

# ATHLETIC HANDBOOK



## ***LETTER FROM THE ATHLETIC DIRECTOR***

*"[I] consider sports as an instrument of education when it fosters high human and spiritual ideals; when it forms youth in an integral way in values such as loyalty, perseverance, friendship, solidarity and peace. Surmounting differences of cultures and ideologies, sports offers an ideal occasion for dialogue and understanding among peoples, for building the desired civilization of love. To put into practice these values, based on the dignity of the human person, in face of possible interests that might darken the nobility of sports itself."*

- Pope John Paul II (Sept. 16, 2002)

Dear Parents, Students, and Coaches,

Welcome to Mishawaka Catholic School! For many years, Mishawaka Catholic was just a name used for our consolidated athletic teams. Now it's the name of our wonderful new school located on three campuses in Mishawaka, Indiana. It is an exciting new beginning, and yet a continuation of a long lasting tradition. In choosing to attend Mishawaka Catholic, you have elected a Christ-centered Catholic education and academic excellence. Many wonderful opportunities await you. One of those opportunities is the availability of intramural and interscholastic athletics.

As a Catholic school community, we all must consider the appropriate role of athletics here at Mishawaka Catholic. It is our belief that athletics at Mishawaka Catholic is an integral part of our overall ministry to students. Consequently, athletics is viewed as a program that plays its part in the development of the whole child at Mishawaka Catholic. By keeping in mind that athletics is indeed a form of youth ministry, we hope to foster a spirit of hard work, fair play, sportsmanship, teamwork, and camaraderie in all Mishawaka Catholic athletes, coaches, and parents.

This handbook outlines the philosophy and reflects the policies of the Mishawaka Catholic Athletic Program. Some of you are already familiar with how athletics are run at the Catholic schools. Mishawaka Catholic is similar in many ways, and different in some. It is our hope to never have to impose a player fee for our athletes. The only way we will be able to maintain this, is with total cooperation from all parents, athletes, and coaches. You will all be asked to help out by the giving of your time, and talent. We will ask some people to coach, coordinate functions, work during events that we host, etc. This is absolutely mandatory. Everyone must do their part, or we will move to implement a per sport playing fee. If we all pitch in and do our fair share, Mishawaka Catholic will be successful in all avenues involving athletics.

Mishawaka Catholic Athletics extends the work of Mishawaka Catholic School by offering another environment in which we can help children grow towards a deeper understanding of themselves and their roles in God's great world. Thank you for doing your part to help positively affect and develop the lives of our children by supporting the philosophy of our school and athletic program.

Just as those who create a document such as this are a work in progress, so is this Athletic Handbook. If you have questions or comments, please contact me.

**WE ARE, MC!**

Tony Violi

## ***ATHLETIC STRUCTURE***

The Athletic Director will be appointed by the School Principal, and the Executive Pastor of Mishawaka Catholic School. The Athletic Director will serve at the request of the Principal, and Executive Pastor. Only the Principal and the Executive Pastor of Mishawka Catholic School can dismiss the Athletic Director.

The Athletic Director will oversee all athletic issues, preside over all athletic official meetings, oversee all budget items, and disburse and collect funds. The Athletic Director will select an advisory board. This board will consist of, but not limited to, an assistant athletic director, a treasurer, a recording secretary, and an ICCL representative.

### **Assistant Athletic Director**

- Will act on behalf of the Athletic Director when the Athletic Director is absent.
- Will assist the Athletic Director with the all duties.

### **Treasurer**

- Will maintain all funds and bank accounts, gives monthly financial reports and a yearly financial statement.

### **Recording Secretary**

- Will take notes, help set calendar events, and handle any correspondence.

### **ICCL Representative**

- Will represent Mishawaka Catholic at all ICCL meetings
- Will be responsible for contact with the ICCL Board members.

### **Sports Director**

The athletic director will also appoint directors to each sport sponsored by Mishawaka Catholic. The sport directors, along with the athletic director will be responsible for:

- Selection and review of the coaching staff.
- Purchasing decisions (equipment and uniforms).
- Roster verification and submittal, with cooperation from that sports coach.
- Facility maintenance and use, in coordination with the coaches, Gym Coordinator and Concessions Coordinator.
- Collect all Coaches Code of Ethics forms. (Appendix F)

The athletic director will also appoint a Gym Coordinator, and a Concessions Coordinator.

### **Gym Coordinator**

- Coordinates with the parish offices to schedule practices.
- Secures hosting dates with the ICCL
- Assists with the sports director, Concessions Coordinator, and coach in assigning workers for home events.

