

Athletic Handbook

Our Lady of the Wayside School



**OUR LADY
OF THE
WAYSIDE
SCHOOL**

“Live the values of respect, dignity, honesty,
responsibility and teamwork”

Athletic Handbook

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INTRODUCTION

Dear Parents and Student Athletes:

Welcome to the Our Lady of the Wayside Athletic Program.

Parents and student athletes are encouraged to carefully read the entire Athletic Handbook. This booklet contains information that will be important throughout each sports season. The handbook is progressive in nature, giving parents and student athletes the philosophy and expectations of our athletic programs.

The handbook provides a complete listing of all programs offered at each level.

It is important to note that the Booster Board which funds all OLW athletic activities is a self-supporting financial organization and receives no funding from the school or parish.

Participation in OLW athletics is a privilege and participation requires adherence to regulations and guidelines. Those listed in this handbook are uniform regulations for the governance, management, and maintenance of a comprehensive athletic program.

The information given here is offered to promote an active integration of Gospel values into the Our Lady of Wayside athletic programs. It is hoped that through the publication of this handbook that it will help our programs become healthy, harmonious, and holistic experiences for all involved. As a Catholic school we are dedicated to challenging and empowering students to achieve their best in whatever activity they participate.

Go Wildcats!

Sincerely,
OLW Booster Board

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MISSION STATEMENT

The Our Lady of the Wayside Athletic program provides an instructional, developmental, and competitive sports program as an extension of the Our Lady of the Wayside School academic programs. All participants will learn the fundamentals of each sport and be given the opportunity to develop strong, healthy, and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play, and team spirit.

PHILOSOPHY STATEMENT

Our Lady of the Wayside School is concerned with the development of the WHOLE person – the religious, moral, social, and academic dimensions, as well as, physical development. We believe that participation is an important part of student development. Through participation in the Our Lady of the Wayside athletic program, students may develop life-long skills and positive values. These values include leadership, healthful living habits, self-discipline, integrity, teamwork, respect for rules and regulations and the ability to participate with dignity and grace.

Student athletic programs exist to support, complement, and enrich the personal, social, and academic lives of the students. The athletic programs supplement a student's academic growth by providing lifelong learning experiences and a greater opportunity to develop their interests, talents, and abilities beyond the classroom structure.

GOALS OF THE ATHLETIC PROGRAM

The purpose of athletics at Our Lady of the Wayside is to:

- Develop sportsmanship.
- Extend and enhance student academic learning.
- Give students the experience of being part of a team.
- Provide opportunity for student's pursuit of established interests and develop new interests.
- Enhance opportunity to develop responsibility, leadership, fellowship, self-direction.
- Develop school spirit and pride.
- Help students maintain good health through physical fitness.
- Teach the proper attitude toward winning, losing, and competing with dignity.

GOVERNANCE OF THE ATHLETIC PROGRAM

The Athletics Program at Our Lady of the Wayside School is operated under the provisions and guidelines of the "Handbook for Athletics in the Catholic Elementary School" published in 2011 by the archdiocese of Chicago. The Booster Board and principal use the guidelines of the

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publication to help create this document, and will review and update this document as needed or when new publications are provided by the Chicago Archdiocese. The Northwest Catholic Conference athletic directors reserve the right to vote and implement changes as needed.

Role of the Athletic Director

The OLW Athletic Director plays a critical role as the liaison between the Conference, Booster Board, OLW School community and the OLW School administration. The AD attends conference meetings and works in partnership with the Vice-President of Boys' Athletics, Vice-President of Girls' Athletics, and the Vice-President of Cheerleading to schedule gym use as well as consults on the staffing of open coaching positions.

The AD is the contact for practice and game scheduling inclusive of conference, non-conference and tournaments. The AD may also schedule non-conference games for some teams. These non-conference games will be scheduled in an attempt to match a particular team's ability level or to challenge our skill level with the other non-conference team's ability level and/or play schools we might otherwise not have a chance to play.

Northwest Catholic Conference

OLW participates in the Northwest Catholic Conference, the largest Catholic Middle School Conference in the Northwest Suburbs. The following schools participate in the NWCC:

Boys and Girls Sports

Our Lady of the Wayside, Arlington Heights
St. James, Arlington Heights
St. Anne, Barrington
St. Mary, Buffalo Grove
St. Zachary, Des Plaines
Queen of the Rosary, Elk Grove Village
St. Hubert, Hoffman Estates
St. Francis, Lake Zurich
St. Emily, Mt. Prospect
St. Raymond, Mt. Prospect
Holy Family, Inverness
St. Theresa, Palatine
St. Thomas Villanova, Palatine
St. Alphonsus, Prospect Heights
St. Colette, Rolling Meadows

The NWCC website: <http://www.hometeamz.com/nwcc/> includes: Member schools and locations; By Sport/Grade - conference standings, schedule, results, and conference tournament brackets; and conference meetings and events.

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OVERVIEW OF AVAILABLE PROGRAMS

Our Lady of the Wayside participates in the following athletic programs.

