

Athletic Handbook

2023-2024



Elementary School
1320 16 Avenue
Moline, IL 61265
(309) 757-5500

Middle School
1320 17 Avenue
Moline, IL 61265
(309) 764-5418

OVERVIEW

The mission of Seton Catholic School is to provide for the religious and academic formation of students in preparation for their lives as productive Catholic adults.

An important part of student development is the opportunity for our students to be involved in athletics. Student academic and spiritual development should never be compromised for athletics. If kept in proper perspective, the life lessons learned through athletic achievement, competition and teamwork can be very valuable.

Seton School's athletic philosophy and objectives apply to all students in every grade participating in any Seton-related sport. Specific policies and guidelines listed in this handbook may be specifically directed at middle school sports, however, all Seton athletes, their families, and coaches are asked to follow the spirit of these guiding principles.

SETON SCHOOL PHILOSOPHY ON ATHLETICS

The Seton School Athletic Program is a source of pride for its students, staff, parents, coaches, pastors, and alumni. Seton School expects everyone associated with our athletic program to fulfill their responsibility of good sportsmanship, high character, and respect for others. We will strive to help all our athletes reach their athletic potential as well as experience the benefits of healthy competition, teamwork and fun.

Any Seton student who wishes to participate in our athletic program and makes the necessary commitment set forth by the team will be given the opportunity to participate. The success of our athletic program will not be judged by wins and losses. The goal of our athletic program is to help our young people reach their full athletic potential as well as experience the benefits of healthy competition and teamwork with proper appreciation and respect for the opportunities and abilities God has given them.

SETON ATHLETIC PROGRAM OBJECTIVES

- Provide for all students wishing to participate in athletics, the opportunity to develop and improve their skills and physical condition.
- Help our athletes understand and appreciate the importance of hard work and sportsmanship as well as maintain a healthy perspective on teamwork versus individual achievement.
- Have Seton athletics be a teaching opportunity to stress the values of our school.

SPORTSMANSHIP

It is recognized that Seton Catholic School interscholastic athletic events should be conducted in such a manner that good sportsmanship prevails at all times. It is an expectation at Seton Catholic School that every effort is made by students, athletes, coaches, and parents to promote good sportsmanship and healthy competition. Unsportsmanlike conduct by any student, athlete, coach, or parent may result in consequential action taken by the Seton administration.

Athletes

Seton Catholic School athletes are expected to exhibit the highest level of sportsmanship at all Seton athletic events, both home and away. Any athlete that fails to demonstrate sportsmanship will be disciplined by their respective team coach. Any Seton athlete that is ejected from an athletic contest for unsportsmanlike conduct will serve an immediate one game suspension. An athlete that is ejected a second time in the same season for unsportsmanlike conduct will serve an immediate two game suspension and be subject to additional disciplinary action determined by the Seton administration and athletic director.*

Coaches

Seton Catholic School coaches are expected to exhibit the highest level of sportsmanship at all Seton athletic events, both home and away, and represent Seton Catholic School with grace and dignity. Any coach ejected from an athletic event for unsportsmanlike behavior will be subject to an immediate one game suspension. The principal and athletic director will review any situation where a coach is ejected and determine if any further action should be taken. Multiple cases of coach ejections in a season will be subject to review by the Seton administration and athletic director.*

Parents & Student Spectators

Seton Catholic School parents and student spectators are expected to exhibit the highest level of sportsmanship at all Seton sponsored athletic events, both home and away. Parents, students, and fans that display “unreasonable” or unsportsmanlike conduct towards contest officials, players, or other spectators will be asked to leave Seton facilities. Continued unsportsmanlike conduct at Seton athletic events may result in further actions deemed necessary by the Seton administration and athletic director.*

**The Seton administration and athletic director will consult on sportsmanship issues when deemed necessary.*

LINES OF RESPONSIBILITY

Principal

The Seton Catholic School Athletic Program is administered by the principal, who has the final authority regarding eligibility of students, selection of coaches, scheduling, use of school property and equipment and all policies regarding the athletic program. The principal will consult with the Seton School Pastors' Board when deemed necessary.

