

The St. Norbert Athletic Handbook has been recently updated and expanded to provide our parish and school community with clear and informative guidelines. Inside you will find our Athletic policies, procedures and programs as well as contact information and other general information.

We especially encourage our student-athletes to review this information with their parents so that they are informed of the expectations and opportunities offered in our Athletic Programs.

We hope you find this information current and useful. Please keep in mind that St. Norbert may change or deviate from any statement in this handbook when circumstances warrant a different course of action.

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This handbook is a guide for those who govern, manage, finance or participate in the athletic program at St. Norbert. The Program shall operate in accordance with the guidelines from the Archdiocese of Chicago. The St. Norbert Athletic Program shall emphasize the following goals and objectives for students involved in athletics:

- To develop self-discipline
- To develop basic skills and an understanding of rules and strategies
- To develop physical strength, endurance and coordination
- To foster and develop a sense of fairness, team play, personal responsibility and commitment
- To develop a positive self-image through athletic training and competition
- To develop the ability to accept success and failure
- To foster St. Norbert School spirit



**St. Norbert Athletic Handbook**

<i>Table of Contents:</i>	<i>Page:</i>
<b>St. Norbert Athletic Philosophy</b>	<b>3</b>
<b>Athletic Program Mission Statement</b>	<b>3</b>
<b>Athletic Program Organization</b>	<b>3</b>
<b>Athletic Programs Offered</b>	<b>4</b>
<b>Responsibilities and Expectations of St. Norbert Student Athletes</b>	<b>5</b>
<b>Responsibilities and Expectations of St. Norbert Athletics Parents</b>	<b>5</b>
<b>Grievance Policy</b>	<b>6</b>
<b>Selection of Coaches</b>	<b>6</b>
<b>Guidelines for Coaches</b>	<b>6</b>
<b>Post Season Evaluation Forms</b>	<b>7</b>
<b>Eligibility of Play Requirements</b>	<b>7</b>
<b>Football, Basketball and Volleyball Athletic Policy Summary</b>	<b>8</b>
<b>St. Norbert Athletic Committee Annual Roundball Basketball Tournament</b>	<b>9</b>

### **St. Norbert Athletic Philosophy**

Athletic programs offered at St. Norbert are important forums for the student's physical, mental, emotional and spiritual development. Athletic participation provides our children with opportunities to realize their own achievements through self-discipline and practice and to cooperate with others in a pursuit of a common goal. Athletics also provide opportunities for our children to learn to win and lose in a dignified manner, thereby teaching them to deal with success and failure throughout life. Children grow spiritually as they participate in team sports that foster camaraderie, school spirit and an enhanced feeling of community.

### **St. Norbert Athletic Program Mission Statement**

St. Norbert School is concerned with the development of the WHOLE person-the religious, moral, social and academic dimensions, as well as the physical. We believe that the athletics is an important part of student development. Through participation in the St. Norbert Athletic Program, students will develop life-long skills and positive values. These values include self-discipline, and the ability to participate in athletics with dignity and grace.

### **Organization of St. Norbert School Athletic Program**

The St. Norbert Athletic Program is comprised of the school principal, the Athletic Directors and the Athletic Committee.

The Principal of the School has the primary authority over the St. Norbert School Athletic Program. With the approval of the pastor, the principal sets the guidelines and procedures that govern the scope and direction of the school's sports program. The Principal is involved in all matters of discipline related to the Athletic Program. The St. Norbert Athletic Handbook outlines expectations of the coaches, student-athletes, and parents. Additionally, the St. Norbert School Disciplinary Policy stipulates student behavior at all school related events. In the event expectations are not met or misconduct occurs, the Principal is the final authority in determining appropriate disciplinary action.

The Athletic Directors are the key decision makers of the St. Norbert Athletic Program. They are responsible for communication between the Principal, Athletic Committee, Coaches and Parents as well as establishing and maintaining the gym schedule, setting practice and game schedules, organizing banquets and special events for the Athletic Program.

The St. Norbert Athletic Committee is made up of school parent volunteers who serve on the committee in an advisory role and organize fundraising to help support the athletic programs. The offices are: President, Vice President, Secretary and Treasurer. Committee members are selected across a range of school children age, sports participation, experience and gender.

**St. Norbert Athletic Programs Offered**

**Fall Sports Grades 5-8**

Cheerleading  
Cross Country (Grades 4-8)  
Football  
Volleyball (Girls)

**Winter Sports Grades 5-8**

Basketball

**Spring Sports Grades 5-8**

Track and Field  
Volleyball (Boys)

**Clinics**

Basketball (Grades 2-4 & 5-8)

**Athletic Committee Events**

Football Homecoming Caravan and Potluck

Crusader Team Challenge

Turkey Shoot (All School Free Throw Contest)

Roundball Tournament

## **Responsibilities and Expectations of Student-Athletes**

Players are expected to attend all practices and games except in the case of illness or other excused absences. If a child is involved in another demanding organized activity, outside of St. Norbert School, practice/game conflicts are sure to arise. Missed practices or games will slow the development of the player and may retard the progress of the entire team. Thus, players are strongly urged to make a 100% commitment to their St. Norbert team. If the choice of priority is otherwise, participation opportunities for the athlete will most likely be reduced.

### **All St. Norbert students agree to the following:**

- Conduct themselves properly as representatives of St. Norbert School
- Display good sportsmanship at all times. No student shall:
  - Lose his/her temper towards a coach, referee, other player or spectator
  - Use inappropriate or profane language
  - Argue or talk back to a referee or coach
- Attend practices and games/meets on time with proper attitude, equipment and uniform unless previously excused by the coach
- Take care of uniform as directed and return in good condition
- Accept and behave in accordance with St. Norbert School Athletic Philosophy
- Not participate in afternoon or evening athletics if 50