

*St. Hubert
Catholic School
Athletic Handbook
2008—2009*



Mission Statement

The Saint Hubert Athletic program provides a competitive sport program as an extension of the Saint Hubert Academic programs. All participants will learn the fundamentals of each sport and be given the opportunity to develop strong, healthy and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play and team spirit.

Accountability

The St. Hubert Athletic Board reports through the Athletic Director to the Pastor and the Administration. All policies adopted by the association are subject to review by and approval of the Pastor and the Administration. The Pastor and Administration reserve the right to unilaterally act prior to consultations with the Board.

Meetings

The Athletic Board holds regularly scheduled meetings as often as is needed to

carry out its responsibilities. The Board will hold two 'open' meetings during the school year at which all interested parties have the opportunity to direct questions to members of the Athletic Board. Meetings involving personnel appointments and selection are closed.

Additionally, the Athletic Board maintains open lines of communication with all parties involved. Each year, the Athletic Board appoints a recording secretary who is responsible for recording, documenting, and reporting actions taken at the meetings.

Organization, Terms of Office and Selection Process The Athletic Board consists of 6 voting members. Membership on this Board includes, but is not limited to: a) the Athletic Director (hired by the Pastor and Administration, b) the Physical Education teacher or other faculty member, and c) five at-large members who must be parishioners. These appointments shall be reviewed and authorized by the Pastor and Administration. The terms of office and selection process for the Board members are as follows:

ATHLETIC DIRECTOR - This is a permanent paid position by the school. The final selection is made by the Pastor and Administration which is renewed yearly. The selection of a new Athletic Director takes place prior to the end of the school year.

FACULTY REPRESENTATIVE - The Physical Education teacher or other faculty member is a permanent member of the Athletic Board. Selection is made by the Administration and subject to the Pastor's approval. The Faculty Representative will be responsible for uniforms and equipment.

AT-LARGE MEMBERS - The balance of the Board includes three parishioners serving alternating three-year terms. Notice of available positions will be posted in the Sunday Bulletin and through the school Wednesday Packets. All candidates will be reviewed by members of the Athletic Board. Appointments are made by recommendation of the outgoing Board with final approval of the Pastor and Administration. One At-Large Member will be responsible for each of the following areas:

1) Selection of Coaches, 2) Fundraising (Spaghetti Dinner) 3) Concessions / Admissions

The Athletic Board at its discretion may create and assign non-voting volunteers to various sub committees.

Introduction

The interscholastic athletic program at St. Hubert School is a volunteer program. Members of the Athletic Board, coaches, and volunteers give freely of their time to help insure the program's success and to make it a meaningful, rewarding, and enjoyable experience for all who participate in it.

The Athletic Board, whose members are approved by the Athletic Director, Administration, and the Pastor, administers the St. Hubert Athletic Programs. The Athletic Board selects team coaches and support personnel. St. Hubert School participates in the Northwest Catholic Conference (NWCC) and the Big West Conference.

This handbook states the philosophies, goals, rules, and responsibilities of all who are involved in the athletic program. St. Hubert School does not discriminate on the basis of race, color, sex, national or ethnic origin in its admission policies, administration of education policies, loan programs, athletics or other school administered programs.

St. Hubert Athletic Board

Purpose & Responsibility

The purpose of the Athletic Board is to administer the interscholastic athletic program at St. Hubert School and to establish interscholastic athletic related policy consistent with the academic policies established by the Administration and the direction given by the Pastor. This includes the establishment, maintenance, and review of policies relating to the various team operations, the appointment and review of all coaches and volunteers, the raising of funds and the consideration of each athlete's growth, well-being, and safety.

Philosophy

It is the philosophy of the Athletic Board, through its members, programs, coaching staff and volunteers, to insure that participation in athletics is an enjoyable, rewarding, and learning experience for all who participate and to develop in our student athletes the following characteristics:

1. An interest in and an understanding of each sport's rules.
2. Advancement in a student's athletic abilities commensurate with his/her talents and dedication to the program.
3. To learn the values of sportsmanship and teamwork and to experience a sense of pride. This accompanies personal growth and team achievement.
4. To master the discipline, dedication, and leadership skills that can be developed through participation in competitive team athletics.