Athletic Director

The Seton School athletic director will implement the athletic program and enforce all rules, regulations, and policies under the direction of the principal.

COACH SELECTION

The Seton School principal and athletic director are responsible for selection of coaches (Grades 7 and 8 only). Persons interested in coaching should contact the athletic director or principal.

RESPONSIBILITIES OF COACHES

The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student athlete. Coaches assume the role of teacher and mentor. A coach's attitude and behavior are crucial to modeling good sportsmanship in both word and deed. The Seton School Athletic Program is dependent on volunteers, and is appreciative of the time and effort expended by these individuals. **Even though these are volunteer positions the following responsibilities must be followed for the welfare of the students involved in the program.**

Coaches are required to:

- Read and abide by the Seton Athletic Handbook
- Uphold the Seton School Athletic Philosophy and adhere to its principles.
- Be responsible to the Seton administration and Seton athletic director.
- Complete all required background checks and training required by Seton School and the Diocese of Peoria.
- Adhere and comply with all Seton School rules, policies, and regulations regarding athletic eligibility, playing time, and sportsmanship and behavior.
- Have a firm understanding of the rules and fundamentals of the sport they are coaching and teach it to the players.
- Teach and model respect and sportsmanship.
- Use appropriate language and behavior at all times while maintaining composure.
- **Conduct a MANDATORY informational meeting for parents and players prior to the first competition.** The purpose of the informational meeting is to communicate to players and parents information regarding:
 - game and practice schedules including drop-off and pick-up times

- o team attendance expectations
- o player and parent sportsmanship and conduct
- o playing time issues
- o how questions, problems or concerns will be resolved
- o *Return to Learn* and *Return to Play* Protocols and Procedures
- Help develop all players on the team and involve them in practices and games.
- Have a basic understanding of first aid. In the event of an injury the coach should evaluate its severity and seek proper assistance if necessary.
- Communicate to the principal, athletic director, and parents any serious injuries as well as complete a Diocesan Accident Report Form and submit it to the Principal immediately following the incident.
- Communicate to the principal, athletic director, and parents, any and all serious disciplinary issues and actions taken.
- Be fair and balanced in scheduling practices and games/meets. Academics come first.
- Maintain a complete roster of players, which include telephone numbers to call in case of an emergency. The athletic director will provide this roster to the coach at the beginning of the season. It is the coach's responsibility to maintain/update as needed.
- Provide supervision of athletes before, during, and after all practices and games. No player should be left unsupervised following a game or practice.
- Be responsible for facilities, materials, and equipment being used.

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parental support and involvement are vital to the success of the Seton Athletic Program. Parents/Guardians are required to:

- Read and discuss the Seton Athletic Handbook with his/her student(s).
- Know that if your student is a member of a non-school team, he/she may not participate in competitions in the same sport during the school team season. (See *Appendix* for Heartland Athletic Conference rules.)
- Read through, sign and return to school all necessary forms required of each student participating in the Seton Athletic Program. All forms must be signed and returned ***prior to the first practice.***
- **Attend a MANDATORY informational meeting with coaches at the beginning of each sport season.**
- Pay any fees associated with a particular sport as well as the \$30.00 participation fee for all Seton sports. **The participation fee must be paid prior to the first competition: cross country, volleyball, boy's and girl's basketball, boy's and girl's tennis, cheerleading, dance squad, track and golf.**
- Maintain respectful behavior at all times.
- Treat all coaches, officials, players, spectators with respect. Inappropriate

- behavior may lead to a parent being asked to leave a game/match.
- Be responsible for their child's transportation to and from all practices, games, meets.
- Follow the communication channels outlined in the Athletic Handbook.
- **If your athlete is to be excused from school before 3:15 for an athletic competition, you must send a note stating your intention to pick them up and the time they will be leaving. If your athlete is to leave school with another adult, that specific adult needs to be named in your note.**

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

The Athletic Director is required to:

