

PURPOSE

The purpose of the Routt Catholic High School Athletic Handbook is to provide athletes, parents, and coaches with all the information they will need concerning athletic programs, eligibility, training rules, discipline, practice schedules, etc. It is not intended as a contract, but is only intended to generally describe the activities and present rules and procedures for participation and related involvement. The students are subject to the rules and regulations contained in the Routt handbook, which is governed by the Diocesan Handbook, as well as the athletic handbook.

PHILOSOPHY

The administration of Routt Catholic High School believes that interscholastic athletics are an integral part of the total school curriculum and should be well coordinated to enhance our school. Participation should be a part of the total educational experience, contributing to the individual's health, physical skills, emotional maturity, and moral values. A sound athletic program teaches the participants the values of sportsmanship, cooperation, competitiveness, and responsibility. The Routt athletic program encourages maximum participation within the limits of the staff's ability to administer a program of fundamentals and competitiveness.

Inappropriate language and/or behavior from adults will not be tolerated at R.C.H.S. athletic contests. Anyone displaying such behavior will be subject to dismissal by the R.C.H.S. supervising authority.

Winning is important, but not at the expense of poor sportsmanship or actions outside of the rules of the game! Our staff will teach the athletes to win, so that a victory will result in pride because of the effort. We hope that these efforts will result in valuable lessons that will be of benefit throughout the athlete's life.

Participation in Routt athletics is voluntary. This privilege, extended to all students, involves certain requirements and responsibilities within the different sports that are available.

ATHLETIC DEPARTMENT SPONSORED ACTIVITIES

The following interscholastic sports/activities are offered to the students of Routt Catholic High School: Boys' Football, Girls' Volleyball, Boys' Golf, Girls' Swimming, Boys' Basketball, Girls' Basketball, Boys' Swimming, Cheerleading, Boys' Baseball, Girls' Softball, Boys' and Girls' Track. Individual participation may also be possible in cross-country and wrestling.

AFFILIATIONS

Routt Catholic High School is a member of the Western Illinois Valley Conference. We are also members of the IHSA and follow all their rules and regulations. A copy of the IHSA eligibility rules can be obtained from the school principal or on the IHSA website.

TOURNAMENT HOST

Routt Catholic High School and Our Saviour Grade School take advantage of the opportunities given to both schools to host tournaments to generate extra revenue for the athletic programs. The Routt gymnasium has been the site of numerous State Tournaments. Parents and athletes are encouraged to assist with the tasks of hosting such a tournament. The athletic director will make and distribute a schedule of workers. Total support allows for the schools to successfully host a tournament and to be asked to host in future years as well.

PLAYING FACILITIES

The Routt High School gymnasium, known as the "Dome", is home for the Rockets' volleyball and basketball teams. However, when there are no conflicts with high school activities, some Jr. High games may be scheduled at Routt Catholic High School.

The Routt and Our Saviour baseball teams play at Alumni Field on Vandalia Street. The softball team plays at MacMurray College field on Hardin. Varsity football games are played at the Jacksonville Athletic Field on Church and Walnut Streets or Illinois School for the Deaf field. Junior Varsity football games are played at the Mac Murray Football Field on Johnson Street. Our track team practices at Illinois College and/or I.S.V.I., but does not host any home track meets.

All athletes are asked to respect and take care of these facilities so we can continue to use them as our home facilities. We thank the organizations that give us the opportunity to play on their fields.

REQUIREMENTS FOR PARTICIPATION

Before a student may participate in athletics, he/she must:

1. Comply with all the rules and regulations set forth in the Diocesan Handbook, as well as those contained in the student and athletic handbooks.
2. Maintain academic eligibility.
3. Meet all requirements set by the Illinois High School Association and R.C.H.S.
4. Have a recent physical examination by a doctor. Turn appropriate forms in to the athletic office to be kept on file. The physical is good for one year from the date on the physical. No copies will be issued from R.C.H.S.
- 5. Have proof of accident insurance on file in the athletic office. Insurance is offered through Routt Catholic High School.**
6. Fill out, sign the information sheet at the back of this handbook, and return it to the athletic office..
- 7. Pay required participation fee.**
8. Any student who is one tuition payment behind schedule shall receive a ten (10) days grace period to complete the payment. If payment is not received within that 10 day grace period, student(s) will be deemed ineligible for any extracurricular activity until payments are up-to-date. No eligibility study hall is necessary under this circumstance.

