

Loyola Sacred Heart



Activities Policy and Procedures

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ACTIVITIES POLICY

STATEMENT OF INTENT

Missoula Catholic Schools' activities exist to provide opportunities outside the classroom in which students may develop spiritually, physically, mentally, and socially. The co-curricular program is an educational extension of the classroom. It is a privilege and not a right for students to participate in this program. In this climate, both individual skill development and teamwork are essential. These activities will require that participants not only develop competitive and sportsman like attitudes but that they acquire the skills necessary to compete effectively at the interscholastic level. The development of sportsmanship, a competitive spirit, and winning teams are all goals of our interscholastic program.

POLICY STATEMENT

MCS provides co-curricular activities as an extension of the Catholic school environment for a complete educational experience, for all students throughout the academic year.

Co-Curricular Procedures

MCS will provide sufficient activities to have an outlet for a wide variety of student interests and abilities that support and contribute to the mission of our schools and the success of the total education program of our students.

OBJECTIVES

- All co-curricular activities will promote high standards and maximum involvement in school.
- All co-curricular activities encourage and support an active and spiritual faith life.
- All co-curricular activities will provide directed leadership and supervision that stresses self-discipline, self-motivation, leadership, and the ideals of good sportsmanship.
- All co-curricular activities develop intelligent decision-making, physical excellence, and understanding the importance of competition as well as the value of winning and losing graciously.
- All co-curricular activities provide provisions for worthy use of leisure time in later life, either as a participant or spectator.

PRIORITY OF OBJECTIVES

- At times, coaches/sponsors must make decisions and choices regarding the pursuit of winning weighed against the participant's welfare and development. Every choice our coaches/sponsors make will be based first on what is best for the school. Secondly, the decision will be based on what is best for the team, and finally on what is best for the individual.
- Winning is important but coaches/sponsors will see that the participants in our programs receive quality experiences in a learning environment. Striving to win is essential to competition and our programs will emphasize the pursuit of victory. Winning, in and of itself, is not the final product.

ACADEMIC REQUIREMENTS

To be eligible to participate in the MCS co-curricular program and activities, students will meet minimum academic requirement as established for each school.

In order for a student to participate in an LSH Activity, each student must meet the following criteria:

All LSH students participating in school-sponsored activities are expected to maintain passing grades throughout the entire grading period. To ensure consistent academic grading assessment for student participation, biweekly grade checks will be performed.

- A student is placed on Academic Probation – School Sponsored Activities when he/she fails to earn passing academic work or a 2.0 GPA at the biweekly grade check.
- If at the next biweekly grade check a student placed on Academic Probation – School Sponsored Activities still has a GPA below 2.0 or any failing grades he/she will be suspended for two weeks from all school co-curricular competition. At the conclusion of the two-week suspension, a student on Academic Probation – School Sponsored Activities who still does not meet eligibility requirements will be removed from their activity in order to focus on their academics.
- Successfully pass a physical examination in the last twelve months.
- Be in attendance for all classes, masses, and activities on the day of practice or interscholastic competition, unless otherwise approved by the school administration.

ACTIVITIES DIRECTOR

- The Activities Director will support the policies and mission of MCS as well as those of the Roman Catholic Church. He/She is responsible for all Co-Curricular Activities, including participants' records, activity budgets, transportation scheduling, facility use and up-keep, and supervision of coaches. This person is the final arbiter and has the responsibility of resolving any conflict that involves Co-Curricular Activities and MCS, in consultation with the Building Principal and/or School Administrator.
- The Activities Director will maintain accurate records of all financial expenditures and income of every activity, including Co-Curricular Disclosures.
- The Activities Director will answer to the MCS Administrator.

