

SSPP SPORTS DEPARTMENT HANDBOOK

FALL 2009

Philosophy of SS Peter and Paul School

Education is a freedom that supports personal values and contributes to a responsible society. We at SS Peter and Paul School, a Catholic institution in the Diocese of Rockford staffed by Dominican Sisters and lay teachers, are entrusted with the mission to teach as Jesus did.

As educators, family, administration, faculty, and priests, we strive to support the students in the following ways.

- We guide children to live the gospel teachings.
- We give witness to Christ by the power of example, thus building a caring community of Christian action.
- We recognize the uniqueness of each person, and we motivate students to achieve their highest individual potential.
- We establish programs and activities that enable our students to exercise Christian decision-making in our society.
- We challenge students to accept responsibility for themselves and their actions.
- We encourage participation and leadership through religious, civic, and social activities.
- We guide students to an understanding and appreciation of the world around us.

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

SECTION I – Northwest Suburban Catholic Conference

SS Peter and Paul (SSPP) School is a member of the Northwest Suburban Catholic Conference (NSCC). The NSCC shall encourage mutual support among the membership, promote good sportsmanship, Christian character and conduct on and off the field of competition.

The NSCC will:

- Promote and protect athletic and other interests of member schools
- Promote the physical development of each student and increase their potential for improvement in sports
- Develop within each student a philosophy of teamwork and fair play
- Promote growth in social skills and moral development
- Create a spirit of camaraderie

1. The NSCC consists of 7 schools (directions to these schools may be found at the end of this handbook):

- St. Margaret Mary School, Algonquin
- SS Peter and Paul School, Cary
- St. Thomas School, Crystal Lake
- St. John the Baptist School, Johnsburg
- Montini School, McHenry
- St. Mary School, Woodstock
- St. Joseph School, Harvard

2. The conference sponsors the following sports:

- Girls and Boys Volleyball (5-6-7-8)
- Girls and Boys Basketball (5-6-7-8)
- Girls and Boys Track (5/6 & 7/8)
- Girls Cheerleading (6-7-8)

3. Sports seasons are as follows:

- Girls Volleyball – August through early-November
- Girls Cheerleading – October through December
- Boys Basketball – October through mid-January
- Girls Basketball – December through mid-March
- Boys Volleyball – February through mid-April
- Track – April through May

All sports will be subject to Illinois High School Association (IHSA) rules and standards, unless amended by conference guidelines.

4. 4th Grade Intramural Program

SSPP will organize an instructional/intramural program for girls' and boys' basketball and volleyball. If possible, games will be scheduled dependent on student interest, availability of coaches and gym times.

SECTION II – The Athletic Committee

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

All Head and Assistant Coaches are advisors to the Athletic Committee. The ADs report to the Principal. The Vice President of the School Commission is cognizant of activities associated with the SSPP Sports Program.

The Principal is ultimately responsible for the athletic program. The ADs are responsible for the day-to-day operation of the entire athletic program. Each Head Coach reports to the ADs and is responsible for the Assistant Coach(es), Team Manager, and the operation of his/her sport. Assistant Coaches report to the Head Coach and perform reasonable duties as assigned by the Head Coach. The Team Manager (if the position is used) is responsible for handling administrative duties for the coaches.

The committee will meet as necessary during the school year and will be announced in the school newsletter.

3. The responsibilities of the ADs include, but are not limited to:
 - Promote the philosophy and goals of SSPP School and the Athletic Committee
 - Find and select coaches, which are approved by the principal, for the various teams, and advise those coaches of the standards of performance expected of them, and monitor their performance
 - Provide teams for boys and girls in each conference sport
 - Register students for all sports teams at Back to School Night
 - Coordinate with school, Religious Education, and parish functions on scheduling of gym time
 - Schedule team practice times, games and tournaments
 - Secure necessary funds to support the athletic program of the school
 - Review, purchase, distribute and collect equipment/uniforms as necessary
 - Hire qualified referees/officials (IHSA) at each home event
 - Schedule parents for work assignments during home games (i.e. concessions and admissions support)
 - Host parent meetings, as needed, including an Awards Night at the end of the school year for the purpose of recognizing all student-athletes who participated in sports
 - Assign a designated person in charge of the school during home games

SECTION III – Academic Eligibility

Participation in either athletics or cheerleading at SSPP School is encouraged. Sports are offered to enrich and complement the academic education of all students. If ineligibility is determined, it means that a student may not participate in practice or games, or any other school-sponsored, extra-curricular activities. The student may not participate in practice as a spectator while ineligible.

