Inspiring Hearts and Minds

Immaculate Heart of Mary Athletic Handbook

Revised Feb. 27, 2012
The Framework for Immaculate Heart of Mary School Athletics

IHM Athletic Philosophy

Immaculate Heart of Mary School believes that athletics should enhance and complement the parish and school educational program. Athletics are student activities that provide experiences to help boys and girls develop a Christian attitude towards cooperation and competition as well as to develop physically, mentally, and emotionally. The element of competition and winning, though it exists, should always be secondary to striving to create a Christian environment that is exemplified by the coaches and parents. Principles of Christian sportsmanship prevail at all times to enhance the educational values of contests.

Both players' and student spectators' participation in athletics is an integral part of the students' educational experience. Participation is a privilege that carries with it responsibilities to the parish, to the school, to the team, to the student body, to the community and to the student himself or herself. In play and conduct, he/she is representing skills and emotional patterns that he/she possesses, thereby making him/her a better Christian and citizen.

The Athletic Committee

The Athletic Committee exists to aid in the administration and organization of our Athletics Program and is comprised of the following people:

- Athletic Director (also serves as MAISL Representative)
- President
- Treasurer
- Fundraising Chair
- Concessions Coordinator
- Other Parish, School, or Alumni Volunteers

The athletic committee is committed to performing the following duties:

- Communicate information about athletics to families, including but not limited to conducting a general information meeting at the beginning of each school year.
- Assist in the operation of the athletic program under the policies and procedures of the Immaculate Heart of Mary Catholic Parish and School.
- Work with the school administration in setting guidelines and direction for the athletic program.
- Develop and submit an annual budget to CFC; provide regular financial reports.
- Communicate parents' and coaches' concerns related to the athletic program to Athletic Director and School Administration.
- Assist in purchasing and maintaining equipment and procuring uniforms with the Athletic Director.
- Organize fund raising activities pre-approved by School Administration or Athletic Director for the benefit of the Athletic Programs.
- Stocking inventory for concession stand and scheduling personnel to work the concession stand.
- Assist the Athletic Director in organizing the Athletic Banquet.
Athletic Director

An Athletic Director by definition “oversees the work of coaches and other related staff involved in interscholastic programs.”

The Athletic Director at Immaculate Heart of Mary School is a multi-faceted job. Some of the duties are:

- Supervise athletic funds
- Attend monthly MAISL meetings (August-May)
- Fulfills at least one committee appointment with MAISL
- Administer business regarding leagues, tournaments, athletic awards, banquets, etc.
- Recruiting students for athletic teams, forming teams and management of rosters
  - Insuring all athletes have current physical cards on file in the office
  - Using alternative resources for athletes when necessary (religious ed, other schools)
- Recruiting/Supervising coaches for all sports, as approved by the School Administrator.
  - Assuring coaches compliance with Protecting Gods Children/Virtus
  - Filling in as a substitute coach when necessary
- Ensure that all coaches comply with the program goals and MAISL Guidelines.
- Determine the teams and team groupings for each sport in accordance with MAISL rules, as well as the philosophy and goals of the IHM athletic program.
- Putting together First-Aid kits for all teams and for hosting events
- Make sure there is a MAISL representative or designated school representative at all home games
- Supervise Gym and locker rooms and rest rooms in foyer area
- Emergency scheduling of referees (when necessary)
- Pop Machine
  - Inventory control and stocking of machine
  - Collecting money and turning it into office
- Distribution, collection and inventory of uniforms
- Ordering and maintaining sports equipment
- Planning annual Sports Banquet with the Athletic Committee
  - Setting Menu
  - Sending out invitations
  - Getting awards
  - Scheduling a guest speaker
- Meeting 3 times per year with Athletic Committee

Works with Principal:
- Administering athletic programs
- Conflict resolution when necessary
Coaches

- Coaches are responsible for upholding all policies set forth by the Athletic Committee, the school Principal, and the Madison Area Independent Sports League (MAISL). Coaches should read and return a signed copy of the “Coaching Philosophy” form available on the MAISL website.

- Coaches should have at least one meeting at the start of their season to acquaint parents and students with the school's athletic philosophy and policies. At that time parents and students will be reminded of their responsibilities and any questions will be addressed.

- Coaches are responsible for arranging and communicating team practice and game schedules.

- Coaches are responsible for supervision of students from the scheduled beginning to the end of practice and game times.

