



ASSUMPTION CATHOLIC SCHOOLS **MIDDLE SCHOOL – ATHLETIC HANDBOOK**

PHILOSOPHY

It is the primary purpose of the Elementary and Middle School Athletic Department, along with the Middle School Athletic Association, to provide an extension of the Christian educational experience. The Athletic program is designed to provide enjoyable extracurricular activities for children and teach the fundamentals of sports. The program strives to develop self worth, sportsmanship, discipline, teamwork, sound judgment, and physical well-being.

ATHLETIC ASSOCIATION STRUCTURE

The Athletic Association consists of all parents of children participating in Assumption Catholic Schools (ACS) sports programs, coaches, and other volunteers involved in the program. The Athletic Department, along with the Governing Board of the Athletic Association has the responsibility for the administration of the various programs. The general membership provides input, suggestions and promotes the programs.

OBJECTIVES

1. Offer a positive Christian learning experience.
2. Foster a sense of sportsmanship – how to win with grace and lose with dignity.
3. Provide an opportunity for wholesome and enjoyable use of time by children through sports activities.
4. Provide an opportunity for parents to become involved in sport programs and to set good examples for their children.
5. Foster teamwork and unity among participants.
6. Aid in physical development and well-being.
7. Teach fundamentals of sports and develop athletic skills.
8. Raise funds to support the athletic programs.

ELIGIBILITY

1. Only students enrolled in the ACS system may participate in the athletic programs.
Exception: In football, we accept participants from surrounding area private schools.
2. For grades 3 – 8, a physical examination is required prior to participation every other year, with an alternate year card on file for the odd years.
3. Payment of a participation fee: \$30.00 – Elementary, Grades 3-5.
\$40.00 – Middle School, Grades 6-8.
This participation fee is set by the ACS Commission Board.
4. The following criteria will be used to determine athletic eligibility for Assumption Middle School students:

Participation in athletics is a privilege which carries with it responsibilities. Academics and behavior take priority over athletics. Participation in athletics is dependent on the player maintaining good grades and good behavior in school. The following criteria will be used to determine academic eligibility of athletes.

Ineligibility Ineligibility occurs when an athlete receives one or more failing grade(s) on a progress check, or report card. Missing or incomplete work may initiate an earlier status of ineligibility. A minimum of one week (seven days) ineligibility period is enforced. The ineligibility period will start the Monday the ineligibility notice is given. Thus, the ineligibility period will run Monday to Monday. The student is ineligible from practices and games. If, after that time, the student has raised the grade(s) to a passing mark, the athlete will be eligible. The student will remain on probation for the remainder of the marking period. Any drop in grade status will result in immediate ineligibility.

Probation Probation occurs when an athlete receives one or more below average grades (D) on progress check, or at minimum, report cards. Eligibility is maintained if current grade status does not drop.

***Any behavior subject to student probation, suspension or expulsion will result in ineligibility for a period of time determined by school administration.

ACS ATHLETIC PROGRAMS FOR BOYS AND GIRLS

FALL:	Football:	Grades:	6-8, Boys
		Season:	September – October
		Team size:	Minimum of 14 players per team
	Cross Country	Grades:	6-8, Boys and Girls Combined
		Season:	September - October
		Team size:	No minimum or maximum
	Soccer:	Grades:	6-8, Boys and Girls Combined
		Season:	September – October
		Team size:	Minimum of 11 players for team
	Volleyball:	Grades:	6-8, Girls only
		Season:	September – October
		Team size:	6 – 15 players

WINTER:	Basketball:	Grades:	3-8, Boys and Girls Separate
		Season:	November – February
		Team size:	Each grade – 6 players minimum for team.
SPRING:	Baseball:	Grades:	6-8, Boys only
		Season:	April – May
		Team size:	10 player minimum per team
	Softball:	Grades:	6-8, Girls only
		Season:	April – May
		Team size:	10 player minimum per team
	Track:	Grades:	6-8, Boys and Girls
		Season:	April – May
		Team size:	No minimum or maximum

