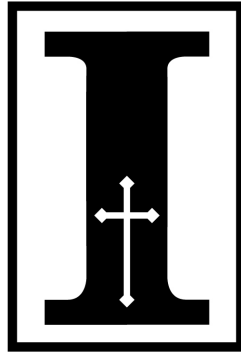


**Immaculata Catholic School**  
**Student and Parent Athletic Handbook**



**721 Burch Avenue**

**Durham, NC 27701**

**(919) 682-5847 (919) 956-7073 (Fax number)**

## Table of Contents

Letter to Parents and Students

Mission Statement

Sports Offered

Athletic Hotline

Membership

Registration

Transfer Students

Non-Discriminatory Policy

Athletic Fees

Facilities

Equipment

Uniform Policy

After School Care

Player Expectations

Coaching Expectations/Responsibilities

Parent and Spectator Expectations

Practices

Playing Time

Safety

Weather Policy

Athletes in Action

Transportation

Awards

Grievance Procedure

Parent/Player Signature

Dear Parents and Students:

In accordance with the high standards of the Diocese of Raleigh, Immaculata Catholic School Athletic Department seeks to further enhance the overall educational experience for its middle school students by providing conference and non-conference sports. With the assistance of volunteers, coaches, and parents, the Immaculata sports programs serve to promote physical fitness, socialization, teamwork, leadership skills, and good sportsmanship.

Immaculata participates in the Triangle Catholic Schools Athletic Conference (TCSAC), a conference comprised of area Catholic Schools. Immaculata plays under the North Carolina High School Athletic Association rules as amended by the By-Laws of the TCSAC. In addition to playing conference games, Immaculata teams may play other schools in the Durham area.

The athletic handbook was developed to guide student athletes and their parents. Please read through its policies carefully and contact the athletic director should you have any questions. If a student chooses to play for a school sports team, both the student and the student's parents must follow the policies within this handbook.

The policies stated in the handbook are meant to be a guide to student activities and discipline. Since it is impossible to foresee all situations that may arise, such occurrences are covered in the spirit of the handbook even though they are not specifically stated.

Interested parties who want to share stewardship to the athletic department should contact the athletic director. The greatest gift that we can give to mankind is to positively affect and develop the lives of all children.

Sincerely,

Dana Corcoran

Principal, Immaculata Catholic School

For as with the human body which is a unity although it has many parts-  
All of the parts of the body, though many, still making up one single body-

So be it with Christ.

1 Corinthians 12:12

## **MISSION STATEMENT**

The mission of Immaculata Catholic School family is to build a community of learning under the patronage of Mary, the mother of Jesus. Relying on Gospel teachings and values, we view learning as a lifelong endeavor to grow spiritually, intellectually, socially, aesthetically and physically. We commit to live as disciples of Jesus and to be responsible citizens of the world.

The athletic department at Immaculata Catholic School (ICS) will provide each student athlete with the opportunity to practice and participate in a safe environment that encourages self-discipline, responsibility, and friendship.

### **Immaculata Way of Life**

Character development, faith formation and academic excellence are inseparable at Immaculata Catholic School. Every moment presents teaching and learning opportunities. In our daily lives together, we live according to the principles reflecting our faith. These principles governing our community and promoting our way of life include:

#### **Respect God, Self and Others.**

Recognize that every person has worth and act accordingly.

Treat all people with dignity.

#### **Be a person of integrity.**

Always tell the truth and be responsible for your thoughts and actions.

#### **Live a life of service.**

Ask, "What can I do for others?" Strive to use your talents and gifts to make the world better for everyone.

#### **Produce quality work.**

Show that you care for God, yourself and others by consistently doing your best.