RESPONSIBILITIES

An athlete's greatest responsibility is to be a credit to his/her parents, school and community. Therefore, an athlete at Routt should:

1. Display outstanding sportsmanship.
2. Display a high standard of social behavior.
3. Display proper respect for those in authority. This includes Routt/Our Saviour administrators, teachers, coaches, officials, and all other schools' administration, teachers, and coaches.

4. Display a positive spirit of cooperation.
5. Maintain a neat and clean appearance when representing an athletic team.
6. Behave in a manner that is complimentary to the athletic program and the school.
7. Use proper language. Profanity will not be tolerated on or off the playing field.
8. Abide by all school rules and regulations, which govern the student body.
9. Be responsible for the care and return of all equipment and uniforms.
Uniforms will be collected at the last game of the season or the last meeting of the team.
10. Be responsible for the care and maintenance of all facilities including the gymnasium, locker rooms, and fields.

TRANSPORTATION - AWAY GAMES

The athletic director shall arrange for transportation of all high school athletic teams via buses, or parent drivers of private vehicles.

High school students and coaches are required to travel with the arranged transportation to and from away athletic contests. An exception is made for coaches when their team is participating in a tournament and they need to arrive early or leave late from the tournament. No one will be allowed to ride to any away contest with anyone except the team bus unless the coach gives prior approval. Coaches should receive written permission from the parent or guardian for such exception.

High school students may ride home with their parent/guardian from an away contest if the parent gives written permission for such an arrangement, or if the parent/guardian is in attendance at the contest and makes verbal confirmation of the travel arrangement with the coach at that time and place. No student is to drive him/herself to or from a contest without the permission (in writing) of his/her parents, the principal, athletic director, and the head coach involved.

Students will be released to persons other than their parents/guardian only if prior approval is received. This will require personal or telephone contact with the coach, athletic director, or principal and written permission from the parents/guardian.

Students need to follow the rules on the bus. A student who does not follow the rules on the bus may be suspended from riding the bus and/or suspended from participation. Minimum bus rules include, but are not limited to, the following: remain in seat, noise level to a minimum, and keep the bus clean of debris.

COSTS

Aside from the physical exams and insurance costs, there are other costs associated with athletics. Each athlete is required to pay a \$60.00 participation fee, per season. This fee is used for operating expenses, equipment/uniform purchases, and other sport related expenses within the athletic department.

Normally the students will provide their own outfits for practice. Athletic shoes are the responsibility of the athlete. The coach may order shoes for the participants who must pay for them before receiving them. Cheerleading shoes are ordered as a group. Cheerleaders buy their own briefs, turtlenecks, socks, and shoes.

Any camps or clinics attended by athletes or cheerleaders are the financial responsibility of the participants.

UNIFORMS

Uniforms are provided by R.C.H.S. for most athletic teams. These are purchased on a rotating basis. Normally the varsity uniforms are passed down to the junior varsity when new

uniforms are ordered.

Uniforms will be assigned to individual athletes. Individuals are responsible for the possession, care and maintenance of the uniform assigned to him/her. Any uniform left, lost, or damaged will be the responsibility of the individual and a fee will be assessed to replace the uniform. No athlete should use a uniform not assigned to him/her. If for any reason a player chooses to quit, the uniform must be turned in so the coach can reassign it.

When possible, uniforms will be collected immediately after the last game of the season. If not possible, students are requested to return the uniforms when directed.

PRACTICES

Practices are normally held before or after school with the ending time determined by the coach. Practices may be scheduled at other times at the discretion of the coach or the availability of the gymnasiums. Coaches are expected to set a normal ending point for practice so that the players and parents can plan accordingly. If on a particular night, practice will end at different time than normal or is scheduled for a different time, the players should be told that fact the day before. The gymnasiums are busy during the seasons, and when applicable, monthly schedules will be given to the coaches, parents, and students for planning purposes.

Decisions on canceling contests in the case of inclement weather, bad road conditions, etc. will be made by the administration and athletic director. If school is dismissed early due to bad weather, all athletic practices will be canceled. Normally contests will be canceled on days when no school is held because of bad weather. The administration and the athletic director will make the decision. A message will be made or put on the athletic office answering machine.

