

## **ATHLETIC AND ACTIVITIES HANDBOOK**

This handbook is intended to be an overview of Gibault High School athletics, its requirements, and obligations. If you have specific questions or concerns as you read the contents of this manual, you are encouraged to contact a member of the Gibault coaching staff, or the Athletic Director.

The Gibault athletic department strives to support Gibault's mission by developing athletic programs and activities designed to strengthen the student-athlete physically, spiritually, and mentally, thus providing them with the discipline and work ethic necessary to succeed in the classroom, on the field of competition, and in life.

**NCAA Eligibility:** *A complete explanation of NCAA eligibility rules can be accessed at <http://www.ncaapublications.com/productdownloads/CBSA15.pdf>*

### **Illinois High School Association (IHSA)**

The Illinois High School Association (IHSA) is the governing body for all Illinois high schools. The IHSA divides high schools into classes based on enrollment information from the previous year. These classes are referred to as Class A, Class AA, etc. All of Gibault's sports programs will play a regular season schedule that includes teams from other classes to ensure our student-athletes get the opportunity to compete against various levels of competition.

### **Grade Checks and Eligibility**

Gibault High School conducts weekly grade checks as required by the IHSA.

## **GRADE REQUIREMENTS TO PARTICIPATE IN ATHLETICS**

Athletes who are doing below average work or are exhibiting poor effort in class may have their privilege of leaving early for athletic contests revoked. If an athlete is failing one class or has two or more D's, they are declared ineligible from that Sunday to the following Sunday. The athlete cannot practice or participate in any interscholastic contests during their period of ineligibility.

Grade checks are made known to the head coach to ensure their knowledge of the situation. Athletes who are ineligible may meet with the athletic administrator to determine a course of action for retaining eligibility.

If an athlete fails three or more classes in a semester they will lose their eligibility for the entire next semester. If an athlete fails three or more classes during the spring semester, they may take summer classes to be eligible to play fall sports. The summer courses must be approved by the administration.

### **Physicals**

The IHSA and Gibault High School require a current physical be in file in the school office. Physicals are good for a period of 13 months from the date signed. All physicals must be in file before beginning practice.

### **Insurance**

Gibault High School requires all athletes to show proof of insurance. This form must be completed each year and be in file prior to the athlete participating in sports activities.

### **Sports Fee**

Gibault High School requires each athlete pay a fee of \$100 when they try out for a sports team. In the event that an athlete does not make the sports team they tried out for the sports fee will be rescinded and the money returned.

### **Transportation**

Gibault High School supplies transportation to most athletic events. A *transportation release form* must be given to the coach if an athlete chooses to not use school provided transportation (a copy of this form can be downloaded from the school's website). Coaches reserve the right to require athletes to use school provided transportation unless extenuating circumstances dictate otherwise.

### **Injuries and Pain**

Injuries and pain are a normal part of sports. All athletes will occasionally experience pain during the course of their athletic career. **NO ATHLETE SHOULD EVER PLAY WITH AN INJURY THAT ENDANGERS THEIR HEALTH!** It is the role of the coaching staff, and the athlete to determine the extent of any and all injuries, and to communicate that information to the office of the athletic director. Parents and athletes must report any injuries that occur outside of school functions to the appropriate coaching staff at their earliest possible opportunity. Athletes who are under the care of a physician must obtain a release before resuming practice. Coaches have the discretion to hold a player out of a game or practice based on their evaluation of the situation, and its overall impact on the individual and the team.

### **Concussion Protocol**

In August of 2015, the State of Illinois signed into law Senate Bill 07 (Public Act 99-245), known as **Youth Sports Safety Act**. This act focuses primarily on concussion management, and requires all schools to develop a *Concussion Protocol*, and a *Return to Play (RTP)* policy by no later than September 1, 2016. The bill also requires the formation of a *Concussion Oversight Team (COT)* which is responsible for protocol development, and assuring protocols are known and followed by those individuals responsible for their implementation.

#### **Concussion Oversight Team (COT):**

- The Concussion Oversight Team will consist of the High School Principal and the High School Athletic Director, along with various other administrators and their designates as and when needed.

