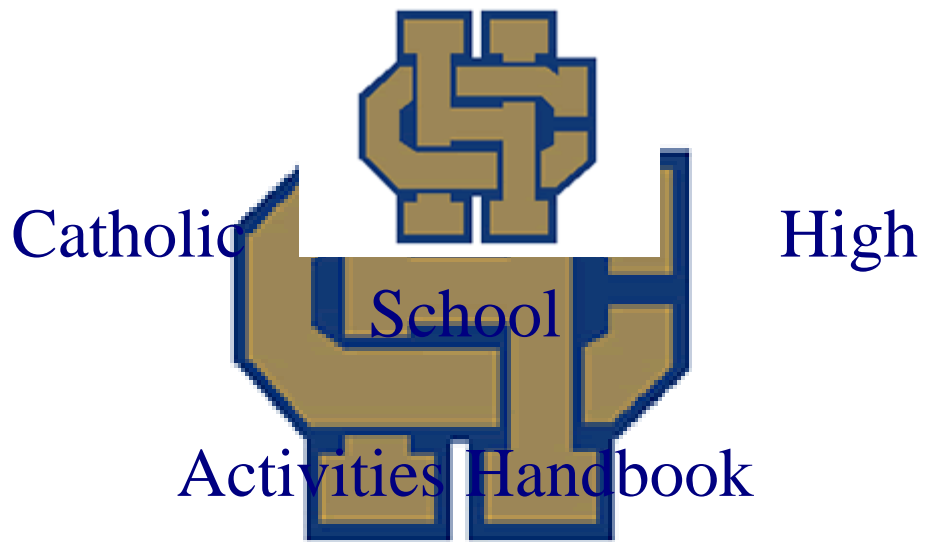


Bishop Heelan



Activities Handbook

2007-2008

The purpose of this handbook is to provide information on the procedures and practices used by the Activities Office at Bishop Heelan Catholic High School. Because of the number of sports, activities, and clubs at Bishop Heelan Catholic High School we strive for fairness and consistency.

Philosophy of Bishop Heelan Catholic High School Activities

At Bishop Heelan we believe that a competitive and comprehensive activities program is part of the complete educational experience. To maximize effectiveness the activities program must be closely coordinated with the general instructional program of the school.

School Mission Statement

The Bishop Heelan Catholic Schools relates the total student to God through an excellent education leading toward a lifetime of service.

The education families receive through the Bishop Heelan Catholic Schools focuses on four areas of personal development: Faith, Knowledge, Values, and Service.

National Code of Ethics

(This Statement is taken from the National Council of State High School Coaches Association)

As a professional educator, I will:

Exemplify the highest moral character, behavior, and leadership.

Respect the integrity and personality of the individual student, participant, and athlete.

Abide by the rules of the game in letter and spirit.

Respect the integrity and judgment of officials.

Demonstrate mastery and continued interest in my professional field through development opportunities.

Encourage a respect for all participants and their personal set of values.

Display modesty in victory and graciousness in defeat.

Promote positive relationships between all coaches and moderators.

Encourage the highest standards of conduct and scholastic achievement among all extracurricular participants.

Seek to instill lifelong health and training habits in all athletes.

Strive to develop the qualities of leadership, initiative, and good judgment in all activities participants.

Activity Team Responsibilities

The Activities program at Bishop Heelan Catholic high School is one that affords every student the opportunity to learn the game or develop skills associated with a specific activity. It is designed for equal opportunity, but not necessarily equal playing time. Varsity programs are for those of the highest talent level. Intramurals allow equal opportunity and equal participation time. Competitive program participation will be determined by the participant's abilities, performance in practice, attitude in practice, and the educated judgment of coaches or assigned moderators.

Any participant, in grades 9-12, is eligible to compete at a program's highest level. In girl's soccer, softball, and baseball, 8th graders are allowed to participate once they have graduated from middle school. No priority will be placed on the participant's grade level, but rather on the qualities mentioned in the preceding paragraph.

Organization and Administration

Bishop Heelan is a member of the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, the Iowa High School Music Association, and the Iowa High School Speech Association. The purpose of these organizations is to promote, develop, direct, and regulate amateur co-curricular competition and relationships between member schools. It is our belief that membership in these organizations stimulates fair play, friendly rivalries, and overall good sportsmanship between contestants, communities, and school districts throughout the state and mid west.