Specific Duties:

- This position requires a general knowledge of the fundamentals of current sports activities, an understanding and acceptance of the athletic philosophy of the program, the ability to organize a wide range of activities and the ability to communicate effectively.
- The Activities Director is accountable to the MCS Administrator for the overall functioning of the Activities Program.
- The Activities Director will serve as a member of the Sideliners.
- The Activities Director will advise the Principal concerning financial expenditures.
- The Activities Director will recruit, recommend, assign and evaluate coaches.
- The Activities Director in conjunction with the Principal will oversee compliance with all rules and regulations and support the Activities Policies and Philosophy of MCS.
- The Activities Director will establish effective communications with all coaches by conducting periodic meetings with the objective of supporting and satisfying legitimate needs and resolving current or potential problems.
- The Activities Director will oversee the use of the gym during the school year. This includes:
 - Coordinating the scheduling of the athletic facilities.
 - Providing access to the gym for coaches.
 - Requesting needed repairs and/or maintenance to equipment.
 - Enforcing rules for proper use of the athletic facilities.
- If an activity requires facilities MCS does not own or provide, the Activities Director will make necessary arrangements with other community facilities.

- The Activities Director will budget adequate supplies for all teams and recommend and support fundraising projects to procure needed supplies (where applicable).
- The Activities Director will monitor and coordinate uniform purchases, oversee collection of fees, make equipment and keys available, and verify collection uniforms.
- The Activities Director will provide the Principal with completed rosters, insurance forms or waivers, schedules of practices and games if available, and a list of coaches with name, address and phone number prior to the first practice.

ACTIVITY FEES

- The Administration of the school will set activity fees each year based on number of participants and the cost of the activity. Activity fees will be kept to a minimum and should not be a reason for not participating.
- Scholarships are available to students by submitting a request to the Activities Director during the first week of practice. For financial purposes, the Friday following the first day of practice will be the last day for requesting an activity fee waiver. The administration will determine if the fee will be waived.
- All activity fees will be paid by the Friday following the first day of practice. Fees can be paid directly to the activity secretary or business office.

AFFILIATION

- MCS will be affiliated with an organization that governs the rules, policies, and schedules for the student activities, and will comply with the governing regulations.

LSH

- LSH is a member of the Montana High School Association (MHSA), the governing body of high school activities in the State of Montana. LSH is regulated by MHSA rules and policies for interscholastic activities, as a member of the Class "B" Western Division, District 5 Athletic Conference.

SJS

- SJS is a member of the Copper League and is regulated the Copper League rules and policies for interscholastic activities.

ATTENDANCE AT SCHOOL

- As students of MCS, co-curricular participants will abide by the attendance procedures of their respective schools. In addition, co-curricular participants will attend school the day of any co-curricular event or practice in which they plan to participate.

BUDGET/EXPENDITURES

- Budgets are very frugal and must be monitored for efficiency. No expenditures are to be made without a purchase order and knowledge of the Activities Director or Principal. Purchase orders are available from the business office and must be signed prior to purchase.
- Budget needs are to be clearly communicated to the Activity Director for upcoming seasons.

COACHES/SPONSORS

- All coaches/sponsors of MCS co-curricular activities will support the policies and mission of MCS as well as those of the Roman Catholic Church. They will be respectful, courteous, and appropriate at all times.
- They are responsible for all participants during times of travel, practice, competition, and performance. When there is more than one coach involved in the co-curricular activity, the Head Coach/Sponsor shall be the person with whom the final responsibility rests. This person is the final arbiter and has the responsibility of determining team composition and individual involvement in the program. His/her decisions will be guided by the ability and attitude of each participant to compete effectively and to comply with the policies and procedures of MCS.

- All coaches will complete an application and disclosure before working with student participants of co-curricular activities and will answer to the Activities Director or School Administrator.
- All coaches of co-curricular activities represent their families, MCS, the Catholic community, and their team. They must understand that as a coach of an MCS activity, they will be respectful, courteous, and responsible at all times. The coach will be dependable, demonstrate the desire to compete, and be willing to be supervised.

Specific Duties

- Conduct the program for which he/she is responsible according to the MCS policies and MHSA / Copper League rules.
- Complete an organizational plan for the total program, which will decide the application of the program to all grade and team levels.
- The school administration, upon request, will assist coaches in locating potential assistants.
- Organize and oversee the distribution, collection, acquisition, and maintenance of all equipment.
- See that the activity area is in safe and proper condition.
- Organize daily practices and activity day procedures.
- Work to improve background in coaching area and profession.
- Maintain a satisfactory competitive performance standard.
- Know and understand the rules that apply to the activity.
- Keep required records and reports.
- Assure that all pre-season responsibilities are completed before a student may practice or compete.
- Maintain a valid First Aid card each year and have it on file with the Activity Director.
- Dispense and collect uniforms.
- Provide written requirements for activity participants to letter in their respective activity.