Sport	Season	Timing	Grades
Cross Country	Fall	August – October	Girls 5-8 Boys 5-8
Girls Volleyball	Fall	September – October	Girls 5-8
Cheerleading	Fall & Winter	September - February	Girls 5-8
Boys Basketball	Winter	Oct - February	Boys 5-8
Girls Basketball	Winter	Nov - March	Girls 5-8
Boys Volleyball	Spring	March – April	Boys 5-8
Track	Spring	March – May	Girls 5-8 Boys 5-8
Girls Softball	Spring	March - May	Girls 6-8

Registration Timing/Deadlines, Fees & Uniform Deposit /Purchase

Sport	Sports Fee	Uniform Deposit* / Purchase	Open Registration Period at Sports Fee Amount	Late Registration Deadline: \$30 Late Fee Assessed after open registration period expires
Cross Country Grades 5-8	\$25	\$50 Deposit	May 1 st – June 1 st	June 15 th
Volleyball Girls Grades 5-8	\$75	\$50 Deposit	May 1 st – June 1 st	June 15 th
Cheerleading Grades 5-8	\$75	\$50 Deposit	May 1 st – June 1 st	June 15 th
Basketball Boys Grade 5-8	\$100	\$50 Deposit	May 1 st – June 1 st	June 15 th
Basketball Girls Grade 5-8	\$100	\$50 Deposit	May 1 st – June 1 st	June 15 th
Volleyball Boys Grade 5-8	\$75	\$50 Deposit	Dec 1 st – January 15 th	January 15 th
Softball Girls Grade 5-8	\$75	\$50 Deposit	Dec 1 st – January 15 th	Second Fri in Feb
Track & Field Grade 5-8	\$75	\$50 Deposit	Dec 1 st – January 15 th	Second Fri in Feb

*Check deposit will be returned at the end of the school year after athletic uniforms have been properly cleaned, labeled & returned to the Athletic Director.

** We encourage all participants to strictly adhere to the registration deadlines. Due to NWCC deadlines and planning, no registrations are accepted after the “late registration deadline”.

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The overall intent of the following policies are to inform coaches, parents and student athletes of expectations of the programs offered and are intended to balance inclusion and competitiveness.

Tryouts/Evaluations

Tryouts or evaluations will typically take place for all teams, but will be required if cuts are necessary to achieve the proper team size.

Whenever possible, skilled and experienced independent evaluators will be used. Evaluators chosen will not have children in the grade for which they are doing the evaluation.

Final team structure and size are subject to Booster Board approval. Team rosters are not to be communicated until formally approved first by the Booster Board and then the school administration.

Team Structure/Size

OLW Booster Board governs the team structure, number of teams and team sizes for each sport and grade level. The governance is influenced by factors including, but not limited to:

- number of participant registrations received at deadlines
- number of coaching volunteers
- availability of games and practice facilities
- skill level of participants

Activities for 5th and 6th grade levels are intended as developmental and should accommodate as many students as possible.

The following sports programs and grade levels have unlimited team size **(no cuts)**:

- 5th grade boys and girls basketball and volleyball (equal talent/skill level squad concept)
- 6th grade boys and girls basketball and volleyball (divided by skill level)
- 5th – 8th grade cross country
- 5th – 8th grade track and field
- 6th – 8th cheerleading

Dividing and Slating Teams According to Skill Level

For basketball, volleyball and softball, in which there are a large number of participating student athletes IN THE SAME GRADE LEVEL, the OLW Booster Board Directors may create two (and perhaps even three teams) for the purpose of ensuring a significant amount of playing time for all, as well as distinguish the skill level among the student athletes as they move beyond developmental and into competitive play.

The decision to divide teams by skill level must be made by the Booster Board Directors and the principal. As directed by NWCC, these teams will be referenced as Gold and Silver to differentiate the teams.

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CROSS COUNTRY

Students in grades 5th – 8th may participate. The season runs from August through October. There are no tryouts and no cuts. Students in grade 5th and 6th are considered Junior Varsity and those in 7th and 8th are Varsity. Junior Varsity athletes run a distance of one mile while Varsity athletes run two miles. Practices are typically right after school and are conducted in the neighborhood.

Typically there are 3-4 invitational track meets, followed by the conference championships for junior varsity and varsity. For a student to be eligible to participate in the conference finals they must participate in two regular season meets. All athletes must be on the official school roster submitted prior to the first meet; any athlete not registered by that meet will be ineligible for the season. If your student is unable to attend a meet, please inform one of the coaches as soon as possible. OLW will attempt to be the host school for at least one meet; parent volunteers are necessary.

Practices will be conducted during the week and will be held in the Ridge Street Parking Lot or surrounding neighborhood; practices will be from 3:15 pm to 4:30 pm. It is imperative that your student participate in as many of the workouts as possible so they become familiar with running accurately measured distances. Students are required to practice a minimum of twice a week to run in the meets (the only exception to the two practice minimum is when track conflicts with another school activity). All practices will be held weather permitting; any cancellations will be communicated through a school announcement prior to 2:30 pm.

TRACK

Students in grades 5th – 8th may participate. The track & field season runs from March through May. There are no tryouts and no cuts. Students in grade 5th and 6th are considered Junior Varsity and those in 7th and 8th are Varsity.

Typically there are 3 invitational track meets followed by the conference championships for junior varsity and varsity. For a student to be eligible to participate in the conference finals they must participate in two regular season meets. All athletes must be on the official school roster submitted prior to the first meet; any athlete not registered by that meet will be ineligible for the season. If your student is unable to attend a meet, please inform one of the coaches as soon as possible. This is very important for any athlete participating in a relay race.

In addition to our conference schedule, the varsity squads participate in the Illinois Elementary School Association Track and Field program. Athletes will compete in a qualifying sectional meet. If individuals or relay squads qualify at the sectional, they will move on to the state finals in May.

Practices will be held in the Ridge Street Parking Lot; practices will be from 3:15 pm to 4:30 pm. It is imperative the student participate in as many track workouts as possible so they become familiar with running accurately measured distances. Students are required to practice a minimum of twice a week to run in the meets (the only exception to the two practice minimum is when track conflicts with another school activity). All practices will be held weather permitting; any cancellations will be communicated through a school announcement prior to 2:30 pm.