## SPORTS OFFERED FOR GRADES 6, 7 AND 8

Fall	Winter	Spring
Boys Soccer	Boys Varsity and JV Basketball	Girls Soccer
Girls Volleyball	Girls Varsity and JV Basketball	Boys Baseball
	Varsity Cheerleading (7 <sup>th</sup> and 8 <sup>th</sup> )	

### Sports Offered for 5<sup>th</sup> Grade:

JV Boys and Girls Basketball (5<sup>th</sup> and 6<sup>th</sup> grades)

JV Boys and Girls Cheerleading (5<sup>th</sup> and 6<sup>th</sup> grade)

## ATHLETIC HOTLINE

For the latest schedule updates call the Athletic Hotline daily: **(919) 682-5847**

Once you hear the announcement, enter the extension.

Boys Soccer	340
Girls Volleyball	341
Boys Varsity Basketball	342
Boys JV Basketball	343
Girls Varsity Basketball	344
Girls JV Basketball	345
Boys Baseball	346
Girls Soccer	347
Varsity Cheerleading	348
JV Cheerleading	349
Athletic Director	238

## MEMBERSHIP

Students enrolled in grades 5,6, 7 and 8 at ICS are eligible to participate in ICS Athletics. Student athletes interested in trying out for a team must meet the following criteria:

- Have a current physical on file with the office before tryouts begin in order to participate.
- Attend interest meeting(s) given before tryouts when applicable.

- Meet and maintain academic and behavior guidelines described in Athletic Handbook and middle school discipleship plan.
- The student athlete and parent/guardian must read the Immaculata Athletic Handbook and sign the Athletic Contract (included at the end of this handbook).
- Pay the athletic fee of \$110 per sport.

## **REGISTRATION**

Tryouts will be announced in the school newsletter, the ICS athletic page on the school's website, and listed on the athletic bulletin board adjacent to the gym.

Sign-up sheets will be posted on the athletic bulletin board approximately one week before tryouts begin. It is the student athlete's responsibility to verify with the athletic director if they have a current physical on file for tryouts.

Individual tryouts will not be given once tryouts have begun. If athletes are absent or unable to attend tryout dates, they must contact the coach before tryouts begin. It is up to the discretion of the individual coach(es) whether or not they will hold a private tryout for any athlete who cannot attend regularly scheduled tryouts.

## **Transfer Students**

Transfer students will be granted a tryout for a team if there is more than half of the games remaining in that sport season. Transfer students are guaranteed the same tryout duration as other athletes, though they are not guaranteed placement on the team.

## **NON-DISCRIMINATORY POLICY**

ICS Athletics admits any student of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students within the school. ICS Athletics does not discriminate on the basis of race, color, national or ethnic origin in the administration policies or athletic programs.

## **FEES**

All sports offered through ICS Athletics have a fee of \$110 required for participation. These fees are designed to cover most, if not all, of the operating costs related to that sport. Some uniform and equipment needs are not included in this fee and must be purchased separately by participants. Student athletes will not be able to participate in games without full payment of the fees.

A limited amount of athletic department scholarships are available to participate on ICS teams. Please contact the athletic director(s) before fees are due to inquire about athletic department

scholarships. All requests will be handled confidentially and respectfully between the athletic director, principal, bookkeeper and individual families.

## **FACILITIES**

### **Equipment Room**

For safety reasons, no student athlete is permitted inside the equipment room unless they are accompanied by a school administrator, coach, or athletic director.

### **Emily Krzyzewski Center**

Volleyball matches, basketball games, and other athletic events will be held at Emily Krzyzewski Center. Entrance to the facility on **game** days will not be before 4:15.

#### General Rules for Emily K Center:

No food or drinks other than water are allowed in the gym. Children should be supervised by parents at all times when in the gym. Athletic shoes only on the court, no street shoes allowed on the court. Spectators are to sit on the bleachers on the school side. While in the hallway, please be respectful of the students who are receiving tutoring services in the building.

Immaculata parents, friends and fans please enter the building through the school side entrance on Burch Avenue.

The Immaculata teams will meet in the school gym before the game with the coaches.