#### **Concussion Policy:**

- Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.
- If it is determined by a licensed health care professional that the student did *not* sustain a concussion, the head coach may so advise the game officials during an appropriate stoppage of play, and the athlete may re-enter the contest.

- If it is confirmed by a licensed health care professional that the student *did* sustain a concussion, that student may *not* re-enter the contest, and is subject to the school's Return to Play Policy (RTP).
- If a licensed health care professional cannot or will not make a determination on the nature of an athlete's head injury, the athlete becomes subject to the school's RTP Policy, and may not re-enter the competition.
- If there is no approved health care professional on site to make the determination, the student may *not* re-enter the competition, and becomes subject to the school's Return to Play Policy (RTP).

**Licensed Health Care Professional:**

- A Physician licensed to practice medicine in all its branches in Illinois.
- Nurse Practitioner or Physician Assistant (PA)
- Certified Athletic Trainers (ATC)

**Game Officials:**

- Game officials will have no role in determining concussion other than obvious situations where a player is unconscious or apparently unconscious. Officials may point out to a coach that a player is apparently injured and advise the coach that the player should be examined.

**Coaches:**

- Coaches will follow all concussion protocols. If an athlete exhibits signs, symptoms, or behaviors consistent with a concussion, coaches must remove the player from that contest until they can be evaluated by a licensed health care professional as defined within this policy. If no licensed health care professional is available the player automatically becomes subject to the school's Return to Play Policy (RTP).
- Coaches must complete and pass an IHSA approved Concussion Awareness Program prior to beginning their coaching career, and every two-years thereafter.

**Athletes:**

- Shall review, sign, and return to the school a concussion and head injury information sheet prior to beginning practice or competition.
- Shall notify a coach if the athlete or a teammate shows signs or symptoms of a possible head injury
- Shall abide by all concussion and RTP protocols
- Shall view the IHSA Concussion video at least once during the school year.

**Parents/Guardians:**

- Shall annually review, sign, and return to the school, a concussion and head injury information sheet prior to their student initiating practice or competition.

- Shall provide their student's school with the necessary written consent in accordance with Illinois state law prior to their student's return to participation following a concussion.

**Return To Play Policy (RTP):** In cases where an athlete is not cleared to play the same day as he/she is removed from a contest for a possible head injury (i.e., concussion), that athlete becomes subject to the school's RTP. **The athlete shall not return to play or practice until they are evaluated by, and receive written clearance from, a licensed health care provider.** As defined within this policy that would include physicians licensed to practice medicine in all its branches in Illinois (MD/DO), or certified athletic trainers (ATC), Nurse Practitioner or Physician Assistant (PA) working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

#### **Emergency Action Plan**

An *emergency* is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. This action plan is intended to define roles and outline procedures to be followed should an emergency occur.

Situations when 911 should be called

- An athlete is not breathing
- An athlete loses consciousness
- It is suspected that the athlete has sustained a serious neck or back injury
- An athlete has a compound fracture (bone has broken through the skin).
- Severe heat exhaustion or heat stroke
- Severe bleeding that cannot be stopped

#### **Chain of Command**

- Gibault High School Principal
  - Gibault High School Athletic Director
  - An on-site Licensed Health Care Physician
  - Certified Athletic Trainer (ATC)
  - Gibault Head Coach
  - Gibault Assistant Coach(es)
  - Other Athletes
1. The highest person in the chain of command who is present at the scene will be the designated person in charge. That person is responsible for instructing others how they may be of help, and will be the person who stays with the athlete until the EMS arrives. The welfare of the injured athlete is always foremost, therefore immediate care in some form is vital. Proceed as judgement dictates until EMS arrives.
  2. If a severe emergency occurs when a trained medical professional is not present, immediately call 911 to activate Emergency Medical Services.

