

Epiphany Catholic School

Co-curricular Handbook

2017-2018

Co-curricular activities teach Christian values and human (emotional and physical) virtues including teamwork, sportsmanship, and diligence, accepting loss and winning gracefully, while building self-esteem, school pride, and respect for others.



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Mission Statement

The mission of the co-curricular activities program at Epiphany Catholic School is to apply the Gospel mission of Catholic education. Co-curricular activities teach Christian values and human (emotional and physical) virtues including teamwork, sportsmanship, and diligence, accepting loss and winning gracefully, while building self-esteem, school pride, and respect for others. Our program offers all interested students the opportunity to participate, teaches the fundamental skills, as well as strategy, and approaches all these tasks with respect to the proper level of each sport and team.

Role Models

The first responsibility of all students, parents, coaches, and activity leaders at Epiphany Catholic School is to remember that Jesus Christ is the reason for our school and that Jesus is the model of our lives (from our Participation Agreement). All representatives (employees and volunteers) of Epiphany Catholic School must be positive role models at all times: on and off court, on and off campus. As models for the young, they are rightfully held to a higher standard.

Levels of Sports

Epiphany Catholic School embraces the understanding of various levels of youth sports, proposed by Rev. Richard J. McGrath (*Coaching Catholic: Gospel Values in Youth Sports*, pp. 22-3). This understanding identifies two, out of three, levels that can be found at Epiphany Catholic School: the primary level and the transitional level.

1) The Primary Level focuses on “instruction and participation,” with an “emphasis... on the enjoyment of playing, participation, learning the basics of the sport, and fulfilling the need for young people to belong, to learn, and to participate. This level should be inclusive, instructional, positive, emphasize the skills of the sport,” and without a strong emphasis on competition.

2) The Transitional Level, since it is designed to assist the participants in transitioning toward the varsity level in high school, specifically at Central Catholic High School, is “more competitive and concentrates on basic skills, but moves forward to skill refinement, team development, and advanced skill learning. A thorough explanation of the nuances of the game and its finer points is provided through extensive instruction and practice, game playing, and game-like situations.”

Co-Curricular Activities

The following are school-sponsored:

Baseball (5th-8th grade boys)
Basketball (5th-8th grade boys and girls)
Cheerleading (7th and 8th grade girls)
Cross Country (5th-8th grade boys, girls)
Drama (5th-8th grade boys, girls)
Music: Solo & Ensemble (5th-8th boys, girls)
Scholastic Bowl (6th-8th grade boys, girls)

Softball (5th - 8th grade girls)
Speech Team (5th - 8th grade boys, girls)
Track (5th - 8th grade boys and girls)
Volleyball (5th - 8th grade girls)
Golf (5th-8th grade boys and girls)

The following are parish-sponsored:

**American Heritage Girls
(Kindergarten – 8th grade Girls)**
Cub Scouts (1st - 5th grade boys)
Girl Scouts (Kindergarten - 8th grade girls)
Chess Club (K-8 grade boys and girls)

Parent / Participant Meeting and Participation Agreement

When participating in a school-sponsored activity, parents, students and coaches/leaders must all attend a parent / participant meeting and sign and follow the Participation Agreement for each activity along with **the Concussion, Parental Consent Waiver and Diocese Medical Form**. No participant shall participate in practice or competition until a meeting has taken place, or a reasonable alternative discussion is conducted with the coach. A copy of each Agreement is available on the school website.

Roles and Responsibilities

Athletic Coaches

Overall Purpose: To provide leadership for a team in the assigned sport that meets the objectives of the Mission Statements of the school community and complies with IESA by-laws and regulations. **Anyone interested in coaching any sport must submit his/her name to the Athletic Director by the beginning of the school year and complete the IESA coaching requirements, Concussion Training and the Safe Environment Training.**

Responsibilities

- Be a positive role model at all times.
- Respect other coaches and leaders, students, parents, officials, judges and spectators.
- Recognize and encourage the efforts of all students regardless of results.
- Know and apply the policies set forth in Epiphany Catholic School's Co-Curricular Handbook and the IESA Handbook.
- Texting or email between coaches/activity leaders and students is allowed **ONLY** when using a school email account or the school-approved text messaging service. Please refer to the Communications section on page 9.