### **Outside Rental Facilities**

For sports which require use of a field, ICS secures outside facilities for practices and games. Facilities are rented by the ICS Athletic Department, which pays the hourly fee for use. Players, parents, coaches, and any other member of the ICS community at all times must represent the school according to the school's code of conduct in addition to any rules/regulations posted by the facility that ICS is renting. Any person not acting in accordance to the code of conduct can be barred from sporting event functions. Additionally, students who do not act in accordance of the code of conduct can face possible disciplinary actions which could include detention, suspension or expulsion from school at the discretion of the principal.

## **EQUIPMENT**

ICS Athletics will provide most of the necessary equipment for sports teams. However, there are several sports that require additional equipment that must be purchased by each participant. Extra equipment costs are not included in the sport's fee.

Storage of team equipment will be in the equipment room, unless otherwise notified by the coach or Athletic Director. No children are allowed in the equipment room without approval from the Athletic Director or coach. This includes entry into these areas to get basketballs, volleyballs, etc. for practice. The coach or Athletic Director will make sure that each team has proper equipment for its sport. In order to keep the equipment on hand in good condition, as well as keep all students safe, only select individuals will be given access to these areas.

## **UNIFORM POLICY**

Athletic uniforms are the property of ICS unless otherwise noted by the athletic director. The student athlete is responsible for any uniform that is checked out to him/her at the beginning of the season. Any damaged or lost uniform will be charged back to the student athlete at current market price. Student athletes will not be given uniforms for the next season until they either return the previous season's uniform, or they pay for lost or damaged uniforms.

Uniforms **must** be returned to either the coach or athletic director.

Uniforms will only be worn at the event in which the student athlete is participating, and it is not to be worn by anyone other than the student athlete who checked it out. Student athletes will wear their uniforms during games with the shirts tucked in unless otherwise instructed by the coach. The coach must approve any additional cosmetic articles of clothing (sweatbands, headbands, etc.)

## **AFTER SCHOOL CARE POLICY**

When practice/games are not at ICS, coaches will wait with the athlete until they are picked up by a parent or guardian. **During the week of tryouts for basketball season only**, after school care will be provided free of charge. During the regular/playoff season after school care will be provided for those who register for a fee.

For safety issues, coaches are not permitted to transport players to practices or games. Parents are encouraged to contact other parents on the team to carpool children to games/practices.

## **PLAYER EXPECTATIONS**

All student athletes will be expected to behave in a Christian way in school as well as in public. They will also be expected to demonstrate the solid character that is being taught and promoted at ICS.

Being a member of an athletic team at ICS is a privilege, not a right. Players are held accountable to the middle school discipleship plan, to the team and/or administrative consequences, and to

academic requirements. Failure to meet these requirements could result in suspension from the athletic program.

Students serving detention, suspension or expulsion will not be permitted to attend practice or games on the day they serve their punishment. Students serving more than two times detention for a sports season can be dismissed from an athletic team at the discretion of the administration.

### **Academic/Behavior Requirements**

Students are required to uphold academic performance levels that are consistent with their potential and God-given abilities.

Every student should maintain a minimum C grade point average in EVERY subject, a satisfactory grade or better in all special subjects, and a satisfactory grade or better in behavior for all subjects. Additionally, students who receive an incomplete in any subject, out of school suspension, or in school suspension will be placed on probation.

We recognize that some students have special challenges. However, it is the goal of Immaculata Catholic School, including the ICS Athletic Department, to help each student succeed academically and spiritually first and foremost. For this reason, students who fail to meet the academic requirements will be placed on a two week academic probation. If the student fails to improve his/her grade during this time, he/she could be removed from the team.

Parents will be contacted by email and/or a phone call, and a letter will be sent home notifying the parent(s) that their child has been placed on academic probation. The student and his/her parents will be given a contract to sign that states they understand the goals the student must achieve and the consequences for not reaching said goals. At the end of the two week period, the athletic director and an administrator will meet again to determine whether the student achieved the goals set forth at the beginning of the probation period. The administration will determine final eligibility based on the results from probationary process.

This policy is to assure that academic performance is not negatively affected by the time constraints of participation in the athletic program. Grades will be reviewed and within three days of progress reports/report cards parents will be contacted.