LSH

- All head coaches/sponsors must complete and have on file, a full disclosure of the co-curricular activity for which they are responsible. Each full disclosure will outline:
 - A description of the activity
 - The objectives of the activity
 - The procedures used in the activity
 - The student/participant expectations
 - The number of participants the activity will allow, due to available resources
 - Each Head Coach/Sponsor will provide a seasonal evaluation of each assistant coach

COMPETITION

Varsity

- Varsity programs represent competition at the highest level of interscholastic activities and the competitive environment makes striving to win a primary goal. The goal of winning and advancing to the playoffs and/or state competition is not consistent with providing opportunity to all individuals to participate equally in every contest. However, winning at all costs will not be the only objective. The varsity programs will emphasize teamwork, sportsmanship, and working toward common goals. The varsity coach will be the Head Coach and will be responsible for the entire program.

Junior Varsity (JV)

- The JV programs provide instruction and training to students in fundamentals, physical skills, and strategies to prepare them for participation at the varsity level. The JV program will also emphasize winning as a goal but not at the same level as the varsity programs. Striving and learning to win are an important component at this level of competition and all participants should have the necessary skills to be able to participate in most contests. Coaches/Sponsors in charge of the JV programs are responsible for reinforcing the philosophy of the varsity coach/sponsor.

Freshmen or C squad

- The freshmen programs provide instruction and training to students in fundamentals, physical skills, and strategies that emphasize game comprehension and preparation to play at a higher level. The freshmen

program will also emphasize winning as a goal but striving and learning to win are the most important component at this level of competition. Not all participants need to have the necessary skills to be able to participate but must display the desire and effort to learn. Coaches/sponsors in charge of the freshmen programs are responsible for reinforcing the philosophy of the varsity coach/sponsor.

Copper League

- The Copper League (7th & 8th Grade) programs provide instruction and training to students in fundamentals, physical skills, and strategies that emphasize game comprehension and preparation to play at a higher level. This program will also emphasize learning to win as the most important component at this level of competition. Not all participants need to have the necessary skills to be able to participate but must display the desire and effort to learn. All participants at this level will participate in every game, practice, or session in which they attend unless otherwise determined by the Building Administrator. .

CONDUCT OF PARTICIPANTS

- All students participating in co-curricular activities represent their families, MCS, the Catholic community, and their teammates. They must understand that it is a privilege to participate in co-curricular activities and as a participant, they will be respectful, courteous, and responsible at all times. The participant will be dependable, demonstrate the desire to compete, and be willing to be coached and/or advised.
- All participants will follow the policies and procedures for their respective school, as set forth by MCS Council, as well as exercise diligence and care when using school property.

LSH

- All participants will be clean, well groomed, and show pride in their personal appearance when representing LSH in competition / performance.
- On days of competition, all participants will dress according to the expectations set forth by the Head Coach/Advisor.
- All participants will attend the team Mass when provided.
- Profanity, vulgarity, or abusive language; insubordination; and/or behavior that contradicts the mission of LSH and the Catholic Church are never tolerated. Students violating this code of conduct will be immediately suspended from participation until the Head Coach/Sponsor, Activities Director, and School Administrator review the incident(s).
- All participants and parents/guardians will sign a Parent Consent / Release Form, which clarifies that the student has permission to participate, has proof of insurance, has medical consent for student to be treated, is aware of MCS policies, and has read this form outlining co-curricular policies and procedures at LSH.
- Participants are responsible for the replacement costs of school equipment and/or uniforms checked out to them.

CORRESPONDENCES/COMMUNICATION

- All correspondence and communication to parents, activity participants, and media will be first approved by the Activity Director or Principal prior to their mailing or emailing.

DISCIPLINE

- All major discipline will be handled by the school administration in cooperation with the head coach and student's parents.

DONATIONS

- MCS relies heavily on fundraising and donations from a variety of sources. Because of donor fatigue and accurate recording of income, immediately notify Activity Director of any donations and offers made to aid with program costs.

