



Athletic Handbook

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Table of Contents

Athletic Mission Statement and Program Philosophy	p. 3
Goals of the CJB Athletic Program	p. 3
Program Overview	p. 4
Responsibility for the Athletic Program	p. 5
CJB Athletic Board	p. 6
Number of Teams and Selection	p. 6
Playing Time Guidelines	p. 7
Attendance Guidelines	p. 9
Selection of Coaches	p. 10
a. Process for Selection of Coaches	p. 10
b. Criteria for Selection of Coaches	p. 11
c. Coaches: Roles, Responsibilities and Code of Conduct	p. 12
d. Monitoring Coaching Performance	p. 14
Student Athletes: Eligibility, Expectations and Code of Conduct	p. 15
Parent/Guardian: Expectations, Responsibilities and Code of Conduct	p. 16
Spectator Expectations	p. 17
Grievance Procedure	p. 17
Scheduling Considerations	p. 19
Safety Considerations	p. 19
Club Activities	p. 20
Athletics Sponsoring Policy	p. 20
Finances	p. 21
Student Athlete Agreement	p. 22
Child/Minor Acknowledgement Form	p. 23
Consent for Health History Form	p. 25
Code of Conduct Form for Coaches	p. 26
End of Season Questionnaires	pp. 27 - 28
CJB Athletic Team Coach/Player/Parent Agreement Grades 3rd-4th – 5th	pp. 29 - 31
CJB Athletic Team Coach/Player/Parent Agreement Grades 6th -7th – 8th	pp. 32 - 34

I. Athletic Mission Statement and Program Philosophy

“As a body is one though it has many parts, and all the parts of the body, though many, are one body, so also Christ. Now a body is not a single part, but many. If a foot should say, “Because I am not a hand I do not belong to the body,” it does not for this reason belong any less to the body. Or if an ear should say, “Because I am not an eye I do not belong to the body,” it does not for this reason belong any less to the body. If the whole body were an eye, where would the hearing be? If the whole body were hearing, where would the sense of smell be? But as it is, God placed the parts, each one of them, in the body as intended. But as it is, there are many parts, yet one body. The eye cannot say to the hand, “I do not need you,” nor again the head to the feet, “I do not need you.” Indeed the parts of the body that seem to be weaker are all the more necessary. . . . Now you are Christ’s body, and individually parts of it.”

1 Corinthians 12:12, 14-18, 20-22, 27

The mission of the Cardinal Joseph Bernardin School (CJB) Athletic Program is to promote an opportunity for all children to develop their physical talents, increase self-confidence and self-esteem, and promote the values of sportsmanship and teamwork in a manner that is grounded in our love of Christ and Catholic faith.

The philosophy of the CJB Athletic Program is to preserve the virtues of teamwork even when different individual personalities come together, each with different talents, attitudes and viewpoints. CJB recognizes that our Catholic faith calls us to demonstrate our commitment to each other and to our brothers and sisters, and sacrifice for the greater good of the team. As a Catholic community, we cannot submit to the principle that certain conduct is acceptable because “others do it.” We must expect more of ourselves, and be guided by the values and sacrifices of Jesus Christ our Savior, with the realization that there is no greater responsibility from God than protecting the physical and emotional well-being of a child.

Through participation in the CJB Athletic Program, students may develop life-long skills and positive values, including leadership, healthful living habits, self-discipline, integrity, respect for rules and regulations, and the ability to participate with dignity and grace.

II. Goals of the CJB Athletic Program

- Promote and encourage the development of Christian values and character such as fairness, cooperation, leadership, and respect for authority and all others;
- Provide all students the opportunity to develop strong, healthy, disciplined minds and bodies;
- Encourage positive attitudes and the goal to try one’s best;
- Develop sportsmanship by teaching the proper attitude toward winning, losing and competing with dignity;
- Teach all students the fundamentals of each sport;
- Develop school spirit and teamwork; and
- Provide an enjoyable recreational activity which can be sustained into adulthood.

III. Program Overview

The CJB Athletic Program provides an instructional sports program as an extension of the CJB academic and faith-based curriculum. As such, each participating student must follow the policies and procedures set forth in this handbook to ensure continued participation in the selected activity. The CJB Athletic Program will follow a “no cut” policy as long as participants practice with the team regularly, positively contribute to the team and maintain academic standards. All participants will learn the fundamentals and strategies of each sport and be given the opportunity to develop those skills in practice and games.

A. Participation in the CJB Athletic Program

The school and gym at CJB were constructed by St. Elizabeth Seton parish (SES). Neither building is owned by the school. In the early years of CJB School, a decision was made to allow joint participation in athletics by both SES religious education students and CJB students. To this end, SES hired an athletic director, who, with volunteers from both the parish and the school, developed a robust athletic program enjoyed by children at CJB and children enrolled in religious education at SES. Some teams had both school children and religious education children, and others, called parish teams, were composed solely of religious education children from SES. For many years, there were more parish teams than school teams, and the two types of teams co-existed under the guidance of a single athletic director, running a single athletic program.

In recent years, the look of the CJB athletic program has changed due to declining enrollment in the parish religious education program, resulting in a smaller number of religious education teams, to the point where school teams now draw from a larger enrollment. Going forward, the CJB Athletic Program will be a sports program with two tracks, a track with school teams (“school track”) and a track with religious education teams from SES (“parish track”). Both tracks of the CJB Athletic Program will be subject to the policies and procedures of the 2011 Archdiocese of Chicago Catholic Schools Handbook for Athletics, the Cardinal Joseph Bernardin Catholic School Athletic Handbook and the Cardinal Joseph Bernardin Athletic Board Constitution and By-Laws.

Beginning with the 2011-12 school year, enrollment in the CJB Athletic Program will be as follows:

- Students that attend Cardinal Joseph Bernardin School shall only participate on teams in the school track of the CJB Athletic Program;
- Religious education children from SES who previously played on school teams will be allowed to play on those same teams, as they will be “grandfathered” into that part of the school track of the CJB Athletic Program until they graduate from grade school;
- All new religious education children from SES seeking athletic involvement (or those religious education children who do not wish to enroll in the school track) will be directed to the parish track of the CJB Athletic Program.

Continuing in this manner will address the legitimate needs and expectations of St. Elizabeth Seton parishioners. This policy was developed in consultation with the Executive Pastor, Principal and SES Pastor. This policy, like others, will be evaluated over time to ensure the mission of the CJB Athletic Program.

B. Athletic Activities

The following activities are subject to the policies in this handbook and currently comprise the CJB Athletic Program:

School Track ("Bernardin Cardinals")

Girls Basketball (grades 4-8)
Boys Basketball (grades 4-8)
Girls Volleyball (grades 4-8)
Boys Volleyball (grades 4-8)
Cheerleading (grades 3-8)
Boys Baseball (grades 5-8)
Bowling*
Chess Club*
Boy's Golf*

Parish Track ("Seton Saints")

Basketball
Volleyball
Baseball

* denotes school club activity for CJB students

The activities sponsored by the CJB Athletic Program are subject to change from year to year by the CJB Athletic Board if deemed appropriate based on a change in circumstances.

The CJB Athletic Program does not discriminate on the basis of race, sex, national or ethnic origin in governing, managing and financing its athletics program or in selecting participants. No liquor may be issued at school-sponsored CJB sports events. There will be no smoking or alcoholic consumption at any CJB sporting events. This policy conforms to policies, procedures, and rules established by the Catholic Archdiocese of Chicago and/or the Office of Catholic Schools.

