

# Athletics Program Handbook



## HELP YOUR ATHLETE – BEFORE, DURING, AND AFTER THE GAME

**BEFORE** - Know their goals, roles, and needs, and accept them. Release them to the game, their coach and team

**DURING** – Model poise, confidence, and correct behavior. Focus on our team.

**AFTER** – Give them all the time and space they need. Be a confidence builder.

# Mission Statement

*Our Lady of Consolation School actively invites students and their families to a deeper relationship with Christ Jesus through the Sacraments, education, prayer, and service. We strive to be a Christ-centered Catholic community that welcomes, serves and guides people to a life of holiness.*

# Philosophy Statement

The administration, faculty and staff of Our Lady of Consolation School are committed to

- Creating an environment that encourages each student to grow spiritually, academically, emotionally, and physically.
- Providing a faith-based education that integrates the teachings of the Church into all aspects of the curriculum.
- Providing an education that meets and exceeds curriculum requirements.
- Developing knowledge, skills, and abilities needed to be productive members of our society and the Body of Christ.
- Instilling in our students a passionate love for God and his people by providing opportunities for service to our community and throughout the world.
- Inspiring students to achieve their potential and to develop their God-given talents.
- Creating lesson plans that meet the needs of all learners.
- Providing opportunities for our parents to take an active role in their child's education by volunteering, supporting the Parent's Association and teachers, and demonstrating a Christian attitude.

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## Athletic Code of Ethics

It is the duty of all concerned with OLC's Athletic Program:

1. To **emphasize** the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To **eliminate** all possibilities which tend to destroy the best values of the game.
3. To **stress** the values derived from playing the game fairly.
4. To **show** cordial courtesy to visiting teams and officials.
5. To **establish** a congenial relationship between visitors and host.
6. To **respect** the integrity and judgment of sports officials.
7. To **achieve** a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To **encourage** leadership, use of initiative, and good judgment by the players on the team.
9. To **recognize** that the purpose of athletics is to promote the physical, mental, moral, social and emotional well being of the individual players.
10. To **remember** that an athletic contest is **only** a game.

# Introduction to the OLC Athletic Program

Welcome to Our Lady of Consolation Athletic Program. We have a vibrant program with a large percentage of our kids participating. This handbook is a set of guidelines which is full of information that will help familiarize you with what is expected of you and your child, and to let you know what we have to offer.

Please read the information carefully with your son or daughter. Make sure that you understand the purpose, philosophy, and responsibilities of participating in the OLC athletic programs. We will be asking you to take an active interest in making your child's participation in the sports program a positive and enjoyable success.

## Sports Offered

### Fall

- Football - Boys (Grades 5 - 8)
- Flag Football (Grades 3-4)
- Sideline Cheer (Grades K-4 and 5-8)
- Soccer – Boys (Grades 5 - 8)
- Cross Country – Boys & Girls (Grades 5 - 8)
- Volleyball (Grades 5, 6, 7 & 8)

### Winter 1 & 2

- Basketball – Boys (Grades 3 - 4 and 5 - 8)
- Basketball – Girls (Grades 3 - 4 and 5 - 8)
- Competitive Cheerleading – Girls (Grades K-4 and 5-8)

### Spring

- Softball – Girls (Grades 5 - 8)
- Baseball – Boys (Grades 5 - 8)
- Soccer – Girls (Grades 5 - 8)
- Track – Boys & Girls (Grades 5 - 8)
- Lacrosse – Boys and Girls (Grades 3-4 and 5-8)
- Tennis – Boys and Girls (Grades 6-8)

Note: **It is an OLC school policy that a student cannot play 2 OLC sports at the same time without permission from the OLCAD**

See the GRACEAC website for more information <https://graceac.com>

## Action under Public Acts 342 and 343 of 2012 (Concussion Law)

The above laws become effective June 30, 2013 and require schools and youth sports organizations to educate, train and collect forms for **non MHSAA** activities including physical education classes, intramural and out-of-season camps or clinics. You may wish to share this information with youth sports groups in your community, including all CYO programs.

It should be understood that for MHSAA sports the existing rules meeting completion requirement and concussion removal and return to play protocols, first begun in 2010, remain in effect. This includes that each school shall designate the person who shall evaluate suspected concussions. If a student is withheld from athletic activities due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the written clearance of **an MD or DO**. This is more stringent than the new law and must be followed for MHSAA competition and practices. Not adhering to this protocol results in ineligibility of the student and forfeiture of contests.