- Know and apply the rules and regulations of the activity.
- Keep competition in the proper perspective.
- Obtain approval for the use of facilities.
- Foster Team Spirituality by beginning and/or ending each practice and game with a team prayer.
- Meet for a Mass once during the season.
- Foster Student Spirituality by encouraging students to attend Reconciliation.
- Look for saintly models that were participants.
- Make sure students are getting to Mass (even when on the road).
- Gather for a rosary (or part of one).

Facilities, Equipment, and Uniform Management

- Obtain approval for the use of facilities and sports equipment from the Athletic Director.
- All sports equipment, first aid kits, scorebooks, water bottles, etc., shall be returned to the proper storage place at the completion of every practice or event.
- Coaches should arrive at the practice/game site early enough to help set up equipment for our home sporting events.
- Turn off all lights after every practice or event if you are the last one using the facility.
- Secure the equipment room, locker rooms, and lock the outside gymnasium doors after every practice or event.
- Non-participating teams must vacate the gym floor and locker rooms one hour before any home sporting event.
- Coaches and participants should check their gym shoes for dirt, water, and rocks prior to walking on the gym floor. These materials will damage the gym floor.
- Damaged or lost equipment, uniforms, or facilities will be immediately reported to the Athletic Director.
- Each Head Coach will be issued a gymnasium key and an equipment room key at the beginning of their season. These keys must be returned at the end of the season. Coaching stipends will not be paid until all keys and uniforms are returned to the Elementary School Office.

Scheduling

- The Athletic Director must approve the scheduling of any sport practice, tryouts, or game.
- There will be no practices on Wednesdays, Sundays, Good Friday and Holy Days of Obligation. Under certain circumstances, Wednesday practices may be permitted, but require special permission from the Principal.
- Practices, games, and tournaments will be limited to a total of five (5) days per week, per team.
- The Athletic Director will contact the affected coaches prior to the beginning of practice and will distribute a master schedule for practice and game dates and times. Coaches must adhere to the schedule. Any schedule change must be cleared through the Athletic Director.
- As expressed in the Mission Statement, sports are meant to advance the Gospel mission of Catholic education. Coaches will understand that students must balance participation in

sports with academics and homework. Coaches will be flexible and allow student-participants to prioritize academics over sports when necessary, even if this necessitates missing practices or games.

- Practices will not exceed 90 minutes per day on nights prior to a school day, including the time used for team meetings and team prayers.
- Practices will not exceed 120 minutes on non-school days.
- Parents will make good faith efforts to have children on time for practices. Likewise, coaches will make good faith efforts to dismiss student-participants at the scheduled end time.
- Practices will be cancelled if the Principal announces early dismissal due to inclement weather or any other event that causes the building to be inaccessible.

Team Management

- Head Coaches must maintain the Diocese “Student Activity Permit” for each participant. Coaches will carry these forms with them at every practice and event for emergency contact when needed. A sports physical, activity fee, Concussion Form, and Co-Curricular Agreement Form are required for each participant. These should be forwarded to the Athletic Director.
- Coaches are responsible for the good conduct of their participants at every practice and event. Notify parents as needed when disciplinary action is taken.
- Participants should be supervised at all times.
- Participants are not to be in the building without a coach present.
- Coaches will not leave any participant unsupervised.
- Participants are restricted from classrooms and hallways unless approved and accompanied by a Coach.
- Coaches and participants shall dress in appropriate attire for all practices and events.
- Participants provide for their own transportation to practices and events. Coaches are not expected to provide transportation.
- Any questions or concerns regarding facilities, equipment, uniforms, or scheduling should be directed to the Athletic Director.
- Any questions or concerns regarding responsibilities or Epiphany Catholic School rules for the specific sport/grade/age should be directed to the Athletic Director.
- Any unresolved student or parent issues or concerns should be directed to the proper chain of communication, defined as: the coach/activity leader, the Athletic Director, the Principal, the School Advisory Board President.