Practices on Sunday or on school holidays such as Thanksgiving, Christmas, etc. will not be permitted unless approved in advance by the principal and athletic director.

LOCKER ROOMS

All students involved in athletics and/or PE classes will be allowed to use the boys' and girls' locker rooms during the entire school year. The athletic director and PE teacher will assign lockers, and only combination locks issued through the athletic department may be used to safeguard their possessions.

Each student and/or athlete is responsible for his/her personal items and the upkeep of the locker room. The locker room should remain free of clothes and debris. Repeated offenses to locker room rules will result in loss of locker privileges.

At the conclusion of practice(s) and games, all personal items are the responsibility of the athlete. The coach and/or AD will walk through the locker room daily to check its condition. Any items left unsecured will be put in the lost and found.

Athletes are reminded that visiting teams use the locker room during high school and Jr. high school home games. PE students also use the locker room. If at any time items are removed from the locker without your permission, the principal or AD should be notified.

On special occasions, such as State Tournaments and extended holidays, the athletes will be asked to remove their personal items and locks. School announcements will be made to the athletes. Any locks left will be removed and items will be put in lost and found.

INJURIES

If an athlete injures himself/herself at practice or during an athletic contest, the athlete should immediately make the coach aware of his/her injury. The coach must notify the parents as soon as possible.

Physician mandated injury or illness should not penalize playing time. An adult certified in

C.P.R. should be present at practices and games.

If an athlete has an injury requiring a doctor's care he/she will not be allowed to participate until the student is released to participate by the doctor. This should be in written form and given to the coach or athletic director before participation.

If the student had a medical excuse from PE, he/she will not be allowed to participate in athletics until released by the doctor.

ELIGIBILITY SYSTEM

Regulations established by the IHSA govern age, semester of attendance, dates of child enrollment, absences from school, non-school team participation, acceptance of awards, attendance of sports clinics, post-season participation, and academic requirements.

***** Minimum standards for Routt students will be the following:

- a. Student must be passing in all subjects.
- b. As in the "IHSA" manual, there will be a weekly eligibility check determined by measuring the student's performance on a cumulative basis from the beginning of each quarter through the date on which the check is made in that same quarter.

High school students who are ineligible must attend the after school study hall for the week of ineligibility.

Students must participate in practices during the time they are ineligible unless their parents, coach or teacher requests that time to work extra with the students.

Eligibility is reported each week to the principal. On Friday, the principal will notify the athletic department, student(s), and parent(s) of the ineligibility which begins the following Monday and lasts for one full week.

More than three ineligibilities during a sport "season" forfeits the privilege to participate on the team. However, individual coaches have the right to enforce a stricter ineligibility limit for the sport they are coaching. Upon making such policy for their sport, that coach is also responsible for notifying parents and players of the differing policy. For eligibility purposes the "season" begins on the first contest date.

If an ineligible student attends the game the student must adhere to the following rules:

1. Ride to and from the game with the team.
2. Sit on the bench during the game dressed appropriately.
3. Contribute to the team's effort by doing stats or carrying equipment.
4. Stay with team during halftimes.

GRIEVANCES

Any player or parent wishing to make a grievance, for any reason, should follow the following process:

1. Discuss the problematic issue(s) with the head coach of the specific athletic program.
2. If a resolution cannot be reached at step one, the player(s) and parent(s) should then take the grievance to the athletic director.
3. On the rare occasion that a resolution to a problem cannot be reached at these two levels, the family may wish to then go to the R.C.H.S. Principal.

NOTE: No discussion concerning any problematic situation(s) may occur immediately following athletic contests. Meetings can be scheduled the following day to remedy the issue(s) at hand.

SCHOOL SUSPENSIONS

Students placed on suspension from school will not be permitted to participate in any athletic practice or contest until the suspension is successfully completed. After completing the suspension, the athlete will sit out his/her next contest, as stated in the behavior policy section of the team rules.

ATTENDANCE AT SCHOOL

Students must be in school at least half a day, or four full class periods, on the day they participate in athletic activities, unless special circumstances such as a distant funeral or prolonged doctor appointment arise. This shall be determined by the principal. If they are absent on the day following a game or activity, they must report to the principal or coach before they will be allowed to participate in the next scheduled game or activity. Any student who is absent from school on a day prior to a game must consult with the athletic director before competing in an athletic contest, especially Saturday contests.

