

# SSPP SPORTS DEPARTMENT HANDBOOK

## REVISED SPRING 2025

### **Mission Statement for SS Peter & Paul School**

SS. Peter and Paul School exists in the Kingdom of God to help students reach their highest potential as Catholic Christians. We accomplish this by the following goals:

- Encouraging students to model their lives after our Savior, Jesus Christ.
- Fostering an awareness of the needs of others near and far.
- Spreading the Gospel message through words and actions.
- Continuing the tradition of excellence in Catholic education.

### **Philosophy of SS Peter & Paul School**

We believe that Catholic education begins with faith. Through educational ministry, SS Peter and Paul Catholic School works together with parents, who are the primary educators of their children, to assist students in the development of their spiritual, intellectual, moral, and physical gifts. We want our students to come to know what it means to be a Catholic Christian as they grow in the ability to respond to God's love through involvement in the academic, cultural, social, and civic concerns of daily life.

- Provide meaningful faith instruction and experience.
- Meet each student's academic needs through well planned instruction.
- Develop the creative potential of each child.
- Enkindle in students a sense of peace and justice in their relationships.
- Teach self-discipline as the means to obtain a high standard of moral integrity.
- Achieve academic excellence through challenging educational experiences

The Athletic Commission believes in and follows the school's philosophy. The Athletic Commission's philosophy is an extension of the belief aimed primarily at the complete development of physical skills, teamwork, and a good Christian attitude.

### **“Living Our Faith and Building Character Through Sports.”**

-SSPP Sports Mission Statement



## SECTION I – Northwest Suburban Catholic Conference

SS Peter and Paul (SSPP) School is a member of the Northwest Suburban Catholic Conference (NSCC). The NSCC shall encourage mutual support among the membership, promote good sportsmanship, Christian character and conduct on and off the field of competition.

The NSCC will:

- Promote and protect athletic and other interests of member schools
- Promote the physical development of each student and increase their potential for improvement in sports
- Develop within each student a philosophy of teamwork and fair play
- Promote growth in social skills and moral development
- Create a spirit of camaraderie

1. The NSCC consists of 6 schools (directions to these schools may be found at the end of this handbook):

- St. Margaret Mary School, Algonquin
- SS Peter and Paul School, Cary
- St. Thomas School, Crystal Lake
- St. John the Baptist School, Johnsburg (Combines with Montini)
- Montini School, McHenry (Most games played at St. John's)
- St. Mary School, Woodstock

2. The conference sponsors the following sports:

- Girls and Boys Cross Country (5-6-7-8)
- Girls and Boys Volleyball (5-6-7-8)
- Girls and Boys Basketball (5-6-7-8)
- Girls and Boys Track (5-6-7-8)
- Girls Cheerleading (5-6-7-8)

3. Sports seasons are as follows:

- Cross Country – August through early October – (Three to four Meets per season)
- Girls Volleyball – August through October – (Games begin in September)
- Girls Cheerleading – September through December (Boys' & Girls Basketball and Fall Pack the Gym)
- Boys Basketball – October through January – (Games begin in November)
- Girls Basketball – November through early March – (Games begin in December)
- Boys Volleyball – February through April – (Games begin in late-February or March)
- Track – April through mid-May – (Three to four Meets per season)

All sports will be subject to Illinois High School Association (IHSA) rules and standards, unless amended by conference guidelines.

4. 4<sup>th</sup> Grade Intramural Program

SSPP will organize an instructional/intramural program for girls' and boys' basketball and volleyball in the Spring. In an effort to sustain a sport at SSPP, a **5<sup>th</sup> grade only** team may recruit from 4<sup>th</sup> grade. However, there must be an understanding that all sports at SSPP begin in 5<sup>th</sup> grade and if 4<sup>th</sup> graders are 'pulled up' during one year, that may not be the case the following year.

5. There shall be no cutting of players at conference schools. Schools shall divide the team if there are too many players at one level. All 5<sup>th</sup> and 6<sup>th</sup> grade participants will have near equal playing time in their sport.

## **SECTION II – The Athletic Commission**

1. The purpose of the Athletic Commission is to provide every student in grades 5-8 attending SSPP School an opportunity to participate in an organized athletic activity.
2. The Athletic Commission will meet once a month during the school year and will be announced in the school newsletter, on the sports web site, via email, or other media.
3. The Athletic Commission will consist of:
  - Principal
  - Athletic Director - AD(s) (Individual, Co ADs, or AD/Assistant AD)
  - Technology Director
  - Secretary
  - Treasurer
  - Uniform & Equipment Chairperson
  - Concessions & Awards Chairperson
  - Tournament Chairperson

All Head and Assistant Coaches are advisors to the Athletic Commission. The ADs report to the Principal. The Vice President of the School Commission shall be cognizant of activities associated with the SSPP Sports Program.

The Principal is ultimately responsible for the athletic program. The ADs are responsible for the day-to-day operation of the entire athletic program. Each Head Coach reports to the ADs and is responsible for their Assistant Coach(es), Team Manager, and the operation of his/her sport. Assistant Coaches report to the Head Coach and perform reasonable duties as assigned by the Head Coach. The Team Manager (if the position is used) is responsible for handling administrative duties for the coaches.

4. The responsibilities of the Athletic Commission (and as stated in the AD's Handbook) are, but are not limited to:

### **Athletic Director**

- Promote the philosophy and goals of SSPP School and the Athletic Commission.
- Schedule and host regular Athletic Committee meetings and prepare agenda.
- Find and select coaches (approved by the principal), for the teams, and advise those coaches of the standards of performance expected of them, and monitor their performance. Coaching is a privilege and not a right.
- Host coaches meeting(s) per season to review procedures, safety protocols, and rules.
- Complete incident reports, follow-up, and file with Principal within 2 days of incident
- Coordinate with school, Religious Education, and the Parish for the scheduling of gym time.
- Schedule team practice times, games, matches, and tournaments.
- Schedule qualified IHSA referees and officials for each home event.
- Ensure Head Coaches schedule parents for work assignments during home games (i.e., concessions, admissions, scorebook, and scoreboard personnel).
- Host parent meetings, as needed, including an Awards Night at the end of the school year for the purpose of recognizing all student-athletes who participated in sports this season.

- Train all designated persons in charge of the school during home games [AD on Duty].
- Fulfill AD responsibilities according to the Northwest Suburban Catholic Conference (NSCC) Constitution including active participation in the NSCC Athletic Directors Committee.

### **Technology Director**

- Setup and maintain the SSPP sports website
- Assist with setup and posting of schedules
- Assist finance in registration fee income reporting
- Maintain user role assignments and permissions
- Function as help desk support for athletic committee, volunteers, and parents
- Maintain electronic forms where applicable relevant to sports participation / sign-up
- Facilitate photograph, news, announcements, and results / records communications
- Collect Sports Registration Fees at the beginning of the school year
- Facilitate registration and team formation
- Facilitate team volunteer roles
- Establish team divisions and team assignments

### **Secretary**

- Keep and publish minutes of Athletic Committee meetings.
- Coordinate all Fundraising.
- Coordinate with School office to ensure compliance with Diocesan rules for volunteer and supervisory responsibilities including, but not limited to:
  - Concussion Training
  - Protecting God's Children
  - Blood Borne Pathogens
  - Background Checks
- Keep and Maintain Student Athlete Records – including Sport's Physicals.

### **Uniform & Equipment Chairperson**

- Review, purchase, distribute, and collect uniforms as necessary.
- Review, purchase, distribute, and collect equipment as necessary.
- Assess the state of equipment for functionality and safety prior to each season.
- Review, purchase, distribute, and collect first aid kits as necessary
- Collect & track deposits for uniform distribution & ensure deposit returns at year end for acceptable returned uniforms
- Help collect and file paperwork received from coaches and students (with Secretary).
- Assist with all Fundraising.
- Collect Sports Uniforms from each athlete after each season.

### **Concessions & Awards Chairperson**

- Plan, purchase, and stock concessions as necessary.
- Ensure income provided to school and reported to Treasurer & Parish Finance.
- Procure sports awards such as medals, trophies for seasonal contests and Awards Night.
- Coordinate gym banner updates with School to reflect championships.

### **Tournament Chairperson**

- Schedule SSPP hosted tournaments.
- Schedule SSPP OOC Tournaments (with AD).
- Be the first line of communication with Out of Conference Schools for tournament scheduling.
- Coordinate Volunteers for the SSPP hosted tournaments.
- Coordinate Volunteers / Sponsorships for the SSPP Golf Outing.
- Coordinate AD on Duty for all SSPP home games.

### **Treasurer**

- Secure necessary funds to support the athletic program.
- Prepare financial reports for each Athletic Committee meeting.
- Prepare proposed budget for next fiscal year by end of school calendar year.
- Submit all payment requests to the SSPP Finance Department.

### **All Athletic Commission Members**

- Must attend every Athletic Commission meeting. Failure to attend meetings may result in the removal from the member from the Commission by a majority vote.
- Must volunteer as ‘AD on Duty’ for home games as many times necessary for an equal division of the AD on Duty between all Athletic Commission members. Failure to volunteer as ‘AD on Duty’ may result in the removal from the member from the Commission by a majority vote.
- Should volunteer as at SSPP hosted tournaments to fill in any positions that parents have not volunteered for.