Parent Meetings

Coaches must have a mandatory parent / participant meeting prior to the start of their season. This is an opportunity to discuss the philosophies, rules, and expectations of the Epiphany program. Coaches and activity leaders are to talk about how they will manage playing time (cf. pp. 7-8). Coaches and activity leaders will also discuss the fundamental skills and strategies that each participant will learn in the course of the season. In case of absence by the parent(s), a meeting or phone conference must be arranged with the coach before participation will be allowed. If a parent

or the participant are not able to attend the preseason meeting, the family must contact the coach before the participant is allowed to practice or compete.

Sportsmanship and Conduct

All coaches, assistants, and activity leaders will conduct themselves in a manner consistent with the mission and philosophy of Epiphany Catholic School and the IESA standard of conduct. Coaches and activity leaders represent Epiphany Catholic School at all practices, meetings, and events. Christian attitudes, proper conduct, and good sportsmanship are imperative to a successful program. Acts of improper conduct will be closely scrutinized.

Sport and Activity Instruction

Coaches and activity leaders are expected to teach the fundamental skills and strategies of their sport or activity. The coaches and leaders are expected to divide the instruction time to all participants. There should not be selective groups receiving preferential practice time and instruction.

Selection of Athletic Coaches

Each team shall have one head coach and may have assistant coaches. Each team must have at least one coach, mentor, or team parent of the same gender as part of the team. The Principal must approve all coaches and mentors. Anyone interested in being reviewed for a coaching or leadership role must submit his/her name by the conclusion of the Epiphany Open House to the school office **and complete all necessary training according to the IESA and Diocese Safe Environment Training.** For Transitional Level sports (as defined on page 10), preference will be given to qualified coaching applicants who do not have a child of their own playing on the team they will be coaching.

Activity Leaders

Overall Purpose: To provide leadership for a non-sports team in the assigned co-curricular activity that meets the objectives of the Missions of the school community.

Responsibilities

- Be a positive role model at all times.
- Respect other coaches and leaders, students, parents, officials, judges and spectators.
- Recognize and encourage the efforts of all students regardless of results.
- Know and apply the policies set forth in the Epiphany Catholic School Handbook and the Co-Curricular Handbook.
- Texting or email between coaches/activity leaders and students is allowed ONLY when using a school email account or the school-approved text messaging service. Please refer to the Communication section on page 9.
- Know and apply the rules and regulations of the activity.
- Keep competition in the proper perspective.

- Obtain approval for the use of facilities.
- Have a mandatory parent meeting prior to the start of their season. This is an opportunity to discuss the philosophies, rules, and expectations of the program. In case of absence by the parent(s), a meeting or phone conference must be arranged with the coach before participation will be allowed.
- Understand that the activities are an “extension of the academic learning process” and students need to balance participation with academics and homework. Activity Leaders will not exceed 90 minutes of practice time for each scheduled practice. This includes time used for meetings and prayers.
- Although there are no “playing time” rules for the non-sports activities, Activity Leaders will allow all interested parties to participate and compete at each match or event.
- Any student or parent issues or concerns, not adequately resolved, should be directed to the proper chain of communication, defined as: the coach/activity leader, the Athletic Director, the Principal, the School Advisory Board President.

Principal

Overall Purpose: *“The Principal of a member school shall be responsible for matters pertaining to all athletic as well as non-athletics of his/her school. In addition, he/she shall be responsible to ensure that his/her school is properly represented at all interscholastic events and be responsible for the conduct of the contestants and other persons from his/her school”* (IESA guideline n. 2.020).