1. Academic effort will be evaluated on a weekly basis. Every Thursday, teachers will inform the Principal if a student is ineligible. Conference rules state that the student will be declared ineligible from participating in contests if s/he has 1 cumulative “F” for the grading period in any class, or 2 cumulative “D’s” for the grading period in any classes. Unsatisfactory academic effort will bring a one-week ineligibility, which begins the following Monday. The Principal will have final authority regarding academic effort eligibility.
2. If a student receives a third ineligibility, he/she will be removed from that sport for the remainder of the season.
3. Serious misconduct will be evaluated by the staff and Principal on an individual basis and may bring about an immediate ineligibility for a period of time to be determined by staff and Principal.

SECTION IV – Grade / Age Eligibility

1. Players must be full-time students in SSPP School, and may not play on a team at a lower level than their present grade in school (NSCC By-Laws, Article III, Section 8).
2. Players may play up a grade, in accordance with NSCC By-Laws, Article VIII, Section 3. Coaches shall obtain permission from the athlete and the athlete’s parents at the beginning of the season to play up during the season. A form is included at the end of the handbook to be used by the requesting coach, the parent, and the athlete.

SECTION V - Uniform & Equipment Policy

1. Athletes in grades 5 – 8 will be provided with uniforms as follows:
 - Girls Volleyball – shorts and jersey
 - Boys Basketball – shorts and jerseys (light and dark)
 - Girls Cheerleading – skirt and shell
 - Girls Basketball – shorts and jerseys (light and dark)
 - Boys Volleyball – shorts and jersey
 - Track – jersey
2. Before uniforms are distributed to the students, parents are responsible for signing a uniform release letter, presenting a physical form to the head coach or athletic director, signing up for required work schedule for home games, providing a completed insurance form, and providing the school a \$100.00 uniform deposit check for each family, regardless of how many uniforms are obtained by that family. The deposit will be held until the uniform is returned in reusable condition at the end of the season. Any amount required over the \$100 to replace damaged

uniforms will be billed to the parent. Payment in full is expected prior to the release of report cards at the end of the school year.

3. All uniforms except cheerleading uniforms are 100% nylon. Please wash separately in cold water, using mild detergent, no bleach, and line dry. **DO NOT USE A DRYER ON UNIFORMS!** Cheerleading uniforms must be washed separately, in cold water, with mild detergent, and no bleach. Skirts must be line dried, tops must be dried flat, stretch to shape – **DO NOT DRY CLEAN.**
4. Mouth guards or brace wax are strongly recommended for all athletes who wear braces.
5. Sports at SSPP may include incidental costs above and beyond the Fair Ability to Pay Pledge made at the beginning of the season. Examples include:
 - Volleyball players are required to buy and wear their own white kneepads.
 - Cheerleaders are required to buy spankies, matching socks and shoes, and other spirit wear for competition.
 - Ankle supports, such as “Active Ankle” for volleyball or ankle braces for basketball, are recommended for athletes to avoid ankle injury during practices and games. Basketball players may also consider wearing high-top shoes for ankle support.
 - Track athletes may need to purchase a running shoe that provides proper support during practices and meets.

SECTION VI – Team Guidelines

1. **Schedule of Games** – Limitations on the number of home and away conference contests (excluding the conference tournament) shall apply in accordance with the NSCC By-Laws, Article VIII, Section 8. Non-conference contests may be added by the ADs.
2. **Playing Times** – Excluding external tournaments, over the course of the season, every player should average a minimum of (*Subject to special circumstances listed in Section 8, Numbers 12 and 20*):
 - a. **Basketball** – please refer to the NSCC By-Laws, Article VIII, Section 14
 - b. **Volleyball** –
 - Grade 8 – three (3) serves per match (either team)
 - Grade 7 – six (6) serves per match (either team)
 - Grade 5/6 – near equal playing time
 - c. **Track** – participate in one event per track meet
3. Students must play in each game or match as mandated by the NSCC. Each player listed in the official scorebook must play and must take a turn on the bench. For VB, taking a turn on the bench will be managed by the Head Coach to the extent practical.
4. It is our goal to provide every student-athlete with the opportunity to participate in any sport, learn the fundamentals, feel part of a team, and to positively contribute to that team’s success.

