



# ATHLETIC HANDBOOK

**THIS HANDBOOK HAS BEEN PREPARED TO INTRODUCE  
ALL ATHLETES AND THEIR PARENTS TO  
NOTRE DAME'S INTERSCHOLASTIC ATHLETIC PROGRAM.**

NOTRE DAME ATHLETIC TEAMS

Notre Dame School is a proud member of the Suburban Parochial League.  
The Athletic Teams at Notre Dame School consist of:

FALL SPORTS

Grade 7 and 8 ..... Girls' basketball  
Grade 5 and 6 ..... Girls' volleyball  
Grades 5-8 ..... Co-ed cross country

WINTER SPORTS

Grade 5-8 ..... Boys' basketball  
Grades 7 and 8 ..... Girls' volleyball  
Grade 5 and 6 ..... Girls' basketball

SPRING SPORTS

Grades 5-8 ..... Co-ed track

For additional information please contact:  
Notre Dame Athletic Director  
630-323-1642

## MISSION STATEMENT

Notre Dame School is committed to a Christian educational environment in which each student can achieve academic excellence in an atmosphere of trust and mutual respect. Guided by the values and teachings of the Catholic Church, the administration, faculty, parents, parish community and students work to encourage and assist each other's growth and wisdom.

## PHILOSOPHY

Notre Dame is a co-educational Catholic School. The education and development of children into mature Catholic-Christians is the fundamental reason for the existence of Notre Dame School.

The School, as an extension of the Church, shares its educational mission to enrich the faith community, foster discipleship and proclaim the Gospel message through liturgical activities, daily worship, and opportunities for service to school and community.

This philosophy is reflected in recognizing the potential and individuality of each child. We emphasize the development of academic achievement, cooperation, multi-cultural awareness and respect, and the development of responsible leadership and service.

Parents are the primary educators of their children and parental involvement enhance all aspects of our educational program. The education of the total Catholic Christian person emanates from the modeling of the home, the school, the Church and society.

## GOALS & OBJECTIVES

Maintain an identifiable Catholic, student-environment that witnesses the Christian faith community centered in word and action.

- Develop a Catholic faith community for students parents and colleagues by modeling and fostering behaviors that reflect Gospel values and Catholic teachings throughout the curriculum.
- Integrate prayer into daily activities.
- Provide opportunities to participate in liturgy and para-liturgical services including the Minister of Care Program, service projects in

Advent and Lent, the Lenten mural project and the food pantry.

To cultivate the academic skills and talents of all students.

- Identify and design instruction appropriate to students' stages of development, learning styles strength and needs.
- Involve students in purposeful, varied learning activities.
- Integrate the use of technology.

Create an atmosphere of mutual respect and cooperation with well-defined expectations regarding learning and behavior.

- Among faculty, students, and parents, demonstrate the use of common courtesy in speech and action.
- Reinforce respectful behavior through the use of programs such as WWJD (What Would Jesus Do?) and random acts of kindness.
- Model and teach the behaviors that foster mutual respect and Catholic Christian values.
- Establish well-defined expectations regarding learning and behavior.

Develop personal and professional improvement through the use of new instructional methods and technology.

- Develop technological skills through in-service opportunities.
- Take advantage of the funds available to teachers for continuing education.
- Communicate with parents through newsletters, personal notes, conferences and family envelope.
- Participate in analyzing the continuity of the curriculum.
- Pursue educational opportunities to enhance our intellectual and spiritual growth.
- Foster training in game ethics and good sports conduct for participants and spectators.
- Engender respect for the school, league, school rules and policies under which the program is run.

## **ATHLETIC CONTRACT**

At the beginning of each season, each athlete signs, along with his/her parents, a contract agreeing to the policies established.

### **INSURANCE**

Verification of Insurance coverage is required for each athlete.

### **SPORTS PHYSICALS**

The Diocese of Joliet has mandated that all 5-8 grade students enrolled in a sport must have a current sports physical on file (within one year of beginning practice date). A child will not be allowed to practice or play in a game until the sports physical form has been submitted.

### **FEES**

No student is allowed to practice or participate in any athletic sport until fees are paid. Uniforms will not be distributed until all fees are collected and previously distributed uniforms returned.

### **ACADEMIC PROGRESS**

Academic performance will be maintained and reviewed every four weeks.

