

Revised 2024

ATHLETIC PROGRAM HANDBOOK

DIOCESE OF SPOKANE CATHOLIC SCHOOLS



Facilitated by: Gonzaga Preparatory School Elementary Athletic representative for Catholic Elementary Schools in coordination with the Spokane Catholic Schools Council of Athletic Directors

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ATHLETIC PROGRAM HANDBOOK FOR GRADES 5-8 IN THE CATHOLIC DIOCESE OF SPOKANE

CATHOLIC ELEMENTARY SCHOOLS OF SPOKANE COUNTY COORDINATED BY GONZAGA PREPARATORY SCHOOL

GOVERNANCE FOR DIOCESAN SCHOOL ATHLETICS:

Gonzaga Preparatory School, through their generosity of spirit and financial contributions, are facilitating the

Spokane Catholic Elementary Schools Athletic Program in coordination with the Spokane Catholic Schools

Council of Athletic Directors. The program is outlined below and the responsibilities of the Gonzaga Preparatory School Elementary Athletic Coordinator accompany the program guidelines. The policies and structures of this league are administered by the Gonzaga Preparatory School Elementary Athletic Coordinator with the guidance of the Spokane Catholic Schools Council of Athletic Directors and approval by the Spokane Catholic School Principals.

Governance:

1. The Catholic Schools K-8 principals are the governing body and decision-making body of this league.
 - Membership shall be comprised of the Principal of each Spokane Diocesan school, the Director of Catholic Schools, the principal of Gonzaga Preparatory School and the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - Decisions requiring a vote by the Catholic Schools K-8 principals will be by simple majority, with a quorum of the principals present for the vote.
 - Handbook or the governance structure changes must have a $\frac{3}{4}$ majority in favor and a quorum of the principals present for the vote. A quorum shall exist if $\frac{3}{4}$ of the principals are present.
 - This body will also have a consultative role in any evaluations of the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - All members will have one vote, except for the Gonzaga Preparatory School Elementary Athletic Coordinator, who shall not vote. This Council will meet at the regularly scheduled Catholic Schools K-8 principal's meeting or as required.

Athletic Council:

2. The Spokane Catholic Schools Council of Athletic Directors is responsible for implementing the rules of this handbook.
 - This body will implement all decisions of the Catholic Schools K-8 principals regarding athletics.
 - They shall evaluate the present structures and policies and make necessary recommendations to the Catholic Schools K-8 principals.
 - This Council shall be chaired by the Gonzaga Preparatory School Elementary Athletic Coordinator and comprised of each school's local school athletic directors.

- A principal, selected by the Director of Catholic Education, will sit on the Athletic Council. Each school will have one vote when required. The Gonzaga Preparatory School Elementary Athletic Coordinator and the principal selected by the superintendent shall not have a vote.
- Changes to this handbook or governance structure must be formulated and reviewed by the Council of Athletic Directors. The council will then debate and make recommendations to the Catholic Schools K-8 principals. Only the Catholic Schools K-8 principals can make structural changes or additions to this handbook and the governance structure. The principal of Gonzaga Preparatory School must also approve any changes that affect the league's administration.

Funds:

3. Gonzaga Preparatory School holds in trust all funds generated by this program and manages these funds through a separate account within the Gonzaga Preparatory School Financial Office.
 - Funds that exceed \$10,000.00 after June 30th of each year will be distributed among the primary members as determined by the Catholic Schools K-8 principals.

Facilities Supervisor:

4. An onsite facilities supervisor shall report to the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - The Gonzaga Preparatory School Elementary Athletic Coordinator, as an employee of Gonzaga Preparatory School, shall report to the Vice-Principal of Activities and to the principal of Gonzaga Preparatory School.

The Catholic Schools K-8 principals ask that each participating school accept the policies and standards of this handbook and incorporate them into the athletic policies for their local school. The Catholic Schools K-8 principals recognize that exceptions to academic and behavioral eligibility are probable.

ATHLETIC PROGRAM MEMBERSHIP

The primary membership consists of the Spokane Catholic Elementary Schools and students from their associated parish(es), when approved by the local Pastor and Principal. Ancillary membership is open to private elementary and middle schools who are not part of the Diocesan Catholic School system but are willing to abide by the philosophy, governance and rule structures of the league as outlined in this handbook.

1. Ancillary membership requires the following:
 - Submit an application to the Athletic Director Council requesting membership
 - Fill out and submit the Ancillary School Membership Application
2. Sign the Declaration of Acceptance Form – This form requires that the applicant school has read and will abide by the governance structure and policies of the Athletic Council. Submit required documentation to the Athletic Directors' Council.
3. Athletic Directors' Council will make recommendations to the Principals of the Spokane Catholic Schools for final approval.
4. Abide by the Athletic Handbook policies and follow all Athletic Council regulations and rules.
5. Pay all fees associated with or applied for the specific sports and seasons of participation.
6. The local school athletic directors from ancillary school members must attend and participate in the Council of Athletic Directors during the sports season in which their school is participating. They have voting privileges for the season in which they are participating. These voting privileges are limited to rule adoptions for play. Ancillary members have no voting authority for changes to league bylaws..

The Catholic Schools' K-8 Principals make final decisions on league governance and structure changes.

PHILOSOPHY

The athletic program aims to develop students who will be leaders in action, modeled on Christ. Components of the athletic programs, such as spiritual and emotional growth and personal development, mirror those within the overall diocesan-wide educational system.

PURPOSE OF PROGRAM

Athletic programs must be age appropriate for K - 8 school-age students and must contribute to their desirable physical, social, and spiritual development.

The program's goals are:

1. Spiritual development based on Christian values
2. Develop sportsmanship
3. To provide students the opportunity to participate
4. Teach skills and techniques, both individual and team
5. To build community

GONZAGA PREPARATORY SCHOOL ELEMENTARY ATHLETIC COORDINATOR - JOB DESCRIPTION

Function:

The athletic coordinator oversees all aspects of the Spokane Catholic Schools Athletic Program. Gonzaga Preparatory School sponsors the position and aligns with the mission of the Catholic Schools in the Diocese of Spokane. The primary role is facilitating the program structured by the Catholic Schools K-8 principals.

Duties:

- Organize monthly meetings for the Council of Athletic Directors to discuss current issues. Set agendas and provide for minutes to be taken at all meetings, as well as report to the Catholic Schools K-8 principals.
- Oversee scheduling of all sports programs as listed in this handbook.
- Schedule officials for all contests.
- Organize the financial reports and maintain all income and expense records. The Coordinator will make seasonal reports and a year-end report to the Catholic Schools K-8 principals. (discretionary expenditures that exceed \$300.00 must first be approved by the K-8 principals)
- Coordinate and oversee workers and site supervisors for the various venues. Workers include scoreboard operators, ticket takers, concession stand workers, custodians, etc.
- Coordinate and book facilities for games as necessary. Practice facilities are the responsibility of the participating schools.
- Coordinate any revisions of the Athletic Handbook as requested by Catholic Schools K-8 principals.
- Adhere to and implement the Athletic Handbook for the league.
- Act as the sounding board for rule interpretation concerning league-created rules. If a request arises over the implementation of rules as spelled out in the designated sport rule book, the Coordinator will contact the appropriate agencies within that sport for a rule clarification. Should a formal protest be lodged, the rules governing the formal protest apply.
- Other duties as assigned by the Activities Coordinator of Gonzaga Preparatory School

Authority:

This coordinator will communicate with and report to the Activities Coordinator of Gonzaga Preparatory School.