## **SECTION III – Academic Eligibility**

Participation in athletics at SSPP School is encouraged. Sports are offered to enrich and complement the academic education of all students. If academic ineligibility is determined, it means that a student may not participate in practice or games, or any other school-sponsored, extra-curricular activities. The student may not participate in practice as a spectator while ineligible.

1. Academic effort will be evaluated on a weekly basis. Every Thursday, teachers will inform the Principal if a student is ineligible. Conference rules state that the student will be declared ineligible from participating in contests if s/he has 1 cumulative “F” for the grading period in any class, or 2 cumulative “D’s” for the grading period in any classes. Unsatisfactory academic effort will bring a one- week ineligibility, which begins the following Sunday. The Principal will have final authority regarding academic effort eligibility.
2. If a student receives a third ineligibility, he/she will be removed from that sport for the remainder of that sport’s season. The student will be able to start over with the next sport they participate in.
3. Serious misconduct will be evaluated by the staff and Principal on an individual basis and may bring about an immediate ineligibility for a period of time to be determined by staff and Principal.

## SECTION IV – Grade / Age Eligibility

1. Players must be full-time students in SSPP School, and may only play on a team at a lower level than their present grade in school as allowed in NSCC By-Laws, Article III, Section 8, and in Section VI Article VI of this handbook.
2. Players may play up a grade, in accordance with NSCC By-Laws, Article VIII, Section 3. Coaches shall obtain permission from the athlete and the athlete's parents at the beginning of the season to play up during the season. A form is included at the end of the handbook to be used by the requesting coach, the parent, and the athlete.

## SECTION V - Uniform & Equipment Policy

1. Athletes in grades 5 – 8 will be provided with uniforms as follows:
  - Girls' Volleyball – shorts and jersey
  - Boys' Basketball – reversible shorts and jersey
  - Girls' Basketball – reversible shorts and jersey
  - Boys' Volleyball – shorts and jersey
  - Girls' Cheerleading – skirt and shell
  - Track and Cross Country – jersey (Must provide own shorts)
  - 8<sup>th</sup> graders will be provided with a warmup/shooting shirt.
2. Before uniforms are distributed to the students, parents are responsible for signing a uniform release letter, presenting a current physical form to the Athletic Director or the Sports Department Secretary, providing a completed insurance form, and giving the school a \$100.00 uniform deposit (cash or check) for each family, regardless of how many uniforms are obtained by that family. The deposit will be held until the uniform is returned in reusable condition at the end of the season. Any amount required over the \$100.00 to replace damaged uniforms will be billed to the parent. Payment in full is expected prior to the release of report cards at the end of the school year.
3. All uniforms are 100% nylon. Please wash separately in cold water, using mild detergent, no bleach, and line dry. **DO NOT USE A DRYER ON UNIFORMS!** Uniforms should be washed separately, in cold water, with mild detergent, and no bleach. – **DO NOT DRY CLEAN.**
4. Mouth guards or brace wax are strongly recommended for all athletes who wear braces.
5. Sports glasses and athletic cups (for boys) are recommended but not required. SSPP is not liable for damage to glasses incurred during practices, games, or matches.
6. **Family Sports Fee** – As of the 2025-2026 school year, the family sports fee is \$150.00. At the Uniform Distribution Day, in addition to their returnable uniform, each athlete will receive (as part of their FSF), a sport's spirit wear shirt (to be worn to school on SSPP home game days), and the 8<sup>th</sup> graders will receive an SSPP warm up jersey. The track & CC teams will receive sweatshirts or hoodies.

The Family Sports Fee goes towards: replenishing the uniform fund (new uniforms are purchased every 4-5 years on a rotating basis), equipment fund, tournament fees (roughly \$400.00 per team, per grade), and general necessities of the sport's department. The Family Sports Fee only covers about one-quarter of the sports department expenses. The rest is made up through hosting tournaments and revenue generated at home games thanks to our volunteers.

7. Sports at SSPP may include incidental costs above and beyond the Family Sports Fee made at the beginning of the season. Examples include:
- Athletes must have a change of shoes when entering the gym for practices or games/matches.
  - Volleyball players are required to buy and wear their own kneepads.
  - Cheerleaders are required to buy spankies, matching socks and shoes, and other spirit wear for competition.
  - Ankle supports, such as “Active Ankle” for volleyball or ankle braces for basketball, are recommended for athletes to avoid ankle injury during practices and games. Basketball players may also consider wearing high-top shoes and/or ankle braces for ankle support.
  - Track and Cross-Country athletes will need to provide their own running shorts for competition.
  - Track and Cross-Country athletes may need to purchase a running shoe that provides proper support for practices and meets.
  - Admissions are charged for spectators to all home and away games. Coaches and athletes are free.
8. The schedule for new uniform purchase is as follows:

<b>Purchase Year</b>	<b>Purchase</b>	<b>School Year Use</b>	
Fall 2022	GBB / BVB	2022	2023
Fall 2023	GVB / BBB	2023	2024
Fall 2024	Cheer / Track & CC	2024	2025
May 2025	Replacements	2025	2026
May 2026	BVB	2026	2027
May 2027	GBB	2027	2028
May 2028	GVB	2028	2029
May 2029	BBB	2029	2030
May 2030	Cheer	2030	2031
May 2031	Track & CC	2031	2032
May 2032	BVB	2032	2033
May 2033	GBB	2033	2034
May 2034	GVB	2034	2035
May 2035	BBB	2035	2036
May 2036	Cheer	2036	2037
May 2037	Track & CC	2037	2038
May 2038	BVB	2038	2039
May 2039	GBB	2039	2040

Uniforms are the largest expense each year. They are purchased at the end of the year in May to allow for any fundraising necessary to cover any budget shortfalls.

## SECTION VI – Team Guidelines

1. **Schedule of Games** – Limitations on the number of home and away conference contests (excluding the conference tournament) shall apply in accordance with the NSCC By-Laws, Article VIII, Section 8. Non-conference contests may be added by the ADs.
2. **Playing Times** – Excluding external tournaments, over the course of the season, every player should average a minimum of (*Subject to special circumstances listed in Section 8, Numbers 12 and 20*):
  - a. **Basketball** – At the 5th and 6th grade level, all team players are to be given equal playing time. At the 7th grade level, all team players are required to play a minimum of six (6) minutes per game (one full quarter); and at the 8th grade level, all team players required are to play a minimum of three (3) minutes per game. **The SSPP rule is** - Each team member is also required to sit out a portion of each contest at each grade level.

*Please refer to the NSCC By-Laws, Article VIII, Section 14, for the complete rules.*
  - b. **Volleyball – Minimum playing time**
    - Grade 8 – five (5) serves per match (either team).
    - Grade 7 – ten (10) serves per match (either team).
    - Grade 5/6 – near equal playing time.

*Please refer to the NSCC By-Laws, Article VIII, Section 11, for the complete rules.*
  - c. **Track** – participate in a minimum of one event per meet pending availability of the athlete.
  - d. **Cross Country** – participate in a minimum of one meet pending availability of the athlete.
3. Students must play in each game or match as mandated by the NSCC. Each player listed in the official scorebook must play and must take a turn on the bench.
4. It is our goal to provide every student-athlete with the opportunity to participate in any sport, learn the fundamentals, feel part of a team, and to positively contribute to that team's success.
5. **Splitting of Teams**

The SSPP Sports Program welcomes participation of all student-athletes in all sports. The spirit of the program is to promote collaboration and teamwork among fellow students, while developing the skills of athletes interested in pursuing sports in high school.

As the enrollment of the school changes, the number of sports participants will change as well. While striving to maintain a "one team" atmosphere for each grade, it will also be necessary to provide more opportunities for playing time for all students. This will be accomplished by creating additional teams and scheduling additional games. Please note that these are guidelines for use by the ADs and the Principal to provide our athletes with the best opportunities to play sports and represent their school and to avoid any perception of a coach or a parent having the authority of selecting the final teams.



Typically, if 16-20 students elect to participate in basketball or 18-22 students elect to participate in volleyball in a particular grade level, then the ADs will recommend, with concurrence from the Principal, that a second team be created and games scheduled in addition to the normal conference and non-conference schedule. The selection process to assign athletes to the second teams will vary based upon the grade level of the participants.

If participation falls below 16 (basketball) or 18 (volleyball) students (due to injury or a student leaving the team), then the Head Coach and the ADs will re-evaluate whether to continue with two teams or to return to a single team and cancel all remaining additional games.

All practices will continue to be held for all participants on the same dates and times (for example, both Blue and Gold 5<sup>th</sup> or 6<sup>th</sup> grade teams will practice at the same time – same holds true for 7A & B or 8A & B). The Head Coach will be responsible for all communication with students and parents (distributing game and practice schedules, concerns with student playing time, behavior issues, etc.) and may choose to designate an Assistant Coach as the "game coach" for other team's games if he/she is unable to attend.

If 21 to 30 students elect to participate in basketball or 25 to 36 students elect to participate in volleyball, then a minimum of two teams will be created.

