

**CHRIST THE KING  
SCHOOL  
ATHLETIC  
POLICY AND  
PROCEDURE  
HANDBOOK**

August 2016

The policies and procedures set forth in this Handbook reflect general guidelines regarding the Athletic Program at Christ the King (CTK) School. The CTK School reserves the right to amend this handbook. Parents will be given prompt notification if changes are made. The School Principal reserves the right to waive and/or deviate from any and all regulations for just cause at his or her discretion.

Further, all parents and students are required to adhere to all policies of CTK, the parish and the diocese, including but not limited to the Parent Handbook, this Sports Handbook and the Social Media Policy of the diocese.

#### A. PARENT AND CHILD

##### 1. Sports and Extra-curricular Eligibility:

A student must not drop below a "C-" in 2 classes or have one failing grade when eligibility is checked each Friday at noon. A student must not have any major incidents of inappropriate conduct as determined by the School Principal. If a student does not maintain such grade and conduct level, he or she shall be ineligible to practice or participate in a particular CTK sport or extracurricular activity except, if in the discretion of the School Principal, circumstances dictate otherwise.(August 2016)

Notification of ineligibility will be sent to the student's parents on Friday or the last day of the school week. The student will be ineligible from the following Monday through Sunday. The student shall be prohibited from practicing or participating in the sport or extracurricular activity during the week of ineligibility.

##### 2. Participation Contract

Every student seeking to participate in athletics at CTK and their parents shall have on file a current physical (valid one year from the date of the physical)\_and various forms including an insurance waiver and transportation permission form.

Both the student and parents must also sign the Athletic Participation Contract and by doing so agree to certain terms, conditions and requirements for participation in the sports program. A copy of the Contract is located in the Appendix.

##### 3. Parental Responsibility

Parents are a central part of the participation of the child in sports at CTK, and such participation shall be in compliance with the Parent Pledge. Parents' role is to make sure that a student athlete understands that his or her primary goal is to

get a quality Catholic education, and comply with the Parent Pledge. A copy of the Pledge is included in the Appendix.

**A parent cannot assist with practice, or serve as a coach or assistant coach without being approved to do so by the Sports Advisory Board.**

Parents shall be responsible for volunteering time as a sports parent to assist with concession stands, ticket sales, etc. Such time volunteered shall count towards a parent's annual service hour requirement.

4. Student's Responsibilities

Students are required to uphold standards set by CTK with respect to eligibility, sportsmanship, and compliance with the rules and regulations set by the league, including but not limited to all conditions set forth in the Athlete Pledge. A copy of the Athletic Pledge is included in the Appendix.

5. Sports Meeting

a. Requirements

A parent or guardian of a CTK student athlete must attend a sports meeting prior to their child competing in any sport(s). This meeting is mandatory for families to attend at least one time. However, families are encouraged to attend future meetings after fulfilling their required one time attendance.

b. Sports Meeting Agenda

The Sports meeting will focus on, but will not be limited to the following topics:

- Overview of the intent and structure of the CTK sports program
- Overview of the CTK sports policy
- Introduction and description of the roles of:
  - Principal
  - Athletic Director
  - Sports Advisory Board
  - Coach
- Expectations/Requirements of parents and students within the sports program, including:
  - Sportsmanship and conduct
  - Eligibility (both academic and school absence related)
- Permission and medical release, including proof of insurance and current physical exam
- Required athletic fees
- General policies regarding time commitments to both practice and games

- Time will be allotted for questions or concerns of parents to be addressed

## 6 Attendance and Participation

If a student is absent from school due to illness, the student may not participate in a game, contest, or practice that day. A student must be in attendance from 11:15 a.m. on in order to participate in a school activity or practice. There may be some instances such as a doctor's appointment, funeral, etc. where an afternoon absence does not prohibit a student from participating in a school activity or practice.