### **Concessions Coordinator**

- Shall be responsible for assigning workers for home events.
- Will be responsible for assigning site supervisors for all three gymnasiums.
- Shall manage concession inventory and make all purchases required for concession operations.
- Shall be responsible for the cleanliness of all concession areas.

### **Ad Hoc Committees**

- These committees will be appointed by the athletic director as the need arises.

## **AWARDS**

All first time student athletes will receive a letter. Pins will be presented to all student athletes for each sport they have participated in. Letter jackets will also be rewarded as follows:

Wool/vinyl letter jackets will be distributed to 6<sup>th</sup> graders at the Awards program in May.

Parents will have the option of upgrading to a hooded jacket provided they assume responsibility for the additional cost.

Parents are responsible for any embroidery costs.

Students must participate in a sport in the 6<sup>th</sup> grade to receive a jacket.

A first time participant in the 7<sup>th</sup> grade that has not yet received a jacket will be awarded a jacket.

A first time participant in the 8<sup>th</sup> grade will not be awarded a jacket.

In a situation where a student fails to complete a full season due to grades, illness or injury, the coach and board will meet to decide if the student qualifies for a jacket.

## ***MISSION STATEMENT OF MISHAWAKA CATHOLIC SCHOOL***

The Christian education community of Mishawaka Catholic School believes in the individuality of each student. It is a collective effort by teachers, parents and the parish community to foster the spiritual, intellectual, emotional, physical and social development of our children.

### **Mission of Mishawaka Catholic School Athletics**

The mission of the Mishawaka Catholic Athletics Program is to foster a Christian spirit of sportsmanship, fitness, healthy self-image, and ability to work with others as a team. We accomplish this through the collective effort and shared responsibility of all—parents, students, coaches, school staff, and parish community.

### **Athletic Philosophy**

As a Catholic school, Mishawaka Catholic upholds Christian values and principles. Though our athletic teams strive for success in competition, we recognize the real value of Catholic school athletics is realized only if it fosters the development of the human person—both in spirit and in body—by cultivating Christian character, strengthening personal integrity and responsibility, and promoting the pursuit of excellence in all endeavors.

Participation on a Mishawaka Catholic athletic team is a privilege. This privilege carries responsibilities in the areas of preparation, attitude, sportsmanship, and academics. These responsibilities exist both in and out of school, both in athletic and non-athletic settings.

### **Conference Affiliation: Inter City Catholic League (ICCL)**

*Member Schools include:*

- Christ the King, South Bend
- Corpus Christi, South Bend
- Holy Cross, South Bend
- Holy Family, South Bend
- Little Flower, South Bend (no school, CCD only)
- Our Lady of Hungary, South Bend
- Queen of Peace, Osceola
- Sacred Heart, Notre Dame (no school, CCD only)
- St. Adalbert, South Bend
- St. Anthony, South Bend
- St. John the Baptist, South Bend
- St. Joseph, South Bend
- St. Jude, South Bend
- St. Matthew, South Bend
- St. Michael, Plymouth
- St. Pius X, Granger
- St. Thomas, Elkhart

See Appendix A for directions to all ICCL school gyms (not all member schools host ICCL volleyball and basketball games). Many varsity basketball games and all football games, and soccer games are held at Marian and St. Joseph's High Schools.

# ***ACADEMIC POLICY***

## **ACADEMIC AND CONDUCT GUIDELINES ELIGIBILITY**

Students not meeting the academic standards will follow the guideline outlined.

Coaches will be informed by the Athletic Director of those students who are on probation or disqualified from any sport. Students who are absent from school may not participate in practices or play in games that day. Students who are enrolled in some form of formal Learning Disability classes will be deemed eligible at the discretion of the teachers and principal. The principal may grant a waiver as necessary for any student.

## **ACADEMICS**

One (1) F, or two (2) D's (D+, D, D-) on a student's report card in a core subject (Religion, Reading/Literature, Spelling, Language, Process Writing, Mathematics/Computation, Social Studies or Science) places a student on probation. The student can get off probation by receiving a passing grade on the next progress report in the subject that placed him/her on probation.

**CONDUCT**—Any D+, D, D-, or F in conduct in any subject will put a student on probation.

Progress reports will not put a student on probation but will serve to make them eligible again. The Progress Report will be issued in approximately the middle of the grading period.

A student who is on probation is not allowed to practice or play.