- The coach assumes the role of instructor for basic skills in the sport under his/her direction.

- Coaches will organize and coach the team within the program philosophy and goals. Coaches are responsible for informing either the Principal or Athletic Director of any student athlete who is not following the rules of conduct. The coach is also responsible for enforcing any disciplinary action determined by the Principal.

- Coaches should ensure that no student practices or participates in any contest until the parent consent and Physical Examination Card or Alternate Year Athletic Permit Card forms are on file in the school office. Coaches should have the student data (emergency contact information) form and the pertinent Physical Exam Card or Athletic Permit Card in their possession at all practice and game times.

- Coaches are responsible for equipment, keys, and first-aid kits which are issued to them. Coaches will work with the designated Athletic Committee to obtain and return equipment, first-aid supplies and facility keys.

- All coaches are expected to be a positive role model and display good sportsmanship at all time. They are expected to conduct themselves in such a way as to reflect positively on themselves, their families, IHM Catholic School, IHM Parish, and the team.

- Coaches will keep track of uniforms and equipment, and arrange for all uniforms and equipment to be returned promptly at the end of the season.

- Coaches and volunteers that will be working with student athletes are required to have completed the volunteer requirements of Immaculate Heart of Mary School (Protecting God's Children class, background check, and Receipt and Agreement form for Diocesan Policy Regarding Sexual Abuse of Minors, Sexual Misconduct, and Sexual Harassment booklet) before any participation with student athletes can take place.
Parents

- Parents should know and support the philosophy of the Immaculate Heart of Mary School, Parish, and Athletic Program.

- Parents should accompany their children from all athletic facilities after scheduled meetings, practices, or events. Athletes should be picked up promptly after all scheduled practices and games where the adult is not present.

- Parents, family members, and friends are encouraged to attend games and support their children's participation in the IHM athletic program.

- Parents are responsible for having their child's Physical Exam Card or Alternate Year Athletic Permit Card on file with the School Office to participate in practices and games.

- Parents are expected to demonstrate good sportsmanship at all times. Parents should not interfere with their child's team by criticizing the coach or players. Concerns or suggestions about the team should be presented respectfully to the coach or the Athletic Director.

- We encourage parents to communicate with coaches about any problems or concerns that may be affecting the student-athlete.

- Parents are to notify the coaches of scheduled conflicts or absences due to illness.

- Parents need to be realistic about their child's ability and help their child set realistic goals.

- Arguing, debating, or exhibiting any behavior that could be construed as harassment with any coach, official, student-athlete or parent is unacceptable and will not be tolerated by the Athletic Committee. School administration and/or official representatives of the school/parish reserve the right to request the removal of anyone who exhibits such behavior at any MAISL event.

- The success of the Athletics Program is contingent on the commitment of parental support. If your child is participating in the Athletics Program, you are expected to volunteer your time and talents to aid in its organization and administration by serving on the Athletics Committee, coaching or managing teams, assisting in raising funds, working at the concession stand, or other areas as needed to ensure the ongoing quality of the programs offered.

Athletic Participation

The IHM athletic program is intended to provide the opportunity for participation to all students in grade 5 through 8. Whenever possible, teams will be composed of students in the same grade. More than one team may be formed for each grade if players, coaches, and league openings are available. In all cases, the goal will be to maximize participation by the students.

Registration

Student Athletes must be registered for participation in a sport by the deadline set by the Athletic Director. Parents will be notified prior to the start of a sports season of the registration deadline. Failure to sign up and
complete all registration forms by the deadline may result in the athlete being eliminated from participation in the sport. These deadlines need to be met in order to give MAISL accurate information for number of teams and scheduling games.

**Fees and Fee Waivers**

A fee is charged to participate in each sport. Fees cover equipment, league fees, first aid, and tournament fees. Registration forms and athletic fees must be paid before a student can participate in a practice or games.

No student will be denied participation due to inability to pay athletics fees. If payment of the participation fee presents a financial hardship, the fee may be (partially) waived by applying to the School Office for a waiver.

**Physical Exams**

Diocesan policy requires a physical examination for interscholastic sports participants every two years. The examination cannot be taken before May 1st to be eligible for the current year. In order to participate in practices or games, each athlete must have on file in the school office either a Physical Examination Card and Athletic Permit Card signed by their physician and parent or guardian or an Alternate Year Athletic Permit Card signed by their parent or guardian.