## 7. Concussion Protocol:

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. The change in rule simply calls for officials, parents and athletes to be cognizant of athletes who display signs, symptoms or behaviors of a concussion and remove them from play. Attached you will find a "return to play" and "return to learn" protocol for students believed to have suffered a concussion. We are working to provide information that explains concussion prevention, symptoms, treatment, and oversight which includes guidelines for safely resuming participation in an athletic activity or resuming participation in learning, following a concussion. The student must be evaluated by a treating physician, or an athletic trainer under the supervision of a physician; successfully complete each requirement of our CTK school's protocols established; supply a written statement by a treating physician stating it is safe to return to learn and play; the student and parent or guardian provide signed consent to the student participating in protocols and understands the risks associated with the student returning to play and learn and will comply with any ongoing requirements of the protocol. A coach alone may not authorize a student's return to play or learn. (August 2016)

## B. RESPONSIBILITIES OF SCHOOL AND COACH

### 1. Role and Responsibility of the Sports Advisory Board

The Sports Advisory Board will assist in overseeing sport-related issues as well as select coaches for the various sports. The Sports Advisory Board shall be made up of at least three (3) members of the School Board as selected by the School Board Chairman.

The Sports Advisory Board will also decide any issue presented to the Chairman of the School Board by the School Principal and/or Athletic Director. A meeting will be held within 30 days of receipt of a written request to review an issue. The

Sports Advisory Board will make a recommendation to the School Principal and the Pastor, with the School Principal and Pastor making the final decision on issues brought forth.

## 2. Role and Responsibility of School Principal

The School Principal shall have the final authority to resolve sports issues which may arise from time to time that cannot be handled at the Athletic Director level. The Athletic Director shall consult with and keep the School Principal informed in all aspects of the sports program.

## 3. Role and Responsibility of the Athletic Director

The Athletic Director is responsible for the administration of the CTK sports program as well as implementation of the school's sports policy. Under the guidance and oversight of the School Principal and Pastor, the Athletic Director's duties include but are not limited to:

- Developing a sports program that is consistent with the mission of CTK School and respectful of the students, parents and parish community
- Professionally manage the sports program and student participation in the program
- Being mindful of and compliant with diocesan and school policies in the administration of the CTK Sports program
- Make recommendations to the Sports Advisory Board for updates to CTK sports policy
- Manage the use of the CTK sports facilities, developing rules and procedures for the use thereof
- Provide clear and consistent guidance to parents and students on requirements for participation in the sports program
- Participate in orientation to new sports families to familiarize them with sports policies
- Provide clear and consistent guidance to coaches of their role and responsibility in the sports program for the sport that they are coaching
- Maintain current records on student athletes, including emergency/medical information and eligibility and make sure all coaches have access to necessary information
- Contact students, parents and/or coaches as necessary with regards to eligibility or any other policy issue
- Coordinate the submission of applications for coaching positions for CTK sports
- Ensure all coaches receive necessary training and attend mandatory coaches meeting to review CTK sports policies
- Evaluate coaches at conclusion of sports season or end of school year.
- Recommend any action pertaining to coaches and/or players

- Establish practice and game schedule(s) for each sport to ensure proper and fair use of CTK sports facilities and appropriate participation within SCAA, IESA or other leagues. Schedules shall be posted and made available in as timely a manner as possible
- Assume responsibility for scheduling of tournaments, league and non-league games
- Assist coaches in coordination of other scheduling needs
- Ensure school calendar includes other events such as coaches meetings, parents meetings, training, deadline for coaching applications, tryout dates, etc.
- Recommend, obtain and maintain necessary uniforms, equipment and other supplies necessary for the proper implementation of the sports program
- Ensure proper first aid supplies are available, complete and up to date
- Represent CTK as necessary with regard to the sports program and the school's participation in leagues
- Ensure that all policies of CTK and the diocese are followed by the coaches, parents and players, including but not limited to the policies contained in this Handbook and the Social Media policy of the Diocese.

#### 4. Coaches Role and Responsibilities

Coaches within the CTK Sports Program are expected to respectfully lead the school's student athletes and act in accordance with the school's Catholic mission.

##### a. Coach's Meeting Requirements

The coach will hold a coach-player-parent meeting at the beginning of the sport season prior to any scheduled contest. The coach will discuss rules, requirements and expectations as well as cover any concerns of parents or athletes.

##### b. Coach's Behavior

Coaches are always required to show appropriate behavior during practices and games, and to follow the conditions and standards set forth in the Coach's Pledge. A copy of the Coach's Pledge is included in the Appendix.