Communication:

This coordinator will communicate with all interested parties, including facilities schedulers, officials associations, Catholic Schools K-8 principals, Gonzaga Preparatory School, Council of Athletic Directors, and coaches.

ATHLETIC SITE SUPERVISORS' RESPONSIBILITIES FOR VENUE CONDUCT

1. The Elementary Athletic Coordinator, as chair of the Athletic Director's Council, and Site Supervisors, assigned by Athletic Coordinator have the authority to:
 - a. Warn coaches, players, and spectators of unsportsmanlike behaviors and, in their judgment, may cause a disruptive disturbance to the game or event.
 - b. Warn coaches (and players, primarily coaches) for violating league sport-specific rules.
 - c. Prevent further continuance of a game or event with consultation and approval of the game officials for situations that they believe create an unsafe environment for the continuation of play.
2. The Elementary Athletic Coordinator and the Site Supervisors have the ultimate responsibility to ensure compliance with league rules, requirements, fair play, organization of time, sportsmanship, and the environment's safety.
 - a. Site supervisors have the right to suspend or remove from the site any person for acts that they deem unsafe or will cause unrest.
 - b. Once a game begins, the normal playing of the game and the surrounding environment does rest with the Officials – but the Elementary Athletic Coordinator and the Site Supervisors do have authority over those issues that the officials would not normally govern and in those times when officials are not present with authority to enforce game rules.
3. The Elementary Athletic Coordinator and the Site Supervisors will use the following system for disciplinary action:
 - a. Issue a VERBAL warning stating that any further disturbance or violation of the rules will result in the suspension of the coach from the current activity and impose a one-game additional suspension from the next playable contest.
 - b. Removal of the offender from the current game and from the site (in the case of a coach or player, a one-game suspension will follow with the next playable game).
 - i. In the case of a spectator – notification will be made to the appropriate school's athletic director of the spectator involved. Should a spectator, coach, or player refuse to leave the game and area –the Elementary Athletic Coordinator and the Site Supervisors may declare the game forfeit and call 911 for assistance.
 - ii. When a coach is removed – an official school designee may finish the game. Only an assistant, listed with the league and compliant with all requirements for coaching, the school's Athletic Director, or any school personnel, may continue the game. **No other person may continue the game unless they have met the league requirements for coaching.**
 - c. A second suspension will result in no further participation by that coach or player for the remainder of the current sport season.
 - d. A Flagrant violation of the league rules or a violation of the requirements listed in the Diocesan Athletic Handbook under the "Coaches Duties and Responsibilities" section can result in immediate removal and suspension from a game or league play. The following are Flagrant Violations:
 - i. An act of violence or threat of violence during an event toward another coach, referee, player, spectator, or site supervisor
 - ii. Use of abusive language toward another coach, player, referee, spectator, or site supervisor
 - iii. A repeated offense that has already caused a suspension in past games or league activity

COUNCIL OF ATHLETIC DIRECTORS DUTIES AND RESPONSIBILITIES

Composition of Council of Athletic Directors: school athletic director from each member school, appointed principal representative determined by Superintendent of Diocese of Spokane, Gonzaga Preparatory School Elementary Athletic Coordinator, Director of Schools.

Responsibilities:

- Attend all monthly meetings (August – June) and special session when applicable
- Provide workshops for all new coaches and new local school athletic directors on the operations of the program and their duties and responsibilities.
Workshops specifically required include:
 - Health and Safety workshops: CPR, First Aid, Concussion awareness, safety related to specific sports
 - Code of Conduct Training and be current with all diocesan volunteer requirements
 - Review of the rules and regulations contained in the Diocesan Athletic Handbook
 - sportsmanship and fair play participation
- Scheduling games is the responsibility of the Gonzaga Preparatory School Elementary Athletic Coordinator with the cooperation of the Council of Athletic Directors.
 - The Council of Athletic Directors will notify the Gonzaga Preparatory School Elementary Athletic Coordinator of all calendar issues regarding parish and school conflicts.
 - Only parish or school calendar conflicts will take precedence in determining game schedules. No changes in the schedule may be made unless coordinated through the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - If there is a schedule change, the Gonzaga Preparatory School Elementary Athletic Coordinator will notify all affected schools and make changes to the facilities and for the officials.
 - When schedule changes are approved, the school is responsible for notifying parents and children.
- Concerns over eligibility, team combinations, coach's conduct, student-athlete conduct, and spectator conduct will be enforced by the Gonzaga Preparatory School Elementary Athletic Coordinator with the assistance of the Council of Athletic Directors as outlined in the Athletic Handbook.

Meetings & Roles:

- Agenda is developed by the Gonzaga Preparatory School Elementary Athletic Coordinator, and he/she reserves the right to determine the validity of agenda items as they pertain to the Council of Athletic Directors
- Agenda items by concerned parties must be brought before the Coordinator with sufficient time as to allow for the dissemination of all necessary materials to the Council of Athletic Directors before the meeting. (a minimum of 4 days) If, in the judgment of the Coordinator, the requested agenda item warrants extended notification, the item will have the opportunity to be placed on the agenda for the following month.
- Principal, appointed by Superintendent, is a non-voting member, as each school is allowed one vote.
- Gonzaga Preparatory School Elementary Athletic Coordinator is a non-voting member
- Gonzaga Preparatory School Elementary Athletic Coordinator ensures minutes are taken and distributed to all concerned parties
- Returning coaches, and local school athletic directors are required to attend only those programs that require yearly certification as established by law, by diocesan policy, and/or those programs that the Council of Athletic Directors designate as necessary for participation in the program. These will be enforced by the local school athletic director with assistance from Elementary Athletic Coordinator.

CONFLICT RESOLUTION

The Council of Athletic Directors recognizes that the local schools are the primary authority in the operation and practices of their programs. However, participating members must abide by the rules and governances contained in this handbook. It is the hope of the Council of Athletic Directors to arbitrate any issues as fairly and justly as possible, taking the entire community into consideration.

1. Basic issues concerning athletics shall first be directed toward the appropriate party.
2. Local and internal conflict will follow the chain of concern: coach, local school athletic director, principal, pastor, and superintendent.
3. Local issues are to remain within the local school's jurisdiction.
4. Outside and multiple school conflicts will follow the chain of concern: coach, local school athletic director, Council of Athletic Directors, principals, pastors, and director of schools.
 - Issues of conflict or concern that involve multiple schools and have not been resolved with the local school athletic directors must be submitted in writing to the Gonzaga Preparatory School Elementary Athletic Coordinator to be placed on the agenda for discussion at the next meeting of the Council of Athletic Directors. Once resolution is met, the Coordinator will distribute written verification of this to all necessary parties.

The Council of Athletic Directors, upon convening, will follow these procedures:

1. determine the specific issue(s) involved and the parties involved.
2. discuss the issue(s) with the local school athletic director(s).
3. determine if any rules, regulations, or minimum requirements have been violated.
4. make recommendation(s) to the school(s) principal(s) through the Gonzaga Preparatory School Elementary Athletic Coordinator.

Any issues of conflict or concern that are still not satisfactorily settled by the process listed above must follow the Diocesan Policy on Due Process as prescribed by the Bishop. The complete policy can be found on the diocesan website at www.dioceseofspokane.org

STUDENT ATHLETE'S DUTIES AND RESPONSIBILITIES

Rights of Young Athletes

Participation in the athletic program for the elementary schools of the diocese is a privilege granted to students who meet the academic and behavioral eligibility requirements and who complete all athletic registration materials. Each eligible student-athlete should participate in all practices and games. Each student-athlete who regularly attends practice and who, makes a good effort and is meeting expectations of coach(es) at being part of the team, and has fulfilled all eligibility requirements, **shall play an equitable amount of time as feasible with the minimum being at least ¼ of each game.** Individual schools may choose to exceed this requirement but not decrease it.