5. **Splitting of Teams**

The SSPP Sports Program welcomes participation of all student-athletes in all sports. The spirit of the program is to promote collaboration and teamwork among fellow students, while developing the skills of athletes interested in pursuing sports in high school.

As the enrollment of the school increases, the number of sports participants will increase as well. While striving to maintain a "one team" atmosphere for each grade, it will also be necessary to provide more opportunities for playing time for all students. This will be accomplished by creating additional teams and scheduling additional games. Please note that these are guidelines for use by the ADs and the Principal to provide our children with the best opportunities to play sports and represent their school.

Typically, if 16 - 20 students elect to participate in basketball or 18 - 22 students elect to participate in volleyball in a particular grade level, then the ADs will recommend, with concurrence from the Principal, that a second team be created and games scheduled in addition to the normal conference and non-conference schedule. The selection process to assign athletes to the second teams will vary based upon the grade level of the participants.

If participation falls below 16 (basketball) or 18 (volleyball) students (due to injury or a student leaving the team) within the first 45 days of the season or completion of the first 2 conference games (whichever occurs first), then the Head Coach and the ADs will re-evaluate whether to continue with two teams or to return to a single team and cancel all remaining additional games.

All practices will continue to be held for all participants on the same dates and times (for example, both Blue and Gold 5th or 6th grade teams will practice at the same time – same holds true for 7A & B or 8A & B). The Head Coach will be responsible for all communication with students and parents (distributing game and practice schedules, concerns with student playing time, behavior issues, etc) and may choose to designate an Assistant Coach as the "game coach" for other team's games if he/she is unable to attend.

If 21 to 30 students elect to participate in basketball or 25 to 36 students elect to participate in volleyball, then a minimum of two teams will be created. If more than 30 (basketball) or 36 (volleyball) students wish to participate, then the ADs and Principal will give consideration to limiting participation via tryouts.

At the beginning of each season, Coaches need to collect information from the athletes and their parents about the athlete's commitments to other sports and activities during the season. Athletes who make SSPP Sports their first priority will be factored into the final decision on team rosters.

5th and 6th Grade

Since the existing conference rules permit a school to schedule conference games for two or more teams, participants will be divided equally into two or more "permanent" squads for conference play. They will be called Blue, Gold, and (if necessary) White teams at SSPP. Athletes may be shared between 5th grade teams during the season but 6th grade teams may not share between teams during the season.

The permanent squads will be equally divided based upon playing ability and other commitments outside of SSPP. The roster will be selected by the consensus of all members of the coaching staff and will be approved by the ADs and the Principal.

7th and 8th Grade

All players will be evaluated in a "skills assessment" tryout conducted by one or more people who are not affiliated with SSPP School or sports program. The person (s) will be selected by the ADs and will have coaching experience in the sport. It may be necessary to pay a stipend to the person (s) conducting the tryout - this is the responsibility of the ADs and the Principal.

The results of the skills assessment will be reviewed by the Head Coach as input into the selection of the 'A' team. Factors such as attitude, dependability, other commitments outside of SSPP, and prior performance will also be taken into account. The final roster will be subject to the approval of the Athletic Directors and Principal.

Current conference rules allow a school to enter one team in 'A' team conference play. As a result, a comprised of the top 8-10 players (based upon skills demonstrated during a tryout) will play the 'A' team conference schedule. Additional players may be added to the roster for each conference game on a rotational basis at the discretion of the Head Coach. Tournament and non-conference game participation will be handled in a similar fashion.

As the NSCC schools increase enrollment, a second 'B' team schedule will be created along with its own standings and conference tournament, if there are enough teams (typically a minimum of 3 teams). Additional 'B' team games will be scheduled with other schools in the conference as well as non-conference games. Every effort will be made to schedule an equivalent number of 'B' games and tournaments as are scheduled for the 'A' team.