TEAM FORMATION

1. Participation: All students wishing to participate will be accepted on teams. There will be no tryouts, other than those to assess abilities for the purpose of dividing teams. There will be no cuts except for disciplinary reasons.
2. There will be an annual registration date during the later part of August for all fall athletes and subsequent meetings for winter and spring sports. It is recommended that decisions be made for all student/athletes to sign up on the date of registration.
3. Selection of coaches:
 - A. One head coach is required for each team.
 - B. All head coaches must be approved and assigned by the ACS Athletic Department. Each head coach will pick an assistant coach(es). A head coach's decision to pick an assistant will be determined after teams have been picked if decision warrants.
 - C. All head coaches must be at least 21 years old. In the absence of a head coach at a game or practice, a person at least 21 years of age (preferably an assistant coach) must assume responsibility for the team. Exceptions to age may be made at the discretion of the Athletic Director and/or Principal.
 - D. Those interested in coaching should contact the athletic director or the head coach of the high school team of the appropriate sport.
4. Team size guidelines:

A. Baseball	Grades 6-8	2 team split @ 22 players. 3 team split @ 33 players.
B. Basketball	Grades 3-6	2 team split @ 12 players. 3 team split @ 18 players.
	Grades 7-8	2 team split @ 16 players. 3 team split @ 24 players.
C. Cross Country	Grades 6-8	No team split required.
C. Football:	Grades 6-8	2 team split @ 32 players. 3 team split @ 48 players.
D. Soccer	Grades 6-8	2 team split @ 32 players. 3 team split @ 48 players.
E. Softball	Grades 6-8	2 team split @ 22 players. 3 team split @ 33 players.
F. Track	Grades 6-8	No team split required.
G. Volleyball	Grades 6-8	2 team split @ 16 players. 3 team split @ 24 players. 4 team split @ 32 players. 5 team split @ 40 players.

The availability of coaches will also be a factor when determining the final number of teams. Additional teams will not be formed if coaches are not available. This will be the guideline that will be followed unless for team size formation. All final decisions will be made through the athletic department.

5. Policies for dividing teams:
 - A. All teams will be divided equally.
 - B. Coaches will select players for “equal teams”, equalizing the talent on each team by hosting a practice or practices. There will be provisions to place members of the same family on the same team. Assistant coaches will be assigned after the selection of players. Reassignment of players on “equal teams” will be made each year.

PLAYING TIME GUIDELINES

It is the intent of the ACS Athletic Department that every player should play in every league regular season game or match. Student playing time is determined on a number of variables. They include player safety, attendance and effort at practices, player attitude, and knowledge of the game. Every effort will be made to allow all students playing time.

NEW STUDENTS

When a new student enrolls in the ACS system after a season has begun, that student is encouraged to participate.

GUIDELINES REGARDING CAGE CLUBS

Cage Club teams are not a part of the ACS athletic system. They operate under separate guidelines for team size and playing time. Coaches will not be allowed to be head coaches for both ACS and cage club teams. They may, however, assist.

COACHES RESPONSIBILITIES

Adults interested in coaching any sport, at this level, may contact the athletic director in writing prior to or during sign-up sessions for the sport. Interested candidates will be interviewed by the athletic director and the elementary and middle school principals.

Parent/Guardian coaches who work with students in the elementary and middle school levels of our athletic program will be allowed to coach only one sport in an academic year. In the event that no other coach is available for a given sport, an exception may be made to this rule.

1. Follow the guidelines and policies of the ACS Athletic Department.
2. Assume responsibility for all equipment issued to teams.
3. Hold a pre-season meeting with parents of players. This meeting should familiarize parents with practice and game schedules, conduct expected of players, responsibilities of coaches, parents and players and any applicable Athletic Department guidelines or rules.
4. **ALL COACHING STAFF MUST SUBMIT TO A BASIC CRIMINAL BACKGROUND CHECK AND SUBMIT ALL SAFE ENVIRONMENT PAPERWORK PRIOR TO COACHING.**
5. Keep attendance for practices and games, as well as all records documenting disciplinary actions and circumstances that may have made these actions necessary.