Such appropriate behavior includes but is not limited to:

- No use of profanity
- Treating the student athletes with respect at all times
- Showing respect to the parents, Athletic Director, School Principal, officials, opposing coaches and teams, etc.

c. First Aid Kits

A first aid kit shall be available in the gym at all times during practice and games.

d. Training Requirements

To ensure a consistent and positive approach across the sports program, all coaches are required to complete the following courses:

- Coaching Essentials Course
- Protecting God's Children
- Review Policy on Sexual Abuse of Minors and complete the Certification Document
- Complete Department of Children & Family Services Child Abuse and Neglect Tracking System Form (has to be redone every 5 years.) and submit to School.
- Complete On-line Criminal History Background Check form authorizing a criminal history be completed
- Mandatory Concussion Course for Coaches: Senate Bill 7 goes into effect the 2016-17 school year and requires ALL interscholastic athletic coaches to receive concussion training from an authorized provider at least once every 2 years. The program includes information on concussion awareness training, concussion recognition, best practices for avoiding concussions, return to play guidelines, and sub-concussive trauma. The presentation and other supplementary materials should be reviewed by ALL interscholastic athletic coaches prior to taking a required exam over the curriculum. (August 2016)

A person may not be selected as a coach if they have not completed the Protecting God's Children course and the Background check.

No one shall serve as coach/assistant coach without completing these requirements and being approved by the Sports Advisory Board.

C. SELECTION

1. Selection of Coaches

On or before April 1st of each year, an initial notice will be distributed via E-mail and the parish bulletin (or other methods as deemed appropriate by the School Principal) requesting applications from coaches and assistant coaches for all sports for the following school year. Each school team shall require a head coach and an assistant coach. Additional notices for coaching applications shall

be sent as necessary so as to develop an appropriate pool of applications for each sport. The deadline for applications shall be set in May 1st.

Once applications have been collected, they will be submitted to the School Board Chairman who will set up a meeting of the Sports Advisory Board.

Selection of coaches by the Sports Advisory Committee shall be based on an individual's commitment to the policies of CTK School and experience and knowledge of the respective sport. Individuals previously serving as coaches shall be strongly considered, but shall not be assured a coaching position in subsequent years. All coaches selected by the Sports Advisory Committee will be submitted to the School Principal for final approval.

Coaches for all school sports will be selected and notified by the end of the current school year. However, notification as to the particular team that an individual may be coaching may be made after the selection of teams.

All selected coaches must submit a background check and attend a session of "Protecting God's Children" prior to being assigned to a team. The Athletic Director may provide the respective coaches an opportunity to observe tryouts. The Athletic Director shall make the selection of the teams and may solicit the input of the coaches.

In the event it is determined that the school will not field as many teams in a specific sport as originally anticipated, the Sports Advisory Committee shall convene not less than 30 days prior to the start of the season and make the final coaching decisions, if the decision has not already been made.

Similarly, in the event it is determined that additional coaches are needed, an additional request for coaching applications shall be distributed as soon as possible, preferably at least 90 days prior to the start of the season, with the additional coaches to be selected as quickly as practical.

## 2. Selection of Teams

In order to be eligible for participation in CTK athletics, a parent/legal guardian must:

- Attend the required athletic meeting (1 time, not annually),
- Pay the athletic fee and
- Place on file the following items:
  - Permission to Participate/Proof of Insurance form;
  - Completed physical form;
  - Transportation Permission form;
  - Athletic Participation Contract; and
  - Request to Participate.



If there are enough players to field two (2) or more teams at the same grade level, the Athletic Director shall be responsible for conducting tryouts to determine team selections. The Athletic Director should utilize additional independent observers during the tryout process. These observers should be very knowledgeable of the specific sport, with previous coaching experience preferred.

Coaches may be invited to observe the tryouts at the discretion of the Athletic Director. The Athletic Director shall make the selection of the teams but may solicit the input of the coaches in doing so.

The schedule for tryouts shall comply with the IESA calendar. All students must indicate their intentions for athletic participation as part of the registration process. Actual sign-up for a particular sport shall begin not less than 90 days prior to the start of that season, with a deadline of not less than 30 days prior to the start of the season.

Sign-up for boys' baseball, girls' softball, cross-country and girls' basketball should be completed by the end of the preceding school year. The Athletic Director shall notify all prospective athletes not less than 2 weeks prior to the scheduled tryout.