SECTION VII – Parental Requirements

1. Register for sports at Back to School Night and include their pledge for Sports in their Fair Ability Contract prior to the start of the school year.
2. Present proof of medical insurance for your child by completing the Insurance Consent Form and submitting the form to the ADs before the first practice.
3. Arrange for and provide an annual physical examination before the first practice for grades 5-8.
4. Sign a Uniform Release letter, and pay the appropriate deposit for the uniform(s) received. A check of \$100 per family will be secured at the time of uniform release to the parents. This will cover all uniforms issued to a family for their children to participate in sports.
5. Sign up and work admissions or concessions at home games and support the Mom/Dad on duty, as requested by the coaches and ADs.
6. Attend mandatory Parent/Athlete meetings and maintain communication with the coaching staff regarding student-athlete availability.
7. Make every effort to ensure that the student-athlete has completed all homework and other chores on days that practices/games are scheduled.
8. Make every effort to have the student-athlete attend and be on time for all games and practices.
9. Make every effort to show support for the athletic program by attending games.

10. Pick up the student-athlete promptly after practices or games, so as not to inconvenience the adults supervising these events.
11. At all times, conduct themselves in a manner that represents the Christian values taught at SSPP School.
12. Be willing to support the Athletic Committee in its Coaching and Supervisory functions throughout the year. Remember the program is conducted for the betterment of your children.

SECTION VIII – Student-Athlete Requirements

1. Must remember that academic obligations take priority over athletic participation.
2. Must respect and support your teammates. You are a member of a TEAM.
3. Must remember sportsmanship and fair play must always be on display.
4. Team play is the only kind of play allowed. Horseplay is not team play.
5. Must respect the authority of all (SSPP School & opposing school) coaches, ADs, parent helpers, officials and scorekeepers. Disrespectful or abusive behavior on the part of any participant will not be tolerated and will be subject to disciplinary actions, as necessary.
6. Must speak in a Christian manner at all times.
7. Must wear protective and required equipment at all practices/games.
8. May not wear jewelry (e.g. watches, earrings, rings, bracelets, necklaces) or hard hair clips (barrettes, bobby pins, etc.) at any time. No body or hair glitter is allowed at any time.
9. May not participate in practice or games if absent from school that same day, except in extenuating circumstances and with the permission of the Principal.
10. During practice sessions, no other friends, siblings, or relatives should be present, so as not to disrupt the session.
11. Must attend and be on time for all practice sessions and games. Absence from a practice and/or game requires notifying the coach prior to being absent. If the coach is not notified, a written excuse signed by a parent must be brought to the next session. An unexcused absence or continued excused absences may result in limited or loss of playing time.
12. Must abide by practice rules established by coaches.
13. Must follow the dress code established by the Head Coach for game day. Remember, you are representing SS Peter & Paul School. Wearing of uniforms in stands, as spectators or after games, is not allowed.
14. Must have permission to leave the gym during practice.

15. Must stay with the team (both Home and Away) and not wander in the school building.
16. Must strive to improve their skills by following coaches' instructions and practicing on their own.
17. May not bring any type of gum, food, or beverages into the team bench area (excluding water and sports drinks).
18. Must be in the bleachers together as a team. Showing school spirit is a very important part of having a winning team. Giving encouragement and support with controlled cheering is what school spirit is all about.
19. Must display proper attitude, desire and attentiveness at practices and contests. Coaches shall have the authority to limit playing time if excessive problems occur in these areas.
20. Identify to the Head Coach any conflicts with other sports or activities that will prevent the athlete from making SSPP Sports their first priority (use the Player Availability Form included in this handbook).
21. Attend the mandatory Parent/Athlete Meeting with at least one parent.
22. Any athlete who is charged with a technical foul or yellow/red card for unsportsmanlike behavior shall not be permitted to play in the next game/contest in which his/her team is involved and any practices prior to the next game.
23. Any athlete ejected during any game/contest shall not be permitted to play the next two games/contests in which his/her team is involved and any practices prior to the first game back.
24. Any athlete ejected more than twice in a season will not be allowed to continue playing the sport and may be barred from playing on any other teams at the school for the remainder of the school year.