6. Notify players, their parents and the athletic department of any disciplinary action taken against any player involving playing time. If an infraction occurs for which the penalty is one game suspension or more, the matter must be reviewed with the athletic department and the administration of the school involved before any action is taken.
7. Provide players with an equal opportunity to participate in practices, develop their skills, and derive the benefits of the athletic program.
8. Follow the playing time guidelines.
9. Teach the fundamentals of the respective sport, good sportsmanship, and teamwork.
10. Be present and assume responsibility for players during practices and games, at times that players are asked to report before practices and games, and after practice and games, until players leave or are picked up by their parents. Appoint an adult (at least 21 years of age) to assume these responsibilities when it is necessary to be absent from any practices or games.
11. Conduct themselves in a Christian manner that will set a good example for their players and bring credit to themselves and to ACS athletics.
12. Obtain certification and/or documentation in accordance with the ACS system.
13. Honor and enforce student academic ineligibility letters resulting from low grades.

PLAYER RESPONSIBILITIES

1. Attend all practices and games. Players should notify coaches in advance when they cannot attend either practice or a game. Unexcused absences and academic ineligibility will affect playing time and status on the team.
2. Assume responsibility for uniforms and other equipment issued to them by coaches, and return uniforms and equipment in good condition at the assigned time. Uniforms and equipment are only for events sanctioned by the ACS Athletic Department.
3. Conduct themselves as ladies and gentlemen, in a Christian manner at all times, before, during and after practices and games. Failure to do so may result in disciplinary action up to and/or including suspension or dismissal from the team. Since players represent the ACS system, all school conduct rules apply at all times.
4. Follow principles and practices of good sportsmanship at all times, toward officials, teammates, coaches, parents, members of opposing teams, and all spectators.
5. Maintain themselves in good physical condition. Any player found using alcohol, tobacco, or illegal drugs will be dismissed from the team.
6. Respect property and facilities, and all other practice or game/meet sites. Any player found committing acts of vandalism will be dismissed from the team.

PARENT RESPONSIBILITIES

1. Support the teams on which their children participate as well as the entire ACS athletic programs. Parents are encouraged to attend games.
2. Provide transportation for their children to and from all practices and games. Drop off players at practices and games at times designated by coaches, and pick up players promptly after practices and games.
3. Adhere to principles of good sportsmanship. As representatives of ACS athletics, parents are expected to conduct themselves in a Christian manner at games and be respectful of all players, coaches, other parents, spectators and game officials.
4. Respect and cooperate with coaches.
5. Provide volunteer service to the athletic program by helping with various programs or events. The Middle School Athletic Association will establish the minimum requirement.

6. Reimburse the Athletic Department for any damaged or lost uniforms or equipment assigned to their child(ren).

ENFORCEMENT OF COACH, PARENT, AND PLAYER RESPONSIBILITIES

1. Complaints regarding conduct of coaches, parents and players will be reviewed by the athletic department and the school administration.
2. If complaints are deemed valid, the individuals will be reminded of their responsibilities as described in this handbook.
3. If unacceptable conduct continues, a coach will be dismissed or a parent will be asked not to attend games for the remainder of the season for that particular sport. If a parent refuses to honor this request, the family will be dropped from the ACS athletic program for the remainder of the season for that particular sport.
4. Coaches have the primary responsibility for enforcing player conduct guidelines. Complaints received by the head coaches, the athletic department, and the administration regarding player conduct will be referred to the coaches for appropriate disciplinary action.
5. For players and coaches, a first ejection from a game or match will result in a one game or match suspension, to be served at the next game. While suspended the player or coach will not be allowed to attend that game or match. A second ejection from a game or match will result in a three game or match suspension. While suspended, the player or coach will not be allowed to attend those games or matches. A third ejection from a game or match during a three year period shall result in a suspension from all ACS athletic programs for the remainder of the year.
6. Children will not be allowed to participate unless all corresponding fees are paid. Any financial obligation to the ACS sports program due to uniform or equipment must also be met prior to any future participation.
7. Children will not be allowed to participate unless uniforms or equipment from the previous season have been returned.

WHAT TO DO IF YOU HAVE A CONCERN

If parents or participants have any concerns with any aspect of the athletic program they should do the following.

1. First discuss your concerns with the head coach privately. ie: NOT in front of any other member of the team or other parents. Open communication with the head coach is your best avenue to resolution of any concerns.
2. If the concern continues you may then discuss the matter with the Athletic Director.
3. (715) 422-0915 or email jbirkhauser@assumptioncatholicschools.org
4. If there is still not resolution of the concerns, the matter may be brought to the attention of the school's principal.
5. If you need to take the matter further, please contact the President of ACS, Joan Bond.
6. If all of the above avenues have failed to bring any resolution to your concerns you may contact the Dean of the Assumption Catholic Deanery.

