



## LITTLE FLOWER CATHOLIC SCHOOL ~ ATHLETIC HANDBOOK

Mission Statement: Our mission is to provide all children an excellent, holistic educational program rooted in the Catholic faith and in the spirituality of St. Therese: “doing the ordinary things, extraordinarily well.”

### Athletic Program Goals:

Little Flower Athletic Programs goal is to:

- Provide physical training in a preparation for athletic contest;
- Promote improvement in specific skills and knowledge of the sport;
- Promote good sportsmanship, self –control , good attitude and fair play;
- Provide the athletes with the tools to succeed on the field or court as well as school;
- Create a positive and enjoyable experience;

### League Affiliation:

Little Flower participates in the Archdiocesan Interscholastic Athletic League (AIAL), a league comprised of area Catholic Schools. Little Flower plays under the National Federation of High School Association rules as amended by the bylaws of the AIAL. In addition to playing league games, Little Flower will often play other schools (non-AIAL) in the area and participate in various tournaments.

### Academic:

In order to participate in the sports program and maintain eligibility, he/she may not be failing more than one subject (an I or U in electives), nor receive less than a 70% overall grade point average at the end of the progress reporting period or regular report card period. A student who is ineligible will remain ineligible until the next progress report or end of quarter report card has been distributed and the deficiency has been removed. An athlete who has become ineligible may not practice or play until the deficiency is removed.

### Conduct/Behavior:

Students are expected to display appropriate behavior at school. He/ she may not receive an “I” or “U”, in conduct in any class. Receiving an “I” or “U” will result in the student becoming ineligible and will not be able to play or practice until the deficiency is removed at the next progress report or the end of quarter report card have been issued.

A student-athlete behavior is governed by the same rules, regulations, and procedures that apply to all students as set forth in the Little Flower Parent Handbook. If a student receives a detention, he/she must sit out a game during the week detention is served. The student athlete must attend the game and sit on the bench with their team. The student athlete will not be allowed to participate until the one game suspension is served.

Each student athlete is expected to demonstrate good sportsmanship and to follow all school rules. All school policies and rules apply at practice and games, home or away. All Parent/Guardian must submit an Athletic Consent Form. **(See Appendix A)**

#### Athletic:

A student participating in a Little Flower Athletic team must meet AIAL requirements. A student cannot be in a grade higher than 8<sup>th</sup> and have not attained his /her 15<sup>th</sup> birthday on or before September of the current school year. Students participating in Cheerleading vary in grades.

A student must have a current physical, proof of insurance and an AIAL Participation and Release Form, completed and turned in to the Athletic Director, prior to the 1<sup>st</sup> day of practice or tryouts.

#### Student Expectations and Requirements:

Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a privilege to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the Little Flower community in a favorable way. By joining the school's athletic program, a student becomes a representative of his/her team and of Little Flower School.

#### Attendance

In order to participate in a game or practice, the student athlete must be in attendance in school for 5 periods. If the student is in school less than 5 periods, he/she must attend the game or practice and observe without participating/playing.

Participating in athletics is a privilege and being part of a team has responsibilities. A student athlete has the responsibility to attend **ALL** scheduled practices and games. If a student athlete fails to attend practice, he/she will suffer consequence.

Attendance at all practices and games is MANDATORY. Three (3) unexcused absences will result in the removal of the student athlete off the team. Please plan ahead. If a student athlete needs to miss practice or game, then a note or a call to the coach is required. Excuses such as "I have a project due tomorrow" or "I have a test tomorrow" are not reasons to miss practice or a game. This is part of being responsible. If a student athlete has one unexcused practice then that student athlete will not be eligible to play half a game. Two (2) unexcused practices will result in the student athlete to sit out an entire game. After a third unexcused practice, the student athlete will be removed from the team, forfeiting any awards or honors of the sport and will not be eligible to participate in the next sport. This applies only if the student was present at school. If the student athlete was absent from school, and then this does not apply. An excused absence includes sickness or injury (must have a note from health coordinator) or a family emergency. Serving a detention is considered an unexcused absence. The coach must be notified in case of any absence from game or practice.

All student athletes must attend all scheduled games and tournaments. Missing one game will result in the athlete sitting out the next game. Missing two games will result in the student athlete to be removed from the team. If a student is removed from a team due to missing games, then that student will forfeit any awards or honors of the sport. The student athlete is expected to finish the sport season. If a student athlete is injured, he/she is expected to attend all practices and games without having to participate.

### Extracurricular Sports Participation

All athletes who are members of a Little Flower Athletic team are expected attend all games and practices. Little Flower games and practices should be the higher priority (from other leagues/select leagues). Athletes missing a Little Flower game to attend another teams game, may be removed from the team.