The program is a privilege provided to the students and the students have the right to:

- participate in sports.
- have qualified, positive adult leadership.
- participate in safe and healthy environments.
- proper preparation in sports.
- an equal opportunity to strive for success.
- equal attention in practice.
- be treated with dignity.
- have fun in sports.
- have enough teams to ensure adequate participation.

PLAYER ELIGIBILITY STANDARDS

The Council of Athletic Directors' minimum eligibility requirements are as follows: (a school may choose to exceed these minimum standards):

Membership

- A student must be age 15 or younger to compete in any league-sponsored activities of that academic year.
- A student must be enrolled in, attending, and in good standing at the participating school for which he or she is playing or from the parish of the participating school and have verification that they are a student in good standing academically and behaviorally within their school.
- The principal and AD must approve the need or desire for parish students to be on the team's roster. A student will be considered a member of a school parish as long as they are registered as a member of said parish and have been determined by the pastoral authority to be a member in good standing.
- Students from neighboring Parishes without a Catholic school may also request to play on a local Catholic school's sports teams as long as they can verify good academic and behavioral standing within their attending school. The principal and AD must approve the need or desire for outside parish students to be on the team's roster. They are considered a member of these parishes as long as they are registered as a parish member and have been determined by the pastoral authority to be a member in good standing. The decision of neighboring parishes and their alignment with a parish school is determined by proximity and approval of the Athletic Director's Council. Neighboring parish students are not permitted to play or practice until the school athletic director has presented the proof of eligibility to the Gonzaga Preparatory School Elementary Athletic Coordinator.
- When two or more schools combine to make up a team, students enrolled in, attending, and in good standing at either school will qualify to participate on the team.

WIAA

- Students in grades 7 and 8 will follow all WIAA rules and regulations. Students in Grades 6 and below will follow WIAA rules and regulations; however, exceptions may be given with the approval of the Catholic Schools K-8 principals.

Academics

- Each student-athlete participating in league play must maintain a **minimum** of a 2.0 GPA or may not have earned a failing grade in any subject at midterm or quarter.
- Loss of eligibility will result in no participation in any athletic game or match for a minimum of one week.
- The student may petition their school for game eligibility after verification of improvement of grade(s) to a "C" average after the one-week suspension. The school shall then notify the respective coach that the student is again eligible and if there are any conditions placed on further eligibility.
- Academic eligibility requirements for a student athlete's participation in the league shall be equal and fair and agreed to by all of the participating schools. Each participating school shall adopt these requirements. Should a school choose to make additions or changes to their local school, these changes must equal or exceed the eligibility requirements outlined in this handbook. A school principal, determining special factors exist in relation to academic performance, may determine a course of action that is an exception to these academic standards because they believe that this is in the best interest of the student.

Behavior

- The student-athlete will not exhibit behaviors that interfere with or are detrimental to the orderly operation of the school or the school's extracurricular programs.
- The student athlete will not use or possess any tobacco product; use or possess any alcoholic beverage; use, sell, or possess any drug deemed illegal by law and/or drug-related paraphernalia; attend off-campus events where drugs and/or alcohol and/or controlled substances are evident and at which the student-athlete has made a willful choice to remain.
- The student-athlete will not be involved in any verbal or physical assault or intimidation of another student, coach, school official or game official.

- Loss of eligibility may result as a consequence of inappropriate behavior. The school may impose actual loss of playing time and/or membership on a team. Consequences shall be imposed, but the school shall determine such consequences as they deem appropriate. No minimums are suggested.

Ejections

- Any ejected player is ineligible for the next game that the team plays.
- If a player is ejected a second time within the same sport, the player is suspended for the remainder of that sport season.
- Should the ejection occur at the end of a sport season, the local school athletic director will determine a suitable consequence in consultation with the principal.
- Should a player incur additional ejections and present the issue of being a repeat offender, the local school athletic director must meet with the principal, the offending player and his/her parents before the player may resume participation in any sport. A behavior contract shall be written to determine play eligibility.

Attendance

- Any student participating in a sport related activity shall be in good attendance and is expected to participate in all classes on the day of the scheduled game. In general, good attendance at school is required for participation in a sport.
- Failure to comply with the attendance regulations and/or the requirements of the individual school may result in a student-athlete being declared ineligible and not allowed to participate in the next scheduled game.
- The principal, can make an exception.

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Student Records

Each student-athlete must have on file in the school:

- Physical Exam Form signed and dated by a physician (valid for two calendar years)
- Verification of adequate insurance coverage
- Athletic Participation Form signed by a parent or legal guardian
- Verification that the student-athlete and their parent/guardian understand and agree to abide by the Diocesan Athletic Program rules and regulations, and that they are aware of the local school's athletic program rules and guidelines and agree to abide by them
- Concussion Information Form signed by both student-athlete and parent/guardian
- Grades 5 to 8 students participating in any sport are required to have a baseline impact test from ImPACT testing. The school will provide this testing in cooperation with the Diocesan Athletic League.

LEAGUE AND TEAM COMPOSITIONS

The individual schools participating in this program agree to the following:

- Provide team rosters of sufficient numbers to provide for a quality team able to participate regularly without fear of forfeiture due to lack of members
- The number of team membership shall not be so large as to make prohibitive the fair playing time that is due the individual members of the team.
- If a school has enough students to enter multiple teams in a given league, a player may play for only one of those teams. A player may not be listed on multiple rosters.
- Should one of these teams lack enough players for a given game, players can be brought up (according to the guidelines provided under each sport), but not "across".

1. Minimum membership to field a team when there is only one team (Exceptions to be granted by the Council of Athletic Directors):
 - a. Volleyball 8
 - b. Football 14
 - c. Basketball 8

- d. Baseball 11
 - e. Softball 11
 - f. Cross-Country No minimum
2. Maximum membership, which dictates the establishment of an additional team. In this situation the minimum numbers for team membership are lowered. (Exceptions to be granted by the Council of Athletic Directors):
- a. Volleyball 16 Minimum per team 8
 - b. Football 28 Minimum per team 14
 - c. Basketball 16 Minimum per team 8
 - d. Baseball 22 Minimum per team 11
 - e. Softball 22 Minimum per team 11
 - f. Cross-Country No Maximum
3. Exceptions
- a. Athletic Directors may request that a particular team of players participates in a league other than their own due to athletic abilities -the team may perform substantially above or below grade level athletic ability, which could detrimentally affect the playing in their standard league.
 - Athletic Directors may present their case to the Council and make an argument for a move to a different league.
 - The council will consider what is best for the entire league. After consultation, they may grant a waiver and allow for the team to be assigned to a different league.
 - b. Temporary use of players during a season - Care shall be taken to create a team of sufficient numbers so that use of temporary players is not necessary; however, there are situations which create the need for temporary players to get through a game weekend to prevent the possibility of a forfeit. It is important to note that these guidelines are for protecting players and their right to play and so team members receive fair playing time as described for each individual sport. This move affects the playing time that the player is permitted to play on all teams as outlined below:
 - Non-permanent players may play on their respective grade teams but their amount of playing time is determined by their total playing time on all teams during a calendar week (Friday to Friday). Care and caution should be made so that no one player or players receives more playing time than another
 - Any amount of time played within a quarter or inning is determined to have used up that quarter or inning of play. (i.e. A 6th grade replacement to another team plays 3 quarters of basketball. This player has only one quarter of playing time remaining that week for use by his/her 6th grade team or vice versa.) As long as every player is receiving a fair amount of playing time and because of the circumstance a player may exceed the number of quarters/innings played, under these special conditions and circumstances the intent of the rule has been achieved.
 - This does not require the approval of the Council of Athletic Directors unless this situation occurs on more than one occasion and/or proves to be a permanent condition due to circumstances that have arisen after the league playing season has begun – the local school athletic director, with the approval of the school principal, shall take action to make permanent members of the team so as to alleviate the possibility of forfeitures.
 - The rules and regulations for each specific sport will apply to the selection of permanent team members.
 - Athletic Directors will notify the Elementary Athletic Coordinator for the League of the special circumstances and conditions as well as the Athletic Director of the teams who will compete against the teams with these waivers.