Information regarding what a player needs to bring to the tryout should be clearly identified in the notice. Selection of multiple 5th and 6th grade SCAA teams shall be made so that they are as evenly matched in skill level and ability as possible. For 7th and 8th grade, the IESA teams will be selected first. Remaining athletes will be placed on SCAA team(s).

Only if there is not sufficient numbers to field an IESA team, a student athlete can be moved up one (1) grade at the sole discretion of the Athletic Director and School Principal as long as:

- The lower grade students are eligible to participate in that sport
- Approval of parents of those children that play up
- A child will not be moved up if it leaves the lower grade with an insufficient number to participate – the lower grade could also pull up if need be

The Athletic Director with input from the coach(es), in conjunction with School Principal, shall determine which athletes move up based on information from the tryouts. A student may play on both the 7<sup>th</sup> grade and 8<sup>th</sup> grade CTK IESA teams per and within the IESA guidelines and limitations.

The number of participants on a team shall be as follows:

| <u>Sport</u> | <u>Minimum #</u> | <u>Maximum #</u> |
|--------------|------------------|------------------|
| Basketball   | 7                | 13               |
| Volleyball   | 9                | 18               |

These numbers are strongly suggested, however, variances may be made at the discretion of the Athletic Director and School Principal.

D. SCHEDULING

1. Scheduling of Games

It will be the responsibility of the CTK Athletic Director to schedule all IESA games for CTK organized sports. SCAA games are scheduled by the SCAA Athletic Director for all SCAA sports including those for CTK. Once games are scheduled they should be shared with the respective coaches and placed on CTK Edline as soon as possible.

**No one other than the Athletic Director can schedule any CTK sports events.**

2. Practice

The selected coaches for the CTK competitive sports teams will plan appropriate practices. Practice schedules for CTK facilities will be coordinated by the Athletic Director. Practice schedules will be shared with the parents/guardians for all teams as soon as possible. It is understood practice schedules can change and all teams will be notified at the earliest possibility. No practice shall be scheduled on Sunday, unless an exception is made by the School principal.

E. COACHES EVALUATION

Proper ongoing evaluation is necessary to ensure the CTK Sports program remains consistent with its established goals, as well as the policies of the CTK school and parish community. Coaches are a critical component within the sports policy and the leaders of the CTK student athletes within the sports program. As such, all coaches will be formally evaluated at the conclusion of every sports season or end of each school year by the Athletic Director. Evaluation will focus on coaches' adherence to both sports policy and school's Catholic values. A copy of the Evaluation will be provided to the coach.

Evaluation criteria include, but are not limited to, the following:

- Adherence to all CTK sports and school policy.
- Appropriate coaching behavior while coaching, as well as appropriate behavior and sportsmanship of team at all times through season.
- Fair and consistent treatment of all student athletes throughout sports season.

- Proper planning and structuring of practice time, as well as proper preparation for all games within the sports season.
- Attendance and timeliness at all scheduled events or meetings.
- Adequate and timely communication with all parties as needed, including students, parents, Athletic Director, School Principal and Sports Advisory Board.

#### F. UNSPORTSMANLIKE CONDUCT

Unsportsmanlike conduct includes but is not limited to: fighting, verbal abuse/dissent directed toward an official or opponent, racial or ethnic slurs, profanity/obscene gestures, flagrant/violent fouls, taunting/trash talking/baiting, cheating, throwing /abusing equipment, physical intimidation or abuse of an official or opponent, and unauthorized leaving of the team bench.

If a coach or player receives a technical foul or similar infraction for unsportsmanlike conduct, the coach or player shall sit out the team's next game.

If a parent is removed from a game for their conduct at the game, then the parent shall not be permitted to attend the next scheduled game.

#### G. UNIFORMS

Uniforms shall be as mandated by CTK School and the rules of the appropriate team league. For some of the sports offered through the Christ the King Athletic Program, there may be a separate fee for uniforms or, in the case of baseball, the athlete is expected to provide a portion of their uniform. In those instances, uniform fees are not included in the non-refundable athletic fee. For cross country, participants purchase (and may keep) their uniforms which is separate from the athletic fee. For baseball, participants are required to provide (and may keep) their own baseball pants in an agreed upon style. For 7<sup>th</sup> and 8<sup>th</sup> grade IESA and all SCAA sports (other than cross country and baseball), uniforms are loaned to participants and there is no separate uniform fee, provided, however, these loaned uniforms must be returned by participants at the end of the season for that sport. Parents and participants are responsible for proper uniform sizing and care. If a student-athlete returns a uniform with stains, spots, damage etc. that, in the determination of the Athletic Director cannot be removed or fixed, they will be charged \$65 for each article that is damaged.