### **UNIFORMS**

Proper care of uniforms is required. At season's end, uniforms must be returned to the Athletic Director. If any article of the uniform is missing, a replacement fee will be charged as follows:

Basketball Jersey	\$50
Basketball Shorts	\$30
Volleyball, Track, Cross Country Shirt	\$20
Volleyball Shorts	\$20

### **PRACTICE/GAMES**

All athletes are required to be at all practices and games held by the coach. Unexcused absences will jeopardize team participation.

Practice is an important element to game preparation and team unity. Athletes need to be at practice in order to improve skills and be knowledgeable of team strategies.

## **SCHOOL DIRECTIVES**

Notre Dame School's goal is to promote religious, intellectual, personal and social development of the student. The Athletic Department encourages each athlete to:

- Develop his/her commitment to serve others
- Cope with change
- Adapt to new situations
- Become aware of his/her talent and realize that this talent will be an asset to his/her team when used as a member of the team.

For our program to be successful, good sports conduct must be shown by each athlete and their parents.

- All athletes must adhere to the Notre Dame dress code. Athletes will dress up for all athletic competitions. Any violation of the dress code without written communication from a parent will result in a one-game suspension. The suspension will be enforced at that game.

### **REQUIRED ATTIRE IS:**

**BOYS:** collared shirt, dress slacks, dress or school shoes

**GIRLS:** dress, blouse/shirt and dress slacks/skirt, dress or school shoes

- If an athlete is not in school the day of competition, he/she is not eligible for competition that day.
- Sports uniforms are not to be worn to or from competitions.
- All athletes must arrive one half hour (30 minutes) before his/her competition or follow the coaches' directive.

Notre Dame Athletics is about building team spirit, team unity and support for each other. It is the responsibility of all coaches to see that this philosophy becomes reality.

## **BEING A NOTRE DAME ATHLETE IS A PRIVILEGE**

The opportunity for boys and girls to represent Notre Dame School as they participate in interscholastic athletics is a privilege. The student athlete earns participation through the maintenance of academic and disciplinary eligibility. Students benefit from significant lifetime learning experiences which cannot be duplicated in any other instructional setting.

### **THE ATHLETIC DEPARTMENT ENCOURAGES EACH ATHLETE TO:**

- develop his/her talents in a value-oriented setting
- commit himself/herself to the discipline, responsibilities and pride of being a Notre Dame team member
- learn to think and act under stress and cope with change
- respect others' development while growing personally, whether in a winning or losing situation

### **THE ATHLETIC PROGRAM WILL:**

- be in coordination with the philosophy and guidelines of Notre Dame School
- be a well-coordinated part of the school curriculum
- be conducted by school authorities
- provide opportunities for students to participate in a variety of sports

## **NOTRE DAME SCHOOL ELIGIBILITY POLICY**

### **POLICY**

Students receiving a grade of F will be suspended from participation. Students receiving two or more D's with a "NI" in effort will be suspended from participation.

### **PROCEDURES**

- It is the responsibility of the Athletic Director to determine eligibility and to notify the students.
- At mid-term reports, students receiving a grade of F will be suspended from participation for a minimum of one week. Students receiving two or more D's with a "NI" in effort will be suspended from participation for a minimum of one week.
- At report card time, students receiving a grade of F will be suspended from participation for a minimum of one week. Students receiving two or more D's with a "NI" in effort will be suspended from participation for a minimum of one week.
- No student will be reinstated to his/her team until a re-evaluation of progress is completed.
- Inappropriate behavior at any time during the school year will result in immediate suspension.
- Students receiving three or more detentions in one school quarter will be ineligible to participate for the remainder of that quarter.
- Students can be removed at any time by the teacher for lack of effort or poor grades.

### **NEW DETENTION POLICY**

- A student is not allowed to participate in a game or practice the day he/she receives a detention.

## FACILITIES

In order to facilitate gym maintenance, all are required to follow these guidelines:

- Gym shoes ONLY on the gym floor.
- NO food, drink, gum, or candy in the gym.
- No running through hallways.
- No playing in or around bathroom facilities.
- No athlete is allowed in the gym without his/her coach present.

## ATHLETIC AWARDS

Each year Notre Dame athletes are recognized at Awards Night. Athletic awards presented are:

Grade 5-8	Medallions Acrylic Trophies Small Trophies
Grade 8 Only	Participation Plaque

Students must dress nicely for Awards Night. No shorts or gym shoes should be worn.

## RECOMMENDED MAXIMUMS

Grade	No. of Games	No. of Volleyball Games
7 & 8	25	18
6	20	14
5	15	12

Each tournament entered should count as one (1) game with a maximum of three (3) tournaments.