Compliance with other aspects of the new concussion law is accomplished through a website of the Michigan Department of Community Health (MDCH) [michigan.gov/sportsconcussion](http://michigan.gov/sportsconcussion).

Below is a brief summary of what the new law requires youth sports organizations and schools do for **non-MHSAA sport activities** such as physical education, intramurals and out-of-season or summer camps and clinics:

1. Adult coaches (paid or volunteer) and teachers of Physical Education class, must complete the established free online training course. There are two options on the MDCH website, one through the Center for Disease Control - CDC and one through the National Federation of State High School Associations (NFHS.org). These courses are the only options to fulfill the adult training requirement. Schools should collect and file the certificate of completion for each adult.
2. Schools/Parishes must provide educational training materials to students and parents and collect and maintain their signed statement of receipt of that information for the duration of the student's involvement and until age 25, whichever is later. The [chsl.com](http://chsl.com) web site has "Information for Parents & Students." The website also links to an "Acknowledgement Form". This form can be used as the signed statement or schools/parishes may create their own form provided the content is similar or more stringent. Schools should include concussion information and signed statements with school registration and handbook materials; at first for all students and in subsequent years for new students.
3. Schools/Parishes must follow the same concussion protocols for **non-MHSAA** events as is currently done for MHSAA sports when a student is suspected of a concussion. Sit them out, find out and do not allow them to return to athletic activities, P. E. class, practice or competition until cleared in writing. The new law requires schools to maintain a copy of any written clearance until the student is 25 years of age.

## Physicals

All athletes must have a current physical on file in the school office. **The physical must be dated after April 15<sup>th</sup>** for participation the following school year. Every athlete **MUST** have a physical before they will be allowed to practice.

## Consent Forms

**Consent Forms** must also be signed each school year. Consent forms are available from the school office. They are also located on the OLC website on the Athletics page at <https://olcparishrockford.com/school/students/athletics/>. These forms must be signed by a parent

and returned to the school office. It is important that these slips be turned in on time so we can determine how many teams we will have and make arrangements for coaches and practice times. Please be courteous about this. Sometimes the difference of one player will determine the need to combine or split a team. If you cannot get the slip in, please call so we know if your child is playing. Sign-ups for fall are done the previous spring. The reason we do this is that practices for fall sports begin in mid August before school starts and it is very difficult to contact everyone during the summer.

## Athletic Fee

There is an annual \$145.00 athletic fee for grades 5-8 (per athlete). These fees are specifically for OLC students. For parishioners that are not enrolled in OLC's school the cost will be on a per sport basis per the three sports seasons (fall, winter, and spring): This fee helps to pay the league fees charged to us by GRACEAC, fees for tournaments, new uniforms and referees.

## Our Lady of Consolation Athletic Director's Team (OLCADT)

The Our Lady of Consolation Athletic Director's Team (OLCADT) is composed of three member groups: the school principal, the athletic director(s), and the OLC Parents Association Board. Its function is to coordinate the student sports program at Our Lady of Consolation School.

The preceding standards and the descriptors that follow have been drafted by the OLCAD to address issues critical to our sports program on and off the playing field, but which are not well defined in the school handbook or within GRACEAC policy. For additional information on GRACEAC policies, please view their web site at [www.graceac.com](http://www.graceac.com).

The basis for the creation of these standards is not only to focus our attention on the privilege of playing the game, but also on replicating the teachings of Christ through our everyday lives and in our relationships with one another. The standards are intended to be implemented fairly and equitably, with due consideration given to the families, student athletes, and volunteer coaches participating in Our Lady of Consolation School athletics. As such, these standards are subject to change as necessary.

## Student Athlete Participation/Commitment to Play

Please talk to your child about making a commitment to play. This is a commitment on both the part of the parent and the child. We like to see everyone try different sports, but they do need to realize that if they are on the team, they need to attend the practices in order to participate in the games. Also, if they are sick and not in school, they should not attend practice or participate in a game that day.