- **Oversee the athletic program** of Seton School and communicate with the administration on all necessary matters.
- Uphold the philosophy of Seton Athletics and adhere to its principles.
- Represent Seton Catholic School at all meetings and act as a liaison for the *Heartland Athletic Conference*.
- Annually **secure and oversee all coaches/assistant coaches** for Seton School sponsored sports: volleyball, basketball, cheerleading, and dance squad, and to work in conjunction with the other Catholic middle school athletic directors to secure coaches for cross country, tennis, track and golf. (*Principal MUST approve ALL coaches prior to the start of a season*).
- Serve as a member of the **Concussion Oversight Team**
- Annually hold a **mandatory informational meeting for all Seton School coaches**.
 - Explain responsibilities and expectations to coaches.
 - Provide coaches with a copy of the Seton Athletic Handbook.
 - Review IESA protocol for implementation of NFHS sports playing rule for concussions
 - Explain *Return to Learn* and *Return to Play* Protocols and Procedures
- Provide coaches with a team folder containing emergency sheets for each athlete as well as Accident and Incident Forms and a Concussion Checklist. Collect the folder at the end of each season.
- Monitor the progress of coaches throughout the sport's season.
- Prepare and submit to the principal an annual **budget** for athletics.
- **Purchase** needed athletic equipment and uniforms.
- Collect all participation fees from student athletes prior to the first competition for **cross country, volleyball, boy's and girl's basketball, boy's and girl's tennis, cheerleading, dance squad, track and golf**.
- Be responsible for the **distribution and collection of all uniforms**.
- Be responsible for the **care and maintenance of all athletic equipment and uniforms**.

- Work with the middle school secretary to **schedule practice times** for various teams using Culemans Hall and Seton Middle School gymnasiums.
- Organize and oversee minimally six (6) **tournaments** throughout the school year.
- Hire, schedule and pay needed officials for games.
- Conduct student-athlete roster sign-up for: volleyball, cross country, tennis (fall and spring), basketball, dance squad, cheerleading, golf and track.
- Distribute, collect and organize all required forms from each athlete.
- Facilitate conflict resolution if problems arise between a coach, player, parent, fan, or another school.
- Other Responsibilities:
 - Oversee all home games/meets for basketball, volleyball and wrestling.
 - Oversee the concessions program
 - Oversee all **Seton School sponsored tournaments**
 - Follow and enforce all rules and regulations of the Seton Athletic Handbook, IESA (Illinois Elementary School Association), and the Heartland Athletic Conference. (Heartland by-laws and rules are included in the appendix.)

RESPONSIBILITIES OF ATHLETES

It is a privilege to participate in athletics. Therefore, the students will:

- Uphold the Seton Athletic Philosophy and adhere to its principles.
- Be present **at school by 10:00 a.m. to participate in practice or a competition on that same day.** *Exceptions may be made for appointments, funerals, and family emergencies, as long as verification is provided as indicated in the attendance policy for excused tardies/absences.*
- Be at all practices and competitions for the full period of time.
Discuss/communicate with coaches regarding any absence prior to the practice or competition. A written excuse/phone call from parents regarding special circumstances will be accepted. Repeated absences may mean dismissal from the team. Students with two (2) unexcused absences from practice/competition will receive a one competition suspension. Students with four (4) unexcused absences will be dismissed from the team/squad.
- Be responsible for the proper care and return of Seton School uniforms. (volleyball, basketball and cheerleading only)
- Display appropriate behavior at all times and treat teammates, game officials, opponents, and spectators with proper respect and exemplify good sportsmanship at all times.
- Be attentive and respectful to coaches at all times.
- Abide by all rules and instructions of the coaches and other supervising adults. Inappropriate behavior at practice and/or games may result in the student being suspended or removed from the team.
- Attend your coach's informational meeting with your parent/guardian.
- Strive to give your best effort in practice and games and make a commitment

- to improve.
- Follow all procedures established for practices, games and meets.
 - Submit all required forms and fees prior to the first practice. **A COPY OF THE ATHLETE'S CURRENT SPORTS PHYSICAL IS REQUIRED EACH SCHOOL YEAR.**
 - Maintain the academic eligibility requirements set forth by Seton School.

(Forms required to participate in any Seton sponsored sport may be found in the appendix.)