3. The highest person in the Chain of Command will make the call to EMS or will designate another person to make the call. EMS should be told:
  - **Name and title of caller (administrator, coach, etc.)**
  - **Address of venue**
  - **Number of athletes injured**
  - **Condition of the athlete**
  - **Any first aid treatment already initiated**
  - **Directions on how to get to the venue where athlete is located**
  - **Caller should not hang up until directed to do so by EMS**
4. The high school administration and staff will make every effort to ensure that a clear path exists for EMS services to access campus locations when sporting events are being held.
5. The designated leader will send runners to all intersections between where the athlete is located and the venue-specific site. The runners should stay at their sites and wave the ambulance through to the proper location.
6. The leader will designate another person to make contact with the athlete's parents or guardians.
7. If transport is deemed necessary by EMS the athlete will be taken to the nearest hospital, unless requested otherwise by parents or guardians.

### **Sports Fundraising**

All athletes at Gibault are required to participate in the annual Athletic Department fundraiser. This fundraiser is important to the viability of Gibault's Athletic Department and contributes significantly to its operating budget. The Athletic Department fundraiser is separate from other school related fundraisers, and does not exclude the student-athlete from other fund raising responsibilities.

### **Player/Parent/Coach Relationship**

#### **The following is what you can expect from every coach:**

1. Philosophy of the coach
2. Team requirements (fees, equipment, conditioning, practices, etc)
3. Discipline procedures
4. Injury procedures
5. Location and times of games and practices
6. Open lines of communication with both the parent and the player

#### **The following is what the coach will expect from the parents:**

1. Be accepting of your son or daughter's role. Our coaches make judgments based on performance in practice and games, and in conjunction with what is best for the entire team.
2. Never confront a coach directly before or after a game. Wait twenty four (24) hours and then contact the coach with your concerns.

3. Do not contact the coach to discuss strategy, starting line-ups, or playing time of other team members.
4. Be an example for your child. Show good sportsmanship at all times.

There are situations that may require a conference between coach and parent. When a conference is necessary, the parent(s) should call the school to set up an appointment. If the coach cannot be reached contact the Athletic Director during school hours. During the meeting all parties should behave in a professional manner in order to satisfactorily address the situation. If no solution is reached, the parent(s) may call for an appointment with the Athletic Director. This meeting will determine what further action is required.

#### **Multiple Sport Athletes**

Gibault High School encourages its student-athletes to participate in multiple sports. The advantages of this policy are numerous and necessary for a school of this size.

The enrollment of Gibault High School allows virtually all of the student-athletes who attend here the opportunity to participate in high school sports. In order to remain competitive and give our student athletes the greatest opportunity to learn and grow the coaching staff of Gibault High School must have sufficient numbers with which to conduct practices, manage around injuries, and evaluate talent levels. While student participation has direct benefits to the athletic program, many benefits will befall the student-athlete as well.

#### **Sportsmanship**

Gibault High School expects all participants, both athletes and spectators, to exhibit good sportsmanship at all school sponsored events. Remember, your behavior reflects not only on the school, but also on you as a person, as well as on your family. Things to remember:

- Never boo a player, coach, or official
- No profane or insulting language
- No insulting signs or gestures
- Acknowledge a good play, regardless of the team

#### **Athletic Letter Awards**

If an athlete at the varsity level meets the requirements as set forth for that varsity sport, regularly attends practices and attends games, and participates in any form or fashion in an athletic contest during the course of the season, that athlete will have earned a varsity letter in that sport.

The Tri-Athlete award is presented to athletes who earn three varsity letters in the same school year. Four-year letters are presented to those athletes who lettered in a varsity sport during each of their four academic years while at Gibault. *Awards nights for individual sports are under the direction of each head coach.*

#### **Drug Policy**

Gibault Catholic High School strongly believes that alcohol, tobacco, marijuana, illegal narcotics, and steroids are harmful and have a negative affect on all individuals. We also believe that athletic participation is a privilege, not a right. Therefore, any athlete who violates school policy by engaging in the consumption or use of the above mentioned products will be held accountable, and are subject to disciplinary action determined by administration.