Responsibilities

- Arrange for gym supervision of all events at Epiphany Catholic School.
- Develop along with the Athletic Director and Booster Club an annual operating budget and submit it to the Pastor and Finance Council for approval.
- Work with the Parish Accountant to manage all expenses.
- Ensure the submittal of all forms required by the IESA such as financial, eligibility, certification lists, registration, etc.
- Oversee adherence to the Co-Curricular Handbook and the Co-curricular Activities Participation Agreement.
- Assist the Athletic Director with interviewing first time coaches, and assigning all coaches and assistants.
- Be party to the chain of communication regarding unresolved concerns with coaching staff or co-curricular issues. The chain: the coach/activity leader, the Athletic Director, the Principal the SAB President.

Athletic Director

Overall Purpose: Under the direction of the Principal, to provide overall coordination for the school sports and extra-curricular activities. Duties include:

Responsibilities

- Coordinating team Masses.

- Promoting through reading materials “Catholic Coaching.”
- Reporting to the School Advisory Board, as requested.
- Monitoring IESA rules as they pertain to school sports programs.
- Scheduling games, tournaments, and practices.
- Scheduling coaches’ meetings.
- Hiring officials for home games.
- Recognizing coaches for service, payment.
- Attending Sangamon Valley Conference meetings.
- Attending Booster Club meetings.
- In the absence of an Athletic Director, the role will be filled on an interim basis by the President of the School Advisory Board or other individual appointed by the Principal.
- Be a positive role model at all times.
- Foster respect among coaches, leaders, students, parents, officials, judges, and spectators.
- Assist the Principal with submitting IESA paperwork.
- Monitor IESA rules as they pertain to school sports programs.
- Maintain the master gym schedule and publish it to Principal, Coaches, and Booster Club.
- Post the master gym schedule to the “Activities Calendar” of the Epiphany School website.
- Distribute scorebooks, uniforms, and IESA materials to coaches.
- Inventory equipment including uniforms with the assistance of Booster Club.
- Order new equipment and uniforms as necessary.
- Maintain first aid supplies.
- Purchase sport awards and trophies.
- Schedule coaches’ meetings.
- Maintain a list of all coaches that includes their name, address, phone number, email address, and the sport/activity they are coaching.
- Distribute and collect facility keys to head coaches/activity leaders. Keep accurate records and account for all distributed keys.
- To provide overall organization for the school sports and extra-curricular activities defined below:

| | |
|---|--|
| Baseball | Music: Solo & Ensemble |
| Basketball | Scholastic Bowl (Activity Leaders schedule events) |
| Cheerleading | Softball |
| Chess Club (Activity Leaders schedule events) | Speech Team (Activity Leaders schedule events) |
| Cross Country | Track |
| Drama | Volleyball |
| Golf | |

School Advisory Board (SAB) President

Responsibilities

- Each season, meet with the Athletic Director to review the policies and rules set forth in the Epiphany Catholic School Co-Curricular Handbook.

- Oversee enforcement of Co-Curricular Handbook rules and handle any rules-related questions or concerns.
- Be party to the chain of communication for unresolved parent/player concerns. The chain: the coach/activity leader, the Athletic Director, the Principal, the SAB President.

Parent

Responsibilities

- Be a positive role model at all times.
- Respect coaches, leaders, students, other parents, officials, judges, and spectators.
- Make good faith efforts to have my child on time for practices and events.
- Know and abide by the policies set forth in the *Epiphany Catholic School Parent - Student Handbook* and the *Co-curricular Activity Handbook*.
- Texting or email between coaches/activity leaders and students is allowed ONLY when using a school email account or the school-approved text messaging service. Please refer to the Communication section on page 10.
- Support and participate in any disciplinary action that may be needed.
- Communicate with coaches, activity leaders and school staff in a proper manner by being open and honest, avoiding criticism immediately after a situation that triggers a concern and discussing the situation at a time and place that allows for a private conversation.
- Understand that the chain of communication regarding concerns begins with the coach or activity leader. An unresolved concern, in the opinion of the concerned parent, should then be communicated to the following, in the order indicated: the coach/activity leader, the Athletic Director, the Principal, the SAB President.
- Support Booster Club activities by volunteering enough additional hours to satisfy the policy stated in the *Co-Curricular Activity Handbook*.
- Attend any pre-season meetings. In case of absence by the parent(s), a meeting or phone conference must be arranged with the coach before participation will be allowed.
- Prior to the beginning of each sport during the school year, participants will be required to have paid applicable activity fee and have on file proof of completed physical, liability waiver, proof of insurance and participation agreement.