CARE OF INJURED STUDENT ATHLETES

In case a student athlete is injured during a game, his/her coach will have the authority to remove him/her from the game.

The coach will complete a Diocesan Incident report. Copies of the report will be given to the school principal and the diocesan school office by the next business day. In addition, the coach will notify the school principal by oral communication within 24 hours. Parents are to be notified immediately of any injury.

In case of injury, no student athlete's health is to be jeopardized by continuous play or hasty removal from the floor or field to expedite the game.

A student athlete who has been injured and has been under a doctor's care may not return to practice or play until the student athlete's physician signs a release form. A copy of the physician's release needs to be sent to the superintendent and the original held in the principal's office.

All athletes suspected of suffering a concussion or brain injury will be immediately removed from practice or competition and not returned to play until cleared in writing by a licensed health care provider trained in the evaluation and management of concussions (Medical Doctors, Doctor of Osteopathy, Advanced Registered Nurse Practitioner Physicians Assistants and ***Certified*** Athletic Trainers).

Addendum

B) FOOTBALL –

Football has 2 leagues; a 7th/8th grade league and a 5th/6th grade league

7th/8th Football Maximum

- Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- Should there be less than the minimum number of members required, the school has the following options:
 - Combine with another school through the coordination of the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - Bring up 6th grade students to complete the team. 6th grade players shall be of sufficient weight and size as to safely compete against the 7th/8th teams in the league. The process and factors to be considered are listed below:
 1. 6th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 2. In applying the above process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 3. 6th Grade players moved up to this team will be permanent members of that team. Once placed on the team, they may not appear on any other team roster.

Once the team roster is complete, the roster shall be reviewed by the Council of Athletic Directors. Once approved, the team shall participate in the 7th/8th league.

No students below 6th grade may play on a team participating in the 7th/8th league.

5th/6th Football

A combination 5th/6th grade team shall participate in the 5th/6th league.

Maximum

- Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- Should there be less than the minimum number of members required, the school has the following option:

a. The school will combine with another school in order to participate in the 5th/6th league.

No students lower than 5th grade are permitted to play in the 5th/6th football league.

C) VOLLEYBALL

Volleyball has 4 leagues; an 8th, a 7th, a 6th, and a 5th.

Maximum

- Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- Should there be less than the minimum number of members required the School has the following options:
 - a. combine with another school through the coordination of the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - b. combine the number of 7th and 8th graders within the school to complete the team, which would require that this combination team play in the 8th grade league, unless a request by the local school athletic director to play in the 7th grade league has been approved by the Council of Athletic Directors.
 - c. should an 8th grade team need 7th graders to play in the 8th grade league, but the school is still maintaining a 7th grade team, the following system will be used:
 - i. 7th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 7th graders up to a team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 7th grade players moved up to an 8th grade team will be permanent members of that team. Once placed on a team, they may not appear on any other team roster.
 - d. use 6th graders to meet the minimum number for an 7th grade team or a combination 7th/8th grade team. If this is done, the Council of Athletic Directors needs to be notified in writing. The following system will be used to select players:
 - i. 6th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 6th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 6th grade players moved up a team will be permanent members of that team. Once placed on the team they may not appear on any other team rosters.

- e. use 5th graders to meet the minimum number for a 6th grade team or a combination 6th/7th grade team. (This team must participate in the 7th grade league.) If this is done, the Council of Athletic Directors needs to be notified in writing. The following system will be used to select players:
- i. 5th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 5th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 5th grade players moved up a team will be permanent members of that team. Once placed on the team they may not appear on any other team rosters.
- f. request the use of 4th graders to complete a 5th grade team or a combination 5th/6th grade team. **This request shall be reviewed by the Council of Athletic Directors and submitted for approval by the local school principal(s), and only after all other attempts to complete the team roster have been exhausted. This is the extreme and shall only be considered under the following:**
- i. the principal and the local school athletic director of the school have made a written request to the Council of Athletic Directors.
 - ii. the 4th grade player(s) is of substantial athletic ability and physique to allow for safe and fair playing. The local school principal retains the right to deny 4th grade students from participation in this league.
 - iii. the 4th grade student has parent permission and has been thoroughly counseled about accepting this responsibility.
- Should this option be used, the following system will be used to select players:
- i. 4th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 4th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 4th grade players moved up a team will be permanent members of that team.

D) BASKETBALL

Basketball has 4 leagues; an 8th, a 7th, a 6th, and a 5th.

Maximum

- Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- Should there be less than the minimum number of members required the School has the following options:
 - a. combine with another school through the coordination of the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - b. combine the number of 7th and 8th graders within the school to complete the team, which would require that this combination team play in the 8th grade league, unless a request by the local school athletic director to play in the 7th grade league has been approved by the Council of Athletic Directors.
 - c. should an 8th grade team need 7th graders to play in the 8th grade league, but the school is still maintaining a 7th grade team, the following system will be used:
 - i. 7th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 7th graders up to a team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 7th grade players moved up to an 8th grade team will be permanent members of that team. Once placed on a team, they may not appear on any other team roster.
 - d. use 6th graders to meet the minimum number for an 7th grade team or a combination 7th/8th grade team. If this is done, the Council of Athletic Directors needs to be notified in writing. The following system will be used to select players:
 - i. 6th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 6th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 6th grade players moved up a team will be permanent members of that team. Once placed on the team they may not appear on any other team rosters.

- e. use 5th graders to meet the minimum number for a 6th grade team or a combination 6th/7th grade team. (This team must participate in the 7th grade league.) If this is done, the Council of Athletic Directors needs to be notified in writing. The following system will be used to select players:
 - i. 5th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 5th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 5th grade players moved up a team will be permanent members of that team. Once placed on the team they may not appear on any other team rosters.
 - f. request the use of 4th graders to complete a 5th grade team or a combination 5th/6th grade team. **This request shall be reviewed by the Council of Athletic Directors and submitted for approval by the local school principal(s), and only after all other attempts to complete the team roster have been exhausted. This is the extreme and shall only be considered under the following:**
 - i. the principal and the local school athletic director of the school have made a written request to the Council of Athletic Directors.
 - ii. the 4th grade player(s) is of substantial athletic ability and physique to allow for safe and fair playing. The local school principal retains the right to deny 4th grade students from participation in this league.
 - iii. the 4th grade student has parent permission and has been thoroughly counseled about accepting this responsibility.
- Should this option be used, the following system will be used to select players:
- i. 4th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 4th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 4th grade players moved up a team will be permanent members of that team.