### **Health/Physical Requirements**

ICS sports teams require different degrees of physical activity. Participants must understand the requirements of each sport and make sure that they are in appropriate physical condition to safely play the sport.

Unless there is a medical condition that prohibits a participant from doing a certain drill or activity, all participants will be expected to follow the drills and physical activity requirements requested by the coach(es). Please know that these drills are necessary to improve performance

on the court/field and are part of the learning and growth on all sports teams. If there is a medical condition present that prevents participation in these activities, the Athletic Director must be notified in writing as to the nature and extent of the condition. Upon reviewing the information, the Athletic Director reserves the right to deny such participants from participating if it seems it is in the best interest of the child and/or other participants.

### **Drugs and Alcohol**

Students, spectators, or parents who possess drugs, alcohol, or weapons at an ICS athletic event (on or off school property) face suspension and/or expulsion from ICS sporting events. Please consult parent/student handbook for additional information.

### **Student Attendance**

Students who are not in attendance in school by 11:45 a.m. will not be permitted to participate in practice/games. Students must be in attendance at school for four hours to be permitted in participating in practice/games.

### **Captains**

Captains shall be selected at the beginning of each sport season and can come from any of the school classes. The role of the captains will be to serve as a positive example for their teammates, both on and off of the athletic field. Captains will also have the responsibility of communicating with the officials during the game at the coach's request.

Each sport will have a minimum of two and a maximum of four captains during the sport's season. Coaches select captains for their teams. Student-athletes may be provided the opportunity to vote for their captains. However, coaches have the final say on the decision.

A captaincy can be lost at any time if the coach feels that the captain is not upholding the spirit of the position.

## **COACHING EXPECTATIONS AND REQUIREMENTS**

The ICS Athletic Director, along with the assistance of school administration is committed to securing qualified coaches for all of its sports teams. These qualifications include, but are not limited to:

1. Ability to teach all players, regardless of skill levels.
2. Acceptance, integration, implementation and a clear understanding of the ICS Mission.
3. Ability to organize, run, and control practices.
4. Positive attitude and coaching style.

5. Good communication skills.
6. Coaching ability to effectively teach the sport.
7. Adequate knowledge of the sport.
8. Ability to provide a safe physical environment for all.
9. Current CPR certification on file with the Athletic Director.
10. Submit to criminal background check.
11. Be on time to practice/games.

Coaches are expected to be at practice before any player arrives and must make sure that all children have left before they leave practice; the coach can designate a staff member who agrees to take on those responsibilities.

Coaches should attend every game and show up at least 30 minutes prior to the start of the game to prepare their team for the contest. It is important and required that coaches report any problems with equipment, players, parents (or others) to the Athletic Director within 24 hours of the problem. This will ensure the safety of all participants and allow for appropriate action to be taken by the Athletic Director and/or administration when necessary.

### **General Coaching Responsibilities**

1. Must have medical kit, book with updated physical forms and parent contact information (provided by Athletic Director) at each practice/game.
2. Find a team parent who will arrange parent volunteers to keep scorers' book and electronic scoreboard when applicable for games and to perform other tasks as needed by the team.
3. Maintain collection/storage of equipment specific to sport (practice/game balls, nets, flags, etc).
4. Distribute and collect uniforms at the beginning and end of the season.

### **Coaches Selection Process**

Selection, recommendations and evaluations of the coaches are the responsibility of the Athletic Director in consultation with school administrators. All persons interested in applying for a coaching position should submit a written letter including qualifications to the Athletic Director.

The selection of coaches will be based on the qualifications stated above.

### **Evaluation of Coaches**

There will be ongoing observation and supervision of coaches by the Athletic Director. A formal conference/evaluation will occur at the end of each season. This will include the distribution of an evaluation form to parents of the student athlete. Any information obtained through the evaluation process will be confidential and shared only with school administrators.

### **Contracts**

All individuals who wish to serve in some capacity as a coach or assistant must have a contract on file with the Athletic Director. These contracts will include stipend amounts (if any) and terms of contract. This information will help to ensure that all of the ICS Athletics coaches are aware of the regulations and guidelines of which the coaches are expected to follow.