The Athletic Director or designate will be notified by the office of any students who are being placed on or taken off probation. It is the Athletic Director responsibility to notify coaches of students involved. It is the student's responsibility to show the progress report/report card to his/her parents.

Probation is carried over from sport to sport. Probation will not carry over from the previous school year.

Any student-athlete certified by the school as having a learning disability, may be reviewed by the principal and staff as to their academic eligibility.

## GENERAL INFORMATION

### Levels of Competition

Development of the skills fundamental to each sport receives primary emphasis on each athletic team offered at Mishawaka Catholic. Each team experience, however, may be slightly different depending on the level at which the team is competing.

LEVEL	Varsity (7 <sup>th</sup> and 8 <sup>th</sup> Grade)	Colors (7 <sup>th</sup> and 8 <sup>th</sup> Grade)	A and B League (6 <sup>th</sup> and 5 <sup>th</sup> Grade)
	Highest competitive level. Teams at this level strive to prepare students for high school athletics.	Intended to provide non-varsity players in 7 <sup>th</sup> and 8 <sup>th</sup> grade an opportunity to compete at their skill level. Teams at this level serve as transitions from the developmental level to varsity level teams.	Emphasizes individual skill development and team building.
COMMITMENT REQUIRED	<i>High</i> Team practices from two to four times per week, in addition to games.  Athlete should make full commitment to attending all practices, scrimmages, and games.	<i>Moderate</i> Team practices two or three times per week, in addition to games.  Athlete should try to attend all practices, scrimmages, and games.	<i>Low</i> Team practices two, or occasionally three, times per week, in addition to games.  Athlete should try to attend all practices, scrimmages, and games.
TRYOUTS	Yes.  Athletes not selected for a Varsity team will have an opportunity to play on a Colors team.	No, except as part of the Varsity tryout (no separate tryout for Colors).  When more than one Colors team can be formed, those teams will be selected to be competitively comparable in skill level.	No.  When more than one team is formed in the A or B League, those teams will be formed to be competitively comparable in skill level.
COMPETITION	Officiated games against other ICCL schools as well as occasional non-conference games. Season ends with a conference tournament.	Officiated games against other ICCL schools as well as occasional non-conference games. Most seasons end with a conference tournament.	Officiated games against other ICCL schools. Season ends with a conference tournament.
PLAYING TIME	While a specific target is not used for varsity teams, and playing time is at the discretion of teams' coach(es), they are encouraged to provide all team members opportunities to play in games throughout the season.	Coaches will make every effort to play every team member in each game. Over the course of a season, players should receive approximately 25% of available playing time.	Coaches will strive to provide players equal playing time over the course of the season.
SKILLS EMPHASIZED	<ul style="list-style-type: none"> <li>• Advancing game strategies</li> <li>• Leadership skills on and off the field/court</li> <li>• Individual fundamentals reinforced and extended</li> </ul>	<ul style="list-style-type: none"> <li>• Importance of team cohesion</li> <li>• Individual fundamentals introduced and reinforced</li> <li>• Formal game strategies introduced</li> </ul>	<ul style="list-style-type: none"> <li>• Basic individual fundamentals</li> <li>• Introduction to team dynamics and rules of formal competition</li> </ul>

## Athletic Teams at Mishawaka Catholic

The following interscholastic sports are offered at Mishawaka Catholic all teams compete in the ICCL.

Mishawaka Catholic School offers the following sports as recognized by the ICCL to students in grades 5 - 8 (unless otherwise noted):

SEASON	GIRLS	BOYS
Fall	<i>Soccer, Softball, Cheerleading (August – October)</i>	<i>Football, Soccer (August – October)</i>
Late Fall / Early Winter	<i>Volleyball (October – December)</i>	<i>N/A</i>
Winter	<i>Basketball, Cheerleading (January – March)</i>	<i>Basketball, Wrestling (November – February)</i>
Spring	<i>Track (March – May)</i>	<i>Baseball (March – May)</i>

## Sign-ups and Tryouts

Announcements of sign-ups and tryouts will be made during school announcements.

Tryouts are held only for Varsity (7th and 8th grade) teams with an excess of players. Those not selected will be able to compete on a Colors team in that sport. Typically, Mishawaka Catholic may field Varsity and Colors teams in volleyball and boys and girls basketball.

When the number of 5th and/or 6th grade and/or Colors players necessitate fielding more than one team in a sport, players will be divided among the teams equitably—no effort is made to make one team more or less competitive than the other(s).

If Mishawaka Catholic does not have a sufficient number of players to form a team, we will make every effort to have our players join another ICCL school team.