## FREQUENCY OF GAMES

An average of two (2) games per week.

## PRACTICE

Scheduling should allow players adequate time to study, get proper rest and have opportunities for family activities. All practice sessions must be finished by 8:00 pm.

## GATHERINGS

A game or a practice is considered a gathering. No grade should have more than four gatherings in any given week.

## RESPONSIBILITIES OF STUDENT/ATHLETE

- Act in a Christian manner by treating officials, coaches, other athletes, teammates and fans with respect and dignity.
- Respect the property of others.
- Represent the school in a manner that reflects the school's values.
- Maintain good grades.
- Remember that you are a student first – then an athlete.
- Be on time for all practices and games.
- Notify your coach if you cannot attend a practice or a game.
- Follow all rules set by the Athletic Director.
- Keep your uniform neat and clean.
- Follow school procedures for arrival and waiting for your coach (i.e. remain outside the gym until your coach is present).
- Dress in appropriate sport clothing and shoes for each practice and game.
- Refrain from eating or chewing gum during practices and games.
- Remain in the gym during practices or games.
- Understand that participation is a privilege, not a right.
- Pay attention to the coach and his/her expectations.
- Take good physical care of yourself.
- Remain committed to any sport in which you are participating.

## RESPONSIBILITIES OF COACHES/ASSISTANT

- Set a Christian example by exhibiting the highest level of conduct at all times.
- Include a team prayer before each game.
- Use good Christian judgment and discretion at all times when working with athletes.
- Coaches should recognize that Athletics is a teaching/learning experience and should also be fun.
- Recognize that, as coaches, they are an extension of the school.
- Treat officials, visiting coaches, athletes, parents and fans with respect and dignity.
- Communicate to parents written expectations and practice/game schedules.
- Provide for two adults at every practice.
- Keep emergency forms in your possession at all practices and games.
- Follow CSO, league and school policy and regulations for practice and game frequency.
- Arrive at practice 10-15 minutes early and be the last to leave.
- Know and abide by the rules of the game.
- Provide for two adult supervisors in the locker room when occupied by team members.
- Conduct a well-disciplined program which encourages those of all abilities.
- Remain positive in all dealings with athletes and parents.
- Expect highest level of conduct from athletes at all times.
- Report all injuries in writing to the school office within 24 hours of the occurrence and forward a copy to the Athletic Director.
- When a student neglects his/her responsibilities, consult with the parents before bringing it to the attention of the Athletic Director (academic responsibilities are handled by teachers and administrators).
- Notify the Athletic Director in the event that you will not be using your allotted gym time.
- Return all equipment to the Athletic Director according to directions.
- Copy to the Athletic Director on all written correspondence.
- Check that athletes are using proper and safe equipment for each sport.
- Arrive at least 20 minutes before each game and be the last to leave.
- Abide by administrative decisions regarding player eligibility.
- Assume the responsibility for athletes' behavior immediately before, during and immediately after each game.
- Enter tournaments only after consulting with and gaining permission from the Athletic Director/Principal.

## RESPONSIBILITIES OF PARENTS (S)

- Set a Christian example by treating officials, coaches, athletes and fans with dignity and respect
- Pay all fees in a timely manner
- Be prompt in arriving for practice and returning to pick athletes up after practices
- Encourage your child to maintain good grades
- Support the coach
- Clean and care for uniforms and return them according to policy
- Support the Athletic Program through your assistance at home events
- Review the “Athlete’s Responsibilities” with your child
- Arrange for one parent/guardian to be at each game
- Complete all necessary forms in a timely manner
- Support and encourage athlete efforts
- Inform the coach when the athlete will be absent from practice or games
- Follow the policies and guidelines of school administration
- Follow the established chain-of-command for addressing concerns. When problems arise, communicate with those who are directly involved. Use the following order for communication:
  1. Coach
  2. Athletic Director
  3. Principal
  4. Pastor

ALL VOLUNTEERS MUST ATTEND “PROTECTING GOD’S CHILDREN” PROGRAM.

The American Bishops committed to providing “safe environment” programs of education for sexual abuse prevention in every diocese. An Office of Child and Youth Protection was established within the U.S. Catholic Conference of Catholic Bishops to ensure that every diocese follows through on the USCCB’s commitment.

