

Immaculate Conception

Athletic Association



Handbook

2024-2025

Mission Statement

Athletics offers a great opportunity for individual growth through Christian fellowship and is deemed an extension to the Christian values and teachings observed at Immaculate Conception. Our goal is to foster student growth in skills and lessons taught during competition and being a part of a team. Winning, losing, sacrifice, perseverance, integrity, sportsmanship and hard work are among the lessons available within the athletic program offered at Immaculate Conception School. A combination of Christian fellowship and the respect that we develop for each other as fellow Christian Athletes will help us to advance our Christian stewardship.

Athletic Association Board

Membership: The Athletic Association Board will consist of 6 voting and 16 associate board members.

Meetings: The Association meets on a monthly basis during the school year as needed. Additional meetings may be held on an as-needed basis. Meetings are open, but those who wish to address the meeting must contact the president or other director in advance of the meeting, and speak only during open forum time or when otherwise designated on the agenda. Closed meetings may be called for if the need for discussion of sensitive issues arises.

Financial: The Association is funded through revenues from admissions charges, concessions, tournament fees, fundraisers and general donations.

Budget & Oversight: The Executive Committee shall, each year, produce a written operating budget for the next school year, to outline projected revenues and expenditures for the upcoming year.

Athletic Association Board:

The Athletic Association Board will consist of three permanent officers: president, secretary, treasurer and 3 at large board members. Other auxiliary officers may be appointed by the existing Athletic Association Board on an as-needed basis to help with specific tasks and responsibilities.

President: The President oversees administration of all athletic programs, tournaments and any other Association operations. He or she serves as the Association's primary contact with the IC school administration, athletic association presidents of other schools and Immaculate Conception parish. The President's other responsibilities include, but not limited to, oversight of volunteer coaching staff and officials; presiding over Committee meetings; presiding over pre-season mandatory parent meetings; and maintaining contact with school administrators to ensure student compliance with Academic & Disciplinary Guidelines for Student-Athletes. The President shall operate in consultation with other board members, and may delegate some of the aforementioned responsibilities to other board members or auxiliary officers.

Treasurer: The Treasurer is responsible for gate and concessions cash drawers, deposits and accounting. He or she also disburses accounts payable, maintains financial records for the Association, gives financial reports at meetings and is responsible for all deposits, expenditures and record-keeping relating to all Association fundraisers.

Secretary: The Secretary handles all correspondence for the Association, including correspondence, contacts and programs for all home and away tournaments. He or she schedules and contacts parent concession, gate and gym monitor volunteers for all home games and tournaments. He or she also takes and records minutes of all Association meetings.

Staggered terms: The Board member's terms shall be staggered so that no more than two board members are replaced per year.

General duties: All permanent officers of the Board are expected to be actively involved in operations of all Association activities, particularly home games, tournaments and fundraisers. These duties include, but are not limited to; ensuring volunteers are in place for required duties, setting up and cleaning up for all home games and tournaments. Board Members are expected to attend all regular and special Association meetings. Board Members must also attend any child abuse awareness or other training as required by the parish or Archdiocese for volunteers who work closely with parish youth.

Volleyball and Basketball Chairs: One Board Member shall serve as chairman for volleyball and one Board Members shall serve as chairman for basketball. These chairmen will be responsible for scheduling of games, practice times with coaches, and scheduling of referees.

Decision-making: The Board shall strive to reach decisions by consensus whenever possible. If consensus cannot be reached, decisions will be made by a majority vote of the permanent officers of the Board. Each Board Member has one vote. Input from parents, coaches and other volunteers will be sought and encouraged, but final decision-making authority rests with the Board.

Associate Board Members (Class Representatives): There shall be 1-2 class representatives for each grade (5th thru 8th) and each sport (volleyball, basketball and cheerleading). The class representatives will be responsible for communications with their respective grade regarding any Athletic Association news, schedules or other issues. The class representative will also be responsible for handling setup/cleanup and monitoring activities in the gym during their respective grades games.

Athletic Goals

Participation on a team at Immaculate Conception School is a privilege, and with this privilege comes responsibilities in the areas of preparation, attitude, sportsmanship, and academics. We believe that these responsibilities exist both in and out of school in athletic and non-athletic settings. We ask God's strength and guidance in meeting these responsibilities.

Social Media and Privacy

INTERNET & ELECTRONIC COMMUNICATIONS CONDUCT (4303.4

Archdiocesan Policy Manual) - A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions, which violate the privacy, safety, or good name of others, are inconsistent with that goal. Whether occurring within or outside of school, when students or parents jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the Athletic Association.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's/Athletic Association equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

MAINTAINING SCHOOL PRIVACY (4402.4 Archdiocesan Policy Manual) -

Immaculate Conception School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff. Out of respect for the students in the school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parents has the express written from the school to do so. This includes but is not limited to online photo-sharing and posting videos to You-Tube or similar applications. Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student's parent has the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to You-Tube or similar applications.