## Attendance

All student-athletes must be in attendance in school on the day of practice or a game in order to participate. Please see the *Student-Parent Handbook* for what constitutes an absence.

All student-athletes must recognize the time commitment made to a team. One is expected to attend all practices and games. If one cannot attend a practice or game, please make sure the coach has been notified *in advance*. Consequences for a missed practice or game will be informed by the team rules as outlined by the coach/team at the beginning of the season in addition to the natural consequences that result from missing practice instruction or game experience.



## ***COACHING EXPECTATIONS AND REQUIREMENTS***

In addition to being teachers and mentors in their respective sports, Coaches are considered to be an extension of the school and parish youth ministry. Consequently, coaches are expected to be examples of Christ the Teacher who serve as role models for student-athletes to emulate. Further, as educators, coaches should work in coordination with the parents who are the primary educators of children. Coaches must be messengers of the school mission and ensure that athletic programs embody the Catholic characteristics prevalent at Mishawaka Catholic School.

### **Goal Setting**

When working with Mishawaka Catholic student-athletes, a successful coach will work towards goals in the following three dimensions: team, personal, and school.

#### **Team Goals**

Mishawaka Catholic coaches build a team by:

1. Advancing the athletes' understanding of their responsibilities to themselves and other team members.
2. Creating a positive and memorable experience that will be cherished by the student athlete for the rest of his/her life.
3. Teaching the specific and unique skills of this sport to the very best of his/her abilities.
4. Teaching the skills of healthy competition that will prepare athletes and the team to succeed.

#### **Personal Goals**

Mishawaka Catholic coaches grow as individuals by:

1. Modeling character, sportsmanship, self-discipline, and faith.
2. Appreciating the moments of grace throughout a season, at times of winning and losing.
3. Becoming a lifelong learner of their sport.
4. Maintaining perspective in and throughout all athletic endeavors, realizing teachable moments exist in all experiences.
5. Fostering positive relationships with all school community stakeholders.

#### **School Goals**

Mishawaka Catholic coaches contribute to the school community by:

1. Infusing the school mission in all athletic activities.
2. Promoting academic excellence as an essential component in the development of student-athletes.
3. Committing to effective communication with administrators, teachers, parents, and athletes.
4. Supporting the development of student-athletes as leaders and role models in the greater school community.
5. Creating a culture of school unity and spirit as exemplified through sportsmanship, positive fan participation, and respect for all.

## Conduct of Coaches

Coaches are called to be models and witnesses to their faith each day and, as such, coaches are expected to uphold high standards of conduct in and out of season. By signing the ICCL Coach's Code of Ethics, the coach agrees to all of the points, and failure to do so may result in dismissal.

### Language

Language should be appropriate and constructive at all times. Coaches are expected to not only monitor their own language, but they should also set and enforce standards of appropriate language for their athletes. This includes, but is not limited to swearing, harassment, exclusionary language, sexual innuendo, personal attacks, and unsportsmanlike gestures.

### Treatment of Opponents

Coaches should model respect for opposing coaches and athletes and should instruct players on how to treat their opponents in a way that conveys a sense of sportsmanship and fair play.

### Treatment of Officials

Referees, umpires, and other officials at athletic contests represent an authority that should be respected. Coaches should model appropriate respectful behavior towards all game officials, whether or not they agree with their rulings, and should instruct players to do the same.

## Prayer

Athletic experiences play an important role in the spiritual formation of students at Mishawaka Catholic School. Genuine and lasting spiritual development is only possible through careful and conscientious preparation by those in leadership positions. Coaches, as team leaders, are chosen not just to be mentors and role models for student-athletes, but also to be witnesses. **In the Catholic community of Mishawaka Catholic, prayer is not just permitted, it is welcomed and encouraged.** Prayer should become an essential component of a team's culture, not just a rushed event before or after a game or practice. Coaches are encouraged to build and create spiritual traditions into their approach to coaching at Mishawaka Catholic School.

The ICCL requires that each team—and those in attendance—recite the following prayer before each league contest:

*God our Father, help us to put forth our best effort, to represent our school with class, to respect our opponents, and to grow as disciples of your Son, Jesus. Keep us safe from injury and harm through the intercession of Our Lady, the mother of your Son and our mother, too. We ask this through Christ, our Lord.*

*Amen.*

*Saint Sebastian, pray for us!*

## Holding Tryouts

Tryouts are only held in order to select a Varsity team (typically in basketball and volleyball). As part of this process, it is essential to demonstrate respect for all participating athletes. Coaches should provide individualized feedback to players rather than simply posting a list of team members. Any individuals failing to make a varsity team will have the opportunity to compete on a Colors team.