Missouri Rivers Conference

Bishop Heelan Catholic High School is a member of the Missouri Rivers Activities Conference. Including Heelan, the membership consists of Sioux City East, Sioux City West, Sioux City North, Council Bluffs Abraham Lincoln, and Council Bluffs Thomas Jefferson.

As stated in the conference manual the member schools recognize that student activity programs are an integral element to the total school environment and encourage and endorse student participation in competitive and non-competitive events. In the spirit of collaboration, we, the member schools of the Missouri Rivers Activities Conference, unite to enhance our mission of teaching and learning.

It shall be the purpose of the Missouri Rivers Conference to guide and control the student activity programs of the member schools in order to promote the highest and most ethical standards in administration of these programs. Additionally the rules and regulations of this conference shall be in accordance with all approved organizations of the Iowa Department of Education. It is the intent of this conference to make decisions that are in the best interest of all MRAC members.

The Activities Office

The Activities Office personnel lead by the Bishop Heelan Catholic High School Activities Director has the responsibility of organizing and administering with the Principal the activities programs in accordance with the policies established by the Department of Education, the IAHSAA, the IGHS AU, the IHSMA, the IHSSA, the Missouri Rivers Conference, and the Bishop Heelan Catholic Schools Board of Education.

The Activities Director is responsible to the Principal for the direction of personnel, policies, and activities pertaining to all competitive and co-curricular programs.

1. Consult with and inform administration of activities, problems, and progress of the department.
2. Recommends to the administration the assignment of activities personnel.
3. Interprets and enforces all state, school, and conference policy.
4. Is responsible for scheduling approval, hiring of officials, and the issuance of all official contracts.
5. Is responsible for activities budgets and the purchasing of all supplies.
6. Works with the custodial staff in the maintenance and preparation, cleaning, and care of athletic and co-curricular facilities.
7. Works with coaches and moderators to meet transportation and lodging requests.
8. Supervises all athletic events and is responsible for event personnel.
9. Conducts quarterly preseason meetings with necessary coaches and moderators.
10. Evaluates all extracurricular personnel.
11. Coordinates practice and facility schedules.
12. Maintains an individual file on each student including, participation information, updated physicals, risk forms, health cards, eligibility forms, and insurance claims.
13. Arranges for team pictures to be taken.

14. Coordinates the publication and distribution of schedules to faculty, students, families, opposing schools, and the media.
15. Maintains and approves all dates to be placed on the master schedule in cooperation with the Bishop Heelan Principal.
16. Takes advantage of professional growth opportunities.
17. Attends necessary activities meetings. (MRAC, CYO, NW IA AD's, etc.)
18. Submits necessary paperwork to the IAHSAA and the IGHSAA.
19. Works cooperatively with groups that have a sincere interest in Bishop Heelan Activities.
20. Coordinates the public relations campaign of the department in conjunction with the Bishop Heelan Directors of Marketing and Advancement.
21. Works with parents and coaches in the hosting of activities banquets, assemblies, parents night, or other recognition events.
22. Performs all other duties assigned specifically to the office by the principal.
23. Will insure that all personnel are VIRTUS trained.
24. Will approve each programs expectations upon submission by the head coach/director/moderator.

Head Coaches and Directors Will:

1. Cooperate with the Activities Director on all matters pertaining to the scheduling of events, and purchasing equipment.
2. Notify all participants of important dates within their specific discipline. (1st day of practice, issuance of equipment, contest schedule, etc)
3. Check prior to the season that all equipment and facilities are ready for use.
4. Will submit specific expectations for their individual activity to the Activities Director, parents, and participants.
5. Assign specific duties to all assistant coaches/directors/moderators.
6. Inventory all equipment.

7. Be responsible to the Bishop Heelan Administration for the conduct of all staff and participants within designated activity.
8. Schedule practices and events according to the rules set forth by the Department of Education, the IAHSAA, the IGHSAA, the IHSMA, the IHSSA, the Missouri Rivers Conference, and the Bishop Heelan Catholic Schools Board of Education.
9. Organize, oversee, and conduct all practices or rehearsals.
10. Aply supervise students from the beginning of practice until they have secured safe transportation after practice.
11. Check all participants to insure they meet all eligibility requirements.
12. Accompany squads to all team events.
13. Hand out to participants a copy of the activities handbook.
14. Report all eligibility violations to the Activities Director and the Principal
15. Maintain facilities and supervise the student use of the facilities.
16. Aid in the identification of and professional care for any injuries.
17. Request in advance transportation or lodging needs.
18. Cooperate with the media in providing any requested pertinent information that will aid in the positive promotion of our students.
19. Cooperate with the coaches of elementary and middle-school groups in establishing skill set that will be carried over to the high school activities program.
20. Keep attendance of practices and contests.
21. Keep necessary statistics and make them available upon request for the promotion of the student activity participant.
22. Award varsity letters in accordance with requirements.
23. Collect and inventory all equipment at the completion of the season.
24. Document the loss of any equipment.
25. Recommend to the Athletic Director for the purchase of any new equipment.