#### H. FEES AND RECEIPTS

##### 1. Sports Fees

Every student seeking to participate in sports or other extra curricular activities shall be required to pay a fee set by the school which is to be paid at the beginning of the sport or extra curricular activity.

The fee shall be used to cover the costs associated with the sport including but not limited to: uniforms, equipment, league fees, officiating and scorekeeping costs (including for sports that do not charge a gate to attend), etc.

## 2. Admission Fees

Admission rates to various CTK sporting events are set by the Sports Advisory Board with the input from the Athletic Director with approval of the School Principal and Pastor, and in compliance with any regulations set by the particular league.

When permissible by league rules, coaches with proper identification and their immediate families (spouse and children) will not be required to pay the admission charge for the sporting event at CTK for which the person is coaching.

## 3. Concession Stand Receipts

Any profit from the concession stand at CTK events is used to support all CTK extracurricular activities. Funds may be used for but not limited to the purchase concession stand equipment, purchase equipment for other extra-curricular activities, and any other similar expenses.

# APPENDIX

# Christ the King School

## Catholic Schools: The Good News in Education

1920 Barberry Drive. Springfield, IL 62704.217-546-2159

### Permission to Participate/Proof of Insurance Form

I/We request that our son/daughter \_\_\_\_\_ be allowed to participate in \_\_\_\_\_ (name of sport) for grade \_\_\_\_\_. I/We agree to abide by all Diocesan, Springfield Catholic Athletic Association, Illinois Elementary School Association, and Christ the King School athletic policies and regulations. I/We agree that Christ the King, Diocese of Springfield in Illinois, and all other individuals or entities participating in the Christ the King School athletic program in any capacity, including all public, private, and parochial schools who provide a practice or a playing site, will not be liable for any causes of action, claims, or injuries, arising out of the participation of the student in athletic events under the approval of Christ the King School and hereby release all individuals from such claims and liabilities on behalf of the student. I/We acknowledge that in all sports there are certain risks of physical injuries and that all students participate at their own risk.

I certify that my child is covered by medical and hospitalization insurance with the following company:

Insurance Company \_\_\_\_\_

The coach should be made aware of the following medical condition that may affect or be aggravated while participating in this sport: \_\_\_\_\_

I understand that I must pay a fee of \$50.00 per sport my child participates in, and that the check should be made payable to Christ the King School and accompany this form.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Christ the King School

## Catholic Schools: The Good News in Education

1920 Barberry Drive. Springfield, IL 62704.217-546-2159

### Transportation Permission

School Year \_\_\_\_\_

Dear Parents,

Please sign the bottom of this form and return it to the school. We must have this form on file in order to dismiss your child.

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I, \_\_\_\_\_, give permission for my child,  
Parent Name

\_\_\_\_\_, to leave school early in order to  
Student Name

participate in an athletic event.

### Permission Form for Transporting Students by Car

Parents assume all responsibility and liability for their child while traveling to, from, and during the trip. Your signature indicates that you request your child be allowed to go to the scheduled athletic event in a car and that you assume all liability for your child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Christ the King School Athlete Pledge

I am a student first and an athlete second. Schoolwork is my first priority. I will work to keep up my grades so that I can remain eligible. (Students are to maintain achievement grades of A, B, C, or S. See Parent/Student Handbook and/or Sports Policy Manual for complete discussion of eligibility.) If I am academically ineligible, I cannot attend practice or play in a game

I represent Christ the King School and I will always be polite and respectful to my fellow teammates, my opponents, my teachers, coaches, and officials.

I will be respectful of decisions made by my coaches and the officials and continue to do my very best in practices and games. If I need to talk to my coaches, I will do it in private at an appropriate time.

In order to practice or play a sport, I must turn in my fee and all of these forms: completed physical form, permission to participate/proof of insurance form, parent/student contract, and transportation permission form. If I play an additional sport, I must turn in my signed Request to Participate Form and the fee.

I will attend ALL practices and come to practice ready to work hard and give 100%. I understand that if I do not attend practices and work hard that I may not play in the next game.