IV. Responsibility for the CJB Athletic Program

Since the CJB Athletic Program is an extension of the school and its curriculum, these programs are subject to the authority of the Executive Pastor by virtue of his office (Archdiocesan Policy), the Principal (Archdiocesan Policy), the CJB school handbook, the CJB School Advisory Council, and the CJB Athletic Board. The Executive Pastor and Principal are the primary authority of the CJB Athletic Program with final decision-making authority on any issue within the athletic program. The only exception to this rule would involve matters raised in the Grievance Process involving SES religious education students, as any decisions would involve final review and approval from the SES Pastor. The Executive Pastor and Principal, along with the SES Pastor, have consented to the establishment of the CJB Athletic Board, which works cooperatively with the Executive Pastor and Principal, as well as the SES Pastor when necessary. The CJB Athletic Board is comprised of an Athletic Director (AD) and nine other selected members, as described in the Constitution and By-laws of the CJB Athletic Board. All CJB athletic programs and sports events fall under the jurisdiction and authority of the CJB Athletic Board with the consent of the Executive Pastor and Principal, as well as the SES Pastor. Pursuant to the consent of the Executive Pastor and Principal, as well as the SES Pastor, the CJB Athletic Board shall set guidelines and procedures that govern the scope and direction of the extracurricular sports programs and student

participation in such programs. The CJB Athletic Board will work in cooperation with the school faculty members, the CJB School Advisory Council, parish leaders and religious education staffs, and parents. The Principal and the Executive Pastor expressly reserve the right to immediately review and reverse any decision or policy of the CJB Athletic Board, if deemed appropriate by the Principal and Executive Pastor, to protect the best interests of Cardinal Joseph Bernardin School and its students.

V. CJB Athletic Board

The Executive Pastor and Principal, with the approval of the SES Pastor and CJB School Advisory Council, have authorized the formation of the CJB Athletic Board. The CJB Athletic Board is comprised of the Athletic Director (AD) and nine (9) other selected individuals that will act as a standing committee of the CJB School Advisory Council, with ultimate accountability to the Executive Pastor and Principal, as well as the SES Pastor when certain Grievance Process matters are involved. The AD is an *ex officio* member of the Athletic Board with no voting privileges. All policies and procedures created by the CJB Athletic Board must be in accordance with all school and Archdiocesan policies and guidelines. The CJB Athletic Board administers the CJB athletic program in consultation and collaboration with the Executive Pastor and Principal, as well as the SES Pastor when necessary. The operation and management of the CJB Athletic Program is set forth and defined by the Constitution and By-laws of the CJB Athletic Board, which are expressly incorporated in this Athletic Handbook by reference as if more fully stated herein.

VI. Number of Teams and Selection

- The CJB Athletic Board shall determine the number of teams to be established for each grade level for each sport. Maximizing playing time for all participants shall be an important factor in establishing the number of teams for each sport at each grade level.
 - If it is determined that there will be more than one team for a particular grade level and sport, the CJB Athletic Board shall secure an independent evaluator that is not directly associated with the CJB Athletic Program to conduct an evaluation of each child that wishes to participate in a sport from grades 4 through 8. Reasonable notice shall be provided to parents/guardians and athletes regarding the scheduled times of any evaluations.
 - The evaluation shall be designed to provide each participant reasonable opportunity to demonstrate their ability and skills. The evaluation must be a formalized assessment with a standard template developed by the AD and approved by a majority of the CJB Athletic Board. The results of these written assessments shall be made available to any parent/guardian upon request for the sole purpose of educating the student-athlete on any identified strengths or weaknesses. The disclosure of the written assessment shall not be used by the parent/guardian or student as an opportunity to request an amendment to the results of the evaluation.
 - During the evaluation process, the independent evaluator shall consider any past written player evaluations completed by CJB coaches. Coaches may participate in the evaluation process only so far as to clarify any information noted in any past written evaluations. All other involvement by coaches in the evaluation process is prohibited.

- At the conclusion of the evaluation, the independent evaluator shall determine the placement of participants on teams based upon the following guidelines:
 - 4th and 5th grade: The rosters of each team shall be selected by the independent evaluator so that the talent level is evenly split among the established teams.
 - 6th, 7th and 8th grade: Team rosters shall be determined by the independent evaluator based upon the results of the evaluation of each participant's ability and skills.
- Team rosters shall be posted outside the AD's office at CJB within 7 days after the last evaluation.
- The general rule is that specific requests for team placement by a parent/guardian will not be honored. In limited circumstances and for reasonable cause, the AD is granted the discretion to modify any player placement on a team by the independent evaluator, provided that the modification occurs prior to the posting of any team rosters and with the approval of a majority of the CJB Athletic Board.
- If a student misses the evaluation process, a second day of evaluations by an independent evaluator will be scheduled for all students at all grade levels that missed the initial evaluation session.

VII. Playing Time Guidelines

As a Blue-Ribbon Catholic School, the CJB Athletic Program has a responsibility to each of its participants to provide an athletic experience that is not based solely in terms of winning and losing, but rather in terms of improvement, enjoyment, and building of self-confidence for our children. In order to accomplish these goals, the participants must become gracious winners and losers, and understand that team participation and goals are more important than individual performance or expectations. The concept of teamwork allows the students to experience individual growth while encouraging growth of their teammates, peers, friends and competitors. As a Catholic community, we strive to develop positive character traits, focus on effort rather than outcome, and on learning rather than comparison to others.

From grades 6 through 8, there will be "A" and "B" level teams for each sport as allowed by athlete participation, league limits, coaching positions, gym availability or in unforeseen circumstances. An evaluation process will determine player skill level. Once placed on a team, a player will not be switched to another team unless allowed to do so according to league rules, nor given a monetary refund if participation is withdrawn.

The following playing time guidelines shall apply to all sports in the CJB Athletic Program:

- 3rd, 4th and 5th grade teams
 - Playing time should be equal for all team members during regular season, playoffs and tournament games. The focus at this level is on development. The emphasis is on putting forth best effort regardless of the outcome of the game.

Every player on the team will play substantially equal time in each game, including tournaments, except in the case of disciplinary action. Significant playing time differentials must be avoided.

- The equal playing time standard in 3rd, 4th and 5th grade assumes that each player has maintained academic eligibility requirements, attended and participated in practices regularly (unless properly excused), and demonstrated a positive attitude towards his/her fellow teammates, coaches, and members of teams of opposing players. Any student that has not met these requirements shall not be entitled to this equal playing time presumption. The coach must notify the player and parent of their decision and the rationale for that decision.
- It will be recommended to coaches that they keep logs of minutes played in each of the games for all of the team members.

- **6th,7th and 8th grade teams**

- Playing time for all team members shall be substantially equal over the course of a season, with each athlete playing the equivalent of a minimum of one quarter in each game or match regardless of it being regular season, playoffs or tournaments.
- A player or players should never sit out an entire game or match.
- These playing time standards assume that each player has maintained academic eligibility requirements, attended and participated in practices regularly (unless properly excused), and demonstrated a positive attitude towards his/her fellow teammates, coaches, and members of teams of opposing players. Any student that has not met these requirements shall not be entitled to these playing time presumptions. The coach must notify the player and parent of their decision and the rationale for that decision.
- It will be recommended to coaches that they keep logs of minutes played in each of the games for all of the team members.