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VOLLEYBALL

Grades 5, 6, 7, 8

Each tournament entered counts as one match. League playoffs that follow the regular season are counted as one tournament. Practices for grades 5th & 6th are not to exceed three hours per week and practices for grades 7th & 8th are not to exceed six hours per week.

Grades 7th & 8th matches start no later than 8:30 pm on days when there is school the following day and no later than 9:00 pm on other days. For grades 5th & 6th, these times are 7:30 pm and 8:00 pm respectively. No practices or matches are scheduled prior to 1:00 pm on Sunday.

Tryouts are conducted prior to the beginning of the season. As noted, the OLW Booster Board governs the team structure, number of teams and team sizes for each sport and grade level. Students enrolled in the program who meet eligibility requirements will play a reasonable amount of time in every match. Refer to the section on Playing Time.

BASKETBALL

Grades 5, 6, 7, 8

Each tournament entered counts as one game. League playoffs that follow the regular season are counted as one tournament. Practices for grades 5th & 6th are not to exceed three hours per week and practices for grades 7th & 8th are not to exceed six hours per week.

Grades 7th & 8th games start no later than 8:30 pm on days when there is school the following day and no later than 9:00 pm on other days. For grade 6th, these times are 7:30 pm and 8:00 pm respectively. 5th grade games are normally scheduled on weekends only. No practices or games are scheduled prior to 1:00 pm on Sunday.

Tryouts are conducted prior to the beginning of the season. As noted, the OLW Booster Board governs the team structure, number of teams and team sizes for each sport and grade level. Students enrolled in the program who meet eligibility requirements will play a reasonable amount of time in every game. Refer to the section on Playing Time.

GIRLS SOFTBALL

Grades 5, 6, 7, 8

Practices are not to exceed three hours per week. Tryouts are conducted prior to the beginning of the season. As noted, the OLW Booster Board governs the team structure, number of teams and team sizes for each sport and grade level. Students enrolled in the program who meet

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eligibility requirements will play a reasonable amount of time in every game. Refer to the section on Playing Time.

CHEERLEADING

Grades 5, 6, 7, 8

The philosophy and underlying goal of OLW cheerleading is to support OLW's athletic programs within the school. Each team shall strive to boost school spirit, promote good sportsmanship, and develop positive crowd involvement. Competition is a secondary role, but should not distract from the primary goal of OLW cheerleading.

Each cheerleader has game responsibilities. These include:

1. All cheerleaders must attend every scheduled function. (If a cheer game conflicts with another OLW team game, the cheer coach and other OLW team coach will work together to make the best decision for both sports.)
2. Cheerleaders will be at assigned games at least 30 minutes prior to the game.

UNIFORM

In conjunction with school policy, cheerleaders will be properly groomed. While practicing or performing, cheerleaders;

1. Will not wear heavy make-up; NO eyeliner or eye shadow will be worn.
2. Will keep finger nails trimmed for safety reasons; NO fake finger nails.
3. Will not wear jewelry for safety reasons.
4. Will keep hair clean and pulled up into a ponytail.
5. Will not chew gum.
6. Will wear the complete OLW Cheer uniform without additions.

Cheerleaders are responsible for the OLW cheer uniform:

1. A cheerleader is responsible for all items issued to her. Uniforms are to be cleaned according to the instructions received from the coaches before they are returned. If the uniforms are not returned, the cheerleader will forfeit their uniform deposit. The cheerleader will also be responsible for the costs of mends and repairs.
2. Uniforms will be fitted by the cheer coaches at the beginning of the season. NO alterations should be made to the uniform without the VP Cheerleading's approval. Unapproved alterations will result in a forfeit of the uniform deposit.
3. Cheerleaders will be responsible for cost of shoes, socks, leotards, briefs, and hair ribbons.

SAFETY

Safety of individual cheerleaders and stunt groups are of utmost importance. All stunting at games and practices must be well supervised by OLW cheer coaches. Stunting instructions will only be provided by knowledgeable and safety trained resources identified and/or hired by the VP of Cheerleading. OLW parent coaches will supervise the practicing of stunting techniques taught by these stunting resources. All squads will follow the cheer safety guidelines and rules set forth by the National Federation of High Schools (NFHS) and American Association of Cheerleading Coaches & Administrators (AACCA). These rules are updated annually and are provided at the following website: <http://cheerrules.com/2013-2014-high-school/nfhs-rules>.

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In addition to detailed stunting rules, this website provides a glossary of technical terms and links to safety and cheer resources (including demonstration videos).

Playing Time

The OLW Athletic Mission Statement and Goals are stated at the beginning of this Handbook. Being undefeated or winning a championship is fun but it can get in the way of the program's primary mission and goals. It is expected that every student enrolled in the program who meets eligibility requirements will be allowed to play a reasonable amount of time in each game or match. Missing practice without cause or excessive absences can result in reduced playing time and possible exclusion from the team. Playing time may also be reduced as a disciplinary action e.g. when a player loses self-control or engages in other conduct unbecoming of an OLW student athlete. (Please also see section on Eligibility.)

Volleyball

- 5th grade boys and girls (equal teams)
- 6th grade boys and girls; Gold and Silver Teams:

In grades 5th & 6th, all players are expected to be awarded equal playing time. The focus at these levels is on development. For 6th grade, where there may be Gold and Silver teams, there should be no "tournament teams".

- 7th and 8th grade; boys and girls; Gold and Silver Teams:

Playing time rules vary depending on team size. Teams of 12 players or less, each athlete must play a minimum of 12 points (combined score of both teams) per match. Teams of 13 players or more, each athlete must play a minimum of 10 points (combined score of both teams) per match. Our coaches strive whenever possible to comply with the playing time rules. Due to the nature of volleyball, however, there might be a circumstance where these rules are not followed. If this occurs, the affected player(s) must make up the playing time in the next scheduled match. For 7th and 8th grade, where there may be Gold and Silver teams, there should be no "tournament teams". See below for end of season conference tournament.