I will arrive thirty minutes before each game for warm-up or as directed by the coach. I will be dressed in my uniform and ready to play.

If I am unable to attend a practice or a game, I will inform the coach before that practice or game.

I understand that my uniform is my responsibility. I will return my uniform one week after my last game in the same condition it was in when I received it. If my uniform is lost or damaged, I am responsible for its replacement. Uniforms from one sport must be returned in order to practice or participate in another sport.

If I receive a conduct related technical foul in a game, I will be suspended from the next game. If I receive a second conduct related technical foul in the same season, I will be suspended from the team for the rest of the season. (Each technical foul will be reviewed by the school.)

In order to be in compliance with all IESA rules, I shall not practice or participate in any non-school competition in the same sport during the same time period, either as an individual or a team member. **\*(This applies to all IESA and SCAA athletes in grades 7-8.)**

If I am playing on an SCAA team, I will receive comparable playing time with my teammates. If I am playing on an IESA team, my playing time will be determined by the position that needs to be filled, my skills, my effort and attendance at practice, eligibility, and attitude.

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Signature

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Date



# Christ the King School Parent Pledge

I will be a positive role model for my child.

I will make sure my child knows that win or lose, I love him/her and am not disappointed with his/her performance.

I will be realistic about my child's physical ability. I agree to provide to the coach information regarding any condition from which my child suffers which may be affected or aggravated by this sport.

I will help my child set realistic goals.

I will place the emotional and physical well being of my child ahead of my personal desire to win. I will not relive my own athletic past through my child.

I will encourage my child to work hard in practices and games

I will demand a safe environment for training and competition; this includes proper training methods and use of equipment.

To further insure safety, I will not drop off my child at a practice or a game without adult supervision.

I will support the coaches and officials working with my child in order to encourage a positive and enjoyable experience.

I will respect my child's coaches and communicate openly with them. If I disagree with their approach or decision, I will discuss it privately or set up an appointment to talk with the coach and/or athletic director and principal in private.

I will treat all players, coaches, and officials with respect and dignity.

I will expect my child to treat other players, coaches, fans, and officials with respect and dignity.

I realize that if my child plays on an IESA team they are not guaranteed playing time nor are they guaranteed the same amount of playing time as other athletes on the same IESA team.

I agree to work the concession stand at athletic events as scheduled.

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**Signature**

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**Date**

## **Christ the King School Coaches Pledge**

I will be a positive role model for my players.

I will help my players set realistic goals.

I will place the emotional and physical wellbeing of my players ahead of my personal desire to win.

I will encourage my players to work hard in practices and games

I will ensure the safety of my players while in my care, providing constant supervision.

I will discuss a player with their parents in private.

I will treat all players, coaches, and officials with respect and dignity.

I will expect my players to treat players, coaches, fans, and officials with respect and dignity.

I realize that if I am an SCAA coach that I must provide equal playing time to my players.

I will make sure my player's parents understand and follow through on working concession stand at athletic events as scheduled.

Prior to coaching players, I must complete the following:

- Coaching Essentials Course
- Protecting God's Children
- Review Policy on Sexual Abuse of Minors and complete the Certification Document
- Complete Department of Children & Family Services Child Abuse and Neglect Tracking System Form (has to be redone every 5 years.) and submit to School.
- Complete On-line Criminal History Background Check form authorizing a criminal history be completed.

I will hold a coach-player-parent meeting at the beginning of the sport season prior to any scheduled contest to discuss requirements and expectations.

I understand that I am always required to show appropriate behavior during practices and games, with such appropriate behavior including but not limited to:

- No use of profanity
- Treating the student athletes with respect at all times
- Showing respect to the parents, Athletic Director, School Principal, officials, opposing coaches and teams, etc.

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**Signature**

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**Date**

# **Christ the King School**

## **Athletic Participation Contract**

I hereby request Christ the King School to grant permission for my student to participate in Christ the King School athletics. I understand that I am entering into a voluntary contract between myself, the parent of a Christ the King School student, and Christ the King School for participation in school sponsored athletic activities.

I agree to cooperate with and support the rules and regulations of the Diocese of Springfield in Illinois, Christ the King School and school board, and to be governed by these rules and regulations as announced to me by the pastor or principal of Christ the King School, as published in the Parent Student School Handbook, the Athletic Handbook, and as announced or published in other places by the school administration. I understand that I must be familiar with and accountable for these rules and regulations and the policies and procedures which govern participation in athletics representing Christ the King School.