- **Player Borrowing**

- If a team is able to field enough players for a game (8 in volleyball, 7 in basketball), player borrowing is not allowed. If circumstances arise that clearly indicate that it is unlikely that enough players will be available for a game, a player(s) may be borrowed to allow the team to meet its roster needs.
- Any practice of borrowing players must be in compliance with the applicable rules of each league. Borrowing is only allowed when a "B" level team player moves up to an "A" level team, or a "C" level team player moves up to a "B" level team. Borrowed players should only participate if absolutely needed and at the discretion of the AD; playing time should always be given to the grade-level roster players first.
- For the school track, "borrowed" players must be students of CJB who are on an active roster for the current sport/season. No exchange of students should

take place between the school and parish tracks, unless as authorized in Section III of this Athletic Handbook.

- All borrowing will be coordinated through the AD. Should a long term or permanent borrowing circumstances develop, the AD should consult with the CJB Athletic Board for majority approval prior to implementation.

- **Club Activities**

- Bowling, chess team and golf are club activities that are managed by the AD. As such, participation or playing time should be substantially equal for all team participants.

VIII. Attendance Guidelines

Participants in the CJB Athletic Program should be committed to attend each practice session and game, to be on-time for each practice and game, and to remain for the full time of each practice and game, unless properly excused by the coach after advance notice to the coach. Any “excused absence” authorized by the coach must be in compliance with the spirit of the guidelines set forth in this Athletic Handbook.

Absences due to illness, family vacation, or other extracurricular activities are to be expected, but should be limited. If a child is involved in a non-school organized activity outside of CJB, practice/match conflicts are sure to arise. It is certain that missed practices or games will impair the development of the player, and it is probable that team development will be negatively affected as well. Thus, players are strongly expected to make a commitment to place their CJB team in front of other organized activities if the student-athlete wishes to maximize his or her playing time.

The following attendance guidelines shall be adhered to by all coaches in the CJB Athletic Program:

- Participants will not be allowed to practice or play in a game on any school day that he/she is not in class.
- Students must be in attendance at the end of the school day for eligibility to be granted; leaving early is considered an absence. An absence on Friday renders a student ineligible for that Friday game only.
- An absence on the last day before a break renders a student ineligible for that day only.
- Absence from school due to attendance at school approved educational activities or funerals do not affect extracurricular activity eligibility.
- Any student conflicts that arise due to other CJB-related extracurricular activities should always be treated as an excused absence by a coach, unless exceptional circumstances are present or there is a pattern of obvious abuse of this exception.
- Excessive or unexcused absences/tardiness from practices or games, or a pattern of conduct that demonstrates an obvious lack of commitment to the CJB athletic team, will reduce some or all of the playing time of the participant in the next game, or result in a possible suspension or dismissal from the team.

- When determining whether there has been excessive or unexcused absences/tardiness from practices or games, or a pattern of conduct that demonstrates an obvious lack of commitment to the CJB athletic team, the coach shall be strictly guided by principles of fairness to those student-athletes who have exhibited a commitment to the CJB team. Failure to attend practices can affect the entire team and distract from the sense of teamwork and team spirit that the coaches are striving to achieve. The end result of the game or match shall not dictate the amount of playing time to be reduced for the player in question, as the goal of the CJB athletic attendance policy is to pursue fairness for those players who have maintained a commitment to the CJB sports team.
- Coaches shall fairly, uniformly and consistently apply this policy for student's excused and unexcused absences from practice and games consistent with the guidelines of this Athletic Handbook. Any failure of a coach to enforce this policy, or if the coach engages in a pattern of decision-making that exhibits an abuse of his or her discretion in this regard, shall result in a possible loss of coaching privileges as determined by the CJB Athletic Board.
- Coaches shall inform the player and parents of any violations of these attendance guidelines. Players suffering the consequences of this type of infraction are nonetheless expected to attend the game and to sit with the team.

IX. Selection of Coaches

Coaches have the greatest responsibility and opportunity to guide and influence the student athletes. Coaches assume the role of a teacher, mentor, and minister to the young people in their charge. A coach's attitude and behavior are critical to modeling good Christian Catholic sportsmanship, both in word and deed. The careful selection of coaches is vital if the athletic program is to reflect the Mission/Philosophy of the school sports program. Conduct by a coach that is inconsistent with the Mission of the CJB sports program as outlined herein will not be tolerated.

A. Process for the selection of coaches

- At least 60 days before an opening game/match, the Athletic Board shall publicize to the 4 sponsoring parishes in the CJB community all open coaching positions (**both head and assistant**) and when appropriate, recruit additional qualified coaching candidates.
- Each head and assistant coaching candidate shall either have on file with the Board or shall submit to the Board: (1) a completed CJB Coaching Application and (2) an Archdiocese of Chicago Form 7703, "Application for Employment or Volunteer Service." The applicant shall provide sufficient background information to allow the AD and Athletic Board to properly assess and evaluate the coaches' knowledge and prior experience in the sport. The applicant should also be available for a personal interview.
- The AD shall screen, interview, and present recommended head coaching candidates to the CJB Athletic Board for majority approval. The Athletic Board shall be allowed the opportunity for further discussion or investigation with the AD regarding any proposed candidates prior to any decision. Potential coaching

candidates shall be encouraged to submit at least one written personal reference in support of their application to assist the Board in determining whether the candidate in question exhibits high standards of Christian virtue.

- At least 14 days prior to the first practice of the season, the Athletic Board shall select the head coaches through a majority vote. The Athletic Board shall give strong consideration to those coaching candidates who have previously coached at CJB with positive reviews. The decisions of the CJB Athletic Board will be final in all matters involving coaching staff.
- In sports where there will be more than one team per level, player evaluations will take place before final coaching positions are selected. Immediately after player evaluations and team rosters are finalized, the CJB Athletic Board shall select the approved head coaches.
- Assistant coaches will be recommended by the head coach from the list of coaches who previously applied for an open coaching position at CJB. All assistant coach recommendations are subject to review and final approval by a majority of the CJB Athletic Board. The decisions of the CJB Athletic Board shall be final in matters involving the selection of coaching staff.
- Previous coaching experience in the sport, and other relevant coaching experience, will be considered in the coaching selection process, but is not mandatory.

B. **Criteria for Selection of Coaches**

Coaches must:

- Model Catholic Christian values at all times;
- Be 21 years of age and be ACEP certified;
- Submit Archdiocese of Chicago Form 7703, "Application for Employment or Volunteer Service";
- Submit CJB Coaching Application form;
- Be available for personal interview by the AD;
- Complete an online criminal background check at www.archchicago.org (Scroll to the Protecting Children button. Select Background Screening. Follow eAppsDB Instructions for Employees);
- Attend Virtus/Protecting God's Children for Adults (on-line at www.archchicago.org);
- Read and sign Code of Conduct at www.archchicago.org;
- Complete Child Abuse and Neglect Tracking Form (CANTS) at www.archchicago.org;
- Attend CPR/AED Training Class;
- Attend and successfully complete any in-service training;
- Articulate and model the philosophy and goals of the program;
- Responsibly supervise and instruct the youth in his or her care;
- Understand the fundamentals of the sport to be coached;
- Develop the potential, confidence, and skills of each athlete;
- Keep "winning" in perspective, by keeping in mind the more important goals and mission of the CJB Athletic Program;

- Sign acknowledgement form that they have received and read their copy of the Athletics Handbook, and that they fully understand the mission and philosophy statement.