26. Rate the officials as required by the Department of Education, the IAHSAA, the IGHSAA, the IHSMA, the IHSSA, the Missouri Rivers Conference, and the Bishop Heelan Catholic Schools Board of Education
27. Complete and return year end reports to the Activities Director.
28. Arrange for necessary video taping, scouting, and stat taking of all events.
29. Aid the Activities Director in the evaluation of all assistants and sub-varsity staff.
30. Set a high standard for all students and staff in your program for professional appearance.
31. Will aid the Activities Director in insuring that all staff is VIRTUS trained.

Assistant Coaches, Directors, and Moderators

Assistant coaches/directors are expected to adhere to all duties and responsibilities assigned to them by the head of their specific program. Assistant coaches/directors are to assist the program in efficient operation and act in the students best interest at all times. An assistant will carry out various duties as assigned by the head coach/director, support the head of the program, take an active role in the success of the designated program, and be a positive influence on all participants of the program. An assistant will offer suggestions on how to improve the program and follow the head coach/director/moderator's lead in implementing said suggestions. The assistant will report to the head on any irregularities, problems, ethical concerns, or misconduct violations existing within the designated program. The assistant will also take an active role in celebrating the success of the designated program.

Procedure for Dropping an Activity

1. Notify the coach and or director.
2. Turn in all school property to the coach or director.
3. Coach or director will report the name of the participant who has dropped to the Activities Office.
4. If necessary follow up with parental communication.

Co Curricular Participation

At Bishop Heelan we believe that a strong extra-curricular program is part of the total student development. Because of this belief we want to ensure that every student has an opportunity to explore all extra-curricular opportunities. In a situation where dual participation is possible the following steps will be taken.

1. Student declares that they want to participate in multiple activities during the same season. (Examples: soccer and track-basketball and show choir-football and golf)
2. A meeting will be scheduled between the Activities Director, the participant, the participant's parents, and the involved coaches and moderators. At this meeting a workable schedule will be set to maximize the experience of the student and the involved activities.

Coach and Director Conduct

Coaches and directors are to set a positive example for students in and out of their assigned activity. Each organization reflects directly on its moderators. The coaches and moderators are to stress professionalism and good conduct at all times. Any staff member that violates the general practices of good conduct and positive sportsmanship will be subject to administrative action which may include termination of extracurricular duties.

Coaches and Directors Evaluations

Each head coach, directors, and moderator will be evaluated by the Activities Director and Principal each year for each activity they are involved. This evaluation will take place at the end of each "season". The Principal and Activities Director will fill out the Bishop Heelan Extracurricular Evaluation Form, and then set a meeting up with the head coach, director, or moderator to discuss the evaluation form and continued employment for the next school year. Recommendations concerning the overall success of each program will be made at this meeting. The head coach, director, moderator, will be responsible to evaluate all staff and bring those evaluation forms to this meeting as well. These evaluations will be reviewed by the head of the program in conjunction with the Activities Director and Principal. Meetings will be held with the assistant coaches, directors, and moderators and the Administration only if there is an area for concern.

Each coach, director, and moderator will receive a signed copy of their evaluation and the Activities director will file the original to document future growth and success.

Day of Activity

Students unless excused by the Bishop Heelan Catholic High School Dean's Office must be in school no later than 10:00 AM in order to participate in an extracurricular practice or contest that day. Participation of an ineligible student will result in sanctions toward specific programs that may include forfeiture of a contest. Students are eligible to compete in a weekend contest even if they are not present in Friday classes.

Suspension/Disciplinary Action

Students suspended from school (in school or out of school) will be ineligible for contests for the duration of their suspension with no exceptions

Facilities Use

Because our facilities are not only used by a variety of activities, but as classrooms our teachers, directors, coaches, moderators, custodians, and administrators must work together to keep our facilities in order. Please return all items into their proper place and aid in keeping our facilities clean. If any item is broken or not working please report it to the Director of Maintenance, and the Activities Director.