Sportsmanship and Behavior Expectations

Athletics is a medium where we represent Immaculate Conception School in a public light. Therefore, **both spectators and participants** are expected to display positive behavior traits. These traits include, but are not limited to; treating team members, officials, opponents, and spectators with respect; cheering for our team positively and not against our opponents; and abiding by all rules and regulations. Improper/foul or abusive language directed at the athletes, coaches or referees will

not be tolerated. Spectators/athletes are not to address the official during game play in any manner, this should be handled by the coach. If a player is ejected from a game the player will not play the next game and the situation sent for review by the ICAA if warranted. If a coach is ejected this will be dealt with by the ICAA on a case by case situation.

Classroom Expectations

Students with deficient academic performance during any reporting period (mid-quarter or quarter) will be subject to the following consequences: Two D's - one game playing suspension, One F - two game playing suspension, Behavior infraction resulting in Detention - same day practice or game suspension. The maximum penalty for academic deficiency during any given reporting period (mid-quarter or quarter) is a two-game playing suspension. The playing suspension should occur at the next scheduled game unless this would cause a team to forfeit/cancel a game.

If the student has received academic and disciplinary notification during the same reporting period (mid-quarter and quarter), the penalties will be added together. For example, a student receiving one F and a detention will result in a three-game playing suspension.

At each reporting period (mid-quarter or quarter) the principal will notify the parent of any student who has earned two D's or an F. The coach will get an update with the number of games a player will need to sit. In the case of a detention, parents and students will be informed of the automatic game suspension by a phone call, and the principal will inform the coach.

If a player is ineligible and continues to participate in games, the number of games will be doubled. Students who receive game suspensions: should attend practice, should attend games in which they cannot play, will not be able to "dress out" for the games in which they cannot play, and should sit on the bench during the games in which they cannot play.

School Absence

We are first and foremost a Catholic School. If a student is absent from school due to illness or other reasons, they should not plan on participating in practice or playing in a scheduled game. Medical/dental professional appointments are acceptable.

Parent/Coach Communication

As your son/daughter becomes involved in the sports program at Immaculate Conception School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way your child wishes. This is an opportunity for your child to talk with their respective coach and discuss the situation. When your child handles the problem, it becomes part of the learning and maturation process.

There may also be situations that require a conversation between the coach and the parent. These are encouraged. It is important that both parties have a clear

understanding of the other's position.

Please follow the following procedures to help promote a resolution:

1. Wait 24 hours for the "24 hour cooling off period". Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolutions.
2. Parent/guardian speaks directly to the coach to discuss the concern.
3. If the concern is not resolved, call the Athletic Association to arrange a conference. A meeting will be arranged with the coach, parent and Athletic Association.
4. At this meeting, the appropriate next step can be determined.

COACHES

Each team is allowed 2 coaches (Unless the number of team players warrants being split into 2 teams or if deemed necessary by ICAA). The ICAA will pay for 2 coach's shirts per team. Coaches must be identified and approved by the ICAA prior to the Coaches Meeting. Coach's shirts will be ordered and supplied by the Athletic Association. No one else is authorized to order coaches shirts, if anyone else orders coaches shirts they will be responsible for paying for these personally.

Expectation of Coaches

1. REQUIRED to complete the Protecting God's Children (PGC) workshop, view two new online training modules on abuse reporting and the Code of Ethical Conduct, and agree to the updated Code of Ethical Conduct before attending any practice or game.
2. **Know the rules and play of the game.**
3. Do his/her best to educate themselves on proper coaching methods to ensure a beneficial education and development of the student athletes.
4. Possess a working email address that he/she can access on a regular basis for communication with Athletic Board and parents.
5. Treat all athletes, coaches, parents, board members, and officials with respect.
6. Provide an opportunity for growth for each individual athlete.
7. Provide a positive and stimulating environment for athletes in practice and in games.
8. Be the source of communication with parents for any questions and/or issues they may have. (the Board is available for exceptional situations)
9. Be the presence of authority at games, home and away. He/She is responsible for athlete and IC spectator behavior. If a problem arises, he/she is required to address the problem accordingly.
10. Remember that you are representing Immaculate Conception School and Parish, thus he/she is expected to exhibit appropriate behavior at practice, games, and otherwise.

Expectations of Parents

1. Parents/guardians will be REQUIRED to complete the Protecting God's

Children (PGC) workshop, view two new online training modules on abuse reporting and the Code of Ethical Conduct, and agree to the updated Code of Ethical Conduct.