C. Coaches: Roles, Responsibilities and Code of Conduct

- Coaches who are selected will be required to attend and successfully complete the Virtus training and complete required forms and all in-services mandated by the Archdiocese and the Athletic Board.
- Coaches are expected to attend a pre-season Parent Night Meeting in order to meet the parents, share their philosophy and season goals, and review the Athletic Handbook.
- The Coaches will be familiar with, adhere to, and support the CJB athletic Mission Statement and Philosophy and all guidelines within this Athletic Handbook, as well as all league policies and guidelines.
- Coaches will be knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport. They should use tactics and strategies that are appropriate for the age and skill levels of their student-athletes.
- Coaches must strive to be fair and impartial in their relationships with the student athletes and their parents. They must strive to faithfully and fairly adhere to the guidelines for 'playing time' for each student athlete.
- Coaches should strive to reward those players who demonstrate continued commitment to CJB athletics;
- Coaches shall fairly, uniformly and consistently apply and strictly enforce the attendance guidelines for student-athletes at practices and games as set forth in this Athletic Handbook.
- Coaches will model Christian sportsmanship knowing that the school is judged more by the coach's sportsmanship than by his/her record. The coach will teach and guide the team members with a sense of fair play and model winning and losing in a respectful, courteous, and gracious Christian manner.
- Coaches will show respect for game officials and opponents by publicly shaking hands with the officials and the opposing coach before and after a game which gives clear witness to this respect. Students will also be required to respectfully shake the opposing teams' hands as a show of good sportsmanship.
- The coach will refrain from unreasonable or undisciplined public protest which may lead to similar behavior from students, parents and other spectators.
- Coaches are responsible for the safety and welfare of the team. They are responsible for the equipment issued to them and for the proper use of the facilities where practices and games are held.
- Coaches practicing at school facilities will know the proper procedures for entering and securing the building.
- Coaches will take necessary precautions to protect all clothing and valuables of the student-athletes. Students will also be held responsible for their belongings.
- Coaches will carry with them at all times pertinent information on every

student athlete in their care in case of an emergency. A health history form should list obvious problems such as asthma, heart problems, diabetes and specific allergies (including bee stings, food, poison ivy, etc.). The coach shall also carry all emergency contact information for parents and guardians. A First Aid Kit should be at all games and practices. However, coaches never administer medications.

- In case of an apparent serious injury, the coaches should immediately call for paramedics. In addition, the coaches should notify the parents or emergency contacts as quickly as possible; using the phone numbers listed on the permission slips. When paramedics arrive, the coach is to give them the permission slip and provide answers to any questions they may have concerning the circumstances of the injury. The coach must complete a CJB accident report and submit copies to the Athletic Director and Principal.
- Coaches should be familiar with the School Emergency Plan and periodically rehearse the plan with the team.
- Coaches will make every effort to attend all practices and games and demonstrate a commitment to the CJB sports team. If the coach cannot attend a practice or game, the assistant coach should take over for that practice or game. If the assistant coach is unavailable, the practice or game is cancelled.
- Coaches will teach the rules of the sport and develop each player's skills within the framework of team concept. They must help each player develop self-confidence, discipline and sportsmanship and make participation a learning experience for all.
- Coaches will follow the playing time guidelines as detailed in the CJB Athletic Handbook's Playing Time section, and abide by the eligibility policy of CJB.
- Coaches will be fair and unprejudiced in their relationships with student-athletes and their parents. They must be objective when they evaluate talent.
- Coaches will plan for proper physical conditioning of the student-athletes. Practices should begin with stretching and warm-up exercises and end with cool downs.
- Coaches will ensure that student-athletes wear the appropriate uniform, all proper safety equipment, and any other expected attire.
- Coaches will strive for always having a second adult present for all practices and games. Coaches should discipline inappropriate student-athlete behavior or disrespect. However, the coach may never resort to physical or verbal abuse or profanity. Coaches should know the difference between punitive touching (physical discipline) and corrective touching (correcting a student-athletes hold on a ball): the former is prohibited while the latter is not. Coaches will also take care that touching a student-athlete will never be interpreted in a sexual manner. Coaches must use common sense and maturity when resolving problems and conflicts. Coaches will be assisted in conflict resolution by the support of the AD and CJB Athletic Board.
- Coaches will keep objective, factual written records of problems concerning attitude and/or behavior. These records are important when a discipline matter leads to the suspension and/or expulsion of a student-athlete from the CJB

Athletic Program. Coaches should immediately report disciplinary problems to the AD. An incident form will be provided for tracking purposes.

- Coaches will communicate the schedule of practices, games or any cancellations or alterations to the student-athletes and their parents in a timely manner. Coaches cannot assume that players will get the message home. Use of e-mail may be a preferred mode to help ensure all communications are easily accessible by the parents/guardians. In any case, the preferred and most effective method of communication will be clearly stated by the coach.
- Coaches will keep a written record of accidents and inquiries and parents should be notified of the same. While it may be impossible to document every injury and its source, an honest effort to document and notify parents in a timely manner is important for the safety and security of the student-athletes. Accidents or injuries requiring medical attention will also be communicated to the AD, which is reported to the Principal. An incident form will be provided for this purpose and is to be completed by the coach and signed by all parties involved (a parent or guardian, or coach if neither are present, may sign for the injured student athlete).
- Coaches should give each student-athlete an on-going opportunity to participate. It is understood that coaches will seek to provide meaningful playing time for all student-athletes. Consideration will be given to behavior, eligibility, effort and attitude of student athletes at both practice and games. Our goals remain to educate, teach, develop and keep our athletes safe.
- Coaches shall complete a player evaluation form at the end of every season for each team member, which is provided to the AD.

D. Monitoring Coaching Performance

The CJB Athletic Board has developed procedures to monitor the Coaches in the performance of their duties. If a coach is unable to perform his/her duties according to the spirit and guidelines of the CJB Athletic Program, or is negligent or deficient in carrying out his/her coaching responsibilities, a process for removal of the coach will be initiated immediately on motion of any member of the Athletic Board. A majority vote of the Board is needed to sustain the motion for removal. Coaches who have been removed from their position will not be involved in any other aspects of the athletics program.

At the end of every sports season, coaching evaluations will be conducted through questionnaires submitted by the coach to all parents and players. These questionnaires will be constructive and instructive and used to identify strengths and weaknesses of the coach. All questionnaires shall be treated as confidential. The AD shall provide all completed questionnaires to the Secretary of the Athletic Board, who shall summarize the major findings and retain them indefinitely in a secure location on the school premises. A copy of the survey summary will be provided to the AD to be reviewed with the applicable coaches. These surveys shall be made available by the Secretary as requested in the event that any coach re-applies for a coaching position at CJB during the following school year.

X. Student Athletes: Eligibility, Expectations and Code of Conduct

Participating in the CJB Athletic Program and playing sports is a privilege, not a right. All athletes will be held to personal, academic and disciplinary standards. All CJB students who meet academic and conduct eligibility may play for CJB teams.