### **Criminal Background Check**

Any person interested in coaching as either a head coach and/or an assistant must have a criminal background check on file (before the season begins) in the athletic office. All costs for the background check will be paid for by ICS. Additionally, all coaches must complete Safe Environment Training prior to the season.

Any persons with questionable background checks may be denied coaching opportunities with all ICS sports if deemed advisable by ICS Athletic Director and school administration. The Athletic Director will notify the individual directly. All information is confidential between the individual and the Athletic Director.

### **Coaches' Communication with Parents and Media**

Coaches will conduct and parents are expected to attend a pre-season meeting where coaches will communicate team and student athlete expectations, the code of conduct, player selection, scheduling of practices and other important issues.

Any communication with the media, press releases, mailings or similar communication shall be coordinated by the Athletic Director and the school administration. No parents, coaches, players, staff or other individuals should contact the media directly. All releases of information are subject to ICS privacy policies and must be approved by school administration.

### **Prayer**

All practices and games will begin with prayer. Conference coaches will be responsible to ensure that the following prayer be given before each athletic event:

*We pray to you Father, in the spirit of Christian fellowship. We ask you to strengthen us in good sportsmanship, fair play, and honest competition. We ask that what we do today will not separate us but rather draw us closer together as part of your redeemed people. We make this prayer in the name of Jesus Christ, your Son and our Lord. Amen*

## **PARENT AND SPECTATOR EXPECTATIONS**

The role of the parent and spectators within the ICS athletic program is to support the student athletes in a positive way. In the event that a parent feels dissatisfied with something in the athletic department, they are responsible to first make their concerns known to the coach, then the athletic director. As in the case in athletic competition at any level, we cannot assume that all officials will be fair and competent in their actions. Regardless of the actions of game officials, **it is critical that parents set a positive example in dealing with game officiating. Parents are also expected to conduct themselves with sportsmanship at all athletic events, regardless of the situation.** The use of profanity, racial slurs, or profane gestures is strictly prohibited by student athletes, parents, spectators, and coaches. Persons witnessed acting in this unchristian behavior will be reported to the administration, and this can result in suspension from the team, immediate ejection, and possible suspension from future ICS athletic events at the discretion of the administration.

## **PRACTICES**

Gym/field time for all teams will be coordinated through the Athletic Director. Practice times will be worked out based on the coach's and gym/field availability. It may be necessary in some practices to share the gym/field with another team.

Participants on ICS sports teams do need to make every effort to attend all practices and games. Before deciding to participate in tryouts, participants must make sure that they are aware of the commitment they are making. Potential student-athletes should not try out for a team if they are unable to complete their homework and be an active participant in practices/games. Parents should make sure that children do not over-commit themselves by signing up for several sports. It is complicated for the participant, but also it is difficult to arrange practices to make sure that all sports do not have conflicting practice times.

School work is the first priority, however, and at the discretion of the coach, a player may request to miss part or all of a practice in order to receive assistance from a teacher after school. If a player is going to miss a practice or game for other reasons, the parent should notify the coach with at least a week's notice when possible. This is very important because many coaches plan their practice agendas with specific drills that require a certain number of players. Once a player misses more than three practices/games (not including illness from school), the player can be suspended or dismissed at the discretion of the coach.

## **Excused Absences**

1. Excused Absences are when the student athlete misses a portion and/or an entire practice or game for reasons related to school, church, or family events. The athletic director and coach must be notified in advance. Being absent from school or leaving school early due to illness is considered an excused absence. The athletic directors email is [elliottj@icdurham.org](mailto:elliottj@icdurham.org).

## **PLAYING TIME**

While it is understood that the student athletes at ICS have other activities away from the school, full participation in team-orientated events will be expected. Failure to do so will result in reduced playing time. Exceptions may occur with same-sport conflicts, which will be addressed on a team-by-team basis. ICS DOES NOT GUARANTEE PLAYING TIME ON THE VARSITY LEVEL. It must be earned based on athletic skill and effort.

