



The de Paul School

Athletic Handbook

School Year 2021-2022

1925 Duker Avenue
Louisville, KY 40205

Phone: (502) 459-6131

Fax: (502) 458-0827

Website: www.depaulschool.org

Organizational Structure

The mission of The de Paul School is to teach students with learning differences how to learn, how to become independent, and how to be successful.

While teaching and learning are our most important pursuits, it is clear that a vibrant athletics program can support academic goals. Athletics for The de Paul School exist for the benefit of the children who wish to improve their physical and mental well-being by participating in structured athletic programs. Our student-athletes will participate at a level of competition which promotes team building skills while presenting opportunities for them to serve as positive representatives of our school.

Athletic Director

The Athletic Director is an employee of the school, reporting to the Head of School. The Athletic Director is responsible for overseeing the day-to-day operations of the athletic program. The AD assures that the program follows regulations and standards set by the DePaul School. The Athletic Director recruits and recommends Sports Coordinators, then manages their oversight of respective sports. The AD handles all administrative duties required including all registration, scheduling, team pictures, equipment requirements and paperwork required to compete against other schools. The AD also establishes an operating budget for all sports programs, with input from the Sports Coordinators. The Athletic Director also corresponds with the school's Business Office, authorizing expenditures for the sports program. The Athletic Director chairs the Athletics Committee (see below).

Athletics Committee

This committee consists of Athletic Director, Sports Coordinators, and selected staff which may include the CFO, Development Director, and Head. This committee meets three times annually or as needed. This committee evaluates the current status of athletics offerings and the overall program, while planning for future growth and organization. The Committee organizes special events which support the program.

Sports Coordinators

Each sport at the DePaul School will have an overall coordinator. Sports Coordinators are appointed by the Athletic Director and approved by the Head of School. Each Sports Coordinator serves for an amount of time determined solely by the AD and joins the AD on the Athletics Committee, with the AD serving as Chair. The Sports Coordinator is responsible for recruiting coaches to present to the Athletic Director for approval and also for supervising team player selection. He/she is responsible for overseeing all aspects of the sport to maintain day-to-day operations: schedules, uniforms, communications, equipment, collecting fees, and reviewing policies and procedures with coaches.

Coaches

The de Paul School Athletic Program presently has volunteer-coaches. All coaches must possess strong ethics, along with good teaching and communication skills. The primary goal must be to teach basic skills and positively reinforce the self-image of each team member. As role models, coaches shall not smoke, drink alcohol, or use profane language during practice and games; these are considered misconduct which unduly model inappropriate behavior for our students. Coaches may be relieved of their duties due to violation of The de Paul School policies, guidelines or procedures; conduct not consistent with DePaul School Handbook and articulated values; inability or failure to follow directives of the Sports Coordinator, Athletic Director or Head of School; and/or, poor performance of coaching duties.

1. Head coaches are recruited by the Sports Coordinator.
2. All coaching candidates must first be presented to the Athletic Director and for initial review, then must partake in a school-designated background check. The Head of School and AD will determine, following review of all information obtained, the fitness for the candidate to begin coaching our students. **No one may serve as a coach without first receiving formal permission from the AD or Head.**
3. All coaches will be required to attend a training session provided by DePaul School regarding techniques needed to help communicate effectively with the DePaul athletes.
4. Coaches serve for a period determined by the Athletic Director, with input from the Coordinator. Coaches should not assume tenure beyond one year. In the event the Sports Coordinator and the Athletic Director disagree on the selection or retention of a specific coach, the Head of School's decision will be final.
5. Coaches refrain from preferential treatment of team members.
6. Coach applicants consent to an annual criminal background check.

It is the coach's responsibility to conduct orderly practices. Because the players are the coach's responsibility for the entire practice period, players may never leave practice without written permission unless a parent or a person with parental permission picks them up. A coach must remain at practices and games until all team members have departed with an approved adult. Coaches will also be responsible for locking-up school, maintaining security of school grounds and equipment after practices when applicable. Any practice held will be for all team members. Shortly after teams have been selected and organized, the coach will hold a meeting for parents in order to answer any questions.