- Players are strongly expected to make a commitment to place their CJB team in front of other organized activities.
- Students must pay the required fees and have a current athletic physical on file in the school office before being allowed to participate in evaluations.
- All students who are participating in athletics must also have proof of primary medical insurance on file with the school.
- Academic expectations for eligibility include earning passing grades, completing homework, and cooperating with teachers in meeting the academic expectations of the class. If a student does not meet these academic expectations, the student will be suspended from team play and practices until he/she demonstrates academic improvement and achievement at a passing level.
- For those students that are academically ineligible, the student's progress will be reviewed weekly until the teachers recommend that eligibility be returned. The final decision regarding eligibility will be made by the school administration.
- Conduct expectations for eligibility include following the good conduct expected of a CJB student. Any student who is repeatedly disruptive in class, disregards school rules, shows poor sportsmanship, or disobeys a major school rule, will be suspended from team play or practices until he/she demonstrates improvement in his/her conduct. The student's progress will be reviewed weekly until such time as that the teachers recommend that eligibility be returned. The final decision for eligibility will be made by the school administration.
- The student athlete will show respect for coaches and cooperate with them fully. The athlete will also show respect for members of their team, other teams and coaches, officials and spectators.
- Athletes are expected to be present and on time for all practices and games.
- The athlete is responsible for any uniforms or equipment issued. It will be the responsibility of the athlete and the athlete's family to replace any issued equipment if it becomes lost or damaged. At the end of the season, any loaned uniforms or equipment will be returned in good, clean, and reusable condition.
- An athlete may be asked to submit to a search of gym bags, uniforms and other gear when the Athletic Director, Coach, or school staff member suspects that the athlete possesses illegal substances, weapons, alcohol, tobacco products, or anything that might be determined as detrimental to the health and safety of the student or team.
- When any student, on or off campus, is subjected to or inflicts verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activity by an individual student or group of students, it will be deemed as bullying. Any violation will not be tolerated and is subject to suspension or recommendation for expulsion from the athletic program through the grievance process of the CJB Athletic Board or direct action taken by the CJB school administration.

- The athlete will display good sportsmanship and play by the rules. Losing self-control, using inappropriate gestures or tone of voice, foul or abusive language, arguing and official's call or a coach's decision, or other signs of disrespect, are reasons for disciplinary action. Consequences of such behavior include lost playing time, suspension, or expulsion from the team. These consequences are recommended by the CJB Athletic Board and approved by the Principal.

XI. Parent/Guardian: Expectations, Responsibilities and Code of Conduct

Parents play an important role in the success of the student athlete and also in the success of the team. The Philosophy/Mission Statement of the school and CJB Athletic Program as well as the expectations of their child's participation in the Program should be communicated to the parents. Attendance at a mandatory pre-season orientation is an expectation.

- The CJB Athletic Program will operate on a "fee-to-pay" structure. No refunds will be issued after teams are posted.
- Practices will be closed to parents and other spectators, unless otherwise noted. This will allow the coaches to communicate more effectively with their team, and allow the athlete to focus on the drills and plays being demonstrated without the distractions of parents and spectators.
- Parents will provide transportation for their children to and from games and practices. Coaches are not covered with liability insurance in these matters: therefore, they may not transport athletes at any time.
- Parents will assist in maintaining the athlete's uniform and/or equipment.
- Parents are expected to support and encourage their child's efforts. Attending games and cheering the team is a show of support; however, parents are always reminded to act in a responsible manner and show good Christian sportsmanship.
- Parents are required to contribute their time and service in support of the team and the CJB Athletic Program. A volunteer program is dependent upon everyone's help and support to maintain a high level of quality and success. Parents could be asked to assist as scorekeepers, timekeepers, statistic keepers, money or ticket takers, fundraisers, concession helpers, crowd monitors, assistant coaches, or with setup and cleanup.
- Parents will refrain from attempting to direct or instruct the play of any athlete or the team. They will not criticize the playing efforts of any athlete or the team.
- Parents and guardians must understand that enrolling a child in a sports program is a commitment that the child play according to all rules, attend practices, and arrive in a timely manner at all locations that the team is scheduled to play. Full participation in all aspects of the program, e.g. driving student athletes to "away games" or tournaments that are a distance from the school, tournament participation during the holidays, etc. is expected.
- Parents can be a model for putting losses in perspective and moving on. Questioning, criticizing, or berating the coach, the referees, or any other officials is inappropriate and will not be tolerated.
- Parent or guardians should realize they might be asked to leave an athletic event if they are not able to maintain a standard of acceptable behavior or sportsmanship.

Coaches will be responsible for enforcing these guidelines and reporting to the AD any issues of concern that arise. Parents who violate these behavior guidelines may not be permitted to return to any future athletic events (home or away) for the remainder of the season.

XII. Spectator Expectations

Parents, relatives, guests, and visitors will use only positive expressions of enthusiastic support and active participation. They will use established channels to voice suggestions for improvement. At any and all sporting events, parents, coaches, athletes, boosters, spectators and fans of the CJB Athletic Program are to remember that they are all representatives of CJB and must properly conduct themselves according to the Christian ideals we proclaim as a faith-filled community. Anyone who cannot conduct themselves in this manner will be excluded from extra-curricular sports events sponsored by CJB (both home and away).

The following code of ethics is to be displayed in the CJB gymnasium and communicated to coaches, participants, and parents, relatives, and guests periodically.

- Spectators are expected to be respectful fans and show good sportsmanship.
- Extend hospitality to opponents and their guests and greet them cordially.
- Show respect for the opponents at all times.
- Know, understand, and appreciate the rules of the game. Maintain self-control at all times.
- Recognize skill and performance regardless of team affiliation. Show courtesy to the opposing team. Booing is never acceptable behavior.

XIII. Grievance Procedure

1. Parental Concerns or Complaints present a written outline of the grievance to the A.D.

The following steps should be taken to address any possible disagreements that may occur during a season.

- Any concerns a parent/guardian might have relating to a student's participation in a sport must first be shared with your child's coach. Such communication must be conducted in an appropriate manner - never immediately before, during, or after a contest. It is strongly recommended that a 24 hour "cooling off period" be employed before any of those concerns are addressed to help ensure emotions are kept in check.
- If no resolution can be reached between the parties, or if the coach does not respond within 48 hours, the AD should be contacted in an attempt to mediate a satisfactory resolution. The parent/guardian, athlete, coach and AD must be present at the meeting.
- If there are further concerns, the parent/guardian should present a written outline of the grievance to the A.D. This information will be directly given to the President of the CJB Athletic Board (who in turn will share this grievance with the entire board). A meeting will be scheduled to discuss and resolve the matter by a majority vote of the members. The involved parties may request (or be required) to attend the above meeting, in order to present their case.
- If a CJB student is involved, the decision of the Athletic Board, with the approval or ratification by the Principal and Executive Pastor, will be considered final.

- If a SES religious education student is involved, the decision of the Athletic Board, with the approval or ratification by the SES Pastor, will be considered final.
- Any matters addressed by the AD or the officers of the CJB Athletic Board during the grievance process shall be treated as confidential and not subject to public disclosure.

2. Conduct resolution of a student-athlete

- Students represent the CJB Athletic Program. Disciplinary action by a coach is expected when conduct violations occur. The coach shall notify the parent/guardian and AD in writing on official CJB stationary that a problem does exist. The notification from the coach must be factual and non-judgmental. A copy of the letter should also be provided to the AD and Principal.
- If notification from the coach is not enough to encourage proper behavior; the student, coach, parent/guardian, and Athletic Director will meet to discuss possible solutions.
- If the solutions suggested by the meeting of the concerned parties mentioned above are ineffective, the President of the Athletic Board should be contacted. The nature of the problem should only be shared with the officers of the CJB Athletic Board for discussion and resolution by a majority vote. The parent/guardian shall be entitled to meet with the officers of the Board in person to discuss other avenues of resolution.
- If a CJB student is involved, the decision of the officers of the CJB Athletic Board, with the approval or ratification by the Principal and Executive Pastor, will be considered final.
- If a SES religious education student is involved, the decision of the officers of the CJB Athletic Board, with the approval or ratification by the SES Pastor, will be considered final.
- Any matters addressed by the AD or the officers of the CJB Athletic Board during the grievance process shall be treated as confidential matters not subject to public disclosure.