Cross Country

- All grades (5th – 8th), boys and girls:

All participants shall be given an opportunity to fully participate in all events. In the situation where some events are limited to the number of participants, a coach shall be solely responsible for choosing the student athletes to participate in those events.

Track

- All grades (5th – 8th), boys and girls:

All participants shall be given an opportunity to fully participate in all events. In the situation where some events are limited to the number of participants, a coach shall be solely responsible for choosing the student athletes to participate in those events.

Cheerleading

- All grades (6th – 8th), girls:

All participants shall be given an opportunity to fully participate. In the situation where some events or activities require specialized skills (such as tumbling or stunting) a coach shall be solely responsible for choosing the student athletes to participate in those events or activities.

Softball

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- All grades (6th – 8th), girls:

All participants shall be placed in the batting order and will bat when it is their turn. All participants must play in the field (defensive position) at least one inning per game.

Basketball

- 5th grade boys and girls (equal teams)
- 6th grade boys and girls; **Gold and Silver:**

In grades 5th and 6th all players are expected to be awarded equal playing time. The focus at these levels is on development. In the event that it is impossible for every player to play an equal amount during a particular game then the affected player(s) must be given additional time in the following game. There are no “end of season” tournaments for 5th and 6th grade. Therefore, tournaments entered at these grade levels during the season, coaches will be encouraged to strive for equal playing time, but will not be required to equal playing time guidelines for elimination (bracket) and/or championship games.

- 7th and 8th grade; boys and girls; **Gold and Silver:**

Playing time rules vary depending on the team size. Teams of 10 players or less, each athlete must play a minimum of 3:00 minutes per game. Teams of 11 players or more, each athlete must play a minimum of 2:00 minutes per game. The only exception is the end of the season conference tournament (see below).

For all ages, playing time guidelines are not in effect in overtime periods.

In special event games such as “Pack the Gym”, where more than 12 players could suit up, the game plan should be reviewed with the applicable Booster VP to determine the playing time criteria for that game.

Tournaments

Teams may enter tournaments as allowed by the “Handbook For Athletics In The Catholic Elementary School” published in 2011 by the archdiocese of Chicago and with approval of the Athletic Director. The purpose of entering a tournament is to expose the student athletes to tournament play and to expose them to other schools while adhering to the Mission Statement and Goals of this Handbook.

For 7th and 8th grade, standard playing time rules shall remain in effect for all tournaments except the *end of the season conference tournament* in which playing time is not guaranteed.

Coaches, however, are encouraged to play as many players as possible consistent with regular season playing time guidelines as detailed in the previous sections.

Violations

In the event that there is a complaint made concerning the violation of these adequate playing time rules, a coach will be asked to show the Booster Board the time each player played in the game being questioned. In instances where the records show that these playing time rules were violated or in the instance where the records are inadequate, the head coach will be counseled by a Booster officer concerning the violation and may be given a one game (match) coaching suspension for the violation. The suspension is not appealable.

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COACHES

Coaches for our teams are selected from parent volunteers, faculty, and other qualified individuals who present themselves for service to the athletes in our program. The current roster of coaches is available from the Athletic Director. Several times throughout the school year, openings for coach positions are posted in Monday Memos.

The Archdiocese of Chicago requires the completion of the VIRTUS program "Protecting God's Children" for all coaches, assistant coaches, helpers, and anyone who works with or in any way comes into contact with children through school or extracurricular activities. In addition to this, the OLSW Business Office requires completion of forms and permission for background check.

The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student athlete. A coach's attitude and behavior is critical to modeling good Christian Catholic sportsmanship both in word and deed. Coaches are screened and selected by the Booster Board and the athletic director. Head coaches must be at least 21 years of age and have submitted a Volunteer Application. They must be knowledgeable in the sport they are coaching and able to conduct practices and coach in a responsible manner.

Coaches are selected based on the following criteria:

- The ability to model Catholic Christian values.
- The ability to follow the Mission/Philosophy and goals of the program.
- The ability to responsibly supervise and instruct students in his or her care.
- An understanding of the sport to be coached.
- The ability to develop the potential, confidence and skills of each athlete.

Coaches are held accountable to:

- Adhere to the guidelines of this Handbook
- Show respect for game officials and opponents
- Refrain from public protest
- Be responsible for the safety and welfare of the team.
- Know the proper procedures for entering and securing the building.
- Carry pertinent information on every athlete in case of an emergency.
- Attend all practices and games. They are responsible to make sure that there is proper VIRTUS trained adult (a person of at least 21 years of age) supervision in their absence.
- Be responsible for student conduct and behavior at practices and games.
- Teach the rules of the sport and develop each player's skills
- Never instruct or encourage student athletes to violate either the spirit or the letter of league rules. Example: do not 'run up' huge point spreads but instead substitute players when then opposing team is way behind.
- Not tolerate any player word or action that de-values another player, name calling, taunting, etc; likewise any action that is physically dangerous, e.g. deliberately trying to injure an opponent during a game is strictly prohibited.
- Strive to be fair and unprejudiced in their relationships with the student athletes and their parents.
- Adhere to the guidelines for "playing time" for each student athlete.
- Plan for the proper physical conditioning of the student athletes.

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- Ensure that student athletes wear the uniform and all proper safety gear.
- Discipline inappropriate student behavior or disrespect.
- Communicate the schedule of practices and games (or any cancellations or alterations to the schedule) in a timely manner.
- Keep a written record of accidents and injuries and notify the parents.
- Give each athlete an appropriate opportunity to participate.