Booster Club

Responsibilities of the Booster Club

Mission Statement: The Epiphany Knights Booster Club mission is to produce an environment that inspires student/athletes, coaches, parents and the community to collectively create a positive and spirited atmosphere for all athletic, scholastic, and drama programs. Our desire is to build strong moral character and academic excellence in our students while seeking to raise funds as we strengthen the status of the overall programs.

- **Coordinate volunteer assignments for regular season activities, tournaments, and special events sponsored by Booster Club. Coordinating the Sign-up Genius and allow all parents K-8 to earn volunteer hours.**
- **All families who have athletes participating in a sport are expected to work events based on the amount of athletes and the number of volunteer opportunities.**
- **Assist the Athletic Director with the purchase and inventory of uniforms.**
- **Inventory and sell Epiphany team and Spirit Wear.**
- **Manage income from sponsors, donation, etc.**

Communication

Coaches, activity leaders, parents, and student-participants are expected to follow all Epiphany Catholic School policies and guidelines. This includes the use of school email accounts for email communication and the use of the school-approved text messaging service when texting with students. Coaches and activity leaders should never give their personal cell phone or home phone numbers to students nor ask students to give their personal phone numbers. Using a personal account can give an appearance of secrecy.

Co-Curricular Activity Policies

Playing Time

"In youth sports, participation and fun are more important than winning. Adults sometimes do not see that many young athletes would rather have the opportunity to play on a losing team than warm the bench and watch a winning team. Clearly, the focus should be on participation, rather than winning." -Rev. Richard J. McGrath, *Coaching Catholic*, 2004

Primary Level Sports – (Refer to the definition of primary level sports on page 1). For Primary Level Sports programs, **the intent is that playing time will be as equal as possible for every dressed player during each game/match as well as over the course of a tournament.** Coaches will not allow the desire to win the game to alter these goals. If the number of players, or the number of games, necessitates splitting the team into separate squads for basketball or volleyball, coaches shall not designate players to specific squads based on ability (no “A” and “B” teams for these sports). It is recommended that coaches document playing time and keep a written record should questions or problems arise.

The following sports will be Primary Level Sports:

- 5th and 6th grade basketball (boys and girls)
- 5th and 6th grade volleyball

Student-Participants from 5th, and 7th grade who “play up” on a Transitional Level team (7th or 8th grade team), or play on a team composed of multiple grades (such as baseball and track), will not be guaranteed equal playing time.

Transitional Level Sports – (Refer to the definition of transitional level sports on page 1). Playing time in transitional level programs will be skills-dependent, in the team’s best interest, and may not be equal for all players. However, it should be emphasized that the goal of a transition

level sport is team excellence, not winning. The team is excellent when the coach has taken the team as it is, developed the athletic talent present in every player, and then taken those individuals and created something completely new and revolutionary in its inventiveness: a team. While winning is important, it is not the most important thing.

The following sports will be Transitional Level Sports:

- 7th and 8th grade Basketball (boys and girls)
- 7th and 8th grade Volleyball
- Cheerleading (7th and 8th grade girls)
- Cross Country
- Golf (5th through 8th grade boys and girls)
- Track (5th through 8th grade boys and girls)
- Baseball and Softball (5th through 8th grade)

Team Size

Primary Level Sports – all interested students will be allowed to be members of the team. In the event the number of interested students exceeds a manageable level, the Coach, Athletic Director, and Principal will meet to decide how to address the situation in a way that affords equal playing time to all interested members.