ACADEMIC ELIGIBILITY REQUIREMENTS FOR ATHLETICS

Eligibility requirements apply to all Seton-sponsored sports:

Cross Country, Girls' Volleyball, Boys' and Girls' Basketball, Cheerleading, Dance Squad, Boys' and Girls' Tennis, Track, and Golf.

Eligibility requirements also apply to the following sports:

Alleman Booster Boys Football, Future Pioneers Boys' and Girls' Basketball, and Junior Pioneer Wrestling.

In order to maintain athletic eligibility students **MUST** maintain a **C- grade in all subjects**.

Eligibility is determined every week throughout the sport's season.

If a student is found to be ineligible, they may not participate in any competitions for a one week period of time. Typically, Monday 8:00 a.m. to Monday 8:00 a.m.

TEAM MEMBERSHIP POLICY

The Seton Catholic School athletic program supports a **no - cut policy** based on the belief that all students should have the opportunity to experience and contribute to a team, regardless of skill

level. A **no – cut policy** has many positive attributes; however, in particular sports, such as volleyball or basketball, large team numbers may be difficult to manage. The results may be reduced playing time and less individual attention at practice. We believe the benefits of providing students an equal opportunity to join a team, or a **no – cut policy**, far outweigh these difficulties.

*A **no – cut policy** refers to the opportunity to join a team, it does not guarantee playing time. All athletes who adhere to the coach's guidelines will get to participate in some competitions. (i.e. games, meets, matches)

PLAYING TIME POLICY

The Seton School athletic program is participation based. "Participation" implies active involvement in practice, competitions, and while watching teammates compete. All coaches are instructed to provide each athlete with opportunities to participate. Participation will be based on player ability, effort at practice/competitions, attendance at practices and competitions, preparation, skill development, self confidence, and good sportsmanship.

It is important for the athlete and his/her parents to understand that practice time is just as important, if not more so, than playing time at this stage of an athlete's career. All athletes' playing time in competitions will not necessarily be equal, but each athlete will have the opportunity to compete as much as possible.

With guidance and supervision from the Athletic Director, each coach will strive for excellence, maintain fairness, and uphold the value system that is an integral part of Seton Catholic School.

COMMUNICATION CHANNELS

Parents/guardians should not approach a coach during or immediately after an athletic event. Parents that wish to provide input or have questions answered regarding playing time or other team issues are asked to follow the proper sequence of communication channels. This communication sequence is as follows:

Step 1: Athlete and Coach

Athletes should be encouraged to communicate with their coach(es) regarding team issues during and after practice. Coaches are encouraged to be open and provide constructive feedback.

Step 2: Athlete with Parent and Coach

Step 3: Athlete with Parent and Coach and Athletic Director

Step 4: Athlete with Parent and Coach and Athletic Director and Principal

Step 5: The Principal will involve the Pastors Board if deemed appropriate.

***Steps 2-5:** *It is recommended that these steps take place as scheduled meetings.*

Parents should contact the appropriate individual to arrange a meeting

Parents are encouraged to begin at Step 1 and progress to the next step if they feel a particular situation has not been resolved.

ATHLETIC PARTICIPATION FORMS

Forms required to participate in any Seton sponsored sport may be found in the appendix. **This includes a current sports physical each year an athlete participates in a school sport.**

CONCUSSION PROTOCOLS AND PROCEDURES

The **Concussion Oversight Team** is composed of the athletic director and the school nurse. If a student/athlete experiences a concussion, this team will guide athletes, parents and coaches through the established *Return to Learn* and *Return to Play* protocols and procedures.

In the event that a student/athlete incurs a head injury during a school athletic event, the concussion team, with the appropriate documentation from a physician, determines that a concussion has occurred, the following procedures will be followed.

Return to Learn Protocol and Procedures:

Documentation will be required from the student's physician as to when the student can initiate the *Return to Learn* protocol. When the student is cleared, the school nurse and/or the athletic director will notify in writing, via email, the student's teachers and coach and the return to learn will be initiated. Each day the school nurse and/or athletic director will monitor the student's progress.