## **Coaching Duties**

In addition to serving as witnesses and models of faith, Mishawaka Catholic coaches are expected to fulfill the following duties:

- Plan out practices and games
- Supervise athletes at all times until they are picked up from practices/games
- Condition athletes properly
- Assess athletes' readiness for practice & competition
- Instruct properly on what to do and what not to do
- Maintain safe playing conditions
- Ensure cleanliness and respect of facilities
- Provide proper equipment
- Communicate practice and game schedule to athletes and parents
- Select, train, and supervise assistant coaches

## **Communication with Athletes and Parents**

Mishawaka Catholic coaches should establish clear procedures and guidelines for communication with athletes and parents that align with the philosophy and mission of Mishawaka Catholic School. We highly encourage coaches to send a pre-season communication to all parents regarding practice schedules, coaching philosophy, and expectations of players, parents, and coaches (the Principal and Athletic Director should be copied on such correspondence).

During the season e-mail should be used only to communicate general team information, such as time and location of games and practices. Discussions of individual concerns should always be done in person. If a face-to-face meeting is not possible, a phone call is preferable. Before meetings, establish clear agendas and communicate if certain topics will not be discussed. Coaches do not have to discuss coaching strategies, specific plays, or information pertaining to other athletes.

## **Practices**

Practices should be conducted two-four times per week, as appropriate for the sport and level of competition. A 90 minute time limit per practice during the school year should be followed. If the coach feels additional time is needed, it may be acquired with consent of the sports director or athletic director. Practice sites requiring a gym (basketball and volleyball) are assigned by the Athletic Director. Other practice sites should be identified and secured by the Coach.

### **Practice When School is Canceled**

When school is canceled due to weather there are NO practices or games that day. This practice is observed league-wide.

## **Administrative Responsibilities**

Head Coaches are asked to perform certain administrative tasks associated with their team. These include:

- Assist in staffing of host dates with parents and sports directors.
- Ensure all **Emergency Medical Authorization** (Appendix E) Forms are completed by each team member
- These forms should be with the coach at every practice and game.
- Fill out team rosters (Appendix D), and return to that particular sports director.
- Collect completed Athletic Contract (Appendix B), and return to that particular sports director.
- Collect all **player uniforms** following the season conclusion.
  - Uniforms **SHOULD NOT** be dropped off in the office by individual players. This makes tracking the return of uniforms extremely difficult, and ultimately results in loss of uniforms.

In order to facilitate the recording of fees and uniform collection, there is a Coach Checklist Form provided at Appendix C.

## ***EXPECTATIONS OF PARENTS AND GUARDIANS***

*“It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty teachers are to collaborate closely with parents who are willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.” (Code of Canon Law, 796)*

Mishawaka Catholic School coaches and administrators respect the primacy of the parents as the first teachers of their sons and daughters, and will partner with parents in the formation of student-athletes. Parents and other members of the community play a vital role in the holistic education of children including students’ participation in school-sponsored athletics. Together, all stakeholders should actively work to ensure that the Catholic mission and identity of Mishawaka Catholic permeates the athletics program.

### **Five Ways to Support your Student-Athlete**

1. **Be present** – Show up to games, cheer, and support our teams!
2. **Be positive** – Children learn from modeling. When talking about the game, season, performances and decision-making, please share the gift of a positive outlook on life! Make sure that your child knows that, win or lose, it is important the he/she did his/her best and that he/she is loved and supported.
3. **Encourage independence** – Encourage student-athletes to be responsible for the care of their athletic gear and to be prepared for practices and games. In addition, student-athletes should speak directly with their coach about any questions and/or concerns.
4. **Observe the “24 Hour Cushion”** – As do all good educators, Mishawaka Catholic coaches will naturally and deliberately reflect on game situations and decisions. Please allow coaches the time they need to process their decisions before approaching them with any questions. As stated above, coaches need not discuss coaching strategies, specific plays, or information pertaining to other athletes.
5. **Model Mishawaka Catholic behavior expectations for opposing spectators** – Take pride in our athletic program and model for other spectators how we...
  - i. cheer for our team rather than against our opponents
  - ii. recognize and appreciate good play—from both teams
  - iii. respect the integrity and authority of game officials
  - iv. allow coaches to coach without criticism from the spectators
  - v. help clean up at the end of athletic events

### **Transportation**

Transportation to/from practices and games is the sole responsibility of the parents. Please ensure that your student-athlete is picked up promptly at the end of each practice/game.