3. Violation of Handbook Rules or Policies by a Coach

- Coaches shall comply with the guidelines set forth in this handbook to the best of their ability. The following actions are of a nature that will warrant disciplinary action by the Board:
- Any coach ejected from a game because of unsportsmanship-like conduct will be suspended for the next game and may be subject to additional penalties by the CJB Athletic Board.
- Any coach who verbally abuses another person (for example, words that are excessively critical of player's or referee's ability or efforts) may be suspended for the remainder of the season and may be disqualified

4. Parents/Guardians/ Spectators

- If the President of the CJB Athletic Board receives a notice or complaint of serious infractions of this handbook, such as inappropriate parent, guardian or student fan behavior before, during, or after a game or other disruptive and unsportsmanlike behavior not fitting a Catholic school representative, such persons involved in any such incidents may be required to appear before the officers of the CJB Athletic Board in order to maintain their visiting privileges to CJB athletic events. Any failure to cooperate with the CJB Athletic Board shall lead to a revocation of that individual's visiting privileges to athletic events associated with CJB (both home and away).
- If a CJB family is involved, any disciplinary findings issued by the officers of the CJB Athletic Board, which can include the suspension or revocation of visitor privileges at CJB athletic events, will be the final determination in the matter if ratified by the Principal and Executive Pastor.
- If a SES religious education family is involved, any disciplinary findings issued by the officers of the CJB Athletic Board, which can include the suspension or revocation of visitor privileges at CJB athletic events, will be the final determination in the matter if ratified by the SES Pastor.

- If the AD or anyone working under his direction and supervision, such as a gym supervisor, becomes aware of inappropriate, unsportsmanlike or disruptive fan behavior before, during, or after a game, the individual(s) should be directed to leave the premises by the AD or appointed gym supervisor.

XIV. Scheduling Considerations

- The CJB Athletic Board shall determine at what grade level the students are allowed to participate in the program and at what grade level the athletes engage in league play. The number of practices and games and the time of the practices and games are determined in consideration of the student athlete's age, physical development and academic responsibilities and the opportunity for family life. Schedules are submitted to the Athletic Board for approval.
- All practice and game schedules must be in compliance with Archdiocese guidelines.
- No practices or games are to be scheduled before 12:00 p.m. on Sunday, as each family should be allowed the opportunity to attend Mass together.

XV. Safety Considerations

- Prior to participating in evaluations, each student must complete and return an athletic physical, proof of primary medical/health insurance, emergency contact information, emergency medical release, Child/Minor Acknowledgement and Consent for Health History form.
- It is critical for coaches to know if any of their players have certain health problems that could affect their sport participation or medical treatment. A health history form can document these various health related issues, such as diabetes, asthma, epilepsy, heart murmurs, allergies or any other such medical issues. For a child to be allowed to play in the CJB Athletic Program, the parent/guardian must sign a consent form permitting this information to be shared with the coach or any first aid responder.
- A medical release form may allow emergency medical treatment on the participant if the parent/guardian is not available.
- The coach should keep the emergency contact information form, health history form and emergency release form for each player and carry them to all practices and games. These forms must be completed and submitted to the AD on an annual basis.
- Players who attend CJB school and play for a CJB school sponsored team should have their own health, medical and accident insurance policy coverage. CJB School also offers supplemental accident insurance for only CJB athletes at the expense of the athlete's family.

- Each coach will be given a first aid manual at the beginning of each season. Each coach will also be given a folder that must contain the following forms that the coach must maintain at all practices and games:
 - A player roster with all emergency contact information;
 - A medical release form for each player to be completed before participation;
 - A health history form for each player; and
 - Accident report forms to be completed immediately following an injury.

XVI. Club Activities

- Club activities at CJB include golf, chess and bowling;
- For all club activities, playing time or participation should be equal for all team members at all times. The emphasis is on putting forth best effort regardless of the outcome of the game. Every player on the team will play substantially equal time in each game or match, including tournaments, except in the case of disciplinary action;
- The policies and guidelines in this handbook apply to all club activities, with the exception that chess participants are not required to obtain an athletic physical.

XVII. Athletics Sponsoring Policy

All CJB Athletic programs and sports events fall under the authority of the CJB Athletic Board. No athletic program, team or event may use the name “Cardinal Joseph Bernardin School” or “Seton Saints” or any derivatives of these names without the approval of the CJB Athletic Board.

No individual or team may participate in any athletic event, competition, league or tournament as representatives of Cardinal Joseph Bernardin School without the knowledge and approval of the CJB Athletic Board. In addition, no individual or team may participate in any athletic event, competition, league, or tournament under any name if such participation is contingent upon their membership in Cardinal Joseph Bernardin School.

The name “Bernardin Cardinals” or any derivative of the school name may not be used in any form of product merchandising without the permission of the Principal of Cardinal Joseph Bernardin School.

XVIII. Finances

The athletic programs offered by the CJB Athletic Program are designed to be self-sustaining. Fees are set to allow as many students as possible to participate and also to pay for all applicable athletic fees and costs.

No student will be kept from playing on a team sponsored by the CJB Athletic Program because of financial inability to pay the fees. Parents/Guardians may request the athletic fee waivers or reductions from the Principal (for school students) or SES Pastor (for religious education students), which may be approved on a case by case basis.

After reading this handbook, both the athlete and a parent/guardian must sign and return the Cardinal Joseph Bernardin Catholic School Student-Athlete Agreement below. These signatures indicate that both the athlete and the parent/guardian have read the handbook and agree to the policies and procedures described within. The parent/guardian's signature also serves as permission for his or her son or daughter to participate on an athletic team, and commitment to follow the athletic code and guidelines herein.

Additionally, the parent/guardian must also sign the Child/Minor Acknowledgement Form and Consent for Health History Form below before a student may participate in the CJB Athletic Program.

**CARDINAL JOSEPH BERNARDIN CATHOLIC SCHOOL
STUDENT-ATHLETE AGREEMENT**

I AM A CHRISTIAN. I will always behave in a Christian and moral manner, in and out of school, on and off the court, in games and in practices. Therefore, I will not wear to practice or to and from any games any apparel that is un-Christian or promotes smoking, drugs, or alcohol. I will remember that my actions will speak for the kind of person that I am.

I AM A MEMBER OF THE CARDINAL JOSEPH BERNARDIN SCHOOL ATHLETIC PROGRAM. I will always remember that I represent Cardinal Joseph Bernardin School. I will always obey the rules of CJB ~~school~~School as outlined in the Athletic Handbook. I recognize that as a student athlete, I must always place my academic and religious education studies first. I will do nothing to embarrass Cardinal Joseph Bernardin School or myself especially when at another site. This includes, but is not limited to: unsportsmanlike conduct, name calling, abusive language, and showing disrespect for Cardinal Joseph Bernardin School or the host school. I realize that I will be suspended for such action and may face removal from the program.

I AM A MEMBER OF THE _____TEAM. I will show pride and respect for my team and teammates. I will do so by working my hardest in every practice, listening to and obeying the coaching staff, and supporting and encouraging my teammates in practices and in games. I realize that this means that I am expected to be on time for practices and games and that excessive or unexcused absences or tardiness will not be tolerated. I understand that this is a team sport and that the team's success is also my success, regardless of my role in a particular game or match. I realize that failure to support my team or teammates may result in lost playing time or a suspension and that I can be removed from the team for repeated violations.