All adults who volunteer to assist with children are **Required to Participate** in a three-hour training session called “Protecting God’s Children” as well as complete A Volunteer Release Form, and read and sign the School Acknowledgement Form after reading the Parent Guide – Understanding & Preventing Child Sexual Abuse and the Pastoral Policy Regarding Sexual Abuse of Minors. (Forms are on the Notre Dame School Website under Important Forms, Handbook Forms).

This training must be completed before any adult will be allowed to coach or assist with coaching.

## GYM LOCATIONS

Immaculate Conception  
217 Cottage Hills Avenue  
Elmhurst, IL 60126  
630-530-3360

3 blocks north of St. Charles Road on  
York Road (west side)

North Dame  
66 Norfolk Avenue  
Clarendon Hills, IL 60514  
630-323-1642

Route 83 to Ogden Avenue.  
West, South on Cass Avenue  
East on Chicago Avenue  
Or  
Route 83 to Ogden Avenue  
East, South on Madison Avenue  
Hinsdale to Chicago Avenue  
Turn right (west) and proceed over  
bridge (Rt. 83) to Notre Dame.

St. Cletus  
700 W. 55<sup>th</sup> Street  
La Grange 60525  
708-352-4820

3 blocks west of LaGrange on 55<sup>th</sup> St.

St. Francis Savior  
15 N. Waiola Avenue  
LaGrange, IL 60512  
708-352-2175

Corner of Ogden Avenue and Waiola  
½ mile west of LaGrange Road

St. Isaac Jogues  
421 Clay Street  
Hinsdale, IL 60521  
630-323-3244

Just south of 4<sup>th</sup> Street on Vine

St. John of the Cross  
708 51<sup>st</sup> Street  
Western Springs 60558  
708-246-6982

3 blocks south of 47<sup>th</sup> Street

Visitation  
851 S. York Road  
Elmhurst 60126  
630-834-4931

2 blocks north of Butterfield  
(south parking lot, east end)

**Authorization Form for all Notre Dame School Sports**

I, we, the parent(s) of \_\_\_\_\_ request Notre Dame School  
Student Name

to allow our child to participate in \_\_\_\_\_. We understand that the  
Name of Sport

School will provide reasonable supervision for our child.

I/we hereby release and save harmless the school, its employees, volunteers and the Joliet Diocese, from any and all liability arising from claims of any kind or nature whatsoever from my child's participation as a member of this team.

I understand that my child is responsible for the following certain regulations while taking part in this event.

**Medical Permission**

I grant permission for the administration of first aid to \_\_\_\_\_  
Child's Name

By the people in charge of the Notre Dame Sports Program. I understand that I will be promptly notified in the event of any serious illness or accident, except when delay in such communication would endanger life. In the event that I cannot be reached, I hereby give permission to the physicians selected by the adult staff to hospitalize, secure proper treatment for if deemed necessary for my child.

Allergic to medication/other? No \_\_\_ Yes\_\_\_ Describe: \_\_\_\_\_

**Insurance Information**

Policy in the name of : \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Identification and/or SS# \_\_\_\_\_

Authorized Physician \_\_\_\_\_ Phone: \_\_\_\_\_

**Athletic Fee: \$50.00 for each league sport per child payable to Notre Dame School**

Athlete's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening \_\_\_\_\_

Emergency Phones \_\_\_\_\_

## Athletic Contract

- All athletes must adhere to the Notre Dame dress code. Athletes will dress up for all athletic competitions whether at home or away. Boys must wear a collared shirt, dress or school shoes; girls must wear blouse, dress, shirt dress slacks, and dress or school shoes. A violation of this rule results in a one-game suspension.
- If an athlete is not in school the day of competition, they are not eligible for competition. If not in school on a regular practice day, the athletic is not eligible for practice. A violation of this rule results in a one-game suspension.
- Athletic uniforms are not to be worn to or from competitions. This includes athletic uniforms from other organization. A violation of this rule results in a one-game suspension.
- All athletes must adhere to the responsibilities that are clearly stated within this Handbook.
- Notre Dame School or the principal retains the right to amend this Athletic Handbook for just cause.
- The following must be submitted to the Athletic Director before practices/ and or competition begins:
  1. **Athletic Contract** signed by both athlete and parent/ guardian.
  2. **Authorization Form** filled out completely.
  3. **Athletic Fee** payable to Notre Dame School (\$50) per athlete, per sport)
  4. **Sports Physical**



I, \_\_\_\_\_, as a proud athlete of Notre Dame School, have read the Athletic Handbook and agree to uphold all of the rules as written.

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date