### Uniforms and Equipment

The student athlete is responsible for all uniforms and equipment issued to him/her. After the season the coach will collect all uniforms and equipment. If the student athlete damages a uniform or equipment or fails to turn in the uniform, the student athlete will be required to pay for the replacement of the uniform or equipment. This charge can be paid to the front office. Failure to pay will result in the charge to be put on the student financial account.

### Athletic Fee

An athletic fee will be collected per sport. The fee will vary between \$50-\$75. This fee is used to offset the cost of operating the athletic/cheerleading program. Failure to pay will result in the charge added to your student financial account.

### Fundraisers (by Sport)

All student athletes are required to participate in any fundraisers that the athletic sponsors/coach supports. These athletic fundraisers are not associated with any school fundraisers required by the school.

### Physical Education Participation

The student athlete must dress out and participate in P.E class in order to participate in practice or in a game that day. If a student athlete does not dress out or participate, then in addition to receiving a disciplinary notice (DN), that student athlete will sit out of practice or the game. This is an unexcused absence from the game/practice.

### Physical Examination/Injuries

The AIAL requires a yearly physical administered by a doctor in order to try out or play on as team. This physical is good for one year. In the event of a significant injury or sickness, Little Flower has the right to demand another physical examination, in addition to a release from a medical doctor. Physical Examinations are valid for a period of one year from the date shown on the Physical Examination Form. Physical Examination Forms that expire during a sports season that is currently in progress must be renewed for the student to be eligible to participate. Failure to maintain updated information will result in removal from the team. The Physician's and Parent's Certificate for Athletes form (aka Physical Form) is attached. **(See Appendix B)**

If a student athlete is injured at practice or a game, the injury must be reported to the coach, no matter how insignificant it is.

## Concussions

Each AIAL athletic director and coach will receive training in Concussion Management on an annual basis. Any player who show signs, symptoms or behaviors associated with a concussion:

- 1) Must be removed from the contest and see a physician to get approval for return to play.
- 2) May not return to play on the same day.
- 3) Shall not return until completing a 7-day return to play protocol that requires the athlete to complete a progression of exercises at increasing intensities each day while remaining symptom free. The athlete must be cleared to play by an appropriate health-care professional as determined by the school administrator.
- 4) If an athlete shows signs or symptoms while completing return to play protocol, they must stop immediately and return to treating physician before resuming return to play.
- 5) Written clearance must be obtained from the appropriate health care professional prior to student participation in any; practice, scrimmage, athletic contest.
- 6) A report of all concussions will be made to appropriate personnel.

## Evidence of Student Insurability /Release of Liability

All schools are required by the AIAL to have proof that all student athletes have on file, Medical insurance by the student's parent or legal guardian, releasing the school from liability. **This is indicated at the bottom the Physical Form. (See Appendix B)**

## Sports

Grades 5<sup>th</sup> -8<sup>th</sup> grade are eligible to participates in;

Yearly – Cheerleading (Grades Vary) -- [Some competitions]

Fall – Cross Country (Boys and Girls), Soccer (Coed), Volleyball (Girls)

Winter – Basketball (Boys and Girls)

Spring – Track (Boys and Girls), Softball (Girls), Baseball (Boys)

These sports are offered only if Little Flower has enough student athletes participating, if there are enough to participate safely, and if Little Flower can secure practice and game facilities.

## Playing Time

All playing time is earned in the "A" Division. How a student athlete practices, attitude, athleticism and an understanding of the game and game situations will affect his/her playing time. "B" Division coaches will make every effort to play every team member in each game but this is not a guarantee. All teams will play to win and playing time will vary among the players. Playing time is not equal. Coaches will not discuss playing time with parents.

## 5<sup>th</sup> Grade Athletes

5th grade athletes are permitted to try out for AIAL Sports. Sports such as Soccer, Softball and Baseball, will only have one team, which means that the 5<sup>th</sup> grade athlete will be competing against 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students from the opposing team.

### Practice/Travel

Attending practice and is mandatory. Three unexcused missed practice will result in removal of the team/cheer squad. Attending all games is required. Missing two games will result in the athlete being removed from the team.

The outdoor sports will practice at Woodlawn Park. The team will walk to the practice site. A permission slip must be turned prior to the first practice, which will allow the student athlete to attend practice. When walking to the practice site, it is very important that the student athlete follow all directions and be on his/her best behavior. Failure to behave or follow the rules will result in the student athlete losing the right to walk with the team to practice. He /she must secure a ride with their parents, otherwise.

Cheer Practices will be held at Little Flower unless otherwise informed.