At the beginning of each season, Coaches need to collect information from the athletes and their parents about the athlete's commitments to other sports and activities during the season (Player Availability Form). Athletes who make SSPP Sports their first priority will be factored into the final decision on team rosters.

### **5th and 6th Grade**

Since the existing conference rules permit a school to schedule conference games for two or more teams, participants will be divided equally into two or more "permanent" squads for conference play. They will be called Blue, Gold, and (if necessary) White teams at SSPP. Athletes may be shared between 5<sup>th</sup> grade teams during the season but 6<sup>th</sup> grade teams may not share between teams during the season.

The permanent squads will be equally divided based upon playing ability and other commitments outside of SSPP. The roster will be selected by the Head Coach with input from Assistant Coaches and will be approved by the ADs.

### **7th and 8th Grade**

All players will be evaluated in a "skills assessment" tryout conducted by one or more people who are not affiliated with SSPP School or sports program. The person(s) will be selected by the ADs and will have coach and/or player experience in the sport. The ADs and the Principal may pay a stipend to the evaluator(s), if necessary, to support tryouts.

The results of the skills assessment and the Head Coach's evaluation will be used as inputs toward selecting the 'A & B' teams. Factors such as attitude, dependability, other commitments outside of SSPP, academic eligibility, and prior performance of the athletes will also be taken into account. The final roster will be subject to the approval of the ADs and the Principal.

Current conference rules allow a school to enter one team in 'A' team conference play (exception – NSCC Conference rules allow for 2 – 'A' teams in cases where there are not enough B teams to form a conference). The 'A' team will play the 'A' team conference schedule. Additional 'B' team players may be added to the roster for each conference game on a rotational basis at the discretion of the Head Coach. Tournament and non-conference game participation will be handled in a similar fashion.

If there are a sufficient number of athletes in the conference, a 'B' team schedule will be created along with its own standings and conference tournament (typically a minimum of 3 teams). Additional 'B' team games/matches will be scheduled with other schools in the conference as well as non-conference games. Every effort will be made to schedule an equivalent number of 'B' games and tournaments as are scheduled for the 'A' team.

### **Cheer**

Any cheer team with any 5<sup>th</sup> or 6<sup>th</sup> graders, may not cheer at 7<sup>th</sup> & 8<sup>th</sup> grade games. Cheer Teams may be broken in to two or more 'squads'. For example, 5<sup>th</sup> & 6<sup>th</sup> as one squad, and 7<sup>th</sup> & 8<sup>th</sup> as a second, allowing each squad to cheer during multiple levels of games. Cheer, as with all SSPP sports, is a no cut program. However, if there are multiple squads, they may be divided by talent & skill rather than grade. Keeping in mind that the 'grade level cheer rule' still applies.

## **6. Limitations for SSPP Sports:**

As of May 19<sup>th</sup>, of the current school year:

A student must be 12 or younger to participate at a 5th Grade level.

A student must be 13 or younger to participate at a 6th Grade level.

A student must be 14 or younger to participate at a 7th Grade level.

A student must be 15 or younger to participate at an 8th Grade level.

NOTE: Any student that is (or will be) 16 by May 19<sup>th</sup> of the school year, may play at an 8<sup>th</sup> grade level if the NSCC Commission of Athletic Directors allow.

In the sports of cross-country, basketball, volleyball, and track and field when the school offers both a boys' team and a girls' team, biological females must participate on the girls' team of that sport. If no team is offered at a girl's current grade level or higher, they may participate on a boys' team of their same grade level or higher.

Biological males are not eligible to participate at any time on any school athletic team designated as a team for girls only. Such athletic teams shall include: girls' cheer, girls' basketball, girls' volleyball, girls' cross-country races, and girls' track and field events.

With the exception of 5<sup>th</sup> or 6<sup>th</sup> grade girls' volleyball, SSPP female only teams shall not play against co-ed teams or teams with biological males without express approval from the principal.

## **7. Combining of Teams/Grades**

While continuing to strive to maintain a "one team" atmosphere for each grade, it may become necessary to combine teams if there is not enough interest in a sport or not enough players in a grade to formulate a team.

If only 5 to 6 students in a single grade elect to participate in basketball, or only 6 to 7 students in a single grade elect to participate in volleyball in a particular grade level, the grades may be combined as follows: only 5<sup>th</sup> and 6<sup>th</sup> grade shall form a team, and only 7<sup>th</sup> and 8<sup>th</sup> grade shall form a team.

Subject to the following conditions below:

## For Basketball and Volleyball

1 – 3 Available 6 <sup>th</sup> /8 <sup>th</sup> Graders	4 – 8 Available 6 <sup>th</sup> /8 <sup>th</sup> Graders	9+ Available 6 <sup>th</sup> /8 <sup>th</sup> Graders
May designate team as a grade lower (5 <sup>th</sup> grade or 7 <sup>th</sup> grade respectively). With approval.	May only be a 6 <sup>th</sup> grade or 8 <sup>th</sup> grade team.	May only be a 6 <sup>th</sup> grade or 8 <sup>th</sup> grade team.
All available 6 <sup>th</sup> or 8 <sup>th</sup> graders must be on the same team (if two teams).	May only ‘pull up’, from lower grades to fill roster up to 8 players, if there are enough participants in the lower grade to have their own team.	May divide in to two teams (A&B), and 8 <sup>th</sup> grade may be divisible by skill as the coaches see fit.
Understanding that if they are a ‘5 <sup>th</sup> grade’ or ‘7 <sup>th</sup> grade’ team, they may only play in 6 <sup>th</sup> grade or 8 <sup>th</sup> grade non-conference tournaments.	May only have one team.	Equal Number of 6 <sup>th</sup> and 8 <sup>th</sup> graders must be on each team (if two teams). Two 6 <sup>th</sup> Grade teams or two 5 <sup>th</sup> & 6 <sup>th</sup> grade teams must be divided equally by skill.
Must follow 5 <sup>th</sup> /7 <sup>th</sup> grade guidelines below.	Must follow 5 <sup>th</sup> /7 <sup>th</sup> grade guidelines below.	Must follow 5 <sup>th</sup> /7 <sup>th</sup> grade guidelines below.

1 – 2 Available 5 <sup>th</sup> /7 <sup>th</sup> Graders	3 – 8 Available 5 <sup>th</sup> /7 <sup>th</sup> Graders	9+ Available 5 <sup>th</sup> /7 <sup>th</sup> Graders
May play up <u>one</u> Grade.	May play up <u>one</u> Grade.	May play up <u>one</u> Grade.
Both 5 <sup>th</sup> or 7 <sup>th</sup> graders must be on the same team (if two teams).	Equal number of 5 <sup>th</sup> or 7 <sup>th</sup> graders must be on each team (if two teams).	Equal number of 5 <sup>th</sup> graders must be on each team (if two teams). 7 <sup>th</sup> may be divided as needed.
May ‘pull up’ from lower grades grade to fill roster up to 8.	May ‘pull up’ from 6 <sup>th</sup> grade to fill any roster up to 8.	May ‘pull up’ from 6 <sup>th</sup> grade to fill roster up to 8.
6 Quarter Rule still applies if team pulls up from lower grades.	6 Quarter Rule still applies if team pulls up from lower grades.	6 Quarter Rule still applies if team pulls up from lower grades.

6 Quarter Rule Still Applies (NSCC Constitution Article VIII Section 14)	
5 <sup>th</sup> & 6 <sup>th</sup>	7 <sup>th</sup> & 8 <sup>th</sup>
A 6 <sup>th</sup> grader playing up, may not also play down.	A 7 <sup>th</sup> grader playing up, may not also play down.
Any (individual or combined) 6 <sup>th</sup> grade team may still utilize 5 <sup>th</sup> grade players following the 6-quarter rule. Regardless of team size.	Any (individual or combined) 7 <sup>th</sup> and/or 8 <sup>th</sup> team may utilize 6 <sup>th</sup> and/or 7 <sup>th</sup> grade players following the 6-quarter rule. Regardless of team size.
A 5 <sup>th</sup> grade designated team may ‘pull up’ from 4 <sup>th</sup> grade to complete a team.	May not ‘pull up’ from 5 <sup>th</sup> grade to complete a team.

\*‘Pulling up’ refers to players following the 6-quarter rule and are not part of the official team.

\* ‘Playing up’ or ‘playing down’ refers to a student being permanently on a team.

If a scenario arises that a complete team would be broken up to create a higher-grade team (i.e., four 8<sup>th</sup> graders and nine 7<sup>th</sup> graders), the lower grade team should remain intact and the upper grade team should utilize the ‘pull up’ option from all available players in the lower grade.