**Time Commitments/Expectations**

Students have a responsibility to attend practices and games, and participate in drills as directed by the coach. If a student cannot attend a practice or game, they should inform their coach prior to the event. For 8th Grade, players who regularly attend practices and actively participate in practices are to play a minimum one-fourth of the total playing time in each athletic contest, including tournament games, 7th Grade is 1/3 participation minimum while 5th & 6th grade is 1/2 or equal participation minimum. Participation is measured by each game and not averaged throughout the season.

Participation by teams outside the MAISL-sponsored schedules or participating schools' tournaments are not school-sponsored activities. Students participating in such outside activities may not use Immaculate Heart of Mary School uniforms or equipment.

Parents and athletes should seriously consider the time commitment involved in a sport before registering for that sport. Also, parents should understand that the school is not liable for injuries at, or travel to and from such events.

**Academic Ineligibility**

Students must not have an “F” in any subject at quarter report time. Progress reports (mid-quarter) will serve as a warning of possible academic ineligibility. (Please refer to the IHM Family Handbook for grading guidelines.)

Students ineligible due to grades at quarter report time will be placed on academic ineligibility and not allowed to compete in games for seven (7) consecutive days. The parents, student, and coaches will be
notified by the principal when a student is determined to be academically ineligible to compete in games.

After the 7 days, if the student demonstrates academic progress, the student will be placed on academic probation and allowed to participate in games. The student will be monitored for continued progress. The student, parent, and coach will be notified of any change in academic probation.

The administration and teaching staff of the school reserve the right to modify this policy and use their professional judgment in cases where a student may have exceptional educational needs.

Students receiving an office referral will be ineligible to compete in the next game. Students absent from school will not be eligible to participate in practice or games that day. It is the student's responsibility to notify the coach.

**Religious Education Student Participation**

All currently enrolled Immaculate Heart of Mary Parish members who have their child enrolled in the parish religious education program may petition the Athletic Director and/or School Administrator for player eligibility. Eligibility will be dependent on enrollment and attendance in the IHM Religious Education program for 1 year prior to requesting to join a team and on approval of the school and religious education administration. If a team is full, no Religious Education student participation will be accepted.

**The Athletic Code**

Sports participants are governed by all other policies and guidelines as stated in the IHM Family Handbook, MAISL by-laws and athletic guidelines, and the policies and regulations of the Diocese of Madison.

- The coaching staff will be addressed in a respectful manner by his or her surname. Coaches may allow a change in this rule.

- All forms of disrespect, swearing, talking back, or unsportsmanlike conduct, while under the supervision of a coach, will result in discipline. Consequences can include not playing a portion of a game, to dismissal from the team for more serious offenses. The principal must approve all dismissals.

- If a player misbehaves or shows disrespect to coaches or other players at practice, the player will be excused from practice immediately and be required to call a parent/guardian to be picked up.

- Athletes must learn the rules of the game and be aware of responsibilities as a member of the team.

- Athletes must wear appropriate attire and safety equipment as required by the sport at all practices and games. No jewelry, earrings, hair clips, hair bands, watches, etc. shall be worn during practice or games.

- Report all injuries that occur in practice or games to the coach at once.

- Coaches may use their discretion in determining ineligibility for any other reason not listed above. The coach will notify the school principal for approval and notify the family at least one day in advance of the scheduled game.
Grievances

Athletes should discuss any concerns with the coaching staff at the first opportunity.

- If unresolved, parents should discuss the concerns again with the coaching staff.
- If unresolved, the parents should meet with the Athletic Director to determine if the problem can be resolved.
- If unresolved, a meeting among the Athletic Director, parents, Principal, and a representative of the Athletic Committee should be held to bring the matter to resolution.

Sports Opportunities

Touch Football

This sport is open to boys in 5th, 6th, 7th, and 8th grade. Touch football rules are used. If a full team cannot be fielded at each grade level, grades are combined to create teams. Practices are typically held after school two times per week, with games held twice per week. It is an eight-week season beginning in mid-September. Most games are played on week nights.

Volleyball

Girls and Boys in 5th, 6th, 7th and 8th grade are eligible for volleyball. If a full team cannot be fielded at each grade level, grades are combined to create teams. Girls' volleyball season runs from early September through October. Boys' volleyball season runs from mid-April through May. Most games are played on Saturdays and Sundays.