### **(See Emergency Contact Information / Authorized Alternate Pick Up Appendix C)**

Please be sure to pick up your student athlete promptly after practice. If After-school care is still open, they will be escorted and checked in to the program. If it is not open, then a coach will stay with the student **ONCE**, until they are picked up. The next incident will result in the student sitting out half a game. The next time, the student athlete will not be allowed to attend practice, resulting in the consequences that accompany missing practice.

On game days, it is the responsibility of the parents to transport their student athlete to the game site. If they cannot, then it is the parent's responsibility to secure transportation with another parent. A note must be turned in to the Athletic Director, detailing who is transporting the student athlete, **along with the liability travel form. If a travel form is not used the student can lose the privilege of traveling with another parent. (See Appendix D)**

Little Flower, the AIAL and the Archdiocese assume no liability for accidents that may occur traveling to and from a sporting practice, game or activity. Students who do not abide by the Travel Liability Form policy will lose the privilege to travel with other students and must secure a ride to games. **(See Appendix D)**

### Awards

Awards are given in recognition of outstanding athletic achievement. Team trophies are awarded to team members who are members of any team that wins the League Championship, League Runner-up and District championship. All-District selections are awarded certificates from the AIAL. All-Tournament awards vary by the tournaments Little Flower enters. Cheerleading Awards will be given at the end of the year Sports Banquet. Not all athletes will receive awards.

### The Role of the Parent

1. Be present – Show up and cheer at all games.

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2. Be positive – Make sure that win or lose, your child knows that you are his/her biggest fan.
3. Encourage Independence - Student athlete must be responsible for the care of their athletic gear. They must be responsible to bring to school what they will need that day for practice or game. They will not be issued any gear for a game, if they left it at home.
4. Be Prepared to help – All parents are required to help in all gym matters during games. This includes concession, lines, scorebook...etc.
5. Respect Coaching Decisions - Do not address the coach staff concerning game strategies, playing time, or any other concerns pertaining to the game. If this rule is not followed, then your student athlete will not participate in the following game. If it happens twice, then your student athlete will be removed from the team.
6. Game Conduct – Criticizing or yelling at game officials, coaches, players or spectators WILL NOT BE TOLERATED. You may be removed from the game facilities and your student athlete may be removed from the team. (The parent may receive a phone call from School Administration.)
7. Coaching – Parents are not allowed to coach from the sidelines or bleachers. Please be respectful of the coaches.

#### School Administration Role

Please remember, participating in any extra-curricular activity (sports included), is a privilege, not a right. The Principal may make changes to any policy outlined in this handbook as needed, and has the final decision with regards to any policy. The Principal has the authority to remove a student and cancel a season if student athletes or parents are not adhering to the Little Flower Athletic Handbook.

#### **SEE FORMS BELOW...**

Appendix A - Athletic Handbook Consent

Appendix B – Physical Form (Required Annually)

Appendix C – Emergency Contact Information

Appendix D – Athletic Travel Permission / Liability

## Appendix A- Athletic Handbook Parent/Guardian Consent Form



### ATHLETIC HANDBOOK PARENT CONSENT FORM

This form must be signed by both the student athlete and parent/guardian and be on file with the school's Athletic Department before the student may participate in any practice session, scrimmage or game.

Student Athlete \_\_\_\_\_ Grade \_\_\_\_\_

Home Phone # \_\_\_\_\_

Mother's Work # \_\_\_\_\_ Father's Work # \_\_\_\_\_

Mother's Cell # \_\_\_\_\_ Father's Cell # \_\_\_\_\_

I hereby give permission for the above student to participate in the Archdiocese AIAL or the Cheerleading Program as a member of a Little Flower athletic team. It is understood that even though safety procedures are taken, the possibility of an accident, injury or any type of athletic related sickness (heat, asthma, etc.) still remain. If in the judgement of any representative of the school, the above student should need immediate care and treatment as a result of any injury or sickness, I do hereby authorize the representative of the school to secure medical services for the above named student if necessary.

As a parent of a Little Flower Catholic athlete, I understand that my services will be required throughout the season and that I will be assigned to perform various tasks (concessions, scorebook, scoreboard and on occasion, donations.) All time spent in helping will go towards the 15 mandatory service hours required by the school.

I have read and understand that I must abide by the Rules, Policies and Procedures pertaining to Little Flower School Athletic Program as outlined in the school's Athletic Handbook.

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

Date \_\_\_\_\_

I have read and understand that I must abide by the Rules, Policies and Procedures pertaining to Little Flower School Athletic Program as outlined in the school's Athletic Handbook.