SECTION IX – Coaching Requirements

1. Must be, or make every effort to become, knowledgeable about the sport they are coaching.
2. Must submit to a criminal background check.
3. Must attend an annual blood borne pathogens class, and successfully complete exam.
4. Must sign a “mandated reporter” form.
5. Must attend a “Protecting All God’s Children” class.
6. Must always come prepared to ensure that practices are “quality time”. Player safety is always the primary concern.
7. Must carry a SSPP Safety duffle bag, or equivalent, to all away contests. Complete an Incident Report if there is an injury to an athlete due to practice or a game.

8. Must, at all times, conduct themselves in a manner that represents the Christian values taught at SSPP School.
9. Must remember that participants, opposing coaches and fans, and officials are to be treated with respect at all times. Threats and abuse, either physical or verbal, will not be tolerated at practices or games.
10. Must keep expectations and requirements appropriate for the age group involved.
11. Ensure the inventory of sports equipment is the same at the beginning and the end of practice. For example, a form for tracking number of volleyballs is included at the end of the handbook.
12. At the 5th and 6th grade levels, must provide instructions in the basic fundamentals of the sport. Must provide near equal playing time for all 5/6th grade participants.
13. At the 7th and 8th grade levels, must provide a higher level of instruction and competition in order to prepare these athletes for high school sports.
14. Must at all times abide by the playing time rules of the school. Valid reasons, which might limit or exclude an athlete from participating in a game, include ineligibility, excessive absence from practice, or severe disruptive behavior.
15. Must become an active member of the Athletic Committee and attend meetings as necessary throughout the year.
16. Must offer feedback to strengthen the overall sports program at SSPP.
17. Must keep a good line of communication open with the student-athletes and their parents.
18. Must assure that an adult female is in attendance at all girls' team practices and contests and that an adult male is in attendance at all boys team practices and contests. The form to document attendance is included at the back of the handbook.
19. Conduct a parent – athlete meeting prior to the season. Attendance by one parent and the athlete is mandatory for participation in the sport.
20. Collect all uniforms at the end of the season and notify the Uniform Chairpersons to coordinate a drop off at school.
21. Any coach who is charged with a technical foul for unsportsmanlike behavior shall not be permitted to coach the next game in which his/her team is involved. Any coach ejected during a game while coaching shall not be permitted to coach the next two games in which his/her team is involved. Any coach ejected more than twice in a season will not be allowed to continue coaching and may be barred from any future coaching positions at the discretion of the Athletic Directors and the Principal. Coaches must notify the Athletic Directors and the Principal of the technical foul by the end of the next day in accordance with the NSCC Constitution and By-Laws. Failure of the coach to notify will result in the suspension of the coach.
22. In the event a player is charged with a technical foul or yellow/red card, the coach must notify the AD and the Principal by the end of the next school day. Failure to do so will result in the suspension of the coach.

SECTION X – Disciplinary Procedures

1. Abusive behavior, fighting, or disrespect of authority are not allowed at any time at games or practices, whether on school property or at another school. The first offense will warrant a warning, documented by the Head Coach, and forwarded to the ADs. The second offense will result in a one (1) week suspension from practices and games. A third offense will result in dismissal from the sports program for the duration of the school year.
2. **Disrespect of Property** – All property and personal possessions of others should be respected. Any property loss or damage to our school, or to anyone’s personal property, will result in the responsible person(s) writing an apology. The apology must be signed by the parents, complete restitution made, and a two (2) week suspension from sports served. The second offense will result in a dismissal from the sports program for the duration of the school year.
3. **Suspension** from school is an automatic suspension from any sports function and all related functions.
4. **Expulsion** from school is an automatic expulsion from the sports program and its functions (e.g. games, practices, Awards Night, etc.)