Student Name (print) _____

Student Signature _____

Date _____

PARENT WAIVER AND ACKNOWLEDGEMENT

I/We have read the CJB Athletic Handbook and agree that my child will abide by its provisions. I/We understand the mission of the CJB athletic program. We respect and agree to the code of conduct for students, ~~parents,~~ parents/guardians, and spectators. We also respect and agree with the policies stated in this Athletic Handbook, and will ensure our child/children abide by all requirements to participate in activities. We, as parents/guardians, agree to the parent code of conduct and will support the CJB athletic program. We also understand the inherent possibilities of an injury while competing in a sports program and being aware of these give permission for _____ (name of children) to participate.

Parent/Guardian Name(s) (print) _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Date _____

Child/Minor Acknowledgement Form

The Catholic Bishop of Chicago (CBC), Cardinal Joseph Bernardin School and St. Elizabeth Seton Parish are committed to conducting programs and activities in the safest manner possible and holds the safety of participants in the highest possible regard. Participants and parents registering their child in these programs must recognize there is an inherent risk of injury when choosing to participate in these activities, including athletics. The Catholic Bishop of Chicago (CBC), Cardinal Joseph Bernardin School and St. Elizabeth Seton Parish insist participants follow safety rules and instructions designed to protect the safety of the participants and attendees.

Please recognize that the Catholic Bishop of Chicago (CBC), Cardinal Joseph Bernardin School and St. Elizabeth Seton Parish do not carry medical insurance for injuries athletes sustain in their programs. The cost would make program fees prohibitive. Each person registering themselves or a family member for a recreation program/activity should review their own health insurance policy and accident/liability insurance policy for coverage. The absence of health insurance coverage or accident/liability insurance coverage does not make the Catholic Bishop of Chicago (CBC), Cardinal Joseph Bernardin School and St. Elizabeth Seton Parish responsible for the payment of medical expenses.

I recognize and acknowledge there are risks of physical injury and I agree to assume the full risk of any injuries (including death), damages, or loss which I or my minor child/ward may sustain as a result of participating in activities connected with this program. I am responsible for the transportation of my child/ward to and from all athletic events. The use of my personal automobile to transport participants or attendees is not sanctioned or sponsored by the Catholic Bishop of Chicago (CBC), Cardinal Joseph Bernardin School and St. Elizabeth Seton Parish and is my own voluntary undertaking. While using my personal vehicle to and from parish/school activities, I acknowledge my automobile insurance is primary; I understand and will comply with the rules and regulations of the Illinois Motor Vehicle Code; I understand and will comply with other Federal, State and local laws; during the events and to and from the events I will not engage in any inappropriate behavior or activity and doing so will be my personal responsibility.

On behalf of myself and/or child/ward, I will indemnify the Catholic Bishop of Chicago (CBC), Cardinal Joseph Bernardin School and St. Elizabeth Seton Parish from claims resulting from injuries (including death), damages and losses sustained by me or my minor child/ward or arising out of, connected with, or any way associated with the activities of the program.

In the event of an emergency, I authorize the Catholic Bishop of Chicago (CBC), Cardinal Joseph Bernardin School and St. Elizabeth Seton Parish, or their duly designated agents, to secure from any hospital, physician, and/or medical personnel any treatment deemed necessary for my minor child's immediate care and agree I will be responsible for payment of any and all medical services rendered. I have read and fully understand the above program details.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Name of Child/Minor/Ward

Address

Home Telephone

Work Telephone

Consent for Health History Form

I hereby authorize the representatives of Cardinal Joseph Bernardin School and the Cardinal Joseph Bernardin Athletic Program to release any pre-existing medical history information contained in the athletic physical for _____ (student), which can be identified in a Health History Form to be disclosed to the head coach, assistant coach or any other authorized first aid responder solely in connection with the student's participation in an athletic sports activity sponsored by the CJB Athletic Program. This authorization shall cease to be effective at the conclusion of the final game played in that sport's season.

In the event of an emergency involving my child/minor/ward, I authorize the head coach, assistant coach or any other authorized first aid responder to release any information contained in this Health History Form to any medical provider for purposes of emergency medical treatment.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Name of Child/Minor/Ward

Address

Home Telephone

Work Telephone

Cell Phone

Code of Conduct Acknowledgement Form for Coaches

Name: _____

Date: _____

I have received and reviewed my copy of the CJB Athletic Handbook and the Constitution and By-laws of the CJB Athletic Board. I have read and understand the Code of Conduct for coaches and I agree to abide by it. I also agree to abide by all of the policies and guidelines detailed in the CJB Athletic Handbook and promote the stated mission of the CJB Athletic Program.

Signature

Date

END OF SEASON QUESTIONNAIRES

In an effort to continuously improve our athletic program, we will be actively seeking feedback from our parents and student participants at the end of each season. Such input will provide us with the information necessary to assist us in the process of reviewing the efforts of our coaching staff to maintain a positive experience for each of our athletes. We expect each of our coaches to honor the game, redefine the term “winner”, and positively interact with their players.

Parent Survey

My child’s coach:

Strongly Disagree to Strongly Agree

- | | | |
|-----|---|---------------|
| 1. | Obedied the rules | 1 2 3 4 5 6 7 |
| 2. | Showed respect for officials’ | 1 2 3 4 5 6 7 |
| 3. | Treated all players with respect | 1 2 3 4 5 6 7 |
| 4. | Treated opponents with respect | 1 2 3 4 5 6 7 |
| 5. | Rewarded effort, not just results | 1 2 3 4 5 6 7 |
| 6. | Helped players learn and improve in the sport | 1 2 3 4 5 6 7 |
| 7. | Helped players bounce back from mistakes | 1 2 3 4 5 6 7 |
| 8. | Used positive reinforcement | 1 2 3 4 5 6 7 |
| 9. | Encouraged players to do their best | 1 2 3 4 5 6 7 |
| 10. | Made the sport fun for my child | 1 2 3 4 5 6 7 |
| 11. | Listened to players | 1 2 3 4 5 6 7 |
| 12. | I would like my child to play for this coach again. | 1 2 3 4 5 6 7 |

Please list coach’s name

Athlete’s name

Grade/Sport

Please return this questionnaire in an envelope addressed to the Athletic Office via your athlete through the school ASAP.

----- Feel free to use the back for comments -----

Player Survey

My coach:

Strongly Disagree to Strongly Agree

- | | | |
|-----|---|---------------|
| 1. | Obedied the rules | 1 2 3 4 5 6 7 |
| 2. | Showed respect for officials | 1 2 3 4 5 6 7 |
| 3. | Treated all players with respect | 1 2 3 4 5 6 7 |
| 4. | Treated opponents with respect | 1 2 3 4 5 6 7 |
| 5. | Rewarded effort, not just results | 1 2 3 4 5 6 7 |
| 6. | Helped players learn and improve in the sport | 1 2 3 4 5 6 7 |
| 7. | Helped players bounce back from mistakes | 1 2 3 4 5 6 7 |
| 8. | Used positive reinforcement | 1 2 3 4 5 6 7 |
| 9. | Encouraged players to do their best | 1 2 3 4 5 6 7 |
| 10. | Made the sport fun for me | 1 2 3 4 5 6 7 |
| 11. | Listened to players | 1 2 3 4 5 6 7 |
| 12. | I would like to play for this coach again. | 1 2 3 4 5 6 7 |

Please list coaches name

Athlete's name

Grade/Sport

Please return this questionnaire in an envelope addressed to the Athletic Office.