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

Date \_\_\_\_\_

# Appendix B – Physician's and Parents Certificate for Athletes (Physical Form) and Insurance

## ARCHDIOCESE OF SAN ANTONIO

### Physician's and Parent's Certificate for Athletics

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_

#### PHYSICIAN'S REPORT

Height \_\_\_\_\_ Weight \_\_\_\_\_ Body Type \_\_\_\_\_

Eye \_\_\_\_\_ Ear \_\_\_\_\_ Nose \_\_\_\_\_ Throat \_\_\_\_\_ Hearing \_\_\_\_\_

Heart \_\_\_\_\_ Blood Pressure \_\_\_\_\_ Lungs \_\_\_\_\_

Joint Function: Shoulders \_\_\_\_\_ Elbows \_\_\_\_\_ Hips \_\_\_\_\_ Knees \_\_\_\_\_

Dental (Cavities, Bridges, False Teeth, Retainer, Appliance) \_\_\_\_\_ (Circle defect)

Other \_\_\_\_\_

Genitourinary \_\_\_\_\_ Hernia \_\_\_\_\_

Is student taking any medications routinely? Yes \_\_\_ No \_\_\_ Explain \_\_\_\_\_

I hereby certify that on this date I have examined the above named student as indicated by items checked and recommend him/her as being physically able to participate in all the supervised activities listed with the EXCEPTION of those circled below:

BASEBALL	BASKETBALL	CHEERLEADING	CROSS COUNTRY	FOOTBALL
SOCCER	SOFTBALL	TENNIS	TRACK & FIELD	VOLLEYBALL

Date \_\_\_\_\_ Signature of examining Physician \_\_\_\_\_

\*\*\*\*\*DO NOT DETACH \*\*\*\*\*DO NOT DETACH \*\*\*\*\*

I hereby give permission for the above named student to compete in Archdiocesan approved sports, and go with the coach or other school representative on any trips. The parent herewith grants permission for school employees to secure medical services for the above named student if necessary. The undersigned agrees to be responsible in the safe return of all athletic equipment issued by the school to the above named student.

Date \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_

Evidence of Student Insurability:

Health Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Other Insurance Information: \_\_\_\_\_



## Appendix C – Emergency Contact and Authorized Alternate Pick Up



### EMERGENCY CONTACT INFORMATION / AUTHORIZED ALTERNATE PICK UP

Student Athlete \_\_\_\_\_ Grade \_\_\_\_\_

#### EMERGENCY CONTACT

In the event a parent/guardian cannot be reached in an emergency, please provide two (2) emergency contacts:

##### Emergency Contact #1:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

##### Emergency Contact #2:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

#### ALTERNATE AUTHORIZED PICK UP

I hereby give permission for the above named student to be picked up from practices, games, scrimmages, or an athletic event by the following persons:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

If not listed, a written note from a parent/guardian, must be presented to a coach or Athletic Director granting permission for an athlete to be picked up by the person stated in the note.

I understand the policy and procedure for Emergency and Alternate Pick Up for student athletes.

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

**Appendix D – Athletic Travel Permission/Liability Form**



**ATHLETIC TRAVEL PERMISSION / LIABILITY FORM**

I hereby give permission for my son/daughter \_\_\_\_\_  
(Student Name)

to travel the practice/ game with: \_\_\_\_\_  
(Adult Name)

On: \_\_\_\_\_ Time leaving: \_\_\_\_\_ Location: \_\_\_\_\_  
(Date)

Contact phone number: \_\_\_\_\_  
(contact phone number of adult listed above)

IN CONSIDERATION of being permitted to travel to local and out of town games from Little Flower Catholic School located on 905 Kentucky Ave. San Antonio, Texas 78201. THE UNDERSIGNED, for the driver(s), himself/herself, his/her personal representatives, heirs, and next of kin:

1. Acknowledges, agrees, and HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the parent, or participants of the Little Flower School/Parish, Archdiocese, and AIAL organizations or any affiliated entities thereof. All Little Flower School/Parish parents, all for the purposes herein referred to as "Releasees", FROM ALL LIABILITY TO THE UNDERSIGNED, his/her personal representatives, assigns, heirs, and next of kin. FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN DEATH OF THE UNDERSIGNED ARISING OUT OF OR RELATED TO EVENT, arising out of or related to the travel to any in town and out of town games.
2. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them FORM ANY LOSS, LIABILITY, DAMAGE, OR COST INCLUDING BODILY INJURY OR PROPERTY DAMAGE, they may incur arising out of my presence or participation in the EVENT.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCE, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Signed \_\_\_\_\_  
(Parent/Guardian) Date

Phone Number \_\_\_\_\_