

Routt Catholic High School



Athletic Handbook 2018-2019

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: Football, Volleyball, Golf, Cross Country, Girls' Bowling, Boys' and Girls' Basketball, Boys' and Girls' Swimming, Cheerleading, Baseball, Softball, Track, Scholastic Bowl, and Chess

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

The Roult baseball team plays at Alumni Field on Vandalia Street. The softball team plays on the Roult/OSS Field at the YMCA. Varsity football games are played at the Illinois College or Illinois School for the Deaf. Junior Varsity football games are played at the Jr. Irish Football Field on Johnson Street. The track teams practice at Illinois College and/or Illinois School for the Visually Impaired, but do not host any home track meets. Most golf matches are held at The Links golf course in Nichols Park. Most swim meets are held at the Bruner Center on the Illinois College campus. Bowling matches are held at the Bowl Inn on East Street. Cross Country does not host any home contests.

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 an extra-curricular activity, 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. Meet all requirements set by the Illinois High School Association and R.C.H.S.
3. Have a current physical examination by a doctor. Turn appropriate forms in to the athletic office to be kept on file. The physical is good for 13 months from the date on the physical.
- 4. Have proof of accident insurance on file in the athletic office. Insurance is offered through Roult Catholic High School.**
5. Fill out, sign the information sheet at the back of this handbook, and return it to the athletic office.
- 6. Pay required participation fee.**
7. Maintain academic eligibility.
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 ten (10) day grace period, the 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 Roult Catholic High School should always:

1. Display outstanding sportsmanship.
2. Display a high standard of social behavior.
3. Display proper respect for those in authority. This includes Roult/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. At least one (1) paid coach **MUST** accompany the team on the bus to and from the contest.

No one will be allowed to ride to any away contest with anyone except the team bus unless the administration gives prior approval.

High school students may ride home with their parent/guardian from an away contest **ONLY** if the parent is in attendance at the contest and signs the student out with his/her coach. 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 written approval is received from the Principal. This will require written permission from a parent/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. A student participating in multiple activities during the same season will receive a 50% (\$30) discount for each additional activity. **The activity fee must be paid before a student is allowed to participate in contests for that activity.**

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 individual camps or clinics attended by participants are the financial responsibility of the participants. School/team money cannot be used for this purpose.

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 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. Uniforms are not to be worn for any purpose other than contests unless permission is granted by the coach or administration. If for any reason a player chooses to quit or is dismissed from the team, the uniform and all school equipment must be turned in within three (3) days.

When possible, uniforms will be collected immediately after the last game of the season. If not possible, students are required 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 a different time than normal or is scheduled for a different time, the players should be notified 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. Notification will be made through various methods which may include – School Messenger call, Routt website, Routt Facebook page, and/or the Routt marquee.

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.

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. There is to be no food or drink in the locker rooms. Repeated offenses to locker room rules will result in loss of locker privileges.

At the conclusion of practice(s) and/or games, all personal items are the responsibility of the athlete. The coach and/or athletic director 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 Our Saviour 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 athletic director 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. Students should take home their P.E./practice clothing for laundering during extended breaks.

INJURIES

If an athlete is injured during a practice or contest, the athlete should immediately report the injury to his/her coach. 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 athletic director or submitted to the office before participation.

If the student has a medical excuse from PE or chooses to not participate in P.E. 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/camps, post-season participation, and academic requirements.

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

- a. Student must be a full-time student.
- b. Student must be passing all subjects.
- c. There will be a weekly eligibility check determined by measuring the student's performance on a cumulative basis from the beginning of each semester through the date on which the check is made in that same semester.

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 checked each Thursday by the principal and/or athletic director. On Friday, the teacher will notify the student(s) and the Athletic Director will notify the coach of the ineligibility which begins the following Monday and lasts for one full week. A letter is also mailed home notifying the parents of the ineligibility.

More than three (3) 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 before the season begins. For eligibility purposes, the season begins on the "Season Starts" date as listed on the IHSA website.

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 halftime.

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 should be scheduled the following day to remedy the issue(s) at hand.

SCHOOL SUSPENSIONS

Students placed on suspension from school (ISS or OSS) 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 (full or partial) 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. Students who leave school early for illness are not allowed to participate in practice or contests later that same day.

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 Varsity quarters
 - Volleyball - one-half of the team's Varsity games
 - Basketball - one-half of the team's Varsity quarters

Swimming – 80 % of Varsity meets
 Golf – 80% of Varsity meets
 Cheerleading - cheer at 80% of the total games
 Softball - one-half of the team's Varsity games
 Baseball - one-half of the team's Varsity games
 Track - 80% of the Varsity track meets
 Bowling – 80% of the Varsity matches
 Cross Country – 80% of the Varsity meets

6. A senior who has completed four years in any sport/activity, and has fulfilled all requirements, except for 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

Organizational meetings will be held before the Fall, Winter, and Spring sports/activity seasons begin. These meetings will be held approximately one (1) week before the official beginning of practice. **At least one (1) parent/guardian and the student participant must attend the meeting.** Those who are unable to attend the meeting, must meet with the Athletic Director before being allowed to participate.

Fall

Football, Volleyball, Boys'/Girls' Golf, Girls' Swimming, Sideline Cheerleading, Cross Country

Winter

Girls'/Boys' Basketball, Boys' Swimming, Girls' Bowling, Competitive Cheerleading, Scholastic Bowl, Chess

Spring

Baseball, Softball, Boys/Girls' Track

AWARDS

The Routt/Our Saviour Booster Club sponsors awards ceremonies for the high school and junior high school.

Routt Fall Ceremony	Cross Country, Volleyball, Football, Golf, Girls' Swimming, & Sideline Cheerleading	- TBA
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Routt Winter Ceremony Girls' & Boys' Basketball, Competitive - TBA
Cheerleading, Boys' Swimming
Girls' Bowling, Scholastic Bowl, Chess

Routt Spring Ceremony Baseball, Softball, Girls' & Boys' Track - TBA

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

All 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	pin

Other awards given during the high school ceremonies will be Most Valuable (MVP) and Most Improved (MIP). Coaches may choose to give additional individual/team awards. All-conference team honors will be recognized at each ceremony. At high school Honor's Night in May, a senior male and female scholar-athlete, Army scholar – athlete, and Rotary athlete will be recognized.

TEAM RULES

Each coach/sponsor is responsible to carry out the minimum-standard team rules set forth by the Routt Athletic Department. 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. Before their issuance, the Principal and Athletic Director must approve any 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, medical marijuana, bath salts, 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 the 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.**

Routt Catholic High School 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) 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 _____