As a player, I understand that I must fulfill all religious and academic responsibilities to Christ the King School and Parish, and conduct myself as a committed Christian in school, outside of school, and in particular, at any activity involving athletic competition representing Christ the King School. I agree to be bound by the rules and regulations regarding athletics and to submit myself voluntarily to the application of these rules.

As a parent of a Christ the King School athletic participant, I understand my responsibility and obligation to see that my student fulfills his/her religious and academic responsibilities, including school work and homework assignments, and complies with the rules and regulations for participation in Christ the King School athletics. I further agree that as an adult I will conduct myself in a responsible and mature Christian manner at all times at all practices and games, that I will show respect for authority, and will engage in no activity or conduct which in any way is disrespectful, combative or confrontational, or questions the jurisdiction of the pastor, school principal, athletic director, coach, officials or anyone connected with the conduct of Christ the King School athletics.

As player and parent, we acknowledge that a violation of the rules and regulations, including the terms and conditions of this contract, may result in forfeiture of ability to participate in athletics representing Christ the King School and/or the ability to attend athletic events.

Our signatures mean that we understand and accept these conditions for the participation of our student and family, which are binding through the \_\_\_\_\_ Christ the King School year.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

# CONCESSION STAND PROCEDURES

(November 2013)

Concession stand volunteer:

- Will open concession stand
- Will unlock the Pepsi cooler
- Will provide the cash box and receipt for game

Parent of athlete volunteer:

- Report 30 minutes prior to game time
- Open concession stand windows
- Start the hotdog machine ASAP. Estimate 6 hotdogs per game (to begin with). It takes approximately 8 minutes to warm hotdogs enough to sell. *Hotdogs, buns, condiments are found in the refrigerator.*
- Start the popcorn machine. Clear instructions are posted on the front of the machine.
- Fill about 6 plastic containers with chips for nachos.
- Pull out the candy from the cabinets and place in stand. Chocolate is in the refrigerator.
- Review price list of items. Some prices are written on boxes.
- Referees receive water free of charge.
- Use sanitary gloves, which are either on counter or in drawer.
- An adult must be present at all times, but 7<sup>th</sup> and 8<sup>th</sup> graders can work for service hours.
- After second half of final game, prepare to close – with intent to be closed at end of game.
- Wipe out the popcorn popper with mild sudsy water using paper towels or white rags provided in bin on top of refrigerator. Then use paper towel or white rag to rinse. Do not use cleaning products.
- Sweep the floor – broom in closet – dust pan in red bucket on top of refrigerator.
- Wipe hot dog machine rollers and trays with mild sudsy wash. Again, use the white rags to wash and rinse.
- Place white rags in the 'used rag' bin on top of refrigerator.
- Put condiments and buns in the refrigerator.
- Restock the Pepsi cooler and lock it.
- Wipe off counters with Clorox wipes.
- Close and lock windows.
- Count the money in the cash box. Write amount on receipt and sign. Seal money in bag and give to Travis King (AD).
- Put candy in cabinets, chocolate in refrigerator.
- If items are low, please write note on white board on side of refrigerator.
- If there are extra bags of popcorn or hot dogs left over, feel free to give away
- Place trash outside door and the AD will lock up.           THANK YOU!

# **APPENDIX III**

**CONCUSSION**

**PROTOCOL**

**RETURN-TO-LEARN**

**RETURN-TO-PLAY**

## Post Concussion Return to Learning Protocol

### Recovery stage 1:

Student remains at home for physical and cognitive rest (including strict limits on use of technology) until parent/guardian determines return to school is appropriate.

Criteria for progression to recovery stage 2:

- 1) Headaches, sensitivity to light/noise, fogginess, drowsiness, etc. have decreased to manageable levels.
- 2) Student can concentrate comfortably for 30-45 minutes.

### Recovery stage 2:

Student returns to school with academic adjustments. The student's parents/guardians, teachers, school principal, and school counselor will work as a team to plan needed adjustments. Adjustments may include partial school days, frequent breaks, limits on technology use, avoiding heavy backpacks, limiting homework, limiting testing, no physical education class, no music class, and rest at recess. Symptoms should be monitored daily and adjustments modified as needed to minimize symptoms. Use of technology should be kept to a minimum.