EARLY SEASON PARENT ORIENTATION MEETING

- MCS recommends that the Head Coach/Sponsor in every activity conduct a pre – or early – season meeting for parents of all team members. This meeting should:
 - Be scheduled at the earliest convenient time, never later than two weeks after the opening day of practice
 - Be scheduled when most parents are able to attend
 - Include an Activity Disclosure for each parent which should include a lettering requirement.
- With activities that limit participation, this meeting must be before the first practice and the school's philosophy of limited participation will be explained, as well as the dates and times of tryouts.

FACILITIES / VEHICLES

- MCS will provide the facilities/vehicles and/or adequate resources for facilities/vehicles for all co-curricular activities. The facilities/vehicles will be maintained to ensure a safe, productive, and healthy learning environment and participants will treat these facilities/vehicles with due regard for such. Coaches/sponsors are responsible for assuring that each facility/vehicle is secure and ready for use each time they use it unless the Activities Director has made specific alternative arrangements.
- In the event an organization outside MCS requests rental of a facility, this must be cleared with and contractually signed by the Building Administrator. For major maintenance and improvements on the Activities Center, contact the LSH Foundation.

LSH

- LSH facilities for co-curricular activities include the school building, the RAC, Rollin Field, and rented facilities
- All LSH coaches/sponsors will be issued keys and security codes (if applicable) for the use of these facilities and are responsible for their security after each practice, game, and/or event involving LSH students. Coaches/sponsors are responsible for turning out the lights after all students have left the building, as well as assuring that all showers are turned off, and equipment and uniforms are locked and secure. Before leaving the facilities, coaches, unless custodian is present, will arm the security system and double check all doors.
- Under no circumstance will a student be assigned and/or loaned a key or security code to any facility unless authorized by the Activities Director or a School Administrator.
- The LSH facilities will be available for co-curricular activities from 5:30 AM – 10:00 PM each day except Sunday. On Sunday evenings, the LSH facilities are closed for church/family night. Extended hours may be approved by the Activities Director and/or the Building Administrator.

SJS

- SJS facilities for co-curricular activities include the SJS School Building and field. The operating hours of these facilities for co-curricular activities will be Monday – Friday from 7:00 AM – 7:00 PM. The Building Administrator may approve extended hours.

FIRST AID

- All coaches and sponsors will hold a current First Aid Card/Certificate. This card/certificate will be on file with the Activities Director before the season begins.

FUNDRAISING

- MCS supports all fundraising activities that do not conflict with the mission of MCS and the Roman Catholic Church. The Activities Director and/or MCS Administrator must approve any fundraising for co-curricular activities in advance.
- The Sideliners will raise all funds for all LSH co-curricular activities. The Activities Director will work with Sideliners and present an activities budget by March 1 each year. Only the Activity Director and/or School Administrator will expend the funds allocated by the Booster Club.

LETTERING REQUIREMENTS

- Head coaches must submit their lettering requirements to the Activity Director before the beginning their respective season.
- All lettering requirements will be clearly articulated and communicated to participants and their parents at the start of the season during the parent meeting.

LIMITED PARTICIPATION

- LSH supports and encourages all students to participate in the co-curricular program. In as much as possible, it will provide activities that meet the needs of its students and support the mission of the school. However, when the number of students that would like to compete in a co-curricular activity surpasses the school's available resources, LSH will limit the number of participants.
- The Head Coach/Sponsor will schedule the dates and times of tryouts with the Activities Director.
- In the event a student is unable to meet the tryout schedule for an activity that limits participation, the Head Coach may choose to hold a separate tryout for the student.
 - The student participant and his/her parents will request an individual tryout with the Head Coach, in writing, before the original try-out schedule.
 - The Head Coach will inform the Activities Director of the dates and times of the individual tryout schedule.
- The Building or MCS Administrator must approve any deviation from this outline only.

MANAGERS

- Teams are in need of managers to assist in record keeping, filming, taking care of equipment and uniforms, and to assist coaches in assigned duties.
- All students interested in being a manager must apply to the Head Coach/Sponsor, who will make the manager selection.
- Managers will be subject to the same policies and procedures as the participants.