-----Feel free to use the back for comments-----

CJB Athletic Team Coach/Player/Parent Agreement

Grades 3, 4 and 5

In order for the student-athlete to participate in the upcoming season, this form must be read and signed by said student-athlete's parent/guardian.

Any coach for said team must also read and sign below.

Please reference the CJB Athletic Handbook (<http://cjbschool.org/wp-content/uploads/CJB-Athletic-Handbook.pdf>) for a complete overview of the CJB athletic program.

Mission and Goals

Mission of the Cardinal Joseph Bernardin School (CJB) Athletic Program:

- Provide an opportunity for all children to develop their physical talents
- Increase self-confidence and self-esteem
- Provide a great athlete experience in order to create continued participation in future years
- Promote the values of sportsmanship and teamwork in a manner that is grounded in our love of Christ and Catholic faith

Goals of the CJB Athletic Program

- Promote and encourage the development of Christian values and character such as fairness, cooperation, leadership, and respect for authority and all others
- Provide all students the opportunity to develop strong, healthy, disciplined minds and bodies
- Encourage positive attitudes and the goal to try one's best
- Develop sportsmanship by teaching the proper attitude toward winning, losing and competing with dignity
- Teach all students the fundamentals of each sport
- Develop school spirit and teamwork
- Provide an enjoyable recreational activity which can be sustained into adulthood

Coaches

- Coaches have a great opportunity and responsibility to guide and influence the student-athletes
- Coach must demonstrate the appropriate knowledge for the game and communication skills needed to be able to succeed.
- Coaches assume the role of a teacher, mentor, and minister to the young people in their charge.
- A Coach's positive attitude and behavior are critical to modeling good Catholic sportsmanship, both in word and deed.
- Conduct by a coach that is inconsistent with the Mission of the CJB sports program with regard to behavior and/or playing time will not be tolerated and will be subject to an athletic board review.

Student-Athletes and Playing Time

Playing time for 3rd, 4th and 5th grade should be equal for all team members during regular season, playoffs and tournament games.

- The focus at this level is on development.
- The emphasis is on putting forth best effort regardless of the outcome of the game.
- Every player on the team will play essentially equal time in each game, including tournaments, except in the case of disciplinary action.
- Significant playing time differentials must be avoided.

The equal playing time standard in 3rd, 4th and 5th grade assumes that each student-athlete has

- Maintained academic eligibility requirements.
- Attended and participated in practices regularly (unless properly excused).
- Demonstrated a positive and respectful attitude toward fellow teammates and coaches, members and coaches of opposing teams, and the officials.
- Committed themselves to effort, dedication and the principals of teamwork.

Any student-athlete that has not met these requirements shall not be entitled to this equal playing time presumption.

The coach must notify the student-athlete and his/her parent of the decision, and the rationale for the decision, **prior** to reducing the playing time.

Participation in the CJB athletic program is a privilege, not a right.

Parents/Guardians

- A parent’s positive attitude and behavior are critical to modeling good Catholic sportsmanship, both in word and deed.
- Parents and spectators are to remember that they are representatives of CJB and must properly conduct themselves according to the Christian ideals we proclaim as a faith-filled community.
- Anyone who cannot conduct him/herself in this manner will be excluded from extra-curricular sports events sponsored by CJB.

In the event of a grievance, parents should follow the procedure outlined in the CJB Athletic Handbook:

1. Address the coach at an appropriate time (i.e. not during a game) and keep communication open using the cooling off period of 24 hours following an incident as a guideline.
2. If there is no resolution within 48 hours, the Athletic Director should be contacted to assist in mediating communication between coach(es) and parent(s).
3. Further concerns should be addressed to the President of the Athletic Board for confidential review by the Athletic Board Officers.

We strive to win, but we let it come as a result of the developmental process. Our student-athletes ARE winning when they are becoming better human beings through participation in their sport.

Player Name _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Coach Name _____

Coach Signature _____

CJB Athletic Team Coach/Player/Parent Agreement

Grade 6, 7 and 8

In order for the student-athlete to participate in the upcoming season, this form must be read and signed by said student-athlete's parent/guardian.

Any coach for said team must also read and sign below.

Please reference the CJB Athletic Handbook (<http://cjbschool.org/wp-content/uploads/CJB-Athletic-Handbook.pdf>) for a complete overview of the CJB athletic program.

Mission and Goals

Mission of the Cardinal Joseph Bernardin School (CJB) Athletic Program:

- Provide an opportunity for all children to develop their physical talents
- Increase self-confidence and self-esteem
- Promote the values of sportsmanship and teamwork in a manner that is grounded in our love of Christ and Catholic faith

Goals of the CJB Athletic Program

- Promote and encourage the development of Christian values and character such as fairness, cooperation, leadership, and respect for opponents and coaches
- Provide all students the opportunity to develop strong, healthy, disciplined minds and bodies
- Encourage positive attitudes and maximize potential
- Develop sportsmanship by teaching the proper attitude toward winning, losing and competing with dignity
- Teach all students the fundamentals of each sport
- Develop school spirit and teamwork
- Provide a good experience and lifelong memories

Coaches

- Coaches have a great opportunity and responsibility to guide and influence the student-athletes
- Coaches must be organized and possess strong communication skills
- Coaches must have a good understanding of the sport they are coaching
- Coaches assume the role of a teacher, mentor, and minister to the young people in their charge.
- A Coach's positive attitude and behavior are critical to modeling good Catholic sportsmanship, both in word and deed.
- Conduct by a coach that is inconsistent with the Mission of the CJB sports program with regard to behavior and/or playing time will not be tolerated and will be subject to an athletic board review.

Student-Athletes and Playing Time

Playing time for 6th, 7th and 8th grade should be a cumulative goal of at least 50% of total competition time for all team members throughout the season. Each player will play a minimum of 1 quarter of each game or match during regular season, playoffs and tournament games.

- The focus at this level is on development and competition.
- The emphasis is on continued learning and preparing players ready to compete in high school.

The playing time standard in 6th, 7th and 8th grade assumes that each student-athlete has

- Maintained academic eligibility requirements.
- Attended and participated in practices regularly.
- Demonstrated a positive and respectful attitude toward fellow teammates and coaches, members and coaches of opposing teams, and the officials.
- Committed themselves to effort, dedication and the principals of teamwork.

Any student-athlete that has not met these requirements shall not be entitled to the above playing time presumption.

The coach must notify the student-athlete and his/her parent of the decision, and the rationale for the decision, **prior** to reducing the playing time.

Participation in the CJB athletic program is a privilege, not a right.

Parents/Guardians

- A parent’s positive attitude and behavior are critical to modeling good Catholic sportsmanship, both in word and deed.
- Parents and spectators are to remember that they are representatives of CJB and must properly conduct themselves according to the Christian ideals we proclaim as a faith-filled community.
- Anyone who cannot conduct him/herself in this manner will be excluded from extra-curricular sports events sponsored by CJB.

In the event of a grievance, parents should follow the procedure outlined in the CJB Athletic Handbook:

1. Address the coach at an appropriate time (i.e. not during a game) and keep communication open using the cooling off period of 24 hours following an incident as a guideline.
2. If there is no resolution within 48 hours, the Athletic Director should be contacted to assist in mediating communication between coach(es) and parent(s).
3. Further concerns should be addressed to the President of the Athletic Board for confidential review by the Athletic Board Officers.

We strive to win, but we let it come as a result of the developmental process. Our student-athletes ARE winning when they are becoming better human beings through participation in their sport.

Player Name _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Coach Name _____

Coach Signature _____