Coaches are not allowed to:

- Use inappropriate, abusive, or vile language.
- Deny adequate playing time to students.
- Give preferential treatment to the most gifted athletes.
- Submit rosters that have not been approved by the Booster Board
- Play students who are not on their regular school roster
- Forfeit games without following local procedures
- Join another league or an additional tournament without the approval of the Booster Board.
- Incur expenses without the approval of the Booster Board.

STUDENT ATHLETES RESPONSIBILITIES

OUR LADY WAYSIDE Code of Behavior

OLW Wildcats are boys and girls who pride themselves as students and members of our community. They not only represent themselves and their families but also their fellow classmates, the school, and their moderators and coaches. They will strive to be leaders and conduct themselves in such a manner as to be praised as exemplary young men and women.

Sportsmanship Pledge

As a member of the OLW community, I promise to conduct myself in a manner, which reflects positive Christian values, living my faith. I will **respect** others at all times – my fellow students, my parents and teachers, coaches and moderators. I will demand 100% effort of myself in the classroom and co-curricular activities. I will accept responsibility for my own actions and report any threats or harassment of others which endangers our school community. I will follow the rules and guidelines outlined in the Parent-Student Handbook. I make this **commitment** today to myself, and to my classmates, to always be a Wildcat bringing honor to myself, my family and my school. I will put my Our Lady of the Wayside team, before any other non-school sport or activity. I realize a Wayside game or practice should take priority over a travel team or any other sport practice or game.

Eligibility

OLW Boosters require that each student meet the requirements of the school to participate in any of its programs. These requirements are set forth in the Family Handbook published annually by the school.

If a student athlete is determined to be ineligible for an extended period of time, based on the OLW School Administration Guidelines (i.e. grades, attendance, or other disciplinary measures), corrective action may be in the form of reduced playing time, suspension, or removal from the team. The Booster Board, with input from the coaching staff and the athlete's parents, shall determine the appropriate corrective action.

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A student who has been declared ineligible by the school administration may not attend or participate in practices, games or meetings. An ineligible student is permitted to attend tryouts.

A student and/or parent who feel that extenuating circumstances resulted in his/her child's ineligibility may appeal, in writing, to the Athletic Director.

Attendance At School

Regular and punctual attendance is required for all practices and events. In addition to calling the school when a student-athlete is absent, it is important to notify the coach. The OLV Family Handbook defines school attendance requirements as they relate to sports eligibility.

Bullying

Any activity created with the intention of causing another student mental or physical discomfort, embarrassment or ridicule is considered bullying and is not tolerated under any circumstance.

Student-athletes will:

- Act responsibly and respectfully
- Know and abide by the rules
- Treat others as you wish to be treated
- Respect the judgment of the officials and coaches
- Appreciate a good play from opponents and teammates

Losing self-control, using inappropriate gestures or tone of voice or foul or abusive language, arguing a referee's call or a coach's decision or other signs of disrespect are reasons for disciplinary action. Consequences of such behavior are reduced playing time or even suspension or expulsion from the team. School policy governs all such incidents which are enforced by the administrations and the faculty.

An athlete may be asked to submit to a search of gym bag, uniform or other athletic gear when the athletic director, the coach, or another school official suspects that the student possesses drugs, weapons, or anything that might be detrimental to the health and safety of the student or of the team.

Missing practice without cause or excessive absences can result in reduced playing time and even exclusion from the team. Playing time may also be reduced as disciplinary action, e.g. when a player loses self-control or engages in conduct unbecoming a Christian student athlete.

PARENT/GUARDIAN RESPONSIBILITIES

Parents play an important role in the success of the student athlete and also in the success of the team. Parents must attend the mandatory pre-season orientation session for each sport.

Parents understand that enrolling their child in a sports program is a commitment that the child will play according to the rules and will play at all locations at which their team is scheduled to play. Full participation in all aspects of the program (i.e. driving student athlete some distance to 'away games' or tournament participation during the holidays) is expected. If parents cannot make such a commitment, then their child should not enroll in the sports program.

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Parents are expected to:

- Pay athletic fees and keep tuition accounts current
- Submit completed permission slips and waivers
- Encourage and support their child's efforts
- Show good Christian sportsmanship
- Let the coaches coach
- Let the players play
- Let the officials officiate
- Applaud good play on both sides
- Praise the players, win or lose
- Speak and act in a positive manner

Once your child is selected for a team, there will be a mandatory parent meeting. This meeting should occur shortly after the team is selected and include an overview of the team goals and policies as well as provide an opportunity to collect fees, complete forms and assign various jobs to parents. There will be time allotted to answer parent questions. At least one Booster Board member will be present at this meeting.

Parents of Basketball players, Volleyball players, and Cheerleaders will be expected to fill a team job during Cheer Showcase, home volleyball and basketball games such as scorekeeper, timekeeper, concessions, hallway monitor, setup/cleanup, etc. Assignment of team jobs is the responsibility of the coach or designated team parent. If a parent/family is unable to volunteer during a sport season, they may pay a \$100 opt-out fee instead, prior to the first game of the sport season.

Resolving Issues

We encourage a positive and open line of communication between all coaches, parents and student athletes. For any problems that may arise, students are encouraged to speak directly with their coaches. Coaches should not be approached before or after a game. If a discussion between student and coach does not resolve the issue, the student's parents should speak with the coach. If it is still not resolved, then the parent should address the issue with the Booster Board member who is in charge of the activity (e.g., VP Boys or VP Girls Athletics).

"24 Hour Rule"

OLW Coaches will naturally and deliberately reflect on game situations and decisions. Parents and fans, please allow coaches 24 hours before approaching them with any questions or concerns as these can be emotional times for parents, fans, athletes and coaches. Coaches will not discuss coaching strategies and plays or any information pertaining to other student athletes.