E) CROSS COUNTRY

The Spokane Parochial Schools Cross Country league, being an individual sports competition as well as a team sport competition, will be conducted with the following conditions:

A Spokane Parochial Schools League Director shall be appointed by the Gonzaga Preparatory School Elementary Athletic Coordinator. This person shall have multiple responsibilities including regular communications with coaches, athletic directors, and others who desire updated information; as well as league organization and scheduling of meets, league equipment purchases, permitting processes with city and county parks, keeping an accounting of league expenses, schedule league coaches meetings and provide an agenda, and other responsibilities inherent in the position of League Director. The League Director may appoint an Assistant League Director.

Approved schools (Catholic and ancillary) may participate in this cross-country league.

The league is open for participation by students in grades 1-8.

The ratio of coaches to athletes at practices will not be less than 1 :7

General guidelines as that applies to this cross-country league are as follows:

- competition is designed on four levels. A 1-2 grade girls race 1-2 grade boys race, same for grades 3-4 same for grades 5-6, a 7-8 grade combined boys and girl race
- scoring for individual runners in each race, and for teams, will be done either electronically or by a "results committee" established by the "host school(s)" for each meet
- runners will receive a place ranking as they finish (their tags will be placed in the corresponding place position on the tag-board, electronic chip reading, or wire hanger/waterproof tag depending upon weather conditions.
- for team scoring, schools must have 3 or more runners in that race to be counted in the team scoring (all runners will receive individual place rankings).
- to compute the team score, the place ranking of the top 3 finishers from each scoring school will be added together. For example, if the top 3 finishers for School A are 2nd, 4th, and 9th, the team score for School A would be 2+4+9=15.
- if there is a tie between two schools, the school with the higher ranking finisher determines the winning team. For example, if School B places 3rd, 5th and 7th, for a score of 3+5+7=15, then School A (2nd, 4th, 9th for a total of 15) would win since their fastest runner placed 2nd.
- there will be no team trophies for regular league meets but will be awarded at the Parochial Schools Championships Meet. Individual top 10 and team scores will be announced and results ceremonies immediately following the 7-8 race. Additional ribbons may be awarded at the Championships Meet as well as medals for runners placing first second or third.
- athletes can compete in only one race per meet.
- athletes may either run in their own grade division, or they can move up. For example, a 6th grader could run in the 7th and 8th grade race. Athletes cannot move down in the grade divisions if they move up at any time during the season.

- the race distances are 1 mile for grades 1-2 through 5-6 and 1.5 miles 7-8 grades
- Our cross country abides by certain rules set forth by WIAA (Washington Interscholastic Activities Association) that includes a requirement for runners of participating in at least 8 practices between the first date that practices are allowed (usually the 3rd Monday in August) before they can compete in a league meet. Coaches cannot organize practices or coach runners between August 1 and the first WIAA allowed practice date.
- Runners cannot compete in another cross country league, but are allowed to participate in invitational meets (state and national), but total meets cannot exceed 8 meets during the period of dates from September 1 to November 1. There is no restriction for participation in cross country meets outside of that window.
- Outdoor practices are not allowed when the Spokane Air Quality Index is 150 and above.
- Participating schools will be invoiced at the conclusion of the cross country season for a full or half share (based on the number of runners on the team) of league meet expenses. The League Director shall determine which schools shall be invoiced a full share or a half share.
- Schools at their option, can charge the parents/guardians of each runner a one time fee for participation in our League. Fees charged shall be determined by the school's principle or Board,
 - Due to safety concerns, dogs, and sports balls of any type, are disallowed at all meets.
 - Coaches, and any assistant coach observing that an act of a runner or receiving a complaint about a runner at a meet must, except when it involves one of his/her team members, shall not address the offending runner; it must be addressed to the runner's coach or the host school's head coach.

F) BASEBALL and SOFTBALL

Baseball and Softball have 2 leagues each; a 7th/8th grade league and a 5th/6th grade league

7th/8th Baseball/Softball

Maximum

- Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- Should there be less than the minimum number of members required, the school has the following options:
 - Combine with another school through the coordination of the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - Bring up 6th grade students to complete the team. 6th grade players shall be of sufficient weight and size as to safely compete against the 7th/8th teams in the league. The process and factors to be considered are listed below:
 1. 6th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 2. In applying the above process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 3. 6th Grade players moved up to this team will be permanent members of that team. Once placed on the team, they may not appear on any other team roster. Once the team roster is complete, the roster shall be reviewed by the Council of Athletic Directors. Once approved, the team shall participate in the 7th/8th league.

5th/6th

Baseball/Softball

A combination 5th/6th grade team shall participate in the 5th/6th league. Maximum

- Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- Should there be less than the minimum number of members required, the school has the following options:
 - a. combine with another school through the coordination of the Gonzaga Preparatory School Elementary Athletic Coordinator

- b. request the use of 4th graders to complete a 5th/6th grade team. **This request shall be reviewed by the Council of Athletic Directors and submitted for approval by the local school principal(s) , and only after all other attempts to complete the team roster have been exhausted. This is the extreme and shall only be considered under the following:**
- i. the principal and the local school athletic director of the school have made a written request to the Council of Athletic Directors.
 - ii. the 4th grade player(s) is of substantial athletic ability and physique to allow for safe and fair playing. The local school principal retains the right to deny 4th grade students from participation in this league. iii. the 4th grade student has parent permission and has been thoroughly counseled about accepting this responsibility.
- Should this option be used, the following system will be used to select players:
- i. 4th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 4th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 4th grade players moved up a team will be permanent members of that team.

G) OTHER FUTURE SPORTS

The addition of future sport programs to this league must first be presented to the Council of Athletic Directors as a written proposal. The proposal must include the following: proof of need and demand, cost, facilities, coaching, grade levels, minimum and maximum team composition, rules for governance of the sport, safety, season and time frame of play. Any new sports are to be approved by the Catholic Schools K-8 principals.

H) CHEERLEADING

Cheerleading may be established by individual schools for the participation of students as each school deems necessary. All student rights, eligibility with regard to membership on a cheerleading squad, participation requirements, and behavioral expectations are the same for cheerleaders as they are for any sport. Cheerleading coaches are required to attend the beginning of the year coaches meeting.

Cheerleaders may perform cheers and other routines at any athletic event.

I) INSTRUCTIONAL CAMPS/SUMMER CAMPS

Athletic camps held by a school may be held after Memorial Day weekend and up until June 30th. Student athletes and their school's coaches may participate together. After June 30th, no other camps may be held by a school participating within the Diocesan Catholic Schools Athletic League where their coach(es) is (are) involved in the instruction or running of the camp. This applies from July 1st to the first official start day of the fall sports season.

RULE PROTESTS

Protests should be filed at the time of the incident. An official should be notified of the coach's intent to protest a rule infraction. The official will have the opportunity to review a rule being questioned. Should it be necessary, a coach will then inform the official and make written note in the official scorebook that the game is being played under protest. The moment of time in the game will be recorded, the nature of the protest, and the signature of the coaches.

No protests are allowed of judgment calls. No video testimony is allowed. Only those questions as to administration of a rule shall be permitted to be protested. In addition, within 24 hours of the contest in question, the protesting coach will describe in writing the specific nature of the protest and submit this written report to the Gonzaga Preparatory School Elementary Athletic Coordinator. The Coordinator, having determined that the protest is correct and valid and does show the need for rule interpretation, will forward the protest evidence to the Council of Athletic Directors and to the appropriate rules clarification body for the sport in question. Within 3 additional school days, the protesting schools' athletic director is responsible for gathering information from appropriate sources, such as "opponent" school position, official involved, official rules involved, and WIAA and/or state rule interpreter opinion. They must also call an informal meeting of the schools involved, involved official, or association representative, as appropriate, and themselves (as monitor) to seek unanimous agreement on resolution. All involved coordinators, activity coordinators, or principals must be present. The hearing will be conducted at the athletic director's school in a private setting.