Sports By Laws

Name

The organization shall be known as "St. Hubert Catholic School Athletic Board," herein referred to as the Athletic Board. It shall be responsible to the Pastor and/or the Administration.

Purpose

The purpose of the Athletic Board shall be to develop and define the policies which shall govern the athletic activities of St. Hubert Catholic School and implementation of said policies. Furthermore, it shall be responsible for the budgeting of the program, and to the extent of its capability, the funding.

Membership

The Athletic Board shall consist of 6 voting members, the Pastor, the Athletic Director, a faculty member and the school's administration team.

The responsibilities for the following standing position are as follows:

Athletic Director: Chair all regular meetings. Responsible for all sports programs.

Treasurer: Maintain the fiscal accounting of the athletic fund.

Secretary: Record keeping / Maintain the activities of the board and report to the board when required.

At-Large-Members: Members at-large are responsible for the following:

Assisting the AD as directed
Coaches
Concessions
Uniforms/Equipment

Meetings

The Athletic Board is to meet at least quarterly or as needed.

The ordinary order of business shall be:

- ✓ Call to Order
- ✓ Approval of the minutes
- ✓ Athletic Director's Report
- ✓ Old business
- ✓ New Business
- ✓ Adjournment

Quorum

The majority of the full membership of the Athletic Board shall constitute a quorum. Any measure before the board will be discussed until a consensus is reached.

Amendments to the Bylaws

Amendments may be submitted to the Athletic Director in writing before a regular meeting. Adoption of any changes will be arrived at by consensus but must have

the approval of the Pastor and the Administration.

Athletic Eligibility

St. Hubert School students may participate in school sponsored athletic activities if they maintain at least a combined GPA of 73%. Athletic eligibility is reviewed every other week.

Students that become ineligible due to a low GPA will not be able to participate for a one week period from Monday through Sunday following the Friday they become ineligible.

Students may also be deemed ineligible by the school administration as a result of inappropriate behavior in school or at a school sponsored activity.

Conflict Resolution Procedures

Any type of conflict, unsportsmanship like conduct or inconsistencies with the Northwest Catholic Conference and Big West Conference bylaws, will follow a zero tolerance level of acceptance. Whether these situations occur at practice, before, during or even after completed games will result in notification to the team coach. All coaches must adhere to the following steps for timely resolution of the issue at hand:

1. The team coach should be notified.
2. If the matter is not resolved, notify the Athletic Director.
3. The Athletic Director will inform the Athletic Board
4. The Athletic Board will investigate the issue and share its solution with the pertinent parties in a timely fashion.

Rules and Procedures

Academic excellence is the first and foremost priority of the sports program. Moreover, all participants are expected to exhibit good behavior and personal commitment.

Chronic violations of school and/or team rules or repeated detentions for disciplinary deficiencies will ultimately lead to the students' dismissal from the team.

Maturity and courtesy as well as commitment to the team demands punctuality and strict attendance for practice and games.

Team members can be dismissed from the team if they accumulate more than 3 unexcused absences, An unexcused absence will be recorded if the student fails to contact his/her coach prior to a game or practice with an explanation of the intended absence.

If a student is asked to leave a game or practice due to misbehavior, an unexcused absence will be recorded.

An unexcused absence will also result in the student-athlete being benched for the next game or can result in reduced playing time and possible exclusion from the team.

Students must be in school all day to be able to practice or play in the game that evening. Students who become ill during school hours will be sent home and can not participate in that evenings game.

Responsibilities

Athletic Director

The primary responsibility of the Athletic Director is to direct and coordinate all activities of the St. Hubert Catholic School Sports Program.

This is accomplished with the assistance of the members of the Athletic Board and volunteer parents.

1. Maintain a liaison with the league
2. Payment of all fees
3. All team registrations are submitted on a timely basis
4. Recruit, interview, and conduct annual orientation of coaches,
5. assistants, along with the assistance of the Athletic Board
6. Assist in establishing the Annual Report
7. Oversee the equipment committee to determine equipment needs
8. Scheduling of games
9. Evaluate the performance of coaches with the input from Athletic Board members
10. Present any deviation of standards to the Administration and Athletic Board members
11. Insure coaches enforce established standards established by the Athletic Board and the guidelines set forth by the Catholic Archdiocese of Chicago
12. Review with the Athletic Board those recreational or educational programs that are available to St. Hubert Catholic School students
13. Regularly attend Athletic Board meeting and report on the status and progress of all sports

Coaches Responsibilities

1. Determine if all insurance requirements are met.
2. Promote proper conduct, sportsmanship, fair play, and a competitive spirit among the student– athletes.
3. Keep abreast of current sports knowledge and coaching techniques in his/her designated sport and of the governing policies, rules, regulations, procedures, and eligibility requirements of St. Hubert Catholic School, conference leagues.
4. Help establish the goals and objectives of the program.
5. Use proper safety equipment.