Transitional Level Sports – team size shall be limited to the IESA guidelines. If the number of interested students exceeds IESA guidelines, the Coach, Athletic Director and Principal will meet to decide how to address the situation. In this case, all interested students may not be allowed to participate.

Team Composition

For activities in which a team is available by grade (such as basketball and volleyball), no participant will be allowed to compete at a grade level other than their own unless it can be established as necessary to fill the minimum roster. The number of participants from the lower grade competing at the higher grade level may not exceed the number of players necessary to raise the total active roster size (players from higher grade plus players from lower grade) to the minimum roster size as determined by the corresponding coach and the Athletic Director BEFORE the start of games.

For activities in which multiple grades form a single team at the junior high level (such as baseball, cross country, softball, scholastic bowl, etc.), participants are considered equal team members with no distinction by grade.

“Playing Up” – In the event that a grade level does not have sufficient members to form a team, the Athletic Director and Principal may allow participants to play up; however, those playing up will be from the next lower grade level only. . When participants from the lower grade “play up”, the total number of active team members will not exceed the minimum roster size defined above. Participants from the lower grade level will be used in a supplementary manner only, to serve as substitute players. Use of lower grade level players shall not be for the purposes of increasing the skill level of the higher grade team. As substitute players, participants from the lower grade level

shall not regularly displace higher grade level players from playing the game/match. All participants from the higher grade level will always receive priority with regard to starting the game/match and overall playing time.

Games and Tournaments

The Athletic Director and Principal will determine the number of games and tournaments at each grade level before the beginning of each school year.

Epiphany Catholic School will adhere to the following maximum number of games and tournaments each season, for the following sports:

Baseball and Softball:

- Twenty (20) games including tournaments, exclusive of the IESA state tournament series

Basketball:

- Grade 5 – twenty (20) games including tournaments
- Grade 6 – twenty (20) game including tournaments
- Grade 7 – twenty-two (22) games including tournaments, exclusive of the IESA state tournament series
- Grade 8 – twenty-two (22) games including tournaments, exclusive of the IESA state tournament series

Track and Field:

- Twelve (12) meets
- Note: some participants may qualify for regional and state meets beyond the scheduled meets

Cross Country:

- Twelve (12) meets
- Note: some participants may qualify for regional and state meets beyond the scheduled meets

Volleyball:

- Grade 5 – twenty (20) games including tournaments
- Grade 6 – twenty (20) game including tournaments
- Grade 7 – twenty-two (22) games including tournaments, exclusive of the IESA state tournament series

- Grade 8 – twenty-two (22) games including tournaments, exclusive of the IESA state tournament series

Cheerleading:

- Grades 7 and 8 – to coincide with regulated games and tournaments

Booster Club Volunteer Hour Policy

All parents will be required to volunteer during regular season and post season. Families can use 5 hours towards the mandatory school volunteer hours but having a child involved in the sport may require more especially if participating in multiple activities. If you are unable to work your shifts it will be up to you to find someone to work for you. The number of volunteer hours will be based upon the number of athletes on the team / the number of jobs at each contest.

A Sign-up Genius will be set up by a parent volunteer of each sport at the beginning of the season and sent out to all families. If not all spots are filled then the Booster Club will sign up parents based upon the amount of time each parent has fulfilled.

In order for the contests / events at Epiphany to be successful it is the responsibility of all participating families to volunteer.

Eligibility

Each Friday (or last day of the school week), the Principal will inform students, parents and coaches which team members are failing in their class. According to IESA policy, students will be declared ineligible from Monday through the following Saturday. Consequences of consecutive failing grades:

1. One academic violation will result in ineligibility. The student will not be able to participate in any games from Monday through Saturday.
2. Two consecutive academic violations in a season will result in ineligibility from all practices and games from Monday through Saturday.
3. Three consecutive academic violations in a season will result in forfeiting the right to play and activity fee for the remainder of that season.