Criteria for progression to recovery stage 3:

Student attends school full time with no adjustments while remaining symptom free.

### Recovery stage 3:

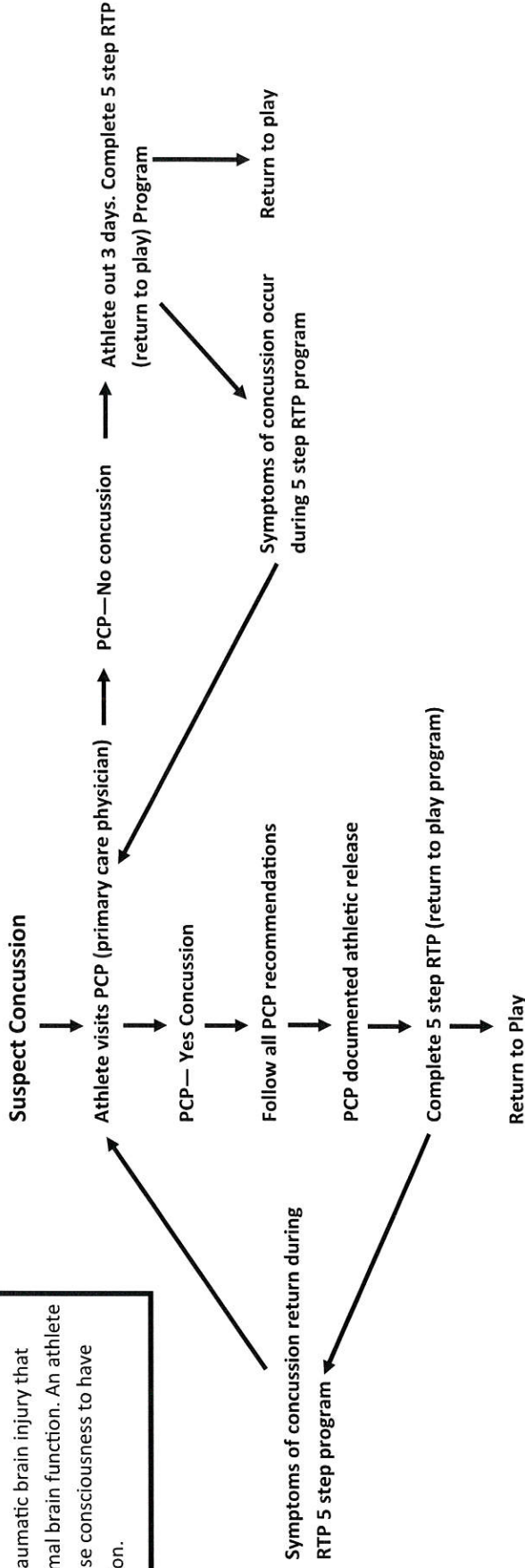
Full recovery to academics with no restrictions on technology. May resume all normal activities. Students must be performing at their academic "baseline" prior to returning to sports or other extracurricular activities.

Complete recovery is typically achieved in 1-3 weeks following concussion. Failure to recover within the typical timeframe or failure to continually progress through the recovery stages should prompt consideration for additional medical examination.

# SPORTS CONCUSSION ALGORITHM

## **Concussion**

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness to have suffered a concussion.



## **Concussion Red Flags**

### Behavior

- Increasing confusion or irritability
- Weakness or numbness in arms or legs
- Loss of consciousness
- Appears dazed or stunned
- Moves Clumsily

### Symptoms

- Headache
- Nausea
- Balance problems or dizziness
- Looks very drowsy
- Sensitivity to light or noise
- Feels foggy or groggy
- Concentration or memory problems

## **5 Steps Return to Play Program (RTP)**

**Administered by CTK Concussion Task Force**

### Day 1

**Step 1:** Light aerobic exercise, 5 to 10 minutes. Exercise bike, light jog. No weight lifting or resistance training.

**Step 2:** Moderate aerobic exercise, 15 to 20 minutes. Running at moderate intensity.

### Day 2

**Step 3:** Non contact training drills in full uniform. May begin weight lifting and resistance training

**Step 4:** Full contact practice

### Day 3

**Step 5:** Full game play