## SECTION VII – Parental Requirements

1. Register their students for sports on line and pay the Family Sports Fee **prior to “Back to School Night.”** We encourage signing up for any and all sports and then dropping later as necessary to minimize the impact on our volunteers. If you request to sign up for a sport after Back to School Night, you will need to petition the ADs and the Principal for permission to join the sport. (Family Sports Fee goes towards uniforms and equipment for all of the sports).
2. Present proof of medical insurance for your child by completing the Insurance Consent Form and submitting the form to the ADs before the first practice. (Provided by your coach)
3. Arrange for and provide an annual physical examination **before the first practice** for grades 5-8. Physicals that expire during the school year will need have a new physical completed by the expiration date to ensure the athlete can continue to play for the remainder of the season (Form is at the end of the handbook)
4. On Uniform Distribution Day, sign a Uniform Release letter, and pay a deposit for the uniform(s) received. Payment by check only of \$100.00 per family will be secured at the time of uniform release to the parents. This will cover all uniforms issued to a family for their athletes to participate in sports. The deposit check will not be cashed unless you fail to return the uniform(s) or they are returned in an unusable condition.
5. Parents are required to volunteer at home games/matches. Every family must sign up for and work; admissions, concessions, scorebook, or clock, and support the AD on duty. The success of the sports program is dependent on family involvement as coaches, workers at home games, and most importantly good supporters of our student-athletes. **If your child is playing a sport at SSPP, your family is required to volunteer multiple times throughout the season.**
6. Attend mandatory Parent/Athlete meetings and maintain communication with the coaching staff regarding student-athlete availability.
7. In cases where the athlete is injured, parents are required to provide the School Nurse with documentation from a medical professional regarding the injury, restrictions due to the injury, and length of time the athlete may not participate. Any student who is absent from school, or has an activity restriction directed by their medical professional for gym/recess, may not participate in sports. After receipt and review, the school nurse will forward activity restrictions and clearance for return to activity releases to the ADs.
8. Make every effort to ensure that the student-athlete has completed all homework and other chores on days those practices/games are scheduled. Please read Section IV – Grade / Age Eligibility policy.
9. Make every effort to have the student-athlete attend and be on time for all games and practices.
10. Make every effort to show support for the athletic program by attending games.
11. Only Junior High (6, 7, & 8) students are allowed to attend sporting events without parental supervision.
12. Parents and athletes participating in the last home game of the night are responsible for sweeping and re-setting the gym for school the next day.
13. Please pick up the student-athlete promptly after practices or games, so as not to inconvenience the coaches supervising these events.
14. At all times, conduct yourself in a manner that represents the Christian values taught at SSPP School. Unacceptable behavior may result in a suspension from participating and/or attending sports events.
15. Support the Athletic Commission in its Coaching and Supervisory functions throughout the year. Remember the program is conducted for the benefit of your children.
16. Have your child sign the Student-Athlete Code of Conduct then have them return it to their coach at or prior to their first practice.
17. Please be aware that admission prices for all home basketball and volleyball games (tournaments slightly higher) are \$3.00 for adults, \$2.00 for students and seniors, and children four and under are free. A family plan ticket for all home games (not tournaments) is available for \$100.00 per school year (includes your immediate family including grandparents).

## **SECTION VIII – Student-Athlete Requirements**

1. Must remember that academic obligations take priority over athletic participation.
2. Must respect and support your teammates. You are a member of a TEAM.
3. Must remember sportsmanship and fair play are always on display.
4. Team play is the only kind of play allowed. Horseplay is not team play.
5. Must respect the authority of all (SSPP School & opposing school) coaches, ADs, parent helpers, officials, and scorekeepers. Disrespectful or abusive behavior on the part of any participant will not be tolerated and will be subject to disciplinary actions, as necessary.
6. Must speak in a Christian manner at all times.
7. Must wear protective and required equipment at all practices/games.
8. May not wear jewelry (e.g., watches, earrings, rings, bracelets, necklaces) or hard hair clips (barrettes, bobby pins, etc.) at any time except as allowed by IHSA rules. No body or hair glitter is allowed at any time (except as allowed for cheerleading).
9. May not participate in practice or games if absent from school for more than ½ a day on that same day, except in extenuating circumstances and with the permission of the ADs and the Principal.
10. During practice sessions, no other friends, siblings, or relatives should be present, so as not to disrupt the session.
11. Must attend and be on time for all practice sessions and games. Absence from a practice and/or game requires notifying the coach prior to being absent (i.e., an excused absence). Unexcused absences or continued excused absences may result in limited or a loss of playing time.
12. Must abide by practice rules established by coaches. At no time will an athlete sit or climb on the bleachers while they are closed.
13. Must follow the dress code established by the Head Coach for game day. Remember, you are representing SS Peter & Paul School. Wearing of uniforms in stands, as spectators or after games, is not allowed.
14. Must have permission to leave the gym during practice.
15. Must stay with the team (both Home and Away) and not wander in the school building.
16. Must strive to improve their skills by following coaches' instructions and practicing on their own.
17. May not bring any type of gum, food, or beverages into the team bench area (excluding water and sports drinks).
18. Must sit in the bleachers together as a team. Showing school spirit is a very important part of having a winning team. Giving encouragement and support with controlled cheering is what school spirit is all about.
19. Must display proper attitude, desire, and attentiveness at practices and contests. Coaches shall have the authority to limit playing time if excessive problems occur in these areas.
20. Identify to the Head Coach any conflicts with other sports or activities that will prevent the athlete from making SSPP Sports their first priority (use the Player Availability Form included in this handbook).

21. Must attend the mandatory Parent/Athlete Meeting with at least one parent.
22. Any athlete who is charged with a technical foul or yellow/red card for unsportsmanlike behavior shall not be permitted to play in the next game/contest in which his/her team is involved and any practices prior to the next game.
23. Any athlete ejected during any game/contest shall not be permitted to play the next two games/contests in which his/her team is involved and any practices prior to the first game back.
24. Any athlete ejected twice in a season will not be allowed to continue playing the sport and may be barred from playing on any other teams at the school for the remainder of the school year.
25. Use of social networking sites or electronic media - There is no place for commentary, criticism, or discussion about SSPP or other school's sports teams or players by our athletes to others at SSPP or other schools across social networking sites or via cell phones.
26. **Must not use cell phones, tablets, or other electronic devices during games or practices without the coach's permission.**
27. Locker rooms are not to be used for sporting events. They are for the Physical Education class use only, and only during school hours. If you need to change your clothes or shoes prior to a practice or game, please utilize the restrooms and not the locker rooms.
28. Every Student-Athlete must sign the Student-Athlete Code of Conduct then return it to the coach at or prior to the first practice.

## SECTION IX – Coaching Requirements

1. Must be, or make every effort to become, knowledgeable about the sport they are coaching.
2. Must be a head coach or an assistant coach (up to two assistants) for an entire season for your coaching to fulfill all of the volunteer hours requirement for your family.
3. Prior to the start of the season, each Coach and Team Manager must complete the following for their certification:
  - a. Submit a signed Coach/Team Manager Volunteer Application Form.
  - b. Submit to a criminal background check.
  - c. Attend an annual blood borne pathogens class, and successfully complete the exam.
  - d. Sign a “mandated reporter” form.
  - e. Attend a “Protecting God’s Children” class.
  - f. Attend the annual Coaches Meeting.
  - g. Complete a concussion training session as provided by the ADs and the Principal.
  - h. Complete any other paperwork or training as required by the Diocese or the Principal.
4. Must always come prepared to ensure that practices are “quality time”. Player safety is always the primary concern. This includes keeping athletes off the bleachers while they are closed.
5. May only schedule 2 practices a week until every team playing in that season has scheduled practices or missed their individual deadline for scheduling. If coaches schedule more than two practices a week, they must have their players abide by the 4-event rule. First choice of practice times is given to 8<sup>th</sup> grade coaches, then 7<sup>th</sup>, 6<sup>th</sup>, and 5<sup>th</sup>.
6. Must carry a SSPP Safety duffle bag, or equivalent (with first aid kit), to all away contests. Complete an Incident Report if there is an injury to an athlete due to practice or a game.

7. Must, at all times, conduct themselves in a manner that represents the Christian values taught at SSPP School.
8. Must remember that participants, opposing coaches and fans, and officials are to be treated with respect at all times. Threats and abuse, either physical or verbal, will not be tolerated at practices or games.
9. Must keep expectations and requirements appropriate for the age group involved.
10. Ensure the inventory of sports equipment is the same at the beginning and the end of practice.
11. At the 5<sup>th</sup> and 6<sup>th</sup> grade levels, must provide instructions in the basic fundamentals of the sport. Must provide near equal playing time for all 5/6<sup>th</sup> grade participants.
12. At the 7<sup>th</sup> and 8<sup>th</sup> grade levels, must provide a higher level of instruction and competition in order to prepare these athletes for high school sports.
13. Must at all times abide by the playing time rules of the school. Valid reasons, which might limit or exclude an athlete from participating in a game, include ineligibility, excessive absence from practice (excused or unexcused, including injuries), or severe disruptive behavior.
14. Must become an active member of the Athletic Commission and attend meetings as necessary throughout the year.
15. Must offer feedback to strengthen the overall sports program at SSPP.
16. Must keep a good line of communication open with the student-athletes and their parents.
17. Must assure that an adult female is in attendance at all girls' team practices and contests and that an adult male is in attendance at all boys' team practices and contests. The form to document attendance is included at the back of the handbook. At the end of the season, forward the form to the AD mailbox.
18. Conduct a parent/athlete meeting prior to the season. Attendance by one parent and the athlete is mandatory for participation in the sport.
19. Collect all uniforms at the end of the season and notify the Uniform Chairpersons to coordinate a drop off at school.
20. Any coach who is charged with a technical foul for unsportsmanlike behavior shall not be permitted to coach the next game in which his/her team is involved. Any coach ejected during a game while coaching shall not be permitted to coach the next two games in which his/her team is involved. Any coach ejected twice in a season will not be allowed to continue coaching and may be barred from any future coaching positions at the discretion of the Athletic Directors and the Principal. Coaches must notify the Athletic Directors and the Principal of the technical foul by the end of the next day in accordance with the NSCC Constitution and By-Laws. Failure of the coach to notify will result in the suspension of the coach.
21. In the event a player is charged with a technical foul or yellow/red card, the coach must notify the AD and the Principal by the end of the next day. Failure to do so will result in the suspension of the coach.