2. At a competition you, the parent, represent your town, your school and your son/daughter. Please be a positive role model. As a fan, you are entitled to cheer,, but don't become belligerent. Insist that the athletes respect team rules, school rules, game officials, fellow team members and sportsmanship.

Self-respect begins with self-control.

3. Parents/Guardians are **REQUIRED** work either with the concession stand, gate, line judge, clock, or book. The number of shifts is determined at the beginning of each season once enrollment and the number of games is known.

- a. A deposit check of \$100 dollars will be required for each sport your child is involved in. **The \$100 “work deposit” is required per family, per sport (not per player).** The check(s) will not be cashed unless you do not work your shift.

It is the parent's responsibility to work or arrange for a competent substitution. **Deposit checks will be returned once the uniforms have been turned in (not once your shift(s) have been fulfilled).** The ICAA is strictly run by volunteers and it takes every parent to make this program successful.

***Any team wishing to host a tournament at IC will also be responsible for working that entire tournament.*

Expectations of Athletes

1. Athletes are expected to maintain Christian standards of sportsmanship and respect in dealing with players, coaches, officials, parents, spectators, and property.
2. Athletes committing to a sport are expected to fulfill that obligation and participated for the entire season, which includes practices.
3. Exhibit good sportsmanship and positive attitude during practices and games.

Uniforms

1. The athletic association has made a significant investment in uniforms for the athletes. We ask that the athletes and parents respect that investment as these are used each year. There are some simple rules to follow with regards to care for these uniforms.
 - Wash as needed in cold water.
 - NEVER use bleach
 - DO NOT dry in the dryer. Hang dry only.
2. Volleyball Uniforms: Tops are purchased by the families for grades 5-8.
3. Basketball Uniforms: \$50 deposit for each uniform.
4. Cheer Uniforms and Poms: \$50 deposit for each uniform.
5. Uniforms will be issued ONLY upon receipt of a "uniform deposit" check
6. Checks will be held (un-cashed) until the return of the uniforms in **satisfactory condition**. Please see the care instructions above. These uniforms can be costly to replace.
7. **Return of Uniforms and Deposit Checks** : All uniforms must be **washed** and returned to the ICAA, dates will be provided for uniform collection. DO NOT

send uniforms to the office, teachers, or coaches.

Teachers & Principal

Your child's teacher and Mrs. Jensen love to watch their students participate in athletic activities. Please allow them this opportunity for enjoyment. We ask you to use regular school hours to address any school-related issue that may arise.

Communication

We are requesting any feedback that you as parents or students may have. The "communication line" is wide open, and we are more than happy and willing to address any concerns, questions or comments that you have. Please do not hesitate at any time to get in touch with one of us.

- President -vacant
 - Secretary-
 - Treasurer – Dawn Bollinger - 573-619-1608/ dawnb@photosbydawn.org
 - Member at large- Chandra Alsop - 636-584-5262/chandraalsop@gmail.com
 - Member at large- Jennifer Hecktor
 - Member at large -
-
- Basketball scheduling/ parent worker schedule-
 - Basketball officiants/Deposits: Dawn Bollinger
 - Volleyball scheduling/workers/officiants: Chandra Alsop/ Jennifer Hector
 - Concessions:

Sports Seasons and Rules

Sports Programs:

1. Girls Volleyball- for girls in grades 5 through 8. The normal season runs from August through October.
2. Boys Volleyball- for boys in 8th grade. The normal season runs March through April.
3. Girls Basketball- for girls in grades 4-8. The normal season runs November through February. The 4th grade team is considered a practice team and will participate in tournaments only.
4. Boys Basketball- for boys in grades 4-8. The normal season runs November through February. The 4th grade team is considered a practice team and will participate in tournaments only.
5. Cheerleading- for students in grades 6 through 8. The normal season runs November through February.

Team Composition:

The following guidelines will be followed regarding team composition using information gathered by registration deadline set each year. **These are only recommendations, and it is understood that the ICAA will review the Team Composition Recommendations each year and make decisions that are**

deemed in the best interest of the players and coaches for the upcoming seasons.

1. Team composition is based upon class size and participation. An athlete is to play in the grade in which they attend school. Out of necessity a team with less than 8 players for both basketball and volleyball players will move players up from the grade directly below in that **Sports Program** to make a minimum roster of 7. Player selection shall be based upon review of skill by impartial judges of ability. Two members from the ICAA must be present for player selection. Players moved up shall be held to the same expectations of the players in that grade, and shall also be treated in the same manner regarding playing time.
2. In an effort to prevent roster cuts, when a team has thirteen or more players they will be divided into two teams. Player selection of each team shall be based upon review of skill by impartial judges of ability. Teams are to be split as equally as possible. Two members of ICAA must be present for the player selection.
3. In the event that a local school does not have enough players to form a team, they can join our team of the same grade level.
4. Individual situations, if they arise, will be handled on a case by case basis.

Playing Time:

1. The 4th and 5th grade teams are considered development grades and coaches are encouraged to give equal play to all members of the team. The equal playing time rule applies to all players who arrive on time, attend practices, and display good sportsmanship.
2. The 6th grade team is an intermediate grade in which skill levels have advanced from beginning level. All players will receive playing time at this level, but the amount of playing time is at the coach's discretion.
3. The 7th and 8th grade teams are considered competitive play. The playing time is not equal at this level and is at the coach's discretion.

Rules

Volleyball and Basketball will follow Missouri State High School Athletic Association (MSHSAA) rules except where modified by these by-laws.

Volleyball

Warm-up times will be as follows:

- 3 minutes warm-up
- 3 minutes for hitting/serving for serving team
- 3 minutes for hitting/serving for receiving team

One "Up" Referee is required for volleyball. Two line judges are needed for each match. The association will provide the "Up" Referee and the line judges will be parent volunteers.

5th and 6th grade team matches will be 3 games. The first two games will be

to 25 points. The third game will be 15 points. Games will be decided by a two-point spread. 5th and 6th grade team matches are rally scoring, one point per service. Team will rotate after 5 consecutive points scored by a server. 5th grade teams play with volley-lite balls. 5th grade teams serve underhand only at the 3 foot line (no more than 3 ft.). Overhand servers need to play full court.

7th and 8th grade team matches will follow high school rules with the exceptions of modified warm-up time. We will have Rally Scoring and Play on Net Serves. Net height will be the standard high school height for girls (7 ft, 4-1/8"). 7th and 8th grade teams play best 2 out of 3 games to 25 points or win by two points. Third game will be played to 15 points.

Tournaments: ICAA will cover 2 tournaments per team each season.

***Any team hosting a tournament at IC will be responsible for working that entire tournament- the schedule will be sent to the parents to sign up for shifts.*

Basketball:

All girls and boys 4th – 6th grade games will consist of two- 20 minute halves, clock stopping for all fouls and violations during the last 2 minutes of each half. There will be a 5 minute break between halves. Time outs will be as follows: three (3) – full time outs (one minute in length) and two (2) – 30 second timeouts, one extra full time out for each overtime period(s). 4th – 6th grade teams can press only in the last 2 minutes of each half and this press carries over to any overtime period. Three (3) point shots counts. Overtime period for 4th – 6th grade teams will be two (2) minutes in length.

7th and 8th grade girls and boys games will consist of two- 20 minute halves, clock stopping for all fouls and violations during the last 2 minutes of each half. There will be a 5 minute break between halves. The press can be used the entire game. Three (3) point shot counts. 7th and 8th grade games will have the same time outs and overtime periods as the 4th- 6th grade team games.

Game officials will be provided by the athletic association. Two qualified referees will officiate all of the 4th – 8th grade games. All practice and game balls will be provided by the home team.

Basketball Size: Girls and Boys 4-6th grades will use the women's ball. Boys in grades 7-8th will use the men's ball.

Tournaments: ICAA will cover 2 tournaments per team each season. Each 4th grade team will have up to 4 tournaments covered each season.

***Any team hosting a tournament at IC will be responsible for working that entire tournament- the schedule will be sent to the parents to sign up for shifts.*

PARENT AND STUDENT PLEDGE FORM 2024-2025

NOTE: This form must be signed and returned at the parent’s meeting or the student will not be allowed to participate in practice sessions and/or games.

Student Pledge

I have read and understand the procedures and expectations of the Immaculate Conception School Athletic Handbook. I understand that I am signing a contract that states for the length of this contract that I will abide by it. I pledge to honor all terms of the Immaculate Conception School’s Code of Conduct and this contract and voluntarily sign this contract sheet.

Student’s Signature: _____ Date _____

Parent/Guardian Pledge

I/We understand that as parents we play a vital role in the development of our child as a student athlete. Therefore, I/we agree to do the following: be a positive role model through our actions, be a “team fan” not a “my kid” fan, show respect for the opposing team, coaches, spectators and officials, talk to my child’s coach in an appropriate manner, including the proper time and place when an issue of concern develops and understand that my child can have a positive experience at a game whether they win or lose the contest.

Additionally, I/we understand the financial and volunteering responsibilities required for my student to be involved with IC Athletics and agree to those requirements. We have read and understand the procedures and expectations of the Immaculate Conception Athletic Handbook. We agree to help our child meet the terms of this contract.

Parent(s) Signature: _____ Date _____

Parent(s) Signature: _____ Date _____

ICAA use:

Worker Deposit: Received _____ Returned _____

Uniform Deposit Received _____ Returned _____