Only registered student-athletes may participate in practice. The coaches will be provided with a list of eligible students prior to the first practice. Coaches are expected to report to the athletic director any students that are at practice but not on the official roster.

Concussions

Children and teens who show or report one or more of the signs and symptoms listed below, or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body, may have a concussion or more serious brain injury.

Concussion Signs Observed

- Can’t recall events *prior to or after* a hit or fall.
- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (*even briefly*).
- Shows mood, behavior, or personality changes

Concussion Symptoms Reported

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right,” or “feeling down”.

Players showing signs of concussions should see a physician and not return to play until they have been released by a health professional.

Transportation

As the school does not have an official van or bus for its teams, there is no school-approved vehicle for transporting athletes to and from athletics events and practices. Transporting one’s child is the sole responsibility of the parent. Coaches or Staff members are not permitted to transport students other than their own children to or from de Paul athletics activities.

Weather-Related Considerations

The Athletics Director and Coordinators shall be vigilant in monitoring extreme weather conditions (e.g., **heat, icy conditions, storms, and heavy rain**) which could compromise student and attendees’ safety during a scheduled practice or event. The AD has exclusive authority to postpone or cancel athletics events. If school has been cancelled due to inclement weather, then all **home** athletics events and practices are cancelled, too.

Outdoor practices or events should be cancelled if weather conditions are such that student health and overall welfare are at risk. We strongly discourage outdoor practices when: a.) heat index indicates the potential for harm or injury;

or, b.) the presence or likelihood of severe storms and lightning persist. All coaches are responsible for ensuring that student-athletes have ready access to liquid refreshment, regular breaks/rest periods, and first aid materials. Parents may withhold children from practices when they believe a child's safety (due to medical conditions, medication, individual response to heat or cold, etc.) may be compromised by practicing in that day's conditions. There will be no penalty for withholding the child from that day's practice.

The de Paul School will manage practices congruently with the CSAA Heat Index Guidelines. You can see those Guidelines in the appendix of this handbook.

Try-Outs for Basketball

We will conduct try-outs to determine placement of students on the various de Paul School's basketball teams. Try-outs will be conducted before an objective, non-biased panel of adults. Based upon skill set and skill level demonstrated at the try-out(s), students will be assigned to a team which could feature de Paul students of different ages. Skill-based team assignments will provide our students with opportunity for optimal playing time, opportunities for leadership, and will present increasingly competitive de Paul teams.

Code of Behavior and Expectations for Student Athletes

Athletes are representatives of the school, visible to school community members and to those unfamiliar with the school. Consequently, one's representation of the school carries great responsibility. Good sportsmanship should rule in all situations. Players, coaches or fans that fail to adhere to high standards of sportsmanship will not be allowed to participate. Disrespect toward authority, property, or rules will not be tolerated. Athletes are asked to adhere to the following guidelines:

1. An athlete's first priority is academics, with athletic and all other aspects of school life following and supporting.
2. An athlete must be dedicated to the sport and team.
 - a. Do your best to be present and on time for all games and practices. If you cannot attend practice or a game, your responsibility is to alert your coach.
 - b. Keep yourself in the finest physical condition by abstaining from alcohol, drugs, and tobacco products – all prohibited per our School Handbook.
 - c. Maintain a strong academic record in order to set a positive example for others. Athletes who can think in tight competitive situations will do well.
 - d. Always behave in a manner that reflects well upon yourself, your teammates and your school.
 - e. Promote team spirit by encouraging fellow athletes.
3. An athlete must make a commitment to practicing his/her sport.
 - a. Team sports require participation in practices to teach teamwork and to

develop team cohesiveness. An athlete must attend all practices and all games unless excused by the coach in advance. Sickness, family emergencies and school/religious-sponsored activities are excused absences. Club ball and other extracurricular activities are not considered excused absences.