ICS competes in a very competitive league, and we encourage each student athlete to work as hard as possible to improve their skill levels in order to achieve playing time. Every student athlete who gives an honest effort in practices will play in JV games. All decisions regarding playing time will be made at the coach's discretion. The coach reserves the right to not play any player who has not given satisfactory effort as expected by the coach. Coaches are expected to provide notice to student athletes affected by this policy prior to the game. Student athletes can be moved during the season between JV and Varsity squads at the coach's discretion. Coaches will be expected to discuss their decision with the student athletes and their parents.

## **SAFETY**

ICS and its Athletic Department provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual will be taken seriously. Anyone making such threats (seriously or in jest) faces suspension and/or expulsion from ICS sports and possibly ICS.

## **WEATHER POLICY**

In the event of poor weather conditions on game/practice days, parents should call the sports hotline and athletic page to check for game/practice cancellation. If there is no message for a team, that game is being played at the regular time.

For all outside sports, in the event of thunder, coaches should be actively looking for signs of lightning. Play can continue if there is no sign of any lightning, and if other weather conditions permit. If there is any sighting of lightning, no matter how distant, all play must cease. Everyone must leave the field and take cover in a covered shelter. Coaches are responsible for issuing this directive in the event that the Athletic Director or an official is not present. In order for play to resume, there must have been no sign of any lightning for thirty minutes since the last sighting.

In the event of rain during the school day, every effort will be made to make any cancellation decisions for practices by 1:00 p.m. Participants will be notified on the P.A. system at school. Coaches or team parents will initiate email or telephone chain when necessary.

## **Athletes in Action- Community Service**

For each Immaculata team that an athlete is on, he/she must participate in one community service project, which will be set up specifically for the athletic teams by the coach and athletic director.

### **Transportation**

Transportation to/from practices and games is solely the responsibility of the parent/guardian, unless a bus is chartered for out of town tournaments. We highly recommend that if all possible, carpool with other parent/guardians to practice and games.

### **Dedication and Determination Awards**

Each coaching staff will choose a student athlete from their team for the Dedication and Determination Award. This award is **Not** based on a player's natural abilities or performance. Rather, it is an award for maintaining a positive attitude through adversity, working hard at all times, and for always displaying respect for the coach and teammates.

### **Removal from the Team-Parent Decision**

The Principal, Athletic Director and coaches will respect and support the decision of a parent to remove his/her child from a team for any reason. However, once a child is removed, he/she may not return to the team for the remainder of the sport season.

## **GRIEVANCE PROCEDURE**

Please be assured that our objective is to act as fairly and as consistently as possible in all matters. We realize that issues and misunderstandings will arise throughout the course of any season.

Your constructive feedback is important to both our coaches and the athletic department staff. We strongly encourage you to go to the source of your issue prior to discussing this with individuals not directly involved. Coaches and the Athletic Director have been empowered by our principal to manage athletic programs on a day to day basis. These are the individuals most involved in the decisions and actions taken by the team. Going to someone other than the source of decision making has proven to be counterproductive.

An individual or team grievance may include any perceived or enacted unfair or prejudicial treatment of a player by a coach. A grievance should be handled in the following matter:

1. Set up time to discuss the issue with the coach.
2. If the situation is not remedied then, set up time to discuss the issue with the Athletic Director. Decisions of the Athletic Director are final.
3. There may be consultation with ICS school administrators.

Please note that the coach is in charge of playing time, starting lineups, etc. The Athletic Director will avoid intervening with the coach's judgment on these issues, unless the Athletic Director feels the situation is blatantly unfair.

### **RIGHT TO AMEND**

ICS Administration and/or the Athletic Director reserve the right to amend this handbook. Notice of these amendments will be sent via the school mailer and posted on the ICS web site.

The Principal has the authority to remove a student or cancel a season if student athlete(s) or parents are not adhering to Immaculata standards.

