.

ATHLETIC HONORS AND AWARDS

To be considered for a team award presented by the coach, athletes must:

- Display upright conduct and a spirit of fair play at all times.
- Exhibit respect for school personnel, coaches, games officials, and opponents.
- Not violate the Drug & Alcohol Policy.
- Return all uniforms and equipment at the completion of the season.
- Meet criteria established by the coach.
- Finish the season as a member in good standing on his/her team, which includes being academically eligible.

Varsity Letter: Receiving a varsity letter for programs that are composed of a varsity team is an honor reserved for those student athletes who have demonstrated excellence in performance and the commitment and sacrifice appropriate for membership on a varsity team. After each season awards will be handed out at a sports banquet sponsored by the Athletic Association.

FACEBOOK PAGE

At Althoff Catholic we are trying to streamline our messaging and a large part of our communication is through Facebook. Facebook is a great tool to connect with students, parents, and alumni and we want it to benefit all avenues of Althoff Catholic. We have put together some guidelines for those that have created or are planning to create a Facebook page, which is outside the Althoff Catholic Facebook page. This is to keep a clear and consistent message. Please follow these guidelines, as it is in the best interest of our school. For any questions or issues please contact a member of the Advancement Office.

FACEBOOK GUIDELINES:

- Inform the Advancement Office prior to launching the page to discuss strategy and need.
- Sport or club must be an established club with participation of two years or more.
- Utilize the correct logo based on page content:
- Page must use logo as profile picture.



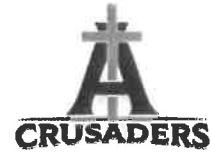
Main school logo 1



Main school logo 2



Academic, heritage and religious celebration logo



Main athletic and extracurricular logo

- Utilization of page must be for communication purposes, student/faculty catting should be minimal.
- Page can allow outside posts, but admins must monitor for content, and react if content is inappropriate.
- Must "like" Althoff Catholic main page to be up-to-date with posts going on throughout school.
- Photos are great and create awesome interaction on the page, just please keep them appropriate.
- Prior to posting any photos contact the Vice Principal's office to ensure a release has been obtained.
- A member of the Advancement team needs to be an added admin in case a change needs to be made.

CODE OF CONDUCT

The Althoff Catholic High School administration and Athletic Department will in regard to conduct follow the Diocesan Board of Education Policy 5131 and 5131.1. The disciplinary code of the school and all penalties shall apply to conduct on and off school grounds and from the time a student enrolls at Althoff Catholic until the time they graduate or transfer.

EXTRA-CURRICULAR DRUG, ALCOHOL AND TOBACCO USE

The Extra-Curricular Drug and Alcohol Policy provides a uniform policy for all extracurricular activities, including sports teams, clubs, club sports, student government, theater, performing or competition band(s) or any other sport, club or activity. These sanctions are in addition to any disciplinary action that may be taken by the school.

OFFENSES

Offenses that would be covered under this policy is the possession or use of any illegal drug or paraphernalia, alcohol, tobacco or tobacco products and abuse of prescription drugs on or off campus, at school and non-school sponsored events, in or out of season.

If a student is observed by a school staff member or coach, or if a coach, or if a school staff member is made aware of a violated offense by a reliable source and is substantiated, they must immediately contact administration, the following will take place:

FIRST OFFENSE

1. The student is suspended from the activity or athletic team for 2/9 of the total events or games of that activity/team (some adjustments may be necessary to the 2/9 rule depending on activity at the discretion of the administration). If there are not enough games or activities remaining in the schedule, it will be carried over to the next activity or team the student joins in which the student participated in the previous school year. The student may not join any new activity or team with the purpose of fulfilling their suspension.

2. The student must participate and complete the Family Assistance Program.

3. For Drug use, the student may be required to submit to drug testing every month for a period of six months and random testing for an additional six months (All at the expense of the family). An indication of increased or continued usage will bring about immediate suspension from the activity or team for 365 calendar days.

4. Any violation of these regulations by the student in question will result in their immediate suspension from any team, activity or club for 365 days.

SECOND OFFENSE

The student will be immediately dismissed from any team, activity or club for a minimum of 365 days and possibly be dismissed from school.

DECISIONS REGARDING DISCIPLINE OF ATHLETES

The Principal and/or the Athletic Director will make the initial determination as to what school policies and/or procedures have been violated and the sanctions which will occur.

PENALTIES (2/9) RULE

This rule is based on the number of games played in a season. Suspension is subject to change if the number of games played changes.

Sport	Number of Games	Suspension
Baseball	25	5
Basketball (B&G)	20	4
Football	9	2
Golf	16	4
Soccer	17	4
Softball	25	5
Tennis (B&G)	16	3
Track (B&G)	11	2
Volleyball	18	4
Wrestling	20	4

FINAL MESSAGE

We urge you to support Althoff Catholic Athletics by:

- Attending sporting events and helping spectators maintain sportsmanlike attitudes.
- Lending positive support to our teams and coaches and showing respect to officials.
- Encouraging all players without regard to their role on the team.



**ATHLETIC HANDBOOK
Parent & Student
Acknowledgement and Agreement
2018-2019**

Together as players, parents, coaches, support staff, volunteers and administration, we all share common goals. This Athletic Handbook will help you understand the challenges facing us in achieving our goals. Working together we will all achieve more with a coordinated effort. This handbook is a first step to coordinating our efforts around the common goals we all aspire to achieve. Our accomplishments will be a source of pride, enriching our school community.

As an athlete and as a parent/legal guardian of Althoff Catholic High School, we have read, understand, and agree to adhere to the policies and procedures stated in this handbook.

Student Name (Printed)

Parent/Legal Guardian Name (Printed)

Student Signature

Parent/Legal Guardian Signature

Date

Date



Illinois High School Association

(For 2018-19 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or

- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you transfer until this form is fully executed and on file in the school office.*
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school

competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.