## **Uniforms**

Uniforms must be returned to the coach at the conclusion of the season. If a uniform is not returned, parents are responsible for the cost of replacing the uniform.

## **Removal from Team – Parent Decision**

The principal, athletic director and coaches will respect and support the decision of a parent to remove his or her child from a team for any reason. However, once the child is removed, he or she may not return to that team for the remainder of the sport season.

## **Parental Behavior**

It is the expectation of Mishawaka Catholic Athletics that parents will conduct themselves at all athletic events as representatives of our school—with enthusiasm, sportsmanship, and respect. Failure to do so, whether or not the behavior was cited by an official or school representative, will not be tolerated. Abusive, boorish, or obnoxious behavior will be subject to review by the Principal and Athletic Director. Parents who exhibit such behavior at Mishawka Catholic athletic events may be prohibited from attendance at future athletic events. Failure to comply with such requests may result in the child being removed from the team.

The Principal & the Executive Pastor may make changes to any policies outlined in this handbook as needed, and has the final decision with regards to any policy.

## **Appendix A**

### ***DIRECTIONS TO ICCL SITES***

**Christ the King**, 52473 Indiana State Route 933, South Bend

Head north on IN 933 to the Darden Road. The school is on the northwest corner of the intersection of 933 and Darden. The gym is on the west side of the building.

**Corpus Christi**, 2817 Corpus Christi Drive, South Bend

Approach the traffic circle at Portage and Ribourde Drive from the north (Cleveland Road) or south. Turn west on Ribourde and follow to the end. Corpus Christi School will be facing you. The gym entrance is on the east side of the building.

**Holy Cross**, 1020 Wilber St., South Bend

Head west on Lincolnway West. When you reach the traffic light at Wilber, turn right. The school is on the right side. Go in the main doors and the gym will be straight ahead.

**Holy Family**, 56407 Mayflower Rd, South Bend

Located at the corner of Mayflower and Western Avenue, the entrance to the gym is the north side of the building.

**Marian High School**, 1311 S. Logan St (corner of Logan and Dragoon Trail), Mishawaka

Head east from South Bend on Lincolnway East. Go through the light at Ironwood and turn right (south) at the light at Lincolnway and Logan. Follow Logan south, cross the railroad tracks and continue through the light at Milburn/8<sup>th</sup> Street. Marian High School is on the right. Park in the large parking lot on the north side of the school. The gym entrance faces the parking lot. The entrance to the football field is on the west side of the lot.

The soccer fields are on the east side of Logan, across the street from the school. There is limited parking in the soccer lot and you may have to drop off at the Soccer stadium and park in the school lot.

**Our Lady of Hungary**, 829 W Calvert St, South Bend

Head East on Calvert, which is just north of Ewing. The school is approximately six blocks west of Main Street on the north side of Calvert. Pass the school and park in the church parking lot. Enter the school through the main entrance facing Calvert and go down the stairs.

**Queen of Peace**, 4508 Vistula, Osceola

Located at the corner of Vistula and Bittersweet, north of Lincolnway East and south of Penn High School, Jefferson Blvd., and the St. Joseph River. The parking lot is on the southwest side of the building, as is the entrance to the school.

**St. Anthony**, 2310 E Jefferson Blvd, South Bend

Located at the corner of Jefferson and Ironwood. The gym is a separate building south of the school (and north of the railroad tracks). Enter the parking lot from Ironwood drive across from the funeral home.

**St. Bavo**, 511 W 7th St, Mishawaka

Head east from South Bend on Lincolnway East. Go through the light at Logan to the next light at West Street. Turn right (south) on West Street and go approximately five blocks—St. Bavo Church is on the corner of West and 7<sup>th</sup>. Go another half block and turn right into the parking lot. The entrance to the parish center and gym is on the south side, facing the parking lot.

**St. Joseph**, 230 South Spring Street, Mishawaka

Head east from South Bend on Lincolnway East. Go through the lights at Logan and West to the light at Spring Street. Turn right (south) on Spring Street and go two blocks—St. Joseph Church is the big church facing you. Park in the lot due north of the church and enter the gym just to the right of the church entrance.

**St. Joseph's High School**, 1441 N. Michigan St, South Bend

Located at the corner of Angela Boulevard and North Michigan Street, just south of Holy Cross College. Park in the lots off of Angela Blvd. to the west of the school. The doors to the gym face south on the west side of the building.