SECTION XI – Disputes

1. With the number of students participating in the athletic program, the athletic committee recognizes that there will be times when problems or disputes arise. The Committee strongly recommends that every effort be made to work these problems out on an individual basis. If a parent or participant has a problem with a coach, they should speak with the Head Coach in a calm and reasonable manner in an effort to resolve the problem, and likewise if the Head Coach has a problem with a parent or a participant.
2. If a reasonable attempt to solve the problem at an individual level has failed, the person is urged to use the following escalation process to resolve the situation:
 - a. ADs
 - b. Principal
 - c. Athletic Review Board. This Board is made up of the ADs, Principal, and the Athletic Committee’s representative from the School Commission. (If the situation involves a member of the Review Board, the Principal will name a temporary replacement.) The Athletic Review Board will gather information as necessary and render a decision.
 - d. If the complaining party is not satisfied with the decision of the Athletic Review Board, they may appeal to the School Commission.

SSPP Sports Uniform Agreement



Siblings also participating in SSPP Sports:

Athlete Name _____ Grade _____ A or B
 (Please PRINT)

Uniform Item	Size	Inventory #	Jersey #	Re-inventory Date
Basketball Jersey				
Basketball Shorts			N/A	
Volleyball Jersey				
Volleyball Shorts			N/A	
Cheerleading Shell			N/A	
Cheerleading Skirt			N/A	
Track Jersey			N/A	

\$100 family deposit received. Check # _____

Date check returned _____

Your signature below indicates:

- ✦ You agree to comply with the uniform policy as stated in the SSPP Sports Department Handbook.
- ✦ Receipt of the above items and a uniform care instruction sheet.
- ✦ You have inspected the uniforms and there are no defects.

Athlete signature/date _____

Parent signature/date _____

SS PETER AND PAUL SPORTS DEPARTMENT

CONSENT FORM

The purpose of this form is to obtain parental approval for your child to be on a call out list for playing up one grade for the following sports (please circle):

Boys Volleyball

Girls Volleyball

Boys Basketball

Girls Basketball

I understand that the Head Coach of the team requesting your child will call children on a set rotation (e.g. alphabetical). If a child cannot make it, the coach will proceed to the next name on the list and so on. There is no penalty for not being able to support a game when asked.

If at any time you do not want your child on the call out list, please notify the Head Coach. If at any time you would like to add your child to the call out list, please complete this form and send to the Head Coach. Please note that the coach may invite your child to attend additional practices with the team. Attendance at these practices is not required but preferred.

If there are any questions, please contact the Head Coach requesting participation.

Head Coach – _____

Child's Name _____

Parent's Signature/Date _____

SS PETER AND PAUL SPORTS DEPARTMENT

PARENT VOLUNTEER FORM

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

Sport _____

	Date	Game or Practice	Volunteer's Name Printed	Volunteer's Signature*
1				
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3				
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*Volunteer will sign on the date of service. Completed forms will be kept with school records.

SS PETER AND PAUL SPORTS DEPARTMENT
NORTHWEST SUBURBAN
CATHOLIC CONFERENCE
DIRECTIONS TO CONFERENCE SCHOOLS

School	Directions
St. Margaret Mary – Algonquin	South on Route 31, left on Route 62 (Algonquin Road), right on Eastgate (at stoplight), park in back of school and enter the gym through the door marked "G". Allow 25-35 minutes travel time.
St. Thomas – Crystal Lake	Northwest on Route 14, left on McHenry Avenue, right on Lake Street, up 3 blocks to the back of school (on right), park on left. Allow 20-30 minutes travel time.
St. John’s – Johnsburg	North on Route 31, right on Route 120, left on Route 31, right on Johnsburg Road, left on St. John’s Avenue (Stop Sign) – road dead ends at school parking lot. Allow 35-45 minutes travel time.
Montini – McHenry	School – North on Route 31, right on 120, left on Route 31 – school is on left, park in back of school Duker Elem School – North on Route 31, right on Kane, school is on the right. Allow 30-35 minutes travel time.
St. Mary’s – Woodstock	Northwest on Route 14, right on Lake Street, right on Route 47, cross over Country Club Road (stop light), left on Calhoun, right on Tryon (bank and Presbyterian Church on corner), left on Lincoln, right into parking lot and gym entrance. Allow 40-50 minutes travel time.