The head official and their governing body will give testimony and interpretation. The Gonzaga Preparatory

School Elementary Athletic Coordinator may then rule based upon the evidence or may choose to convene the Council of Athletic Directors to request their recommendation. Should it be determined that a violation of the rules did occur, the contest will resume play from the point of the infraction at a time and facility to

be determined by the Gonzaga Preparatory School Elementary Athletic Coordinator. Should the official's ruling be upheld, this is the final authority. No further appeal or protest may occur. The outcome of the contest will stand.

NOTE: Should the contest end with the protesting team winning, the protest is considered null and void.

APPENDIX

REQUIRED FORMS

Athletic Participation Permission Form – each athlete must have a permission form properly completed and signed by parents. One copy of this form is to remain at the school and a copy must present with the coach at all practices and games.

Proof of Medical Insurance – each athlete must have verification of medical insurance. Information concerning insurance coverage needs to be identified on the participation form.

Physical Exam Form – each athlete must have a valid (within two years) physical exam by a qualified and licensed doctor. The doctor must fill out and sign a physical form. One copy must be on file with the school.

Parent/Athlete Concussion Form - The new “Zackery Lystedt Law” in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years.

Emergency Contact Card – each coach will have, at their practices and games, an emergency card with necessary contact information for each player. The coach must have a copy of the **Athletic Participation Permission Form** but they may **not** have a copy of the **Physical Exam Form**.

Incident Report Form – within 24 hours of an injury during a game or practice, a report must be filed with the school and a copy sent to the diocesan school office.

Return to Play Form – a student who has been injured and is requested by medical personnel not to participate for any given time must have this form completed by a physician and given to the coach in order to resume participation in the sport.

All coaches must have on file with the local school athletic director the following:

- **Washington State Patrol Criminal History Check completed**
- **Copy of Driver’s License**
- **Completed Disclosure Statement**
- **Record of participation in a Diocesan Code of Conduct Training**

Philosophy and Sport Specific Training Workshop - all coaches must have attended the sport specific workshop for each sport that will train in the philosophy of the league and the specific rules and exception for each sport.

- **First Aid Certification** –Principals will ensure that at least one coach for each team who completes a nationally recognized and certified First Aid and CPR class will be present at all practices, meetings, and games of each school team. No team will be permitted to practice or participate in games without a coach who is First Aid and CPR certified.

✓ **Athletic Participation Form (2 pgs.)** ✓
✓ **Physical Exam Form (2 pgs.)** ✓ **School Incident Report Form** ✓ **Return To Play Form** ✓
✓ **Washington State Patrol Criminal History Form**
✓ **Parent/Athlete Concussion Form**

FORMS

✓ Disclosure Statement ✓ Athletic Handbook
Acknowledgement Form ✓ Sample Welcome
Letter ✓ Athletic Code of Conduct Agreement ✓
Coaches Code of Conduct Agreement ✓ Sample
Parent Feedback To Coaches (2 pgs.) ✓
Emergency Plan Procedures

ATHLETIC PARTICIPATION FORM

Name of Child _____ Date of Birth _____ Sex _____ Grade _____ 20__ - 20__
in Fall Academic Year

Home Address _____ Zip Code _____ Home Phone _____

Mother's Info.

Name: _____

Wk. Phone: _____

Cell Phone: _____

Father's Info.

Name: _____

Wk. Phone: _____

Cell Phone: _____

Guardian Info.

Name: _____

Wk. Phone: _____

Cell Phone: _____

In case of emergency (and parent cannot be reached) notify:

1. _____
Name Home Phone Cell/Wk. Phone Relationship to Child

2. _____
Name Home Phone Cell/Wk. Phone Relationship to Child

TO WHOM IT MAY CONCERN:

I/We, the undersigned parent(s)/legal guardian give permission for my/our child
_____ to participate in: (Child's Name)

(Please check, initial and date each sport your child will participate in during the current school year)

- Baseball _____ ☐ Basketball _____
- Cheerleading _____

In case of a medical or dental emergency, we (I) give our (my) consent and authorization for any necessary treatment, to include treatment by a licensed physician or dentist and transfer to any hospital reasonably accessible.

The following information is provided for any licensed physician, dentist, or hospital not having access to our (my) child's medical history:

Health Care Provider Address Phone

Family Dentist

Address

Phone

DATE OF LAST TETANUS SHOT: _____

MEDICAL INSURANCE COMPANY: _____ POLICY NO.: _____

DENTAL INSURANCE COMPANY: _____ POLICY NO.: _____

AGENT NAME: _____ PHONE NO.: _____

OTHER PERTINENT INFORMATION: _____

Please check any of the spaces below which describe a health problem your child has which might require attention. If your child has no such health problems, check "none of the above."

____ Allergies (if yes, please list) _____

____ Blood disease (sickle cell anemia, aplastic anemia, malaria, hemophilia, etc.) _____

Heart problem requiring limitations

____ Diabetes

____ Food allergy requiring immediate attention

____ Digestive disorder (ulcers, colitis)

____ Hearing impairment or complete hearing loss

____ Insect sting allergy—severe—requiring immediate attention

____ Malignancy (leukemia, sarcoma, Hodgkin's disease, etc.)

____ Neurological problem (cerebral palsy, hydrocephalus, etc.)

____ Orthopedic problem – severe – requiring limitations (brittle bone disease, etc.)

____ Respiratory problem – severe – requiring limitations (asthma, cystic fibrosis, etc.)

____ Seizure disorder (epilepsy, etc.) Define: _____

____ Urinary tract disorder (nephritis, absence of kidney or bladder, etc.)

____ Vision impairment or complete vision loss

____ None of the Above

Medication being taken: _____

Additional information/instructions: _____

☐ Has a child care plan on file in the school office. (check if true)

We (I) shall be liable for and agree to pay all costs and expenses incurred in connection with any medical or dental treatment rendered pursuant to this authorization. Further, should it be necessary for our (my) child to return home due to medical reasons, disciplinary action or otherwise, we (I) agree to pay transportation costs.

Finally, in consideration for our (my) child's participation in the above stated athletic activities, we (I) release, discharge, and agree to hold harmless the Catholic Bishop of Spokane, his agents, and employees from any and all liability, claim or demands for personal injury, illness, or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by us and/or our (my) child while our (my) child is participating in

these activities (including transportation to and from the events), hereby assuming all risk of personal injury, illness, death, damage and expense as a result of participation in these athletic activities.

We (I) have fully read this form and sign voluntarily with knowledge of its terms and conditions.