**St. Matthew**, 1015 E Dayton St, South Bend

Located at the corner of Dayton and Miami—south of Lincolnway East and north of Ewing. The school is behind the cathedral, which is on the west side of Miami. Park in the lot and enter through the doors at the south west corner of the building.

**St. Michael**, 611 N. Center St., Plymouth

Head south on US 31 out of South Bend. Pass through Lakeville and LaPaz to the turnoff for Plymouth (US31 turns to the left, you will head straight). This becomes IN 17/Michigan St. Continue through town and the school will be on your right. Park in the back of the school.

**St. Monica**, 223 W Grove St, Mishawaka

Head east on Mishawaka Avenue to the light at Liberty (just west of Main Street). Turn left (north) on Liberty one block to Grove St. Turn right and park along the street or in the school parking lot. The gym entrance is to the left of the school entrance

**St. Pius X**, 52553 Fir Road, Granger

Located on Fir Road just south of IN 23. You can enter from IN 23 (west of the intersection of Fir and IN 23) or from Fir Road. There are two gyms at St. Pius. One entrance is on the east side of the building at the Parish Center, the other is on the school side of the building.

**St. Thomas**, 1405 N. Main Street, Elkhart

Head East on McKinley Ave /US-20/E US-20 BR, it becomes Old US-20. Old US-20 becomes Bypass RD. Bypass RD becomes IN-19. Turn right onto N Main Street.



# **Appendix B**

## ***ATHLETIC CONTRACT***

Please sign the applicable statements below to acknowledge that you have received and read the Athletic Handbook and that you agree to abide by the policies and philosophy of Mishawaka Catholic Athletics and the ICCL.

**Please return the completed form to the Athletic Director to be eligible for participation.**

School Year \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name(s) \_\_\_\_\_

### **I. PARENT AND ATHLETE(S)**

We, athlete(s) and parent, understand that participation in athletics involves the possibility of a serious injury. In consideration of our child(ren)'s opportunity to participate in this program, we, the parents, individually and on behalf of our child(ren) expressly assume any and all risks associated with and arising from such participation, including, but not limited to, bodily and emotional injury at practice, competitive events, and any other related activity, including transportation to and from any event by a volunteer. We hereby release the Diocese of Ft. Wayne/South Bend, ICCL, any parish and/or school sponsor, and all of their agents, from any and all liability for any such injury or damage. We will provide the required Emergency Medical Authorization to the coach. We will abide by ICCL rules, the Parent's Code of Ethics, and the direction of ICCL and game officials.

\_\_\_\_\_

Athlete's Signature & date signed

\_\_\_\_\_

Parent's Signature & date signed

### **II. PARENTS' CODE OF ETHICS**

- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will demonstrate the Christian values of self-restraint, fair play, and sportsmanship in my treatment of others at every game, practice sessions, or other ICCL events.
- I will ask my child to treat all players, coaches, fans, and officials with respect regardless of race, sex, or ability.
- I will demand a drug-, alcohol-, tobacco-, and weapon-free sports environment for my child and agree to assist by refraining from their possession and/or use at all ICCL events.
- I will do my best to make my child's involvement with youth sports a positive experience, while always remembering that the game is for the development and enjoyment of the youth—not the adults.

I have read the above "Code of Ethics" and understand that my (our) failure to uphold any of these statements may lead to disciplinary action by the Mishawaka Catholic Athletic Board and/or the ICCL Board, which may include, but is not limited to, the forfeiture of my right to watch my child participate in ICCL athletic events.

\_\_\_\_\_

Parent's Signature & date signed

\_\_\_\_\_

Parent's Signature & date signed

### **III. ATHLETE'S CODE OF ETHICS**

- I will strive to give my best to the team in every practice and every game.
- I will be on time for all practices and games.
- I will not miss a practice or game because of another outside sport or extra-curricular activity unless approved by the coach or athletic director.
- This experience is an opportunity to learn not only a sport (or sports) but also teamwork with all its inherent responsibilities. There will be times when I will follow someone's lead and there will be times when I must assume that lead – I will always strive to make a contribution to my team.
- I will take my coaches' directions and comments as constructive suggestions, which make me a better athlete and my team a successful unit.
- Practice is where I learn the concepts of the game. How I apply those concepts in mind and body in practice will carry over into the game situation.
- I will always play hard, but always will be a fair sport whether we are winning or losing the game, realizing that everyone on my team and my opponent's team is playing for fun and the competitive experience.
- I will carry these principles to my schoolwork and my family life with the realization that these are of greatest importance and take precedence to any sport.
- I will be an example of Christ in all my actions on and off the field/court of competition.