1. Student athletes must participate in a minimum of 50% of practice times each week (Monday through Sunday). If the student athlete does not meet this minimum practice time without justifiable reasons presented to the coaching staff and/or OLCADT, the student athlete cannot participate in competition against opposing teams.
2. Within the same sport's season, it is strongly encouraged that the student athlete not participate in a competing sports league of the same sport while participating at Our Lady of

Consolation School. If a student athlete does participate with another league, the absence from less than 50% of practices and games must be agreed upon by both the coach and athletic director.

3. Student athletes who voluntarily resign from a Our Lady of Consolation School athletic team during a sport's season may be considered ineligible to participate during his or her next desired sporting season. The reasons for a student athlete removing him or herself from the sport will be evaluated on a case-by-case basis before any decision is reached by OLCADT regarding a student athlete's future eligibility.
4. The OLCAD reserves the right to recommend to the principal that a student athlete be removed from any Our Lady of Consolation School sporting team if that student athlete engages in any action or behavior, on and off the playing field and/or during or outside of regular school hours, that violates any school, GRACEAC, or Diocesan regulation. Any recommendation of such nature shall be made in writing to the principal and to the parents from the OLCAD.

### Coaches Participation/Commitment/Responsibilities

Coaches participating in the Our Lady of Consolation School sports program are held to the highest standards of conduct on and off the field of competition. Not only are we representing Our Lady of Consolation School and Parish, most importantly, we are representatives of our Catholic faith. It is critical that we as adults model the teachings of our faith and model the positive behaviors we expect of our children.

Coaches are expected to treat athletes in a Christian manner at all times, and to act as a responsible role model for student athletes while representing OLC School in a positive light. Berating, humiliating and making negative statements will not be tolerated.

All coaches **MUST** complete an online Virtus training session. All coaches are subject to a criminal background check.

It is the responsibility of each coach to attend a league meeting for the team they are coaching.

Coaches shall adhere to the established practice schedule and communicate practice times and, in writing, notify athletes in advance when a change is made. Coaches will remain visibly with athletes at practice until ALL athletes have been picked up.

Coaches will be responsible for communicating with parents when a problem arises with an athlete, (i.e.: missed practices or games, behavior problems). If the problem continues or can not be resolved with the parent, the coach must notify the athletic director as soon as a possible.

If an athlete is injured during a practice/game, it is recommended that the coach follow up on the injury with the athlete and parent to determine readiness for return to play.

Coaches are expected to address concerns from athletes and parents.

Coaches are asked to attempt to deal with any fan/parents problem that may arise during a game if possible. If problems arise at games or at practices with an athlete, parents or fan it is the responsibility of the coach to notify the athletic director within 24 hours.

If a coach finds it necessary to suspend an athlete from a game, the coach must notify the parents, principal and the athletic director within 24 hours.

During the course of game play, including warm-ups and introductions, the game itself, and subsequent post-game activities, the coach is the only Our Lady of Consolation School representative authorized to address Our Lady of Consolation School team players, referees, opposing team players and coaches, or any other sport official.

Coaches representing Our Lady of Consolation School at any sport practice or game shall not enter into any verbal or physical conflict with any other adult, be it from Our lady of Consolation School, the opposing team, or a sport official. Any Our Lady of Consolation Coach representative violating this standard is subject to the grievance process, including possible suspension for at least one game.

OLC Coaches who also coach in a competing sports league must give notice to the OLCADT. When conflicts arise in practice schedules and games, coaches are expected to fulfill their obligations with the OLC school team first.

## Parents Commitment / Behavior Standards

Parents watching Our Lady of Consolation School sports are held to standards of conduct during a competition the same as our coaches and athletes. It is critical that parents model the positive behaviors we expect of our coaches and children.

It is realized that in sports, as in life, conflicts do occur. How we settle those conflicts determines the quality of our interpersonal relationships and the reputation of our organization. The following parent's commitments and adult behavioral standards are designed to inform all adults of the Our Lady of Consolation School sports program of the behaviors and outcomes expected.

1. Parents are responsible to get their kids to practices and games on time.
2. It is the responsibility of the parent to notify the coach if your child is sick and cannot attend practice or a game.
3. Parents representing Our Lady of Consolation School at any sport practice or game shall not enter into any verbal or physical conflict with any other adult, be it from Our Lady of Consolation School, the opposing team, or a sport official. Any Our Lady of Consolation School parents violating this standard are subject to the grievance process, including possible suspension for at least one game.
4. Our Lady of Consolation Parents will not yell from the stands or from the sidelines any form of instruction, playing technique, objection or protest, or any other manner of divisive or unsportsmanlike comment.
5. Parents are however highly encouraged to offer loud encouragement and appreciation for outstanding play or for a job well done, not only to the Our Lady of Consolation School team, but also to the opposing team.