**Code Coverage and Duration**

This code covers the use, possession, transportation, or sale of alcohol, tobacco products, marijuana, illegal narcotics, steroids, all improper use of medications, and drug paraphernalia. This code also covers theft, vandalism, and the conviction of a felony or misdemeanor. This code will cover minimum penalties for the infractions listed. Coaches may add higher penalties, but they may not lower them. Coaches who have higher penalties must submit them in writing to the Athletic Director prior to the first day of practice, and must abide by those rules for the entire season. All athletes must sign a sheet confirming their knowledge and understanding of those penalties. This code is in effect from the first day that a student participates in a Gibault High School athletic activity, until they graduate from Gibault High School. Students are expected to abide by these rules year-round.

**Basic Rules** – to be followed by all student-athletes at Gibault High School, and are to be enforced by the Gibault coaching staff.

1. The school dress code is in effect when traveling with the team. If approved by the coach, teams may travel wearing team warm-up apparel if done as a team.
2. Appropriate student behavior is expected at all times. This includes while traveling with the team, or as an individual during an athletic event.
3. Athletes are expected to attend all practices, games, and team related functions. It is up to the head coach to allow excused absences. Athletes are expected to be on time to practices, games, and bus departures. Violations of this rule may result in loss of playing time or game suspension.
4. Athletes must return all uniforms and equipment by the assigned date and in proper condition. Athletes will be charged for any damaged or missing gear.
5. Students must make up all work in classes that may be missed due to athletic events.

**Major Rules**

Major rules consist of substance abuse violations, including alcohol, tobacco, narcotics/prescription drugs and steroids. Major rules would also include any activity resulting in the arrest or suspension of the student-athlete, including those actions listed in the student handbook. These prohibitions are in effect for the entire year, not just during the athletic season, and are cumulative for grades 9-12. An infraction of a major rule will result in the following penalties:

- 1) **First Infraction:** The student-athlete will not be allowed to participate in the next scheduled event as follows:
  - Baseball/Softball.....4 games
  - Basketball/Cheerleading.....3 games
  - Bowling.....2 matches
  - Golf.....2 matches
  - Soccer.....3 games
  - Volleyball.....4 matches
  - Track/Cross Country.....2 meets
  - Tennis.....2 matches
  - Dance.....1 game
  - Other sports to be determined
- A) The penalty will begin with the athletic contest immediately following the occurrence of the major violation, and will be served consecutively. The penalty

will be served to the highest team level attained by the athlete. A JV athlete who also plays varsity would miss all JV games until the specified number of varsity games is also missed.

- B) The athlete must still practice with the team or participate in other school activities while the suspension is served, unless other suspensions are enforced.
- C) If the offense occurs out of an athlete's season, the penalty will begin in the next sports season.
- D) In case of illness or injury, the penalty will begin upon the athlete's return to school.

**Second Infraction:** The penalty for the second infraction will be double the penalty for the first infraction.

- A) The athlete will be referred to any support services offered by the school.
- B) The athlete's parents or guardians must participate in a meeting to include the athlete, the principal, and the athletic director before reinstatement occurs.
- C) If the second infraction is for the same offense as the first, the athlete must participate in a documented rehabilitation program at the expense of the athlete. Approval of the program must be made by Gibault High School Administration before athletic participation resumes.
- D) The penalties must be served during the current season or the earliest season available. Athletes may not join a team for the first time to serve the penalty.

**Third Infraction:** The athlete will be banned from any future athletic participation. There is no reinstatement procedure available.

#### **Notification Process**

**Step 1:** Incident is reported to the Principal/Administration

- Explain what has occurred and who is involved
- Gather all pertinent facts

**Step 2:** Meet with the Athlete, Principal, Athletic Director, and Coaches involved.

- Contact parents or guardians
- Discuss accusations
- Discuss penalties
- Determine guilt or innocence if possible

**Step 3:** If accusations prove to be untrue or unproven...

- All actions stop
- Party who made the accusation is notified
- Parents or guardians are notified

**Step 4:** If accusations are true...

- State the penalties
- Explain future consequences
- Contact parents or guardians
- Provide written notification

**Step 5:** Parent/Guardian notification and participation

- Meet with parents
- Explain actions to be taken, the evidence, and consequences
- Explain/Discuss what can be done to help the athlete

**Step 6:** Notify law enforcement agencies if necessary

**Step 7:** Follow-up