SS PETER AND PAUL SPORTS DEPARTMENT

DIRECTIONS TO OTHER SCHOOLS

School	Directions
St. Hubert – Hoffman Estates	Take Higgins Road to Roselle Road (turn south). The first stop light is Bode Road. At the third street past Bode, turn right (west) at Illinois Avenue. Head west on Illinois for about half a mile past Evanston Street. The next right (past a baseball diamond) is the entrance in the St. Hubert parking area (the second right you can make after turning onto Illinois Avenue. Entrance will be at the double doors (Door #11) – do not use any other entrance. Allow 45-55 minutes travel time.
St. Anne – Barrington	319 E. Franklin --- Take Route 14 east to Main Street (Route 59) in Barrington and turn right (south). Turn left (east) on Liberty, Washington, or Franklin and proceed to Ela. At the intersection of Ela and Franklin, the new school gym is on the southeast corner, the Parish center is on the southwest corner, and the primary parking lot is on the northeast corner. Allow 15-25 minutes travel time.
St. Peter - Antioch	Take Route 176 east to Route 12. Take Route 12 north (turn left) until Route 12 splits with Route 59. Stay on Route 59 until you reach Route 173 in Antioch. Go through the intersection of Route 59 and 173 and you will see St. Peter's ahead of you, turn left into church parking lot. Gym and school are behind the church. Allow 45-60 minutes travel time.
St. Bede – Ingleside	Take Route 176 east to Route 12. Take Route 12 north (turn left) until Route 12 splits with Route 59. Stay on Route 59 until you reach Wilson Street. St. Bede's will be on the right hand side, across the intersection with Wilson Street. Turn right onto Wilson Street and a quick left into the church/school parking lot. Gym is behind the school on the right side. Allow 40-50 minutes travel time.
St. Theresa - Palatine	Take Route 14 east to Palatine. Turn right (south) at light at Benton Street, turn left (east) to enter parking lot. School Gym is south of church. Allow 30-40 minutes travel time.
St. Colette – Rolling Meadows	Take Route 14 east to Hicks Road, turn right (south) and cross train tracks. Proceed south on Hicks passing Euclid and continue to Kirchoff Road. Turn left (east) and proceed under Route 53 to Meadow Drive. Turn right (south) on Meadow and the school is at the end of the street. Allow 35-45 minutes travel time.
Our Lady by the Wayside – Arlington Heights	Take Route 14 east to Ridge Road (light after Euclid), turn right (south) and cross train tracks. Proceed south on Ridge for 7 blocks, school is on your left. Northeast corner of Ridge and Park Avenues. Allow 40-50 minutes travel time.

SS PETER AND PAUL SPORTS DEPARTMENT INSTALLATION AND REMOVAL OF GYM WINDOW SHADES

*****WINDOW SHADES ARE STORED UNDER THE STAGE*****

TO HANG WINDOW SHADES --- Extend the telescoping pole to the desired length. Hook the rope from one shade onto the end of the pole and carefully bring the shade to the top of the window. The rope will hook onto the two hooks above the window. Adjust shade with the hanging pole so it is level.

TO REMOVE WINDOW SHADES --- Extend the telescoping pole to the desired length. Grab rope with the end hook and lift slightly to remove the shade from the two hooks above the window. Slowly lower the shade to the floor for rolling and storage.

TO STORE WINDOW SHADES --- Place four shades on top of one another. Roll together and place in a bag. **ONLY FOUR** shades to a bag because they are heavy. Place shades and pole in storage location under stage.

NOTE --- This can be accomplished by one person but it is much easier with two people.

SS PETER AND PAUL SPORTS DEPARTMENT OPENING / CLOSING OF BLEACHERS FOR GYM EVENTS

NOTE – BLEACHERS ARE TO BE OPEN EITHER EAST TO WEST OR WEST TO EAST. NEVER FORCE THE BLEACHERS OPEN OR CLOSED.

TO OPEN BLEACHERS ---

- Retrieve 1 x 3 foot Masonite boards (brown in color) from under a set of bleachers or at the west end of the bleachers against the wall.
- Lift the bottom panel of the bleachers from the floor until it is straight up, 180 degrees from its original position (this panel when lifted releases the brakes on the bleachers that prevent its movement when opened).
- Lay a Masonite board down in the long direction in alignment with Masonite boards already installed under the bleachers (2 per bleacher section). This will provide a path for the bleacher wheels to ride on.
- Pull the bleachers out from the wall applying equal pressure so they come out parallel to the wall in front of you. Once all the way out from the wall, slowly lower the lower panel to the floor. This will set the brake for the bleachers.
- Continue to pull out bleachers east to west or west to east until all 5 units are pulled out.