Gym Use

1. Maintenance or Activities personnel are to pull out the bleachers.
2. Street shoes are not allowed on the gym floor
3. Balls and equipment must be properly stored after practices and events.
4. Chair racks are not to be pulled across the gym floor.
5. When using gym floor seating please cover the floor with the provided tarps as to avoid scratches and damage.
6. Please aid the Custodians and Activities Director in picking up the gym after using it.

Weight Room

1. Must be supervised by authorized personnel at all times.

2. Must be locked when not in use.
3. Spotters must be used when needed for safety.
4. Report any injuries or equipment malfunctions to the Activities Director and Maintenance Department.

With all other facilities please use good judgment and strive to leave them in better condition than you found them

Facility Scheduling

All facilities will be scheduled through the Activities Director. This includes but is not limited to the Gym, CYO, Wrestling Room, Conference Room, Library, Holy Family Gymnasium, Memorial Field, Shkurenky/Fleming Track, Memorial Field Shelter, Bishop Mueller Field, and the Heelan High School building for conferences and special events. Be sure to schedule events in advance and report any scheduling changes to the Activities Office as soon as you become aware of them. Organized and proactive scheduling insures maximum use and minimal conflict among all parties.

Supervision

At least one coach/director/moderator must be present prior to and throughout all practices. It is the duty of the coach/moderator/director to supervise student participants and facility usage. The head of the activity will make sure lights are off, water is not running, facility is tidy, doors are locked, and that all participants have exited the building or arena.

Athletic Paperwork

Each student will complete the following paperwork **before** they are allowed to compete in any practices or contests.

Physical form: This form will be filled out by a licensed professional. This evaluation is only to determine the readiness for sports participation and not as a substitute to regular health screenings

Health Injury information Card: This card is completed and kept on file in the Activities Office and in each moderator's possession. This card gives each activity moderator quick medical information in case of emergency.

Bishop Heelan Eligibility Code: This form says that the student and guardian have read the eligibility code (beginning on page 29 of the Bishop Heelan Catholic High School Student Parent Handbook) and that they will not violate the guidelines set forth in the handbook. This sheet also states that extra-curricular activities are a privilege and that privileges can be taken away.

Risk Form: The risk form states that in all sports there is a risk of injury and student participants will follow the instructions of all moderators in order to avoid injury. By signing this form you as the parent or guardian also acknowledge that you understand that the liability insurance of Bishop Heelan Catholic High School does not cover student medical bills.

Practices

Practice time is valuable use it wisely. It is the responsibility of the coach/moderator/director to schedule practices and to inform participants of that schedule. Students today have many other commitments and in order to honor as many of those as possible organization is key. It is also the responsibility of the coach/moderator/director to have well planned activities within the context of practice in order to maximize the effectiveness of scheduled practice times.

1. All practices are to end by 10:00 PM
2. When school is dismissed due to weather the head of each activity is to meet with the Activities Director and create a schedule that will optimize success without sacrificing the safety of students or coaches/moderators/directors. Sub varsity teams will not practice; all varsity activities will be voluntary and up to the discretion of each individual family.
3. Sunday practices will be held only in the case of unique circumstances and must be approved individually by the Activities Director.
4. A “dead period” will be honored over the holiday break and scheduled by the Activities Director.
5. Student participants are always excused from activities for family reasons.
6. Academics will always supersede activities. Students will be excused from participation without penalty for the purpose of receiving academic aid.

Squad Reductions and Limitations

Squad limitations and reductions are an unfortunate circumstance, but nevertheless a necessity in some programs. Because of various factors unique to each program, numbers must be regulated in order to maximize the success of these programs. When possible the “cutting” of student athletes will be avoided. When a program plans to make “cuts” the coach or moderator will meet with the Activities Director and explain the factors that have necessitated participation limits. An example of such factors could include, but would not be limited to overwhelming numbers, transportation limitations, an unhealthy player to coach ratio, roster limits, etc. The coach and AD will meet and create an evaluation criterion, which is fair and unbiased ensuring that the best participants will be on the squad. Once the squad has been set the coach or will inform the participants and Activities Director of the decision. Every opportunity to join a different activity will be granted to those participants that did not make the roster of a squad or group.

Transportation

Bishop Heelan Catholic High School will provide transportation to and from all activities. Student participants will be expected to take the provided transportation to out of town events. If a student chooses they may be released to a parent or guardian and only a parent or guardian if the necessary paperwork has been filled out on sight. If a student would like to travel home from an event with an adult other than their parent or guardian notification must be received in the Activities Office no later than the morning of departure. A student will never be allowed to travel home with another minor.