The *Return to Learn* protocol includes 6 steps. Each phase will take place 24 hours following the previous phase. If symptoms return during any phase, a 24 hour period of rest is required before repeating that phase. The student may start at any phase in the *Return to Learn* protocol as directed by his/her symptoms and physician's recommendation.

Prior to the start and end of each school day, the student will report to the school nurse or the athletic director and they will assess the student for any symptoms and record them. The student's teachers will be informed daily of the current step the student is in until the completion of the *Return to Learn Protocol*.

Six Step Return to Learn Protocol:

Step 1 and Step 2: No school attendance, cognitive and physical rest as needed per physician's recommendation.

Step 3: Option for modified daily class schedule i.e. a few hours or half days
No PE or school sports
Allow breaks as recommended by physician
Provide extended time for school work to be completed

Step 4: Full days of school
Gradually decrease all restrictions
Still allow for extra time for school work to be completed

Step 5: Full academic load

Step 6: Begin *Return to Play* Protocol to return to sports/P.E.

Six Step *Return to Play* Progression

It is important for an athlete's parent(s) and coach(es) to watch for concussion symptoms after each day's *return to play* progression activity. An athlete should only move to the next step if they do not have any new symptoms at the current step. If an athlete's symptoms come back or if he or she gets new symptoms, this is a sign that the athlete is pushing too hard. The athlete should stop these activities and the athlete's medical provider should be contacted. After more rest and no concussion symptoms, the athlete can start at the previous step.

Step 1: Back to regular activities (such as school)

The athlete is back to his/her regular activities (such as school) and has the green-light from their healthcare provider via proper documentation, to begin the *return to play* process. An athlete's return to regular activities involves a stepwise process. It starts with a few days of rest (2-3 days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms. You can learn more about the steps to return to regular activities at: https://www.cdc.gov/headsup/basics/concussion_recovery.html.

Step 2: Light aerobic activity

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

Step 3: Moderate activity

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight from their typical routine).

Step 4: Heavy, non-contact activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

Step 5: Practice & full contact

Young athletes may return to practice and full contact (if appropriate for the sport) in controlled practice.

Step 6: Competition

Young athletes may return to competition after parent/guardian has signed and returned a Post-Concussion Consent Form (see Appendix)

GUIDELINES FOR RETURN TO PLAY AFTER A NON-HEAD INJURY

If professional medical attention is not deemed necessary by parents/guardians after a non-head sports injury, then a release/medical professional clearance is not required to return to practice/competition. However, in such a case, the following guidelines should be used in determining when an athlete may return to play:

1. No swelling or deformity
2. No headache, nausea, blurred vision, tingling numbness, cognitive or sensory changes
3. Symmetrical (equal to the other side) joint range on motion and strength
4. Ability to bear weight, without a limp, if an injury to the lower body. Ability to put weight through upper extremity if upper body injury.
5. Ability to complete full functional sporting activities without compensation.

If there is a question as to the seriousness of an injury and ability of an athlete to play, the parents/guardians should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical attention prior to interscholastic activity.

Those athletes that seek medical attention for an injury are required to provide a written medical release indicating their ability to return to participation.

APPENDIX

- By-Laws and Governing Rules of the Heartland Athletic Conference
- Athletic Packet:
 - Seton Athletic Handbook Sign-Off
 - Medical Information
 - Parental/Guardian Consent Form and Liability Waiver
 - Concussion Information and Sign-Off sheet
 - Post-Concussion Consent Form

BY-LAWS AND GOVERNING RULES OF HEARTLAND ATHLETIC CONFERENCE

I. IHSA Affiliation

- A. The By-Laws of the Illinois High School Association (IHSA) will be the By-Laws of the **HEARTLAND ATHLETIC CONFERENCE** unless exceptions are voted by the conference with a majority vote.
- B. All interscholastic athletic games, meets, and contests between conference schools or hosted by conference schools shall be governed only by the rules written or officially adopted for those respective sports by the National Federation of State High School Athletic Associations and modified by the IHSA, unless exceptions are voted on by the conference.