6. Academic Sports Policy: Sports programs enhance the formal education of the student by teaching valuable lessons such as goal setting, teamwork, commitment, decision-making and critical thinking. However, OLC recognizes PARENTS as the primary educators of their children, with the ultimate duty of promoting academic responsibility at home and at school. The parent(s) may decide to withdraw their child from a sport activity for poor academic progress. It is expected that the parent(s) will speak to the coach of the athlete involved before they take action.
7. All parents (grandparents, or older siblings in high school), whose children participate in OLC 4<sup>th</sup> through 8<sup>th</sup> grade sports program will be assigned to work at least 2 two-hour shifts in the OLC concession stand, admissions table, set up, clean up or as a sports administrator (the amount of shifts will be dependent on how many games we have assigned to OLC). Helping with the concession stand or Gym Manager is just like OLC playground duty. You will be assigned a time to help out. If you cannot work at that time, you will be responsible to find someone to take your place.
8. Sports fees are collected each fall from every family who has a child(ren) participating in OLC-sponsored sport. In most cases, an athlete will not receive a uniform until the sports fee is paid.

### Rules to Remember

1. Be prompt in dropping off and picking up your child. Players who are late affect the whole team.
2. Your child cannot be in the school or gym without adult supervision.
3. Please be quiet when entering and leaving the school. Other school or church activities may be in progress. We need to be respectful of others using the building. No fooling around in the hallways, etc.
4. Only participating athletes should be at practice.

### Weather

**Games** - The GRACEAC weather hotline is 456-9563. Access this phone line for up to date weather cancellations, schedule changes.

**Practice** - **"No School – No Practice"**. All after school activities including practices will be canceled if under a watch or warning of severe weather. This policy can be overridden by verbal permission of the Athletic Directors or School Principal.

### Student Athlete Eligibility Standards

Our Lady of Consolation, as well as other schools who participate in the GRACEAC league, has eligibility requirements which students must maintain in order to participate in sports. These standards are monitored by the teachers and Principal.

Student athletes are expected to follow these rules:

- A) Respect and Obey coaches
- B) Maintain a “C” average in core academic classes.
- C) Maintain at least a “2” in Effort-Study Habits and Conduct. (See explanation below.)

### Explanation of Effort-Study Habits and Conduct

1. Very Good: Completes assignments consistently, studies independently, shows participation during classes. Does not cause disruptions in class, shows respect to everyone in the school, and acts as a positive role model for all students. **Never** has poor interactions with others that results in disciplinary measures or consequences that are deemed necessary by OLC Staff.
2. Satisfactory: Continuous effort to complete assignments, meets requirements of classes.

### Explanation of Conduct Code

1. Very Good
2. **Satisfactory**: Does not cause disruptions in class, shows respect to everyone in the school, and acts as a positive role model for all students. **Never** has poor interactions with others that results in disciplinary measures or consequences that are deemed necessary by OLC Staff.

Academic Eligibility Rule: Academic eligibility will be determined by the student maintaining a “C” average in all subjects.

Participation in OLC sports is open to all students. No one is excluded, as long as the student follows the discipline of the school. If, at any time, a student becomes ineligible, the ineligibility will apply to the following week.

If a student is absent from school because of illness, he/she may not attend practice or games. If the reason for absence is a doctor’s appointment, funeral, etc., the student may attend practice or games. Absences must be notified through written notes. Students who find it necessary to miss a practice must notify the coach. They should not send a message through another player. It is understood that students who freely choose to participate agree to abide by the rules when they join the team.

Sports physicals are required for all student athletes and must be on file before the first practice.

### Student Athlete Eligibility Process

1. To declare a student “ineligible” to participate in Our Lady of Consolation athletics, the principal will inform the Athletic Director and Parents of the child of a student athletes’ in-eligibility status.
2. The Athletic Director will inform the coach of the Athletes in-eligibility status. The student athlete may be allowed to practice but cannot participate in any games during the in-eligibility time period. The student athlete must attend the game(s) and sit with the other players.