Basketball

Boys and girls in 5th, 6th, 7th, and 8th grade can participate in Basketball. If a full team cannot be fielded at each grade level, grades are combined to create teams. Practice begins in mid-November and the season goes through March. Most games are played on Saturdays and Sundays.

Softball

These teams are fielded from 5th, 6th, 7th, and 8th grade girls. Grade levels are combined if necessary. Practice begins in April and games are played after school and on weekends in May.
Venue Directions

**Abundant Life Christian School (ALCS)**
4901 E. Buckeye Road  
Madison, WI 53716  
East on the Beltline - North on Stoughton Road - East (right) on Buckeye Road School about 1.25 miles on right side of Buckeye Rd.

**Blessed Sacrament (BS)**
2112 Hollister Avenue  
Madison, WI 53705  
West on Regent Street - Turn left on Prospect - Turn right on Hollister Ave.  
School on right side of street

**Edgewood Campus (ECS) Edgedome at Edgewood College**
2324 Edgewood Drive  
Madison, WI  
West on Regent Street - Left on Monroe Street - Past Edgewood High  
School then left on Woodrow - turn left into parking lot, Edgedome about 100 yds. on left

**High Point Christian (HPC)**
7702 Old Sauk Road  
Madison, WI 53717  
West on the Beltline - North (right) on Old Sauk Road  
School on left about .25 miles

**Immaculate Heart of Mary (IHM)**
5101 Schofield  
Monona, WI 53716  
East on the Beltline - North on Monona Drive - Left on St. Theresa Terrace Right on Schofield - School immediately on left side

**Our Lady Queen of Peace (QP)**
418 Holly Avenue  
Madison, WI 53711  
West on Regent Street - Left on Speedway (by West H.S.) - Road curves right and becomes Mineral Point Road - Left on Holly Ave. - Parking lot is behind the school and lot entrance is just past the school building.

**Sacred Heart (SH)**
219 Columbus Street  
Sun Prairie, WI 53590  
South on Park Street - East on Beltline - West (north) on I-90  
East on Hwy. 151 to first Sun Prairie exit (Main Street)  
Go downtown and turn left on Columbus Street  
School on right side by the Old Water Tower.
St. Dennis (SD)
409 Dempsey Road
Madison, WI 53714
East on Beltline - North on Stoughton Road - Take Cottage Grove Road exit and go west (back under Stoughton Road) - Right at stoplight (Dempsey Road) - School approx. .5 miles on right side

St. Francis Xavier (SFX)
2939 Thinnes
Cross Plains, WI 53528
West on Beltline - West on Hwy 14 (University Avenue) about 7 miles to Cross Plains - Right on Church Street (at the only stoplight in Cross Plains-past Culver’s) - This will intersect with Thinnes directly in front of St. Francis (SFX)

St. James (SJM)
1204 St. James Court
Madison, WI 53705
From Regent Street turn on to Mills Street - Turn right on to Mound Street
Go 2 blocks - School parking lot will be on your right, school is across the lot

St. John - Waunakee (SJW)
209 South Street
Waunakee, WI 53597
Through Middleton - West on University Avenue - Turn Right on Allen Blvd. (Hwy Q) - Right at lights on to Century Ave. - Left at lights back on to Q
Enter Waunakee and turn right on Second Street then right on South Street.
Through Madison (North side) - Out Northport Drive (Hwy 113) to Waunakee
Enter Waunakee and turn left on South Street

St. Maria Goretti (SMG)
5405 Flad Avenue
Madison, WI 53711
West on Beltline - Exit Whitney Way and go south (left under Beltline)
Left on Gilbert Road - Left on Flad Avenue - School immediately on right
Acknowledgement of Athletic Handbook for Parents and Coaches

By signing below, we acknowledge that we have read, understand, and agree to adhere to the philosophies, policies, guidelines and expectations required for participation in the Immaculate Heart of Mary athletic program. If available, both parents must sign this form. This form must be on file with the IHM School office before students are eligible to participate in IHM athletics.

Family Name: __________________________________________________________

Parent/ Coach Signature: __________________________________ Date: ________________

Parent/ Coach Signature: __________________________________ Date: ________________

Student 1 Signature: __________________________________ Date: ________________

Student 2 Signature: __________________________________ Date: ________________

Student 3 Signature: __________________________________ Date: ________________