Concussion Information - When in Doubt, Sit Them Out!

1. Before a student may participate in practice or competition: At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.
2. An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.
3. A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

<p>These are some SIGNS concussion (what others can see in an injured athlete):</p> <ul style="list-style-type: none"> Dazed or stunned appearance Change in the level of consciousness or awareness Confused about assignment Forgets plays Unsure of score, game, opponent Clumsy Answers more slowly than usual Shows behavior changes Loss of consciousness Asks repetitive questions or memory concerns 	<p>These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):</p> <ul style="list-style-type: none"> Headache Nausea Dizzy or unsteady Sensitive to light or noise Feeling mentally foggy Problems with concentration and memory Confused Slow
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Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion. However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. "When in doubt sit them out."

It is important to notify a parent or guardian when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to practice (including weight lifting) or competition.

RETURN TO PLAY

Current recommendations are for a stepwise return to play program. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have clearance from an appropriate health care provider.

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion.

The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

- STEP ONE: About 15 minutes of light exercise: stationary biking or jogging
- STEP TWO: More strenuous running and sprinting in the gym or field without equipment
- STEP THREE: Begin non-contact drills in full uniform. May also resume weight lifting
- STEP FOUR: Full practice with contact
- STEP FIVE: Full game clearance

118.293 Concussion and head injury.

(1) In this section:

(a) "Credential" means a license or certificate of certification issued by this state.

(b) "Health care provider" means a person to whom all of the following apply:

1. He or she holds a credential that authorizes the person to provide health care.

2. He or she is trained and has experience in evaluating and managing pediatric concussions and head injuries.

3. He or she is practicing within the scope of his or her credential.

(c) "Youth athletic activity" means an organized athletic activity in which the participants, a majority of whom are under 19 years of age, are engaged in an athletic game or competition against another team, club, or entity, or in practice or preparation for an organized athletic game or competition against another team, club, or entity. "Youth athletic activity" does not include a college or university activity or an activity that is incidental to a nonathletic program.

(2) In consultation with the Wisconsin Interscholastic Athletic Association, the department shall develop guidelines and other information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of concussion and head injury in youth athletic activities.

(3) At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.

(4) (a) An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

(b) A person who has been removed from a youth athletic activity under par. (a) may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

(5) (a) Any athletic coach, official involved in an athletic activity, or volunteer who fails to remove a person from a youth athletic activity under sub. (4) (a) is immune from civil liability for any injury resulting from that omission unless it constitutes gross negligence or willful or wanton misconduct.

(b) Any volunteer who authorizes a person to participate in a youth athletic activity under sub. (4)

(b) is immune from civil liability for any injury resulting from that act unless the act constitutes gross negligence or willful or wanton misconduct.

(6) This section does not create any liability for, or a cause of action against, any person.

Possible Information Sheets:

Coaches: <http://www.wiaawi.org/health/CoachGuide.pdf>

Parents: <http://www.wiaawi.org/health/ParentFactSheet.pdf>

Parents: <http://www.wiaawi.org/health/NFHSParentGuide.pdf>

Athletes: <http://www.wiaawi.org/health/AthleteFactSheet.pdf>

Order CDC materials: <http://wwwn.cdc.gov/pubs/ncipc.aspx#tbi4>

Assumption Catholic Schools

Statement Acknowledging Receipt of Education and Responsibility to report signs or symptoms of concussion to be included as part of the "Participant and Parental Disclosure and Consent Document".

I, _____, of Assumption Catholic Schools
Student/Athlete Name

hereby acknowledge having received education about the signs, symptoms, and risks of sport related concussion. I also acknowledge my responsibility to report to my coaches, parent(s)/guardian(s) any signs or symptoms of a concussion. I certify that I have read, understand, and agree to abide by all of the information contained in this sheet. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

signature and printed name of student/athlete *Date* *Grade*

I, the parent/guardian of the student athlete named above, hereby acknowledge having received education about the signs, symptoms, and risks of sport related concussion. . I certify that I have read, understand, and agree to abide by all of the information contained in this sheet. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

signature and printed name of parent/guardian *Date*