- b. Every athlete will be expected to give 100% effort in practices as well as games. Athletes should give their coaches their undivided attention and full cooperation. Unexcused absences and poor practice habits may affect playing time.
4. On any team at any grade level, only those team members will be allowed to suit up for a game if that team member had participated in an adequate number of practices (as determined by the coach) since the previous game. If a child misses school because of illness or disciplinary action, the child may not participate in practices or games that day or night.
 5. A de Paul athlete is committed to positive behavior when participating in athletics events, on or off campus.
 - a. Respect for members of the opposing team, including the fan base and coaches, is imperative. There shall be no behavior which can be considered taunting, ridiculing, or denigrating. We do not cheer our opponents' misfortune.
 - b. Officials and referees will be treated courteously. This includes instances when a call or decision is disagreeable.
 - c. de Paul athletes respect the property, insignias, and traditions of the opposing school, especially during away games/matches.
 - d. Any infraction of the rules governing student athletes' participation may result in suspension or expulsion from the team.

Parents

Signing your child/children up for playing sports at de Paul automatically makes you a member of the Athletic Program. Some important things to remember as a member of The DePaul School volunteer Athletic Programs are:

1. Sign players up on time.
2. Pay participation fees at sign-ups of each sport.
3. Have players at practice on time (no earlier than 10 minutes before) and picked up on time.
4. Do not leave any player at practice without adult supervision.
5. Help the athlete maintain proper care of uniform. If uniform is not properly cared for, lost or not returned, a replacement cost will be charged.
6. Promote sportsmanship at all times. Excessive yelling and abusive language are unacceptable.

SPECIAL NOTE: Unsportsmanlike behavior will not be accepted. Parents are held to the same standard of conduct as outlined in the previous section titled:

Code of Behavior and Expectations for Student Athletes (especially items under #5).

Grievance Procedure

If a problem should occur while a child is participating on a team sport at de Paul.

The DePaul School, the grievance procedure is as follows:

1. Contact the coach and discuss the problem.
2. If the problem still exists, contact the Sports Coordinator.
3. If the problem is not resolved to your satisfaction, you may contact the Athletic Director.
4. The Head of School will become involved in the grievance when it has not been sufficiently handled in steps one through three.
5. No one other than the Athletic Director or Head should contact another school to express a concern or complaint. The AD and Head are the only approved agents to pursue these matters formally.

Medical Forms/Health

An emergency room treatment permission form and health history form must be completed, signed by a parent and given to the coach prior to the first day of practice. No athlete will be allowed to practice or compete until these forms have been received.

First aid equipment for minor injuries is available at every practice session and at each competition. First aid will be administered until a parent/ guardian can be contacted. Emergency assistance will be called in the event of a more serious injury.

Equipment/Uniforms

Personal equipment for some sports will be issued to each athlete, with certain exceptions. The athlete is responsible for the care of this equipment. If this personal equipment is lost or unnecessarily damaged, the athlete/parent will be liable for its replacement.

Uniforms are purchased through the Athletic Program for all sports. Information regarding the return of the uniform will be given during that sports season. No player will be allowed to participate in another school sport until the uniform is returned, where applicable.

Acknowledgement of Agreement

This page must be completed by the parent/guardian and student and returned to The de Paul School.

- We have read the **Athletic Handbook** as presented by The de Paul School.
- We understand the requirements, commitments, and procedures outlined therein.
- We agree to honor these requirement, commitments and procedures fully.
- We understand that our participation in any and all athletic events requires conduct and support which are consistent with the overall expectations of The de Paul School as stated in **Athletic Handbook** and the **Student Handbook**.

Parent/Guardian Signature:

Date: _____

Student Signature:

Date: _____

AD Signature:

Date: _____