3. The in-eligibility time period will be agreed upon by the principal and the student athletes' parents.

#### 4. **Grievance Process Standards**

How we as adults address and resolve conflict within our organization is critical to our viability as an organization and to how we are perceived not only by others outside our community family, but also by our own children. Again, it is of strategic importance that as adults we take to heart those Catholic values we instill in our children, and act as positive role models while participating in the sports and competition program of Our Lady of Consolation School.

All Our Lady of Consolation School adult representatives must adhere to the following standards to quickly and as painlessly as possible resolve conflict. We must eliminate the tendencies to speak without having all the facts, and to discuss the issues with those not connected with the conflict.

A. Every athletic field or gymnasium on which Our Lady of Consolation School athletic teams compete has on-site a designated "sports administrator." Among his or her obligations is to ensure the smooth operation of the sporting event. Our Lady of Consolation School adult representatives who are concerned with any portion of the game, including viewing any actions or overhearing any conversations that can be considered unsportsmanlike, derogatory, or not in adherence with our Catholic faith, should make use of the administrator's services.

##### Step 1:

Locate the sports administrator by inquiring for him or her at the ticket booth or concession stand. Speak with the sports administrator at the time the incident is occurring or shortly thereafter. The complaint should be vocalized in a professional, respectful and dignified manner.

##### Step 2:

Within three days after referring an incident to the on site sports administrator, contact the OLC AD in writing, indicating the nature of the issue and its resolution after being brought forward to the sports administrator's attention. The OLC AD will work with the athletic department of the other school to review the incident and its resolution, and will forward a copy of the letter to the GRACEAC Board of Directors for its record keeping and action if required.

B. Adults (parents and coaches) who may have a complaint or objection directed towards another adult are required to adhere to the following steps. The intent of this process is to address the issue at the lowest level and as rapidly as possible.

Step 1: The adults involved in the dispute must first meet with each other to attempt to resolve their differences. Although there may be differences of opinion, this discussion must occur in a Christian atmosphere of mutual respect and dignity.

##### Step 2:

The OLC AD will not mediate a disagreement until it is satisfied the parties involved have attempted to resolve the issue(s) themselves as directed in Step 1. If the "face-to-face" meeting fails to resolve the matter, the aggrieved parties may contact the athletic director or school principal of the OLC AD for assistance in mediating the dispute. Any decision on the part of the participating OLC AD member will be based on the overall good of the Our Lady of Consolation School athletic program and not one's individual wants and desires.

C. Adults (parents and coach) who may have a complaint or objection directed towards a member of OLC AD or GRACEAC should communicate said complaint or objection to the principal in writing.

D. Our Lady of Consolation School adult representatives with complaints or conflict issues must provide every opportunity for these standards and the OLC AD to resolve the concerns and issues. It is recommended that parents of student athletes of Our Lady of Consolation School not contact the GRACEAC league directly. Instead, please allow the OLC AD and the respective coaching staffs to handle all contacts with the GRACEAC league. This process will ensure a smooth communication flow, ultimately benefiting the overall sports program at Our Lady of Consolation School.

Any questions regarding the OLC sports program can be directed to:

Athletic Directors: Mitch Ziomkowski  
Principal: Abby Giroux

AD@olcschoolrockford.org  
agiroux@olcschoolrockford.org

Issued by the Our Lady of Consolation School Athletic Director's Team

Mitch Ziomkowski  
Athletic Director

Abby Giroux  
School Principal



## DIOCESE OF GRAND RAPIDS

### Parent/Student Acknowledgment of Athletic Handbook

Dear Parent:

It is important that you and your child read and review the contents of this handbook. It contains notices of OLC Athletic Policy and Procedures. Please sign and return this page to indicate that you have read and reviewed the handbook with your child.

I understand and consent to the responsibilities in the OLC policies as outlined in this handbook. I also understand and agree that my children shall be held accountable for the behavior and consequences outlined in these policies at school and at school-sponsored and school-related misconduct, regardless of the time or location. I understand that any student who violates the rules established by the Michigan High School Athletic Association is subject to suspension from participation as described in those rules. I further understand that any student who violates the school's rules of behavior shall be subject to disciplinary action.

Student (Print Name)

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Student Signature

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Parent/Guardian Signature

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Date

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