Failure to complete any of these requirements is cause for dismissal as a coach or team manager. The Principal and the ADs have the final decision regarding who is allowed to be a Head Coach, Assistant Coach, or Team Manager based on the criteria above, the contents of the application, and any other information gathered to assess a candidate. Only certified coaches will be allowed to coach games and may sit on the bench.

## SECTION X – Disciplinary Procedures

1. Abusive behavior, fighting, or disrespect of authority or fellow teammates are not allowed at any time at games or practices, whether on school property or at another school. The first offense will warrant a warning, documented by the Head Coach, and forwarded to the ADs. The second offense will result in a one (1) week suspension from practices and games. A third offense will result in dismissal from the sports program for the duration of the school year.
2. **Disrespect of Property** – All property and personal possessions of others should be respected. Any property loss or damage to our school, or to anyone’s personal property, will result in the responsible person(s) writing an apology. The apology must be signed by the parents, complete restitution made, and a two (2) week suspension from sports served. The second offense will result in a dismissal from the sports program for the duration of the school year.
3. **Suspension** from school is an automatic suspension from any sports function and all related events.
4. **Expulsion** from school is an automatic expulsion from the sports program and its functions (e.g., games, practices, Awards Night, etc.)

## SECTION XI – Disputes

1. With the number of students participating in the athletic program, the Athletic Commission recognizes that there will be times when problems or disputes arise. The Committee strongly recommends that every effort be made to work these problems out on an individual basis. If a parent or participant has a problem with a coach, they should speak with the Head Coach in a calm and reasonable manner in an effort to resolve the problem, and likewise if the Head Coach has a problem with a parent or a participant. We strongly recommend the use of the “24-hour rule” when discussing specific game issues with a coach.
2. If a reasonable attempt to solve the problem at an individual level has failed, the person is urged to use the following escalation process to resolve the situation:
  - a. ADs
  - b. Principal
  - c. Athletic Review Board. This Board is made up of the ADs, Principal, and the Athletic Commission’s representative from the School Commission. (If the situation involves a member of the Review Board, the Principal will name a temporary replacement.) The Athletic Review Board will gather information as necessary and render a decision.
  - d. If the complaining party is not satisfied with the decision of the Athletic Review Board, they may appeal to the School Commission.



# Appendix

## List of Forms:

1. Coach/Team Manager Volunteer Application Form
2. Authorization to Conduct Background Check
3. Pre-Participation Examination (Sports Physical)
4. Incident Report Form
5. Student-Athlete Code of Conduct
6. Parent Code of Conduct & Volunteer Acknowledgement Form
7. Informed Consent, Release Agreement, and Authorization for Use of Your Insurance
8. Heads Up Concussion Waiver
9. SSPP Concussion Protocol & Return to Play Policy
10. SSPP Return to Activity & Post-Concussion Consent Form
11. Play Up Consent Form
12. Player Availability Form
13. SSPP Sports Uniform Agreement
14. Installation And Removal of Gym Window Shades
15. Opening / Closing of Bleachers for Gym Events
16. Directions to Conference Schools
17. Directions to Other Schools

### A. Protecting God's Children Training

Please go to [www.virtusonline.org](http://www.virtusonline.org) for more information.

(First Time Registrant – Begin – Rockford IL – password is **2train!**)

### B. Concussion Training

Please go to <https://www.cdc.gov/heads-up/index.html> for more information.

### C. Blood Borne Pathogens Test

Please go to <https://www.cdc.gov/niosh/topics/bbp/default.html> for information.

### D. Criminal Background Check

Please go to [www.virtusonline.org](http://www.virtusonline.org) for more information.

### E. On [www.virtusonline.org](http://www.virtusonline.org), (under resources) please also read:

Background Check Authorization

Code of Pastoral Conduct

Guidelines for Youth & Those Working with Youth

Mandated Reporter Form

Sexual Misconduct Norms

Technology & Social Media Guidelines

**Coach's Forms (#1 & #2) – May be sent to the Athletic Commission at: [athleticdirector@ssppcary.org](mailto:athleticdirector@ssppcary.org)**

**Parent / Student Forms (#3 to #12) – Should be turned in to your team's coach.**

**SS PETER AND PAUL SPORTS DEPARTMENT**  
**COACH/TEAM MANAGER**  
**VOLUNTEER APPLICATION FORM**  
 (Complete one form for all volunteer positions)

<b>Name</b>	
<b>Home Phone</b>	
<b>Cell Phone</b>	
<b>Email Address</b>	
<b>Name of Child and Grade Next Year</b>	<b>Grade   4   5   6   7   8</b>
<b>Position Volunteering For</b>	<input type="checkbox"/> <b>Head Coach</b> <input type="checkbox"/> <b>Assistant Coach</b> <input type="checkbox"/> <b>Team Manager</b>
<b>Sport Volunteering For</b>	<input type="checkbox"/> <b>Cheerleading</b> <input type="checkbox"/> <b>Track</b> <input type="checkbox"/> <b>Cross Country</b> <input type="checkbox"/> <b>Boys Basketball</b> <input type="checkbox"/> <b>Boys Volleyball</b> <input type="checkbox"/> <b>Girls Basketball</b> <input type="checkbox"/> <b>Girls Volleyball</b>
<b>Years of Experience Coaching at SSPP/Sport</b>	

<b>Years of Experience Coaching outside of SSPP/Sport</b>	
<b>Other Information Relevant to your Volunteer Application?</b>	

Please note that if selected to one of these positions, you must complete the following:

1. Protecting God's Children Training (one time, copy of certificate on file at school)
2. Concussion Training (one time, copy of certificate on file at school)
3. Blood Borne Pathogens Test (annually)
4. Criminal Background Check (annually)

**Additional Notes:**

- Head Coach is responsible for all teams at the grade level, if split to A/B teams (7 & 8<sup>th</sup> grades) or two equal teams (5 & 6<sup>th</sup> grade).
- Assistant Coach may cover responsibilities for the Head Coach for games and/or practices as well as Coach a B team (7 & 8<sup>th</sup> grade) or second team (5 & 6<sup>th</sup> grade).
- Team Manager (if used) is responsible for administrative duties in support of the Head Coach.
- In cases of two equal teams or A/B teams, all athletes practice at one time and learn the same plays.
- Any questions on duties or responsibilities will be directed to the ADs.
- Complete this form and submit to the AD Mailbox at school or email to [athleticdirector@ssppcarv.org](mailto:athleticdirector@ssppcarv.org).
- All forms will be reviewed by the ADs and the Principal. A final decision will be made in May by the ADs and the Principal.

I agree to abide by the requirements set forth by the SSPP Sports Handbook and NSCC Constitution and By-Laws:

Signature/Date \_\_\_\_\_

# Authorization to Conduct Background Check Catholic Diocese of Rockford

## (CHIRP) Criminal History Information Response Process

### AUTHORIZATION TO CONDUCT CRIMINAL BACKGROUND INVESTIGATION AND TO DISCLOSE CRIMINAL BACKGROUND INFORMATION

I hereby give my consent to the Illinois State Police to conduct a criminal background check on me from all states in which I have resided or worked and authorize the Illinois State Police representatives to disclose to Saint's Peter and Paul Church and School the information obtained through such investigations.

I understand that date of birth, sex and race are being requested only for the purpose of identification in obtaining accurate retrieval of records and will not be used for discriminatory purposes.

*Please Print*

Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

First Name: \_\_\_\_\_

Other Names Used by Me: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (ex: MM/DD/YYYY)

Address: \_\_\_\_\_

Street

City

State Zip

Gender: Male ☐ Female ☐

Race: \_\_\_\_\_  
(American Indian or Alaskan Native, Asian or Pacific Islander, Black, White or Unknown)

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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*For Office Use Only*

Background check results were received on: \_\_\_\_\_  
(Date)

State Sex Offender Registry: \_\_\_\_\_ ☐ Clear <https://www.isp.state.il.us/sor/>  
(Date)

National Sex Offender Registry: \_\_\_\_\_ ☐ Clear <https://www.nsopw.gov/>  
(Date)

Sex Offender Registries checked by: \_\_\_\_\_



# Pre-participation Examination

To be completed by athlete or parent prior to examination.