MEDIA

- The Head Coach/Sponsor speaks on behalf of the team. Any interviews and/or planned media exposure of MCS activities will occur with the permission of the Head Coach/Sponsor. Parental permission will be acquired before the media conducts a "student profile".
- Immediately following a game, the coaches/sponsors will report the scores to the local media.

MEDICATION

- Coaches/sponsors may not issue medication of any type to students without written approval from the parents, on file with the Activities Director. This provision does not preclude the coach/sponsor or trainer from using approved first aid items when necessary.

OPEN GYM

- Under no circumstances will the gym be left open for student use without a coach and or sponsor actively supervising all students on the premises. The Activities Director and/or Building Administrator will approve all open gym dates and times.

PARTICIPATION

- Participation in activities is a privilege granted to those students who meet the activity, eligibility, and behavior standards as determined by Missoula Catholic Schools, LSH, SJS, and MHSA. All individuals who are members of a team, whatever the level of competition, shall be given the opportunity to participate in the activity program and to demonstrate abilities. This participation may occur in practice or in game situations as determined by the coach/sponsor.

SCHOOL SPONSORED ABSENCE FORMS

- When a student will miss a class due to an activity, the coach will give the students a School Sponsored Activities Form. The student is required to take the form to all his/her teachers to sign and detail the work that will be missed while absent. It is the responsibility of the coach to collect the forms from the students prior to boarding the vehicle and leaving for the trip. If a student would like the form back with the assigned work, he/she may ask the coach to return it. The purpose of these forms is to allow communication between the teacher and student as to absences and missed work.

SPORTSMANSHIP

- All coaches, activity participants, parents, and staff are expected to maintain a high level of respect and class during activity events. The reputation of the schools and our families has always been positive and everyone has a part in maintaining a positive relationship with other teams, officials, coaches, and fans.

“Sportsmanship is not a set of rules, but a spirit that should guide our behavior each day of our lives according to the simple idea that we will treat others as we would like to be treated.”

TEAM DRESS CODE

- LSH requires that students comply with the official Code of Dress. All students will wear the Code of Dress on days of liturgy, competition, and at anytime when students are official representatives of their school. There will be no variations of this for individual activities.

TRAVEL AND TRANSPORTATION

- MCS will provide and/or arrange all transportation for all co-curricular activities outside a four (4) mile radius from campus. While traveling to or from co-curricular events, the coach or sponsor has full responsibility for the students from the time of departure until the last student participant has safe transportation. School policies and procedures are in effect during every co-curricular trip.

LSH

- Under no circumstances are students allowed to drive their personal/family vehicle to a competition outside of a 4 mile radius of campus.
- The Activities Director or School Administrator must approve non-school sponsored transportation in advance.
- Student-participants will not be released to anyone other than their parent(s)/guardian(s) unless arrangements are made in advance and approved by the Activities Director or School Administrator.
- Only team members, coaches, managers, and trainers are allowed on school transportation unless otherwise approved in advance by the Activities Director or School Administrator.
- All travel arrangements will be made by the Activities Director. Only qualified and certified drivers will operate LSH vehicles. When using LSH vehicles, co-curricular activities will be charged for their transportation at a rate of \$0.10/mile and \$10.00 / hour for a bus driver (if necessary).
- LSH will provide a cell phone for all teams traveling in LSH vehicles 30 miles beyond school.
- When traveling with a team, group, club, etc., students will conduct themselves in such a manner that the school and the Catholic Community can be proud of them. The following rules apply to all students that travel with MCS sponsored activities:
 - Students are not permitted in the rooms of the opposite sex at any time unless the Head Coach / Sponsor is present.
 - All phone calls are made from a public pay phone or the student’s personal cell phone.
 - Rental of any video machines, tapes, games and/or pay-per-view movies is not allowed.
 - Students will not leave the facility without specific permission from their coach/sponsor.
 - Should travel include Sunday, students will attend Mass.

UNIFORMS

- Uniforms are purchased on a 4 year cycle (sometimes longer) and are at the discretion of the Activity Director.
- Uniforms will contain the entire name or acronym of the school (i.e. Loyola Sacred Heart or LSH) when purchased.
- Uniforms will contain an embroidered or printed cross in a location mutually agreed by the school and manufacturer.
- Coaches are responsible for the care and storage of their activity uniforms. Storage is available at the school upon request.