\_\_\_\_\_

Athlete's Signature & date signed

\_\_\_\_\_

**Appendix C**

***MISHAWAKA CATHOLIC ATHLETICS***

***COACH CHECKLIST***

Team: \_\_\_\_\_

Coach: \_\_\_\_\_  
\_\_\_\_\_

Roster	Birth Date	Emergency Medical	Athletic Contract	Uniform Issued	Uniform Returned
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					



## Appendix E

### - - - EMERGENCY MEDICAL AUTHORIZATION - - -

Purpose: To enable parents or guardians to authorize the provision of emergency treatment for players who become ill or injured while under coaches authority when parents or guardians cannot be reached. THIS FORM MUST BE FILLED OUT IN INK EACH SCHOOL YEAR!

Player's Name \_\_\_\_\_ Sport \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

(Street) (City) (State) (Zip)

Phone \_\_\_\_\_ Birthday \_\_\_\_\_

Father \_\_\_\_\_

(Name) (Employer) (Phone)

Mother \_\_\_\_\_

(Name) (Employer) (Phone)

Guardian \_\_\_\_\_

(Name) (Employer) (Phone)

Dependable relative or neighbor to call in an emergency (illness or injury)

When parent or guardian cannot be reached \_\_\_\_\_

(Name) (Phone)

Allergies \_\_\_\_\_ Date of last tetanus shot \_\_\_\_\_

Medication being taken \_\_\_\_\_

(Name) (Dosage) (Time(s) Taken)

List of health problems. For example: asthma, vision, epilepsy, diabetes, hearing, bone or muscle problems, etc. \_\_\_\_\_

Medical Insurance Firm \_\_\_\_\_ Policy # \_\_\_\_\_

### PART I OR II MUST BE COMPLETED

**Part I – To Grant Consent:** If unable to reach parent or guardians, I hereby give my consent for 1) the administration of any treatment deemed necessary by \_\_\_\_\_ or

(Physician)

\_\_\_\_\_ in the event that the designated practitioner is not available another

(Dentist)

licensed physician or dentist and 2) the transfer of the player to \_\_\_\_\_

or any other hospital reasonably accessible.

(Hospital)

This authorization does not cover surgery unless the medical opinions of two other licensed physicians or dentists concurring in the surgery are obtained prior to the performance of such surgery.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent or Guardian)

**Part II – Refusal to Consent:** I DO NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish team authorities to take no action or to: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent or Guardian)

## Appendix F

**Diocese of Ft. Wayne/South Bend  
Inter City Catholic League  
*COACH'S CODE OF ETHICS***

- I realize that as the coach I set the tone and give direction to my team. My position must be viewed in the context of ministering to youth.
- I will lead my players, by example, in demonstrating the Christian values of self-restraint, fair play and sportsmanship toward my opponents and game officials.
- I understand my obligation to maintain proper conduct at all times because of the great potential that I have to be a positive influence on young people.
- I will encourage each player to be a responsible and active member of the team, parish, and community.
- I will place the emotional and physical well-being of my players, as well as their educational obligations, ahead of any personal desire to win.
- I will treat each player as an individual, remembering that each is at a different level of emotional, physical, spiritual, and psychological development.
- I will do my very best to provide a safe playing environment for my players.
- I will do my best to organize practices that are fun and challenging for all my players. I will do my best to schedule these so as to not interfere with other parish activities.
- I will insure that I am knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for the skill level of the youth I teach. I will spend an equal amount of time coaching individual players regardless of their ability.
- I will do my best to develop a positive relationship with my athletes as well as their parents.
- I will not be in possession of a weapon, or under the influence of any form of alcohol/chemicals or use tobacco products at an ICCL athletic contest or practice session. I understand that alcohol, chemicals and tobacco products, and weapons are not permitted anywhere on the premises at an ICCL event.
- I will remember that I am a youth coach, and that the games are for the youth, not the adults.

I have read each statement included in this document and pledge to live up to these principles as they apply to the philosophy of the Inter City Catholic League of the Diocese of Ft. Wayne/South Bend as a coach in the ICCL program. I understand that my failure to uphold any of the above principles may result in disciplinary action and/or removal from the ICCL program.

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Coach's Name (Please Print)

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Coach's Parish

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Coach's Signature

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Date Signed