Name \_\_\_\_\_ School Year \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Class \_\_\_\_\_ Student ID No. \_\_\_\_\_  
 Parent's Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_

## HISTORY FORM

**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? ☐ Yes ☐ No If yes, please identify specific allergy below.

☐ Medicines

☐ Pollens

☐ Food

☐ Stinging Insects

**Explain "Yes" answers below. Circle questions you don't know the answers to.**

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
BONE AND JOINT QUESTIONS	Yes	No
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
39. Have you ever been unable to move your arms or legs after being hit or falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Have you or any family member or relative been diagnosed with cancer?		
52. Do you have any concerns that you would like to discuss with a doctor?		
FEMALES ONLY	Yes	No
53. Have you ever had a menstrual period?		
54. How old were you when you had your first menstrual period?		
55. How many periods have you had in the last 12 months?		

**Explain "yes" answers here**

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I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_

Date \_\_\_\_\_

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# Pre-participation Examination



## PHYSICAL EXAMINATION FORM

Name \_\_\_\_\_  
Last First Middle

EXAMINATION		
Height _____	Weight _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
BP _____ / _____ ( _____ / _____ )	Pulse _____	Vision R 20/ _____ L 20/ _____ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
<b>MEDICAL</b>	<b>NORMAL</b>	<b>ABNORMAL FINDINGS</b>
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency)		
Eyes/ears/nose/throat • Pupils equal • Hearing		
Lymph nodes		
Heart <sup>a</sup> • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal impulse (PMI)		
Pulses • Simultaneous femoral and radial pulses		
Lungs		
Abdomen		
Genitourinary (males only) <sup>b</sup>		
Skin • HSV, lesions suggestive of MRSA, tinea corporis		
Neurologic <sup>c</sup>		
<b>MUSCULOSKELETAL</b>		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/Ankle		
Foot/toes		
Functional • Duck-walk, single leg hop		

<sup>a</sup>Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.

<sup>b</sup>Consider GU exam if in private setting. Having third party present is recommended.

<sup>c</sup>Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

On the basis of the examination on this day, I approve this child's participation in interscholastic sports for 395 days from this date.

Yes \_\_\_\_\_ No \_\_\_\_\_ Limited \_\_\_\_\_ Examination Date \_\_\_\_\_

Additional Comments:

Physician's Signature \_\_\_\_\_ Physician's Name \_\_\_\_\_

Physician's Assistant Signature\* \_\_\_\_\_ PA's Name \_\_\_\_\_

Advanced Nurse Practitioner's Signature\* \_\_\_\_\_ ANP's Name \_\_\_\_\_

\*Effective January 2003, the IHSA Board of Directors approved a recommendation, consistent with the Illinois School Code, that allows Physician's Assistants or Advanced Nurse Practitioners to sign off on physicals.

# SS PETER AND PAUL SPORTS DEPARTMENT

## INCIDENT REPORT FORM

### INFORMATION OBTAINED AT THE TIME OF THE INCIDENT

<b>Date/Time of Event</b>	
<b>Athlete's Name</b>	
<b>Birth Date</b>	
<b>Name of School/Grade in School</b>	
<b>Teacher's Name</b>	
<b>Description of Incident</b>	
<b>Name of Adult(s)/Witness(es) present at time of incident</b>	
<b>First Aid given (describe)</b>	
<b>First Aid Given by whom</b>	
<b>Parent Notified/by whom</b>	
<b>Athlete was sent to:</b>	<input type="checkbox"/> Home <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Other _____

**SS PETER AND PAUL SPORTS DEPARTMENT**  
**INCIDENT REPORT FORM**

(Continued)

**FOLLOW UP INFORMATION AFTER THE INCIDENT**  
***(COMPLETE THIS SECTION ONLY IF MEDICAL ATTENTION WAS SOUGHT***  
***WITHIN 48 HOURS OF THE INCIDENT)***

<b>Days absent from School due to accident</b>	
<b>Follow up information obtained</b>	
<b>Other Comments/Information</b>	

**Preparer's Signature/Date** \_\_\_\_\_

**Principal's Signature/Date** \_\_\_\_\_

**School Nurse's Signature/Date** \_\_\_\_\_



# Student-Athlete Code of Conduct

It is an honor and a rare accomplishment to have become an SSPP athlete. We welcome you to our group. The Athletics department at SSPP aspires to provide each of its students with an experience that will be enjoyed, cherished and remembered. We hope to sustain a culture of excellence and Catholic values at our school. We strive to excel in all areas of SSPP life, especially **“Living our faith and building character through sports.”**

## Academic Effort / Performance

Conference rules state that a student will be declared ineligible from participating in contests if he/she has 1 cumulative “F” for the weekly grading period in any class or 2 cumulative “D’s” for the weekly grading period in any class. Unsatisfactory academic effort will bring a one-week ineligibility which begins the following Sunday through Saturday.

## Sportsmanship Policy

Each student-athlete is a representative of SSPP and their team. Each student-athlete should demonstrate good sportsmanship at all athletic events, whether competing or observing. Poor sportsmanship is not what SSPP is about. The following is a list of behaviors that will not be tolerated:

- Physical or verbal abuse of players, spectators, officials, coaches or administrators.
- Throwing objects onto the playing surface or at any participant (players, coaches, officials or spectators, etc.)
- Taunting opponents, officials or coaches, etc.
- The use of profane or vulgar language or gestures or trash talking.

Violation of this sportsmanship policy can result in sanctions imposed by principal, which may include suspension or dismissal from your team. We pride ourselves in the way we live, play, and in the way we support our fellow athletes.

## Social Media Policy

Student-athletes must be aware that some online behavior may embarrass themselves, their teammates, their sports programs and/or SSPP and may result in disciplinary action. Students shall not share or post inappropriate comments or pictures over: e-mail, web sites, text messaging, DMs, electronic photos or videos & social media (i.e., Facebook, Twitter, Snapchat, Instagram, Tik Tok, etc.)

Each student-athlete must acknowledge that the content of such posts is available to many unanticipated viewers and that content can reflect positively or negatively on themselves, their teammates and SSPP.

**I acknowledge that I have read the above Student-Athlete Code of Conduct and SECTION VIII of the SSPP Sports Handbook entitled – Student-Athlete Requirements. I understand that failure to comply with the conduct expectations described in this SSPP Student-Athlete Code of Conduct, may result in disciplinary action, up to and including suspension or dismissal from the team.**

**Student’s Name:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Parent Code of Conduct & Volunteer Acknowledgement Form

## Expectations of the Parents of SSPP Athletes:

The Athletics department at SSPP aspires to provide each of its students with an experience that will be enjoyed. For this to work, the SSPP Sports Department needs help from every family of every athlete. From their conduct to volunteering, it is the families of the SSPP athlete that makes our sport program work.

### Sportsmanship Policy

Each parent (or family) of an athlete is a representative of SSPP and their team. Each parent of an athlete should demonstrate good sportsmanship at all athletic events, and remind their guests of our sportsmanship policies. Poor sportsmanship is not what SSPP is about. The following is a list of behaviors that will not be tolerated:

- Physical or verbal abuse of players, spectators, officials, coaches or administrators.
- Taunting opponents, officials or coaches, etc.
- The use of profane or vulgar language or gestures or trash talking.

Refs will make mistakes, but we need to be an example. If a parent is being overly critical, loud, or not displaying good sportsmanship, they will be asked to leave the gym, as this is a conference policy. If you have any issue (with a player, ref, or coach), please go to the AD on Duty to resolve the issue. Violation of this sportsmanship policy can result in sanctions imposed by principal, which may include suspension from attending future SSPP sporting events.

### Social Media Policy

Each parent of an athlete may not share or post inappropriate comments or pictures over: e-mail, web sites, text messaging, DMs, electronic photos or videos & social media (i.e., Facebook, Twitter, Snapchat, Instagram, Tik Tok, etc.) Each parent of an athlete is acknowledging that the content of such posts is available to many unanticipated viewers and that content can reflect positively or negatively on themselves, their teammates and SSPP.

### Volunteering

Every family is required to volunteer to help, as this is the only way our sports program can run. The various tasks when we host are: set up, admissions, concessions, scoreboard, scorebook, and clean up. We will train you on all positions. Any parent, adult family member, 8<sup>th</sup> grade SSPP student, as well as high school students looking for volunteer hours for confirmation/ national honor society/ or just wanting to help out, may volunteer.

**If your child is playing a sport at SSPP, your family is required to volunteer.**

At home games/matches, tournaments, track/CC meets, Uniform Distribution Day, or other sporting events throughout the year, every family must donate their time at nearly every event. The success of the sports program is dependent on family involvement as coaches, workers at home games, and most importantly good supporters of our student-athletes. For a team of 10 athletes, each family must volunteer at home games at least 3-4 times per season, and during tournaments and sporting events.

**VOLUNTEERING FOR SPORTS ALSO FULFILLS YOUR VOLUNTEERING HOURS FOR THE SCHOOL**

**I acknowledge that I have read the above Parent Code of Conduct & Volunteer Acknowledgement Form and SECTION VII of the SSPP Sports Handbook entitled – Parental Requirements. I understand that failure to comply with the conduct expectations described in this Parent Code of Conduct, may result in disciplinary action, up to and including a ban from attending SSPP Sports. I pledge to volunteer my family's time multiple times during each sport season and at SSPP sports events.**

Student's Name: \_\_\_\_\_ Sport(s): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Informed Consent, Release Agreement, and Authorization for Use of Your Insurance

Child's Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

## Informed Consent, Release Agreement, and Authorization

I understand that participation in SSPP sports activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about those activities may be obtained from the venue, activity coordinators, or the SSPP Sports Handbook. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct.