EARLY DISMISSAL FOR CONTESTS

At various times, athletes may need to be excused from school early to participate in an athletic contest. The athletic director and coach of the team are to notify the principal and teachers in advance, with the time of dismissal and the names of the participants.

Athletes leaving early are expected to turn in their assignments and get the next day's assignment before they leave. If they are to take a test, they will take the test either earlier in the day or the next day. Prior arrangements should be made between the athlete and the teacher.

REQUIREMENTS FOR LETTERING

To letter in athletics at Routt Catholic High School a student must do the following:

1. Be a member of the team for the entire season while in attendance at Routt.
2. Attend all games except when excused by coach.
3. Attend all practice sessions except when excused by the coach.
4. Be recommended by the coach for outstanding service and loyalty.
5. Participate in the following:
 - Football - one-half of the team's quarters.
 - Volleyball - one-half of the team's games.
 - Basketball - one-half of the team's quarters.
 - Swimming – 80 % of meets
 - Golf – 80% of meets
 - Cheerleading - cheer at 80% of the total games.
 - Softball - one-half of the team's games.
 - Baseball - one-half of the team's games.
 - Track - 80% of the total track meets.
6. A senior who has completed four years in any sport/activity, and has fulfilled all requirements, except of participation, shall be granted a varsity letter in that sport/activity.
7. Abide by other guidelines that are stipulated in the individual team rules by the coach.
8. In certain cases, a coach does reserve the right to grant a varsity letter to an athlete who does not meet all the requirements for lettering. These cases will be decided upon by the coach involved and the athletic director.

In the above, when it reads quarters and games, this means the quarters and or games for which an athlete was dressed so that the injury or illness of a student does not count against him/her. However, quarters and games missed while ineligible, do count against the student.

ORGANIZATIONAL MEETINGS (TENTATIVE)

<u>Sport/Activity</u>	<u>Grades</u>	<u>Organizational Meeting</u>	<u>1st Practice</u>
Football	9-12	Sun. Aug. 11 (7:00pm @ Routt)	Aug. 14
Volleyball	9-12	Sun. Aug. 11 (7:00pm @ Routt)	Aug. 14
Golf	9-12	Sun. Aug. 11 (7:00pm @ Routt)	Aug. 14
Girls' Swimming	9-12	Sun. Aug. 11 (7:00pm @ Routt)	Aug. 14
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G Basketball	9-12	Sun. Nov. 3 (7:00pm @ Routt)	Mon. Nov. 4
B Basketball	9-12	Sun. Nov. 3 (7:00pm @ Routt)	Mon. Nov. 11
Boys' Swimming	9-12	Sun. Nov. 3 (7:00pm @ Routt)	Mon. Nov. 25
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Baseball	9-12	Sun. Mar. 2 (7:00 pm @ Routt)	Mon. Mar. 3
Softball	9-12	Sun. Mar. 2 (7:00 pm @ Routt)	Mon. Mar. 3.
B/G Track	9-12	Sun. Mar. 2 (7:00 pm @ Routt)	Tues. Jan.14

AWARDS

The Routt/Our Saviour Booster Club sponsors banquets for the high school and junior high school. Dates for award programs for all sports are listed below:

Routt Fall Banquet	Volleyball, Football, Golf & Girls' Swimming	- Dec. 8 th 5:00 P.M.
Routt Winter Banquet	Girls' & Boys' Basketball Cheerleading & Boys' Swimming	- Mar. 9 th 5:00 P.M.
Routt Spring Banquet	Baseball & Softball Girls' & Boys' Track	- Jun. 8 th 5:00 P.M.

All athletes are encouraged to attend so that final recognition and thank you can be given to the athlete and the parents.

All high school athletes will receive certificates. A breakdown of the awards that will be given to those who participate and letter for the high school sports is outlined below.

	<u>Participants</u>	<u>Letter winners</u>
1st year	certificate	letter & pin
2nd year	certificate	pin
3rd year	certificate	pin
4th year	certificate & plaque	pin & plaque

Those participating in their first activity at Routt will also receive their graduation numerals.

