

# SSPP SPORTS DEPARTMENT HANDBOOK

## FALL 2015

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

## **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 7 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
- Montini School, McHenry
- St. Mary School, Woodstock
- St. Joseph School, Harvard

2. The conference sponsors the following sports:

- 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 (6-7-8)

Additionally, SSPP offers a Girls Spirit Squad for 5<sup>th</sup> grade and Cross Country for grades 5-8.

3. Sports seasons are as follows:

- Girls Volleyball – August through early November
- Girls Cheerleading & Spirit Squad – November and December (including boys Pack the Gym)
- Boys Basketball – October through mid-January
- Girls Basketball – December through mid-March
- Boys Volleyball – February through mid-April
- Track – April and May
- Cross Country – August through early October

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.

## **SECTION II – The Athletic Committee**

1. The purpose of the Athletic Committee is to provide every student in grades 5-8 attending SSPP School an opportunity to participate in an organized athletic activity.
2. The Athletic Committee will consist of:
  - Principal
  - Athletic Directors (ADs)
  - Secretary
  - Uniform Chairpersons
  - Concessions Chairperson
  - Sports Activities Coordinators

All Head and Assistant Coaches are advisors to the Athletic Committee. The ADs report to the Principal. The Vice President of the School Commission is 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.

The committee will meet as necessary during the school year and will be announced in the school newsletter, on the sports web site, via email, or other media.

3. The responsibilities of the ADs include, but are not limited to:
  - Promote the philosophy and goals of SSPP School and the Athletic Committee
  - 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.
  - Provide teams for boys and girls in each conference sport
  - Provide an opportunity for boy and girls to register for sports
  - Coordinate with school, Religious Education, and the Parish for the scheduling of gym time
  - Schedule team practice times, games, matches, and tournaments
  - Secure necessary funds to support the athletic program
  - Review, purchase, distribute, and collect equipment/uniforms as necessary
  - Hire 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
  - Assign a designated person in charge of the school during home games
  - Collect Fair Ability to Pay Sports Pledges at the beginning of the school year

## **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 not play on a team at a lower level than their present grade in school (NSCC By-Laws, Article III, Section 8).
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 (and shooting shirt for 8<sup>th</sup> grade)
  - Girls Cheerleading – skirt and shell
  - Girls Basketball – reversible shorts and jersey (and shooting shirt for 8<sup>th</sup> grade)
  - Boys Volleyball – shorts and jersey
  - Track and Cross Country – jersey
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 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 except cheerleading 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!** Cheerleading uniforms must be washed separately, in cold water, with mild detergent, and no bleach. Skirts must be line dried, tops must be dried flat, stretch to shape – **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. Sports at SSPP may include incidental costs above and beyond the Fair Ability to Pay Pledge 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 white kneepads.
  - Cheerleaders are required to buy spankies, matching socks and shoes, and other spirit wear for competition.
  - Spirit squad participants will be required to purchase a team t-shirt and shorts.
  - 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 purchase running shorts from the school for competition.
  - Track and Cross Country athletes may need to purchase a running shoe that provides proper support for practices and meets.

## 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** – please refer to the NSCC By-Laws, Article VIII, Section 14
  - b. **Volleyball** –
    - Grade 8 – three (3) serves per match (either team)
    - Grade 7 – six (6) serves per match (either team)
    - Grade 5/6 – near equal playing time
  - c. **Track** – participate in one event per meet pending availability of the athlete
  - d. **Cross Country** – participate in 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. For VB, taking a turn on the bench will be managed by the Head Coach to the extent practical.

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.

## **SECTION VII – Parental Requirements**

1. Register for sports on line and pay the Fair Ability pledge for Sports 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. On line registration for track will occur in the spring.
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.
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.
4. Sign a Uniform Release letter, and pay a deposit for the uniform(s) received. Payment by cash or check of \$100 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.
5. At home games/matches, sign up and work admissions, concessions, scorebook, or clock and support the Mom/Dad on duty. A lack of support by the parents may impact you child's position on the team.
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, 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 that practices/games are scheduled.
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. Pick up the student-athlete promptly after practices or games, so as not to inconvenience the coaches supervising these events.
12. At all times, conduct themselves 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.
13. Support the Athletic Committee in its Coaching and Supervisory functions throughout the year. Remember the program is conducted for the benefit of your children.

## **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.
9. May not participate in practice or games if absent from school 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 be 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. 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.

## **SECTION IX – Coaching Requirements**

1. Must be, or make every effort to become, knowledgeable about the sport they are coaching.

2. 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.

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.

3. 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.
4. Must carry a SSPP Safety duffle bag, or equivalent, to all away contests. Complete an Incident Report if there is an injury to an athlete due to practice or a game.
5. Must, at all times, conduct themselves in a manner that represents the Christian values taught at SSPP School.
6. 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.
7. Must keep expectations and requirements appropriate for the age group involved.
8. Ensure the inventory of sports equipment is the same at the beginning and the end of practice. For example, a form for tracking number of volleyballs is included at the end of the handbook.
9. 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.
10. 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.
11. 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.
12. Must become an active member of the Athletic Committee and attend meetings as necessary throughout the year.
13. Must offer feedback to strengthen the overall sports program at SSPP.
14. Must keep a good line of communication open with the student-athletes and their parents.

15. 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.
16. Conduct a parent – athlete meeting prior to the season. Attendance by one parent and the athlete is mandatory for participation in the sport.
17. Collect all uniforms at the end of the season and notify the Uniform Chairpersons to coordinate a drop off at school.
18. 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.
19. 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.

## **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 Committee 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 Committee'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.

# 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			
Basketball Shooting Shirt – 8 <sup>th</sup> grade only			
Volleyball Jersey			
Volleyball Shorts			
Cheerleading Shell			
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 a uniform care instruction sheet.
- ✓ You have inspected the uniforms and there are no defects.

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

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

# SS PETER AND PAUL SPORTS DEPARTMENT

## VOLLEYBALL INVENTORY RECORD

Date/Time/Grade	Number of volleyballs at start of game/practice	Number of volleyballs at end of game/practice

# **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**

## **PARENT VOLUNTEER FORM**

A directive from the Diocese of Rockford, dated April 15, 2002 and effective July 1, 2002, states that all sports having a coach of the opposite gender from the sports participants must have a Parent Volunteer, of the same gender as the sports participants, present at all games and practices. It is the coach's responsibility to solicit parents to volunteer for each game/practice. A volunteer is needed at each event without exception.

Grade/Sport \_\_\_\_\_

	<b>Date</b>	<b>Game or Practice</b>	<b>Volunteer's Name Printed</b>	<b>Volunteer's Signature*</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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22				
23				
24				
25				

\*Volunteer will sign on the date of service.

Completed forms shall be forwarded to the Principal, who will store with school records.



**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.

# **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

## 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>	<div style="display: flex; justify-content: space-around;"> <span><b>Cheerleading</b></span> <span><input type="checkbox"/> <b>Track</b></span> <span><b>Cross Country</b></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input type="checkbox"/> <b>Boys Basketball</b></span> <span><input type="checkbox"/> <b>Boys Volleyball</b></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input type="checkbox"/> <b>Girls Basketball</b></span> <span><input type="checkbox"/> <b>Girls Volleyball</b></span> </div>
<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 [SSPPSports@gmail.com](mailto:SSPPSports@gmail.com)
- 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 \_\_\_\_\_

# 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** \_\_\_\_\_



# **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**