In case of an emergency involving me my child, I understand that efforts will be made to contact the individual listed as the emergency contact person me. In the event that this person cannot be reached, permission is hereby given to the medical provider selected by the adult in charge (coach or athletic committee member) to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose protected health information to the adult in charge, school staff, and/or any physician or health-care provider involved in providing medical care to the participant. Protected Health Information/Confidential Health Information, includes examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program.

I have carefully considered the risks involved and hereby give my informed consent for my child to participate in all activities offered in the SSPP sports program. I further authorize the sharing of the information on this form with any SSPP volunteers or professionals who need to know of medical conditions that may require special consideration in conducting sport activities.

I acknowledge the contagious nature of COVID-19 and other airborne viruses and that the CDC and many other public health authorities' recommendations of practicing social distancing and wearing face coverings.

I further acknowledge that no guarantee exists regarding whether or not I may contract COVID-19 or other airborne viruses. I understand that the risk of becoming exposed to and/or infected by viruses may result from the actions, omissions, or negligence of myself and others, including but not limited to, SSPP staff, volunteers, and players. I acknowledge that I may increase my risk of exposure to viruses by spectating or participating in SSPP Sports, activities, or meetings. I understand that this release discharges SSPP from any liability or claim that I, my heirs, or any personal representatives may have against SSPP with respect to any bodily injury, illness, death, or medical treatment.

With appreciation of the dangers and risks associated with programs and activities, on my own behalf and on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, illness, or loss that may arise against SSPP, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity.

I also hereby assign and grant to SSPP, as well as their authorized representatives, the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child at all SSPP activities, and I hereby release SSPP, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication. and I specifically waive any right to any compensation I may have for any of the foregoing.



**NOTE:** Due to the nature of SSPP sports programs and activities, SSPP cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. However, so that coaches and adult leaders can be as familiar as possible with any limitations, list any restrictions imposed on a child participant in connection with programs or activities.

List restrictions for your child if any: ☐ None

\_\_\_\_\_  
\_\_\_\_\_

## INSURANCE INFORMATION

I acknowledge that my son/daughter is adequately and currently covered by accident insurance that will cover injuries sustained while participating in SSPP Athletics. I give permission to SSPP Staff, coaches, or athletic committee members to authorize any medical treatment for my insurance to cover.

I understand that, if any information I/we have provided is found to be inaccurate, it may limit and/or eliminate the opportunity for participation in any event or activity. My child has permission to engage in all SSPP sport events and activities, except as specifically noted by me or the health-care provider. Because the participant is under the age of 18, a parent or guardian's signature is required.

Print Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HEADS UP CONCUSSION WAIVER

Please visit [www.cdc.gov/concussion/HeadsUp/youth.html](http://www.cdc.gov/concussion/HeadsUp/youth.html) to read about the new Heads-Up Concussion initiative

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head *or* body he or she exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, *or* decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions *or* seizures
- Cannot recognize people *or* places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's Okay to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising *or* activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his or her brain needs time to heal. While an athlete's brain is still healing, he or she is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

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STUDENT-ATHLETE NAME PRINTED

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STUDENT-ATHLETE NAME SIGNED

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DATE

---

PARENT OR GUARDIAN NAME PRINTED

---

PARENT OR GUARDIAN NAME SIGNED

---

DATE

[www.facebook.com/CDCHeadsUp](http://www.facebook.com/CDCHeadsUp)

TO LEARN MORE GO TO >>

[www.CDC.GOV/CONCUSSION](http://www.CDC.GOV/CONCUSSION)

## SSPP Concussion Protocol & Return to Play Policy

SSPP's concussion protocol details a gradual timeline for return to normal activities, school, and athletics. Progress is monitored at every stage, with the athlete's healthcare provider(s) clearing the athlete for more activity once the healthcare provider is certain it's safe. For SSPP athletes, the protocol can be broken into six stages, following an initial rest period of 28 to 72 hours:

- **Rest and return to limited activity:** Ensuring adequate rest and avoiding exertion is the first stage. Once the SSPP Athlete is clear to return to school physical activity be limited. The aim is to return to physical activities that aren't risky, such as short, 10-minute walks.
- **Light aerobic activity:** Once light activity is reincorporated and symptoms subside further, the aim is to do activities to boost heart rate.
- **Sport-specific exercise:** Gradually, exercises associated with the specific sport are reintroduced. This might mean noncontact activities like running sprints or doing skating drills.
- **Noncontact drills:** Once it's safe to do so, SSPP athletes begin to engage in more strenuous drills and start strengthening and resistance training.
- **Full-contact practice:** Before being allowed to return to competition, with the healthcare provider's clearance, the athlete takes part in full-contact training and practice and is carefully monitored after each practice.
- **Return to play:** As long as there are no symptoms or issues following practice and a final evaluation from the athlete's healthcare provider(s), the athlete is cleared for competition.

Each player and each concussion is unique. Therefore, there is no exact timeframe for return to participation or for the progression through the steps of the graduated exertion program set forth above. Recovery time will vary from player to player. The decision to return a player to participation remains within the professional judgment of the athlete's healthcare provider(s). All return to full participation decisions are to be confirmed by the athlete's healthcare provider(s).

## SS. Peter & Paul Return to Activity & Post-Concussion Consent Form

This form is to be used after an athlete is removed from and not returned to activity after exhibiting concussion symptoms. SSPP policy requires 1) Unconditional written authorization from an athlete's healthcare provider(s), and 2) Consent from both the student and parent/guardian. Both Sections 1 & 2 of this form must be completed prior to a return to activity. This form will be kept on file at SSPP.

Student: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

### 1. Action of the student athlete's healthcare provider(s),

This clearance must be in writing and must be unconditional for a full return to play. It is not sufficient that the athlete's healthcare provider(s) has approved the student to *begin* a return-to-activity progression. The medical examiner must approve the student's return to unrestricted activity.

I have examined the above-named student-athlete following this episode and determined the following:

☐ Permission is granted for the athlete to return to full activity.  
(Student Athletes may not return to practice or competition on the same day as the injury).

\_\_\_\_\_  
SIGNATURE (must be MD or DO or PA or NP – circle one)

DATE: \_\_\_\_\_

Examiner's Name (Printed): \_\_\_\_\_

### 2. Post-Concussion Consent from Student and Parent/Guardian.

I am fully informed concerning, and knowingly and voluntarily consent to, my child's immediate return to participation in SSPP athletic activities; I understand, appreciate, acknowledge, and assume the risks associated with such return to activity, including but not limited to concussions, and agree to comply with all relevant protocols established by SSPP; and my child has been evaluated by, and has received written clearance to return to activity from an M.D., D.O., Physician's Assistant or Nurse Practitioner.

In consideration of my/my child's continued participation in SSPP sponsored athletics, I do hereby waive any and all claims, suits, losses, actions, or causes of action against SSPP, its members, officers, representatives, committee members, employees, agents, attorneys, insurers, volunteers, and affiliates based on any injury to me, my child, or any person, whether because of inherent risk, accident, negligence, or otherwise, during or arising in any way from my/my child's participation in an SSPP-sponsored sport.

I consent to the disclosure to appropriate persons, consistent with HIPAA and FERPA, of the treating medical examiner's written statement.

Student's Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

# **SS PETER AND PAUL SPORTS DEPARTMENT**

## **PLAY UP CONSENT FORM**

The purpose of this form is to obtain parental approval for your child to be on a call out list for playing up one grade for the following sports (please circle one):

**Boys Volleyball**

**Girls Volleyball**

**Boys Basketball**

**Girls Basketball**

I understand that the Head Coach of the team requesting your child will call children on a set rotation (e.g., alphabetical) depending upon the position required (e.g., guard/post or setter/hitter). If an athlete cannot make it, the coach will proceed to the next name on the list and so on. There is no penalty for not being able to support a game when asked.

If at any time you do not want your athlete on the call out list, please notify the Head Coach. If at any time you would like to add your child to the call out list, please complete this form and send to the Head Coach. Please note that the coach may invite your child to attend additional practices with the team. Attendance at these practices is not required but preferred.

If there are any questions, please contact the Head Coach requesting participation.