Grievance Policy

Parents are always welcome to bring any problems, comments or concerns to the Booster Board during scheduled "listening sessions" which take place, on an as needed basis, during the first 30 minutes of the regular Booster Board monthly meetings. These meetings are generally scheduled the 2nd Tuesday of the month during the school year and are held in the parish center. Once a grievance has been heard, all decisions will be final pending review by the OLW Principal. To assure room on the agenda, the Booster Board Secretary must be notified of a specific grievance at least 72 hours in advance of the Booster Board Meeting.

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BOOSTER BOARD

The Our Lady of the Wayside Booster Board meets monthly from August through June in the Parish Center. If you would like to address an issue to the Board, please contact the Booster Board Secretary so that your points can be added to the agenda for the next meeting.

2017-2018 Booster Board

President	Pam Heiss
Athletic Director	Tricia Stapleton
VP Girls Sports	Jim Frugo
VP Boys Sports	Ed Gerdes
VP Cheerleading	Anne Firestone
Treasurer	Janet Lynch
Secretary	Kevin Dolsen

The OLW Booster Board Bylaws are posted on the OLW School website at www.olwschool.org. Click on "school life" then "Boosters" to view the bylaws.

Budget Principles

Revenues are generated from the following:

- Athletic Fees
- Gate Admissions Fees
- Game concessions
- Tournaments run by Our Lady of the Wayside
- Cheerleading Showcase (February)
- Wayside Prowl (September)
- Retained Uniform & Participation Deposits

Expenses generally are for the following:

- Gym Rental (Public Schools/Park District)
- League Fees
- Referees
- Uniform Replacement
- Trophies, Awards
- Athletic Equipment Supplies
- Tournament Entry Fees
- Concessions
- Office Supplies (Scorebooks, etc.)
- Coaching Clinics
- CPR/First-Aid instruction and supplies
- Gym Floor Upkeep
- Faculty Coaching Stipends

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Although the Booster Board operates as a separate entity from OLW School, the Board is required to provide a financial statement to OLW School Principal and Business Manager on a quarterly basis. The goal is to have a balanced budget. We try to balance out the fees generated from players, families, and other parishioners/teams. The ability to balance this budget depends on the participation levels, success of fund raising efforts and maintaining costs.

Tournaments may be hosted during the year. Tournaments will be scheduled with the assistance of the Athletic Director and will be allocated to respective teams by seniority. The tournament host team, along with the Booster Board will be responsible for identifying teams, collecting fees, scheduling games and procuring tournament awards.

Parents of the Our Lady of the Wayside team will be responsible for procuring and selling concessions, collecting door receipts, security/maintenance (including gym preparation and takedown) and serving as official scorers/timekeepers. This applies to all games in the tournament, not just the games in which Our Lady of the Wayside participates.

Post Season Surveys

Surveys are sent to parents at the end of each sports season, including cheer. It is extremely helpful to the continued success of our programs if these forms are completed and returned. The parent can choose not to submit their name with the evaluation. They are used to evaluate the success of our sports programs and coaches and highlight any shortcomings. They help the Booster Board determine whether policy changes are appropriate. Feedback, both positive and negative, is given to the coaches in general terms, if appropriate.

Awards/Trophies

Sportsmanship Award

Each Spring at the 8th grade graduation dinner, one boy and one girl are awarded the sportsmanship award. The process for this award is as follows: Each eighth grade head coach nominates a player from their team and this list of nominees is given to the Athletic Director. The AD then reviews the list with school staff and the finalists are chosen.

Other Awards & Trophies

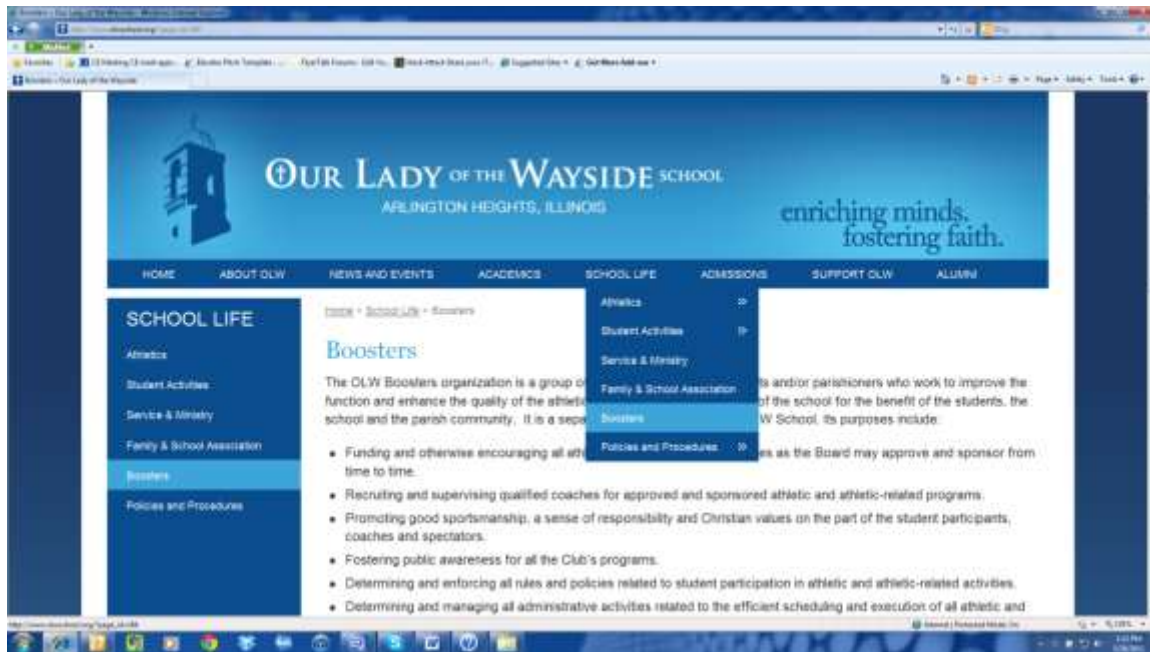
As agreed between the coaching staff and Booster Board.