TO CLOSE BLEACHERS ---

- Reverse the process described above.
- Use a broom to pull out garbage from under bleachers once each section of bleachers is closed.
- Ensure Masonite boards are returned to their storage place at the west end of the bleachers.

NOTE --- This can be accomplished by one person but it is much easier with two people.

SS PETER AND PAUL SPORTS DEPARTMENT
COACH/TEAM MANAGER
VOLUNTEER APPLICATION FORM
 (Complete a separate form for each volunteer position)

Name	
Home Phone	
Cell Phone	
Email Address	
Name of Child and Grade Next Year	Grade 4 5 6 7 8
Position Volunteering For	<input type="checkbox"/> Head Coach <input type="checkbox"/> Assistant Coach <input type="checkbox"/> Team Manager
Sport Volunteering For	<input type="checkbox"/> Cheerleading <input type="checkbox"/> Track <input type="checkbox"/> Boys Basketball <input type="checkbox"/> Boys Volleyball <input type="checkbox"/> Girls Basketball <input type="checkbox"/> Girls Volleyball
Years of Experience Coaching at SSPP/Sport	

<p>Years of Experience Coaching outside of SSPP/Sport</p>	
<p>Other Information Relevant to your Volunteer Application?</p>	

Please note that if selected to one of these positions, you must complete the following:

- 1. Protecting God’s Children Training (one time)**
- 2. Blood Borne Pathogens Test (annually)**
- 3. Criminal Background Check (annually)**

Additional Notes:

- **Head Coach is responsible for all teams at the grade level, if split to A/B teams (7/8th grades) or two equal teams (5/6th grade).**
- **Assistant Coach will cover responsibilities for the Head Coach for games and/or practices as well as Coach a B team (7/8th grade) or second team (5/6th grade).**
- **Team Manager is responsible for administrative duties in support of the Head Coach.**
- **In cases of two equal teams or A/B teams, all athletes practice at one time and learn the same plays.**
- **Any questions on duties or responsibilities will be directed to Steve Tasch and/or Paul Roth.**
- **Complete this form and submit to the AD Mailbox at school or email to SSPP_Sports@comcast.net**
- **All forms will be reviewed by the ADs and Sr. Katrina. A final decision will be made by the middle of May.**

SS PETER AND PAUL SPORTS DEPARTMENT INCIDENT REPORT FORM

INFORMATION OBTAINED AT THE TIME OF THE INCIDENT

Date/Time of Event	
Athlete's Name	
Birth Date	
Name of School/Grade in School	
Teacher's Name	
Description of Incident	
Name of Adult(s)/Witness(es) present at time of incident	
First Aid given (describe)	
First Aid Given by whom	
Parent Notified/by whom	
Athlete was sent to:	<input type="checkbox"/> Home <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Other _____

SS PETER AND PAUL SPORTS DEPARTMENT
INCIDENT REPORT FORM

(continued)

FOLLOW UP INFORMATION AFTER THE INCIDENT
(COMPLETE THIS SECTION ONLY IF MEDICAL ATTENTION WAS
SOUGHT WITHIN 48 HOURS OF THE INCIDENT)

Days absent from School due to accident	
Follow up information obtained	
Other Comments/Information	

Preparer's Signature/Date _____

Principal's Signature/Date _____

School Nurse's Signature/Date _____

SS PETER AND PAUL SPORTS DEPARTMENT PLAYER AVAILABILITY FORM

The purpose of this form is for the parent and the athlete to identify any conflicts with other SSPP/non-SSPP activities that may impact attendance at practices or games during the season for your coaches. This information will be used to determine which team your child is placed on.

Name: _____

Sport: _____

Grade: _____

Does your child participate in any activities outside of this program that may impact his/her ability to attend games/practices?

Yes – please list the activities

1. _____

2. _____

3. _____

No, my child does not participate in any activities outside of this program

If your answer was YES, in the event of a conflict, indicate which activity your child will attend first.