II. Conference Management

- A. Each school in the conference shall serve a two year term as conference manager. As conference manager the school will:
 - 1. Call and conduct meetings
 - 2. Draw up schedules
 - 3. Appoint committees as necessary
 - 4. Other duties as required
- B. A minimum of two meetings shall be held per year.
 - 1. Between football and boys basketball seasons in the Fall.
 - 2. Between girls basketball and track season in the Spring.
- C. Upon receiving requests from three member schools in regards to an item of special concern, the Conference Manager must call a meeting within a reasonable period of time.
- D. On all matters requiring a ballot, each school shall be allowed one vote.
- F. The Conference Manager will serve a two year term and will fulfill their obligation as Conference Manager in this order:
 - 1. Edison
 - 2. Geneseo
 - 3. Glenview
 - 4. John Deere
 - 5. Jordan
 - 6. Seton
 - 7. Washington
 - 8. Wilson

III. Contest Management

A. It is agreed that all conference schools will pay officials at a rate approved at a conference meeting.

B. The home team is expected to provide adult supervision and crowd control at each contest. In addition, it is the home team's responsibility to provide adult scorekeepers and timekeepers. At home football contests the home team will provide an adult-managed chain gang.

IV. Eligibility

A. Age

1. An athlete shall not be eligible to compete as an 8th grader after he/she has reached his/her sixteenth (16th) birthday. No 8th grader shall begin a season in which they will reach their sixteenth (16th) birthday.

2. An athlete shall not be eligible to compete as a 7th grader after he/she has reached his/her fifteenth (15th) birthday. No 7th grader shall begin a season in which they will reach their fifteenth (15th) birthday.

B. Independent Team Participation

1. During the school year and while a member of a school team, students shall not participate on any other non-school team in the same sport, nor shall they compete as an individual unattached in non-school competition in the same sport. The first violation of this rule will result in a two (2) game suspension, effective immediately after the violation occurs. The second violation will result in an automatic expulsion from the school team.

C. Athletic eligibility will be determined by each individual school. Guidelines should be set and followed on a weekly basis. Students must fulfill the school athletic eligibility requirements in order to participate in a school sport.

IV. Upon their adoption, these By-Laws and Governing Rules will take precedence over any previously existing rule, item, or decision which might appear in past by-laws or in minutes of past conference meetings. Amendments to these By-Laws and Governing Rules can be made by a majority vote of the schools present at an officially called meeting of the Conference.



August, 2023

Dear Parents,

Your student has indicated an interest in the Seton Catholic School Athletic Program. Please read the Student Athletic Handbook found in the Parent/Student Handbook, and know that you are responsible for supporting your student athlete in following its requirements.

The following must be completed and all forms returned to the Athletic Director **once each academic year**:

1. **Athletic Packet** (attached) which includes:

- a. **Seton Athletic Handbook Sign-Off** - *complete and return*
- b. **Medical Information/Authorization** - *complete and return*
- c. **Parental/Guardian Consent Form and Liability Waiver** *complete and return*
- d. **Concussion Information Sign-Off sheet** - *read, complete and return*
- e. **Post Concussion Consent Form** - *read and keep in case needed*

2. **Sports Physical**:

A physical form must be completed and turned in along with the attached paperwork prior to the first practice. Sports physical forms are available in your doctor's office. A sports physical is valid for one full year.

3. A **\$30.00 participation fee** must be paid by all athletes. ***This fee is due BEFORE the first competition and must be paid in order for the athlete to compete.***

Please keep this cover letter, along with the **Concussion Information Sheet** and **Post-concussion Consent Form** for reference and possible later use. Turn in the attached forms listed to the athletic director. Thank you for your understanding and cooperation. Go Chargers!

Jerry Burkhead, Athletic Director

Jane Barrett, Principal



ATHLETIC HANDBOOK SIGN-OFF: 2023-2024

Please complete both sides of this two-page packet and return to the athletic director.

Please print student athlete's name:

We have read and agree to abide by the **Seton Athletic Handbook** found in the **Parent/Student Handbook**.

Parent's Signature

Date

Student's Signature

Date

*The **Athletic Handbook** is found in the back of the **Seton Parent/Student Handbook** or on the Seton website.