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APPENDIX A - FORMS

The following forms are all available in electronic format on the OLW School web site at www.olwschool.org. Click on “school life” then “Boosters” to get the links.



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Parent Information Sheet

This fact sheet is to advise you of certain responsibilities should your child be chosen to participate on an Our Lady of the Wayside sports team.

1. For each activity there are tryouts/evaluations. Depending on various factors (number trying out, availability of coaches, availability of games and practice facilities, skill levels of participants, etc.), there may or may not be cuts. The OLW Booster Board governs the team structure, number of teams and team sizes for each sport and grade level.

2. Parents of team members, during volleyball and basketball seasons, will be assigned jobs such as scoreboard, scorebook keepers, monitoring hallways, staffing the concession stand, and other tasks. Anyone who wishes to opt out can do so for a fee of \$100. Anyone who does not fulfill their commitment will also be assessed the \$100 amount.

3. There is a fee per sport for each participant. This fee is due on the first day of practice.

2014-2015 fees:

\$25 Cross Country

\$75 Track

\$75 Softball

\$75 Volleyball

\$75 Cheerleading

\$100 Basketball (Grades 5-8)

4. For activities which OLW provides uniforms, a refundable \$50 uniform deposit is required. Please be advised that this deposit does not necessarily cover the cost of replacing the uniform if it is lost or damaged. Under no circumstances will uniforms be given to any student that does not have a deposit check. Please note that the check will not be deposited in the bank, and therefore will not clear your account unless the uniform is lost or damaged. You will receive your original check back when the uniform is returned in good order.

5. For some activities there are additional costs involved but every attempt is made to keep these at a minimum. For example, cheerleaders will be responsible for purchasing socks, cheerleading shoes, hair ribbons and a body suit. Participants in other activities may be required to purchase a shirt or sweatshirt. These purchases will remain the property of the student.

Please take a moment to explain to your child that if he/she makes the team, they are making a commitment to keep up with their school work, as well as a commitment to their coach and teammates. Students whose grades fall below acceptable levels may be placed on academic probation by School Administration which results in a suspension of the student from participation in Booster Activities including all practices, games or competitions. A student will be reinstated only after they meet the requirements set forth by the School Administration in the Family Handbook, and the Athletic Director approves the reinstatement. **Decisions regarding academic eligibility are the sole responsibility of the OLW School Administration.**

The Sports Program at OLW would never ask that a student exclude all other extra-curricular activities. However, a commitment to your team is absolutely necessary for the success of any program. An OLW sports team must take precedence over any other non-OLW sports team including club and travel teams. If your son/daughter is not willing to fulfill the commitments required to participate in OLW Booster Activities, please do not allow them to try out and therefore potentially take the place of another student that is willing to make the commitment required.

I have read the above information and am aware of the commitment required by my child and me.

Parent signature _____

THIS FORM MUST BE COMPLETED AND TURNED IN TO THE HEAD COACH BEFORE THE FIRST DAY OF PRACTICE/TRYOUTS OR THE STUDENT ATHLETE WILL NOT BE ALLOWED TO PARTICIPATE

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Permission & Medical Release

Our Lady of the Wayside Catholic School Permission Slip – Release form

THIS FORM MUST BE COMPLETED AND TURNED IN TO THE HEAD COACH BEFORE THE FIRST DAY OF PRACTICE/TRIYOUTS OR THE STUDENT ATHLETE WILL NOT BE ALLOWED TO PARTICIPATE.

I being the parent/legal guardian hereby give permission for the below named student to participate in the athletic/sport programs at Our Lady of the Wayside School in Arlington Heights, Illinois.

EMERGENCY

In the event of injury or illness to my child during participation in the program or any activity which is associated with the program(s), and upon failure to contact me after a reasonable effort to do so, I authorize treatment of the injury or illness by a licensed physician selected by a representative of the program in attendance at that time.

The following medical condition or known allergies of my child should be noted:

RELEASE

In consideration of my child being permitted to participate in the program, I hereby release Our Lady of the Wayside School and Parish and all persons participating in the programs as coaches, directors, officials, supervisors, or in any other capacity and all persons providing transportation to or from any activity associated with the program, from any liability or claim thereof arising out of or in any way related to the program or any activity associated with the program.

My son/daughter has permission to participate in OLW programs. Please complete fully as all communication will be made based on the information listed here. Multiple phone numbers/email addresses are encouraged.

SPORT/ACTIVITY _____

STUDENT'S NAME _____ GRADE/HOMEROOM _____

ADDRESS _____ BIRTH DATE _____

DAYTIME PHONES _____

EVENING PHONE _____

CELL PHONES _____

EMAIL ADDRESSES (Parents) _____

EMERGENCY CONTACT _____ PHONE _____

PARENT/GUARDIAN NAME _____

PARENT/GUARDIAN SIGNATURE _____

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Code of Conduct

Our Lady of the Wayside Athletics

Being an athlete requires more than just joining or making a team; it creates many demands that require sacrifice and responsibility. Being an athlete is a privilege. If the individual is willing to accept the burden of responsibility, athletics will repay the athlete with many rewards.