Mother's Signature _____
Date _____

Father's Signature _____
Date _____

Legal Guardian's Signature _____
Date _____

Date Received _____ By _____

PHYSICAL EXAM FORM

Today's Date _____

Name of Child _____ Date of Birth _____ Sex _____ Grade _____ 20__ - 20__
in Fall Academic Year

Home Address _____ Zip Code _____ Home Phone _____

Health Care Provider _____ Provider Phone _____

Notify in Emergency _____ Emergency Phone _____

Alternate Emergency Name _____ Alternate Emergency Phone _____

Sports

_____ _____ _____ Medications (taken regularly)	Allergies: Medicine Bee ☐ Sting ☐	Student must return this to the school business office before practicing or competing
Last Tetanus Shot _____ (year)	☐	

	Other	
--	-------	--

History

Explain "YES" answers below:

Yes No

1. Have you had a medical problem or injury since your last evaluation? ☐ ☐
2. Have you ever been in the hospital or had an operation? ☐ ☐
3. Have you ever been dizzy or passed out during or after exercise? ☐ ☐
4. Have you ever had chest pain during or after exercise?..... ☐ ☐
5. Have you ever had high blood pressure, a heart murmur, or irregular heartbeats? ☐ ☐
6. Has anyone in your family died of heart problems or a sudden death before age 50? ☐ ☐
7. Have you ever been knocked out or unconscious, had a head injury, or a seizure? ☐ ☐
8. Have you ever had a "stinger", "burner", or pinched nerve? ☐ ☐
9. Have you ever had muscle cramps, heat exhaustion, or heat stroke? ☐ ☐
10. Do you have trouble breathing or do you cough during or after activity? ☐ ☐
11. Have you ever had asthma, diabetes, mono, or other medical problems? ☐ ☐
12. Are you missing an eye, kidney, or testicle? ☐ ☐
13. Do you use any special equipment (pads, braces, neck rolls, mouth guard, eye guard, etc.)? ... ☐ ☐
14. Have you ever had a sprain, strain, dislocation, stress fracture, joint swelling, or broken bone? ☐ ☐
☐ neck ☐ back ☐ shoulder ☐ elbow ☐ wrist ☐
hand ☐ hip ☐ thigh ☐ knee ☐ shin/calf ☐ ankle
☐ foot
15. Are you satisfied with your weight? ☐ ☐

Please explain "YES" answers:

Parent/Guardian PLEASE READ AND SIGN

I hereby state that, to the best of my knowledge, the answers to the above questions are correct. I approve of my child's participation in athletics in the Spokane Diocese Athletic Program, and I will assume all financial responsibilities I give my permission for my son/daughter to receive a physical examination. I give my permission for emergency treatment of an injury by any physician designated by a school official.

Date _____ Signature of Parent _____ Signature of Guardian _____

Name _____ Age _____ Date _____

Height _____ Weight _____ BP _____/_____ Pulse _____			
Vision: R20/____ L20/____		Corrected: YES NO	
	Normal	Abnormal Findings	Initials
HEENT			
Pupils Equal?			
Heart			
Pulses			
Lungs			
Abdominal			
Testicles/hernia			
Musculoskeletal (Symmetry/ROM/Strength/Flexibility)			
Neck			
Back			
Shoulder			
Elbow			
Wrist			
Hand			
Hip			
Knee		R MCL R ACL L MCL R ACL	
Ankle		R ANT DRAWER L ANT DRAWER	
Foot			

- ☐ No restriction for sports participation
- ☐ Clearance withheld pending attached verification of rehabilitation/evaluation for: _____
- ☒ Limited participation. Not cleared for the following types of sports: _____

☐ Minimum high school wrestlers weight (circle):
75 79 83 89 90 93 96 99 101 108 115 122 129 135 141 146 158 168 176 190 191 UNL

Was body fat measured? _____

Recommendations: _____

Examiner's Signature _____

_____ Date _____

Print Name, Address, and Phone

**DIOCESE OF SPOKANE
SCHOOL INCIDENT REPORT FORM**

School _____

Name of injured student _____

Student's age _____ Student's grade _____

Name of parent(s)/guardian _____

Address _____

Street/P.O. Box

City

State Zip

Telephone: Home _____ Work _____ Cell _____

Time injury/accident occurred _____

Location where injury/accident occurred _____

Describe the injury/accident _____

Who reported the injury/accident? _____ Time? _____

Who witnessed the injury/accident? _____

Adult Supervisor's name(s) _____

Describe what was done and by whom _____

Were parent(s)/guardian notified? Yes / No Time? _____

By whom? _____

Were paramedics called? Yes / No Time? _____

Was the student transported to the hospital/doctor? Yes / No

Time? _____ By whom? _____

Signed _____ Date _____

Title _____

Mailed to the Diocesan School Office on (date) _____

RETURN TO PLAY FORM
(When removed by medical personnel)

Student Name: _____

School: _____

Phone Number: _____

Injury/Illness Information:

Date of Injury: _____

Location: _____

Nature of Activity:

Practice _____ Competition _____ Other _____

Sport _____ Position Played _____

Coach _____ Phone Number _____

Description of Injury: _____

Medical Treatment or Procedure: _____

Recommendations:

No restrictions as of _____

No practice or play until _____

Expected return to activity _____

Light running only – NO contact _____

Regular practice but NO contact _____

Athlete needs to return to me for additional care - YES / NO

Additional comments:

Physician's Signature

Phone Number

Date

WASHINGTON STATE PATROL

**Request for Criminal History Information
Child/Adult Abuse Information Act
RCW 43.43.830 through 43.43.840**

**INSTRUCTIONS: Please return the
completed form along with a**

☒ Non-Profit

REQUESTOR INFORMATION – To be completed by the school

Please PRINT

School

Name

Applicant of Inquiry – Please PRINT

Applicant Name:

Last

First

Middle

Alias/Maiden Name:

Date of Birth:

Race:

Sex:

Month/Day/Year

SUBMIT TO:

____ Yes ____ No

If your answer is "yes," please describe and provide the date(s) of the finding(s) and the penalty(s) implied.

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Catholic Diocese of Spokane

DISCLOSURE STATEMENT

3. Have you been convicted of any crime in the past seven years?

____ Yes ____ No

If your answer is "yes," please provide details:

We may request your fingerprints to obtain, from the Washington State Patrol criminal identification system, a report of your record of criminal convictions for offenses against persons, civil adjudications of child abuse, and disciplinary board final decisions. If you are hired before that report is available,
YOUR EMPLOYMENT WILL BE CONDITIONED UPON THE RECEIPT OF A SATISFACTORY REPORT.

You will be notified of the State Patrol's response within 10 days after we receive the report. We will make a copy of the report available to you upon your request.

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I am hired, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if I am hired, my employment is conditioned on your receipt of a satisfactory report from the Washington State Patrol.

Applicant Signature: _____

Printed Name: _____

Date Signed: _____

Witness Signature: _____

Witness Printed Name: _____

Retain copy for your file and send a copy to: Diocesan Education Office, P.O. Box 1453, Spokane, WA 99210

Revised: 4/8/08; 11/24/10
FORM: 206

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ATHLETIC PROGRAM HANDBOOK ACKNOWLEDGEMENT FORM

The Athletic Program Handbook for the Diocese of Spokane states verification that the student athlete and their parent/guardian understand and agree to abide by the Diocesan Athletic Program rules and regulations, and that they are aware of the local school's athletic program rules and guidelines and agree to abide by them. In this context, we ask that you read the policies contained in the handbook and sign and return the form below.

Thank you!

We are aware of the Spokane Catholic Schools Athletic Program Handbook and agree to abide by and be supportive of the policies contained therein.

Child's Full Name (Please print): _____

Parent/Guardian Name (Please print): _____

Student's Signature

Date

Parent/Guardian Signature

Date

SAMPLE WELCOME LETTER

TO: (Athlete Name)

FROM: (Coach's Name)

Welcome to the approaching (year) (sport) season. Our team will be composed of (grade levels) grade students from (school name). We have yet to fully determine what color our team will wear. We'll be looking into the possibility of a (color).