Name of Head Coach of Requesting Team \_\_\_\_\_

Athlete's Name \_\_\_\_\_

Parent's Signature/Date \_\_\_\_\_

**\*\*\*PLEASE FORWARD THIS FORM TO THE HEAD COACH  
OF THE REQUESTING TEAM\*\*\***

# **SS PETER AND PAUL SPORTS DEPARTMENT**

## **PLAYER AVAILABILITY FORM**

**The purpose of this form is for the parent and the athlete to identify any conflicts with other SSPP/non-SSPP activities that may impact attendance at practices or games during the season for your coaches. This information will be used to determine which team your child is placed on.**

**Name:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Does your child participate in any activities outside of the SSPP Sports program that may impact his/her ability to attend matches/games/practices?**

☐ **Yes – please list the activities**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

☐ **No, my child does not participate in any activities outside of this program**

**If your answer was YES, in the event of a conflict, indicate which activity your child will attend first.**

☐ **Yes, SSPP Sports is my first priority**

☐ **No, SSPP Sports is not my first priority**



# SSPP Sports Uniform Agreement



Siblings also participating in SSPP Sports:

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Athlete Name \_\_\_\_\_ Grade \_\_\_\_\_ A or B  
(Please PRINT)

Uniform Item	Size Jersey # or Inventory #	Notes	Re-inventory Date
Basketball Jersey			
Basketball Shorts			
Warm-Up / Shooting Shirt – 8 <sup>th</sup> grade only	Please make sure you have recorded your child's shirt size in Blue Sombrero.	Only last names will be used on the back of the shirt.	Athletes may keep these shirts at the end of the season(s).
Volleyball Jersey			
Volleyball Shorts			
<del>Cheerleading Shell</del>			
Cheerleading Skirt			
Cross Country Jersey			
Track Jersey			

☐ \$100 family deposit received. Check # \_\_\_\_\_

☐ Your check will be **shredded** at the end of the school year unless you indicate otherwise:

☐ Please return check (Date check returned) \_\_\_\_\_

**Your signature below indicates:**

- ✓ You agree to comply with the uniform policy as stated in the SSPP Sports Department Handbook.
- ✓ Receipt of the above items and understanding of uniform care in Section V - Uniform & Equipment Policy.
- ✓ You have inspected the uniforms and there are no defects.
- ✓ You understand that your check will not be cashed unless you fail to return the uniform(s) or they are returned in an unusable condition.

Parent's email \_\_\_\_\_

Athlete signature/date \_\_\_\_\_

Parent signature/date \_\_\_\_\_

# **SS PETER AND PAUL SPORTS DEPARTMENT INSTALLATION AND REMOVAL OF GYM WINDOW SHADES**

**\*\*\*WINDOW SHADES ARE STORED UNDER THE STAGE\*\*\***

**TO HANG WINDOW SHADES** --- Extend the telescoping pole to the desired length. Hook the rope from one shade onto the end of the pole and carefully bring the shade to the top of the window. The rope will hook onto the two hooks above the window. Adjust shade with the hanging pole so it is level.

**TO REMOVE WINDOW SHADES** --- Extend the telescoping pole to the desired length. Grab rope with the end hook and lift slightly to remove the shade from the two hooks above the window. Slowly lower the shade to the floor for rolling and storage.

**TO STORE WINDOW SHADES** --- Roll each shade from the bottom to the top and place in a black storage bag. ONLY FOUR shades to a bag because they are heavy. Place shades and pole in storage location under stage.

**NOTE** --- This can be accomplished by one person but it is much easier with two people.

# **SS PETER AND PAUL SPORTS DEPARTMENT**

## **OPENING / CLOSING OF BLEACHERS**

### **FOR GYM EVENTS**

**NOTE – BLEACHERS ARE TO BE OPENED BY AN ATHLETIC DIRECTOR, MEMBER OF THE JANITORIAL STAFF, OR OTHER TRAINED PERSONNEL.**

#### **TO OPEN BLEACHERS ---**

- Obtain the bleacher controller and plug in to the east side of the bleachers.
- Press the OPEN button and watch for any binding or constricting of the bleachers as they open.
- There is no stop or limit switch to stop the motors from opening the bleachers – when bleachers are fully out, stop pressing the OPEN button.
- Ensure the hand rails are rotated such that they are perpendicular to the bleacher seats. This is done by pushing down on the railing and rotating the railing 90 degrees.
- Steps for the aisles fold out from the first row to the floor (if installed).
- ADA or handicapped seating – 5 sections are set aside for this seating. Contact authorized personnel for opening/closing of this seating.
- Open windows on the south wall ONLY when the bleachers are open!

#### **TO CLOSE BLEACHERS ---**

- Close windows on the south wall prior to closing the bleachers!
- Clean the bleachers with a broom and dustpan while open, pick-up larger items by hand. There is no need to clean under these bleachers as they are “sealed” and almost nothing can fall below the bleachers.
- Reverse the process described above, namely:
  1. Close the ADA/Handicapped seating sections.
  2. Fold up the ground floor steps into the first row (if installed)
  3. Rotate the handrails so they are parallel to the seats
  4. Press the CLOSE button on the controller until the bleachers stop moving. There is no stop or limit switch to stop the motors from closing the bleachers – when bleachers stop moving, stop pressing the CLOSE button. Watch for binding or constricting of the bleachers as they close.

**NOTE – Bleachers rows will not close flush to each other. Rows 1, 2, and 3 will be flush and stick out slightly from Row 4.**

**SS PETER AND PAUL SPORTS DEPARTMENT**  
**NORTHWEST SUBURBAN**  
**CATHOLIC CONFERENCE**  
**DIRECTIONS TO CONFERENCE SCHOOLS**

<b>School</b>	<b>Directions</b>
St. Margaret Mary – Algonquin	South on Route 31, left on Route 62 (Algonquin Road), right on Eastgate (at stoplight), park in back of school and enter the gym through the door marked "G". Allow 25-35 minutes travel time.
St. Thomas – Crystal Lake	Northwest on Route 14, left on McHenry Avenue, right on Lake Street, up 3 blocks to the back of school (on right), park on left. Allow 20-30 minutes travel time.
St. John's – Johnsburg	North on Route 31, right on Route 120, left on Route 31, right on Johnsburg Road, left on St. John's Avenue (Stop Sign) – road dead ends at school parking lot. Allow 35-45 minutes travel time.
Montini – McHenry	<b>School</b> – North on Route 31, right on 120, left on Route 31 – school is on left, park in back of school <b>Duker Elem School</b> – North on Route 31, right on Kane, school is on the right. Allow 30-35 minutes travel time.
St. Mary's – Woodstock	Northwest on Route 14, right on Lake Street, right on Route 47, cross over Country Club Road (stop light), left on Calhoun, right on Tryon (bank and Presbyterian Church on corner), left on Lincoln, right into parking lot and gym entrance. Allow 40-50 minutes travel time.

# SS PETER AND PAUL SPORTS DEPARTMENT

## DIRECTIONS TO OTHER SCHOOLS

School	Directions
St. Hubert – Hoffman Estates	Take Higgins Road to Roselle Road (turn south). The first stop light is Bode Road. At the third street past Bode, turn right (west) at Illinois Avenue. Head west on Illinois for about half a mile past Evanston Street. The next right (past a baseball diamond) is the entrance in the St. Hubert parking area (the second right you can make after turning onto Illinois Avenue. Entrance will be at the double doors (Door #34) – do not use any other entrance. Allow 45-55 minutes travel time.
St. Anne – Barrington	319 E. Franklin --- Take Route 14 east to Main Street (Route 59) in Barrington and turn right (south). Turn left (east) on Liberty, Washington, or Franklin and proceed to Ela. At the intersection of Ela and Franklin, the new school gym is on the southeast corner, the Parish center is on the southwest corner, and the primary parking lot is on the northeast corner. Allow 15-25 minutes travel time.
St. Peter - Antioch	Take Route 176 east to Route 12. Take Route 12 north (turn left) until Route 12 splits with Route 59. Stay on Route 59 until you reach Route 173 in Antioch. Go through the intersection of Route 59 and 173 and you will see St. Peter's ahead of you, turn left into church parking lot. Gym and school are behind the church. Allow 45-60 minutes travel time.
St. Bede – Ingleside	Take Route 176 east to Route 12. Take Route 12 north (turn left) until Route 12 splits with Route 59. Stay on Route 59 until you reach Wilson Street. St. Bede's will be on the right-hand side, across the intersection with Wilson Street. Turn right onto Wilson Street and a quick left into the church/school parking lot. Gym is behind the school on the right side. Allow 40-50 minutes travel time.
St. Theresa - Palatine	Take Route 14 east to Palatine. Turn right (south) at light at Benton Street, turn left (east) to enter parking lot. School Gym is south of church. Allow 30-40 minutes travel time.
St. Colette – Rolling Meadows	Take Route 14 east to Hicks Road, turn right (south) and cross train tracks. Proceed south on Hicks passing Euclid and continue to Kirchoff Road. Turn left (east) and proceed under Route 53 to Meadow Drive. Turn right (south) on Meadow and the school is at the end of the street. Allow 40-50 minutes travel time.
Our Lady of the Wayside – Arlington Heights	Take Route 14 east to Ridge Road (light after Euclid), turn right (south) and cross train tracks. Proceed south on Ridge for 7 blocks, school is on your left. Northeast corner of Ridge and Park Avenues. Allow 40-50 minutes travel time.
St. Francis – Lake Zurich	Take Route 22 east past Route 12. Stay on Route 22 (do not turn left to go through downtown), go under the bridge until you get to Buesching Road. School and church are on your right (south side). Allow 25-35 minutes travel time.
St. Catherine of Sienna – West Dundee	Take Route 31 South past Algonquin Road (Route 62) to Route 72. Turn right (west) on Route 72, church/school is on your left (south) side of the street. Allow 40-50 minutes travel time.