At Our Lady of the Wayside, one who decides to participate as an athlete accepts the responsibilities contained within this Code of Conduct.

Participation in athletics means more than competition between two individuals or teams representing different schools. It is much more than winning or losing. All athletes should exhibit the traits of good moral character. It also means understanding and appreciating the meaning of teamwork and sportsmanship. This guide will help young athletes by establishing a code for their conduct.

All Our Lady of the Wayside athletes

- 1) ...will exhibit acceptable standards of citizenship; all students are expected to follow OLW policy.
- 2) ...will maintain satisfactory academic proficiency, and will abide by the eligibility rules, procedures, and outcomes.
- 3) ...will refrain from any use of profanity or obscenity whether spoken, written, or gestured (including text messaging). This will not be tolerated.
- 4) ...do not believe in quitting. They never quit during a contest or practice, even when winning seems hopeless. An athlete who quits a team is not eligible to participate in another sport for that season.
- 5) ...realize that even though winning is one of their goals, they will retain modest behavior. Athletes also know that losing is part of the game; they will be gracious in defeat.
- 6) ...show good sportsmanship. When an athletic contest ends, athletes will be courteous and congratulate opponent on a good effort.
- 7) ...will develop and have pride – in the team, teammates, coach, school, and most importantly, in themselves.
- 8) ...encourage and support their teammates at all times. They never criticize a teammate nor blame someone for a bad play or loss. A successful team works together; they win and lose together.
- 9) ...do not dispute any official's decision. It is assumed that all participants in the management of the game, whether coaches and/or officials, are doing their best; just as it is assumed that athletes are trying to do their best. Coaches will represent individual athletes and the team in a dispute with the game officials. Any disrespect towards an official will not be tolerated.
- 10) ...will speak with respect to all students, faculty, and staff at OLW and at other schools. Insubordination and disrespect are not behaviors that will be tolerated.
- 11) ...directly represent OLW, the local community, and their coaches when they are involved in any activity, sports-related or otherwise, which brings them into contact with others. Therefore, athletes will conduct themselves in such a way as to be a credit to all parties concerned.
- 12) ...accept the responsibility for taking proper care of all school equipment and uniforms. All clothing items must be returned clean at the end of the season. Athletes understand that they must make restitution for any lost and/or damaged equipment and uniforms. Athletes will not be invited to try out for another sport until all items are returned and accounted for.

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Code of Conduct

Our Lady of the Wayside Athletics

- 13) ...will maintain a clean and proper locker room ensuring clothes are kept off the floor. When visiting another school, the guest locker room should be left in a clean and proper manner.
- 14) ...understand that there is a direct correlation between practice time and playing time.
- 15) ...will be out of the school building no later than one-half hour after practice and games.
- 16) ...who are absent from school either a whole or half day are ineligible to participate in a game or practice session on that day. A student who does not participate in physical education class will not be permitted to participate or play in any athletic contest on that day. Excused absences may be granted based on special circumstances (i.e. family emergency, doctor appointment).
- 17) ...understand that they are students first and athletes second.

Violation of this code of conduct is subject to disciplinary action up to and including dismissal from the team.

Athletic Code of Conduct Contract

Parent/Guardian and Student:

Please sign the form below and return to your coach before the first day of practice.

OUR SIGNATURES INDICATE WE HAVE READ AND UNDERSTAND THIS ATHLETIC CODE OF CONDUCT FOR OUR LADY OF THE WAYSIDE ATHLETICS.

Please Print – Student Athlete’s Name

Sport

Student Athlete’s Signature

Grade

Parent/Guardian’s Signature

Date

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SPORTS PARENT/GUARDIAN CODE OF CONDUCT

Our Lady of the Wayside

The purpose of the following Sports Parent/Guardian Code of Conduct is to help define appropriate parental/guardian actions that support the mission of the athletic program. Parents/guardians should read, understand, and sign this form prior to participation. (ref. *Handbook for Athletics in the Catholic Elementary School, 2011*).

Any parent/guardian who does not follow the guidelines below will be asked to leave the sports facility and be suspended from the privilege of attending games.

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these pillars of character.

As a parent/guardian, I therefore agree to the following:

I will not force my child to participate in sports.

I will remember that the game is for youth, not adults.

I will learn the rules of the game and the policies of the league.

I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy towards all players, coaches, officials, and spectators at all games and practices.

I (and my guests) will not engage in any kind of unsportsmanlike conduct (booing, taunting, etc) or any other form of harassment towards any official, coach, player or parent.

I (and my guests) will not use any profane language or gestures.

I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.

I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

I will demand that my child treat other players, coaches, officials, and spectators with respect.

I will teach my child the importance of hustle, playing fairly, and doing one's best.

I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.

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I will emphasize the importance of skill development over winning and losing.

I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my own child.

I will respect the officials and their authority during games, and will never publicly question their decisions.

I will respect the coaches for the time they donate, and I will never publicly confront, question, or criticize them.

I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.

I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches for the team.

Athlete's Name _____

Parent/Guardian Signature Date _____

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OLW Athletic Boosters Association Check Request Form

Use form to:

- Request reimbursement for expenses you paid for
- Request a check to be paid to a business or person for goods or services for the OLW Athletic programs

Name of Check Payee: _____

Address of Payee: _____

Amount of Check: _____

Reason for Expense: _____

Date Check is Required: _____

(Please allow at least 48 hours from time Treasurer receives check request)

Requested by & Date: _____

Approved by Booster officer & Date: _____

Please attach all related receipts. For expenditures such as referee fees with no related receipts, please provide the following information:

Game Date: _____

Dollar Amount per Game: _____

Number of Games Paid For: _____

Other Relevant Information (if any): _____

Treasurer Use ONLY – Check Number and Date: _____