It is important to know that the team's most important goal this season will be to have fun. However, we'd like each athlete and parent to understand that we'll focus on attempting to win our games. (The apostle Paul wrote in 1 Cor. 9:24 "to run the race to obtain the prize"). This may be the last opportunity our students take to represent their school on an athletic playing field before heading to high school. It is our hope that together we'll be able to cohesively bond together the feeling of our respective school's pride. Our team will conduct themselves in a positive manner. When a practice time is in place, we expect our athletes to be ready to practice and once we're finished; our parent's ready to safely escort them home. We ask that if you're unable to make a practice or game, you give a coach notification of such. We understand that athletics are extra-curricular and the number one focus of our children is their education. Should any one of our students begin to struggle with academics, please have them shift their focus to the classroom (even if this means removing them from the squad). However, please don't use the team as a punishment for other indiscretions as teammates are counting on them.

We'll do our best at keeping everyone advised of whatever situation may present itself throughout the season. Now is a good time to purchase whatever equipment the athlete may need for the season. Should you have questions in regards to our upcoming season, please feel free to contact us. We're looking forward to spending time with and instructing the team.

Sincerely,
(Coach's Signature
and contact
information)

PRACTICE INFORMATION

LOCATION

TIME

DATES OF PRACTICE

ATHLETIC CODE OF CONDUCT AGREEMENT

Through the vehicle of sports, youth become better Christians and become friends with other children throughout the Diocese. Activities should be examples of the meaning of Christian sportsmanship.

COACHES

Acceptable standards of coaching behavior include:

- Set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior
- Respect the judgment of officials, abide by the rules of the event – Never argue with officials – Technical fouls and ejections are never acceptable
- Treat opposing coaches, participants, and fans with respect
- Coach in a positive manner, reflecting Christian values – Yelling should be avoided
- Be drug, alcohol and tobacco-free at all youth practices, events and games
- Instruct participants in sportsmanship and demand that they display good sportsmanship
- Encourage players through positive reinforcement
- Coaches bear the same responsibility as teachers

PLAYERS

Acceptable standards of play behavior include:

- Treat opponents with respect – Shake hands prior to and after contests
- Respect the judgment of officials and abide by the rules of the contest – Technical fouls and ejections are never acceptable
- Always play in a positive manner, reflecting Christian values

PARENTS AND SPECTATORS

Acceptable standards of spectator behavior include:

- Remember that all players are children and are playing for their enjoyment, not yours
- Remain seated in the spectator area during the games
- Respect decisions made by contest officials
- Be drug, tobacco and alcohol-free at all youth practices, events and games
- Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches or officials. Do not coach from the stands
- Make no derogatory comments or gestures to players, coaches, spectators of the opposing team, officials or league administrators
- If you see fans of your team behaving in a negative manner, please try to appeal to the conscience at an appropriate time

ENFORCEMENT

Concerns regarding violations of this code shall be first brought to the attention of the local school athletic director. Coaches, participants and spectators may be placed on probation or suspended from activities for their actions.

I(We) have read the Code of Conduct. I(We) agree to follow these guidelines in my(our) participation in all athletic activities

Signature of Player

Date _____

Signature of Parent/Legal Guardian

Date

Signature of Coach

Date

COACHES CODE OF CONDUCT AGREEMENT

- ☐ Observes and enforces all rules and policies
- ☐ Teaches basic fundamentals necessary for mastery of the sport
- ☐ Assumes responsibility for players' behavior and performance
- ☐ Assumes responsibility for assistant coaches' behavior
- ☐ Instructs participants in sportsmanship and demands that

Coaches are responsible to the local school athletic director. The local school athletic director will attempt to attend a practice and a game for each sport in order to provide support for the coaches.

Coaches bear a similar responsibility as teachers. Their task is not simply to teach skills. They are also charged with helping our students to become responsible Christian citizens. They should model respect and good sportsmanship at all times.

I have read the Coaches Code of Conduct. I agree to follow these guidelines in my participation in all athletic activities.

Signature of Coach

Date

PARENT FEEDBACK TO COACHES

Sport _____ Level _____ Year _____

As a parent of a student athlete in our interscholastic athletic program your feedback is important to us. Our coaching staff feels that to make our program better for the students we must gain valuable feedback from our parents.

Directions: Circle the number that best describes the way you feel and use the space below each item to state your observations that would support your feelings.

1. Our coach(es) operate the program in the best interest of all participants.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

2. We understand the goals and objectives of the program represented by our coach.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

3. Our coach treats all participants fairly and consistently.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

4. We can approach our coach to discuss concerns about our son/daughter.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

5. Our coach is a good role model for our son/daughter.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

6. Our coach is knowledgeable about the rules and strategies of the sport.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

7. Our coach is a good communicator.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

8. Our coach is organized and plans ahead.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

9. Our coach takes an interest in our son/daughter academically and outside of the sport.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

10. Our coach has improved the skills in this sport for our son/daughter.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

11. Our coach understands how to motivate athletes.

5 4 3 2 1

Strongly Agree

Strongly Disagree

Observations: _____

12. Our coach should continue to do the following things:

13. Our coach should stop doing the following things:

14. Our coach should change the following things:

EMERGENCY PLAN PROCEDURES

You! The staff and volunteers have specific responsibilities related to the safety and welfare of young athletes. Everyone in the program should be familiar with these precautions. Please review them carefully.

In the event of an emergency or accident, the following steps should be taken:

1. Assess the situation. **DO NOT PANIC.** Administer first aid only if you are qualified
2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed: **CALL 911**
Provide the dispatcher with the following information:
 - Your name and position
 - Exact location: street access, entry door, building location and/or best route to scene ➤ Victim's condition
 - Nature of the injury and circumstances surround emergency ➤ Stay on the phone until you are told to hang-up
4. Return to the injury scene in case you are needed for other assistance
5. Meet the emergency vehicle
6. Immediately call parent or guardian and advise them of the circumstances
7. Report the accident to the local school athletic director immediately. Submit a written report to the local school athletic director **within 24 hours**
8. Call the child's parents or guardians to make sure everything is okay the evening of the accident.

REMEMBER

At **NO TIME** should you offer a diagnosis or express personal opinion as to the extent of the injury.

Coaches are responsible for keeping emergency phone numbers and medical information of their players **AT ALL TIMES** (Athletic Participation Form)

Coaches are responsible for having a first aid kit at all practices and games. Do not rely on others for ice packs, etc. Regularly check the supplies in the first aid kit.

Spokane Catholic Schools Athletic Program Parent/Athlete Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|--|--|
| <ul style="list-style-type: none">• Headaches• “Pressure in head”• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness• Change in sleep patterns | <ul style="list-style-type: none">• Amnesia• “Don’t feel right”• Fatigue or low energy• Sadness• Nervousness or anxiety• Irritability• More emotional• Confusion• Concentration or memory problems (forgetting game plays)• Repeating the same question/comment |
|--|--|

Signs observed by teammates, parents and coaches include:

- | |
|---|
| <ul style="list-style-type: none">• Appears dazed• Vacant facial expression• Confused about assignment• Forgets plays• Is unsure of game, score, or opponent• Moves clumsily or displays incoordination• Answers questions slowly• Slurred speech• Shows behavior or personality changes• Can’t recall events prior to hit• Can’t recall events after hit• Seizures or convulsions• Any change in typical behavior or personality• Loses consciousness |
|---|

**What can happen if my child keeps on playing with a concussion or returns to soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new “Zackery Lystedt Law” in Washington now requires the consistent and uniform

implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

“a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time” and
“...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider”.

You should also inform your child’s coach if you think that your child may have a concussion Remember its better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:
<http://www.cdc.gov/ConcussionInYouthSports/>

Student-athlete Name Printed Student-athlete Signature Date

Parent or Legal Guardian Printed Parent or Legal Guardian Signature Date