6. Responsible for proper supervision and for not leaving the building until the last student-athlete has exited.
7. Coaches shall not humiliate, verbally or physically abuse student-athletes, game officials, or parents.
8. Coaches shall ensure that facilities are used for St. Hubert Students only.
9. All schedules are to be submitted to the AD and the Administration
10. No practice times are to be arranged without the authority of the AD.
11. The AD shall be notified of all cancellations.
12. Coaches are responsible for the collection of all uniforms at the end of the season.
13. All coaches/volunteers must have the appropriate back ground check on file with the school office and have completed the Virtus Training.

Monitoring Coaches Performance

The Athletic Board or AD develops guidelines and procedures to regularly monitor and evaluate coaches in the performance of their duties. If a coach is unable to perform his/her duties accordingly to the spirit and guidelines of the St. Hubert Athletic program or if any coach is negligent or deficient in carrying out his/her responsibility they may not be retained. Ordinarily, coaches who have been removed from their position are not involved in any other aspects of the athletic program.

Playing Time

Playing time is a frequent source of misunderstanding. Each player's amount of playing time will reflect his/her ability, effort, attendance at practice and commitment to the team. The Athletic Board or AD, with the approval of the administration, develops guidelines **for** playing time.

If teams are formed by skill level, it would be expected that students would see a fair amount of playing time on either of the teams for which they qualify.

Playing time may be reduced as a disciplinary action or academic ineligibility. Generally, every eligible athlete plays in every game (including tournaments).

Northwest Catholic Conference

St. Alphonsus Liguori School
411 North Wheeling Road
Prospect Heights, Illinois 60070-1399
(847) 255-538

St. Ann School
319 Franklin Street

Barrington, IL60010-3215
(847) 381-0311

St. Colette School
3900 Pheasant Drive
Rolling Meadows, Illinois 60008-8100
(847) 392-4098

St. Emily School
1400 East Central
Mt. Prospect, Illinois 60056-2694
(847) 296-3490

St. James
821 North Arlington Heights Road
Arlington Heights, Illinois 60004-5698
(847) 255-6746

Our Lady of the Wayside School
432 South Mitchell Avenue
Arlington Heights, Illinois 60005-1894
(847) 255-0050

St. Mary School
50 North Buffalo Grove Road
Buffalo Grove, Illinois 60089-1702
(847) 459-6270

St. Raymond School
300 South Elmhurst Avenue
Mt. Prospect, Illinois 60056-3129
(847) 253-8555

St. Theresa School
445 North Benton Street
Palatine, Illinois 60067-3584
(847) 359-1820

St. Thomas of Villanova School
1141 East Anderson Drive
Palatine, Illinois 60074-4197
(847) 358-2110

Big West Conference

Christ the King School Elementary School
155 East 15th Street
Lombard, Illinois 60148
(630) 627-0640

Holy Ghost Elementary School

260 North Wood Dale Road
Wood Dale, Illinois 60191
(630) 766-4508

St. Charles Barromeo Elementary School

145 East Grand Avenue
Bensenville, Illinois 60106
(630) 766-0116

St. Isidore Elementary School

431 West Army Trail Road
Bloomington, Illinois 60108
(630) 529-9323

St. John the Evangelist

Gym is at Canton Middle School in Streamwood
1100 Sunset Circle
Streamwood, Illinois 60107
(630) 289-3040

St. Philip the Apostle Elementary School

1233 West Holtz Avenue
Addison, Illinois 60101
(630) 543-4130

St. Walter Elementary School

201 West Maple Avenue
Roselle, Illinois 60172
(630) 529-1721

St. Hubert School

255 Flagstaff Lane
Hoffman Estates, Illinois 60160
(847) 885-7702