Attendance

Participants who stay home from school past 10 a.m. due to illness are not allowed to practice or play that day. If a participant misses classes due to a previously scheduled medical appointment, he/she may practice or compete. Absences due to funeral attendance or family obligations do not affect participation.

Awards/Post Season Recognition

Participants involved in co-curricular activities may receive awards (letter, medallions, pins, etc.) at the discretion of the Principal and the Athletic Director.

Open Gym

In addition to the IESA guidelines, all guidelines regarding Facility Usage at Epiphany Parish must be followed. Epiphany Catholic School follows the IESA rule 3.150 regarding Open Gym:

Schools may open their facilities to students during the school year under the following conditions:

- a. A variety of recreational activities are available during the course of the year.*
- b. There is no coaching or instruction in the skills and techniques in any sport at any time.*
- c. Participation is voluntary and is not required directly or indirectly for membership on a school squad.*
- d. Comparable opportunities are afforded to all participants.*

Summer Participation

Epiphany Catholic School follows the IESA rule 3.160 regarding summer participation. It is as follows:

Students may participate either as an individual or as a member of a team in any type of athletic activity during the summer months. Students from the same school may participate on the same team. Summer months are defined as the time that the school closes in the spring until classes begin in the fall. A coach of a member school may coach students from the school during the summer.

Facility Usage for non-Parish Activities or Events

In accordance to the Diocese of Peoria's policy regarding the use of facilities, all of the appropriate forms (available through the Principal's office) must be completed and returned to the Parish Office at least fifteen (15) days prior to the event. The organization must show proof of insurance with a minimum of \$1 million of coverage. In addition, Epiphany Parish and the Diocese of Peoria must be listed as additional insureds on the policy.

In order to participate in an event at Epiphany Parish, each participant (adult or student) must complete and return the appropriate waiver forms to the rectory at least fifteen (15) days prior to the event.

Training

Safe Environment Training

Any adult volunteer or employee who will work with children at Epiphany Catholic School (in any capacity) will need to complete parts 1, 2, and 3 of the Safe Environment Program, and parts 1 and 2 upon request or every other year. A full listing of the offerings is available on the Diocesan website under the heading Safe Environment Program.

The Safe Environment Program requirements include:

1. Being fingerprinted through the Illinois State Police.
2. Completing the CANTS check (Child Abuse Neglect Tracking System) through the Department of Children and Family Services.
3. Attending the Safe Environment Program offered by the Catholic Diocese of Peoria. These workshops are offered at various locations within the Diocese on various dates throughout the year.

Concussion Training

For Transitional Level Activities (7th and 8th grades), any adult coach or assistant coach at Epiphany Catholic School (in any capacity) will need to complete and pass the IESA mandated concussion training.

Coaching Training

For Transitional Level Activities (7th and 8th grades), any adult coach or assistant coach at Epiphany Catholic School (in any capacity) will need to complete and pass the IESA Coaching Essentials Test and IESA By-Law Coaching Certification Examination. Proof of completing will be forwarded to the Athletic Director.

Concussion Oversight Team (COT) and Return to Play (RTP) / Return to Learn (RTL) Protocol

The COT will consist of a physician, principal and the athletic director.

The athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

A student removed from competition or practice due to a possible concussion may not play or practice again until all of the following have been met:

- **The student has been evaluated by the student's physician and it has been determined that the student can safely return to learn;**
- **The student has completed all requirements of the school's return to play protocol and return to learn protocol;**
- **The student's parent acknowledges that the student has complete the RTP and RTL protocols. The student's parent must provide the physician's report.**
- **The student's parent signs a conform indicating that the parent has been informed of the physician's report and consents to the student's RTP. The consent must indicate the parent understands the risks associated with a RTP and RTL and will comply with ongoing RTP and RTL protocols and consents to physician's statement and any recommendations to appropriate persons.**

Appendix

The Participation Agreement, Liability Forms, Safe Environment Training and Incident Report Forms can be found on the school website: www.epiphanyschools.org