Other awards given during the high school banquets will be Most Valuable (MVP) and Most Improved (MIP). All conference honors will be recognized at the banquets, along with any individual awards given by the coach. At high school honor's night in May, a senior scholar-athlete male and female, Army scholar - athlete and Rotary athlete will be awarded.

The Routt/Our Saviour Athletic Booster Club will recognize those athletes who advance to state competition during the sports banquets.

TEAM RULES

Each coach/sponsor is responsible to carry out the minimum-standard team rules set forth by the Routt-Our Saviour Athletic Departments. The coach/sponsor must make sure each team member has a written copy of the team rules before or on the first day of practice. Parents and athletes must sign a form indicating that they have read and understood the rules before a student may practice. The principal and the athletic director before their issuance must approve additions to these rules by individual coaches.

Along with the minimum-standard team rules listed below, the sale, possession, purchase, consumption, or being under the influence of a controlled substance, is prohibited at all times. A controlled substance includes, but is not limited to, intoxicants, drugs, steroids, narcotics, tobacco substance, or alcohol. **The penalties for violation of the substance abuse policy are specifically covered in the school handbook. A student-athlete "caught" in violation of school substance abuse policy while off school grounds or those in attendance at an event where illegal drugs and/or alcohol are present will be in violation of this policy. The first violation shall be four weeks suspension from extracurricular activities. A second violation off school grounds shall be a 12 (twelve) week suspension from all extracurricular activities. The first violation on school grounds shall result in a 12 (twelve) week suspension from extracurricular activities. The first violation of the tobacco products rule, whether on school grounds or at a practice, game, or during transportation to/from a game results in a two-day suspension from school. A second violation results in a 12 (twelve) week suspension from extracurricular activities, plus a five-day suspension from school.**

Routt Team Rules

- 1) ELIGIBILITY - A player declared ineligible during an individual sport season beyond three (3) previous weeks of ineligibility, not necessarily successive, will be dismissed from the team, and no awards will be given.
- 2) EXCUSED ABSENCES – Family emergency, doctor's appointment and illness are all considered excused. Other reasons must be checked with the coach 2 days in advance.
- 3) UNEXCUSED ABSENCES - [As defined by the individual coach.]
 - PRACTICE - 1ST OFFENSE – 1 game; may dress, but will not play
 - 2ND OFFENSE – 1 game; NO dress
 - 3RD OFFENSE – Dismissed from team; no awards given
 - GAME - 1ST OFFENSE – 1 game; NO dress
 - 2ND OFFENSE – Dismissed from team; no awards given
- 4) BEHAVIOR POLICY -In school suspension #1 – 1 game; NO dress
In school suspension #2 – Dismissed from team; no awards given
- 5) UNIFORM/PRACTICE GEAR POLICY -
Any article of clothing from an individual's uniform, or practice gear, which is destroyed or lost, will become the individual's financial responsibility to replace.
- 6) MUST BE AT PRACTICE 5 MINUTES BEFORE THE SCHEDULED PRACTICE TIME –
(Excused tardy as defined by head coach; unexcused tardy results in extra conditioning.)
- 7) DISMISSAL FROM PRACTICE FOR INDIVIDUALS WILL BE TREATED AS UNEXCUSED ABSENCE.

*Head coach has the last word on all matters concerning dress code.

*Individual coaches may add to these rules if desired.

*Tardiness and/or leaving early (Practice) will be handled by the head coach.

Rouff Information Sheet

General Information

Athlete's Name _____
Year in School 9 10 11 12 School Year 20__ - __

Athlete's Birthdate _____
Birthplace (County) _____ State _____

Address _____

City _____ Zip Code _____

Father's Name _____	Mother's Name _____
Address _____	Address _____
Phone # H: _____	Phone # H: _____
W: _____	W: _____
C: _____	C: _____

Emergency/Insurance Information

Emergency Contact Person _____

Emergency Phone # _____

Insurance Co. _____

Plan/Number _____

I (wish / do not wish) to purchase school insurance.

Athlete's Allergies _____

Medical Conditions _____

Athlete/Parent Pledge

I have read and understand the rules and regulations as stated in this handbook.
I agree to guide my conduct accordingly.

Athlete's Signature _____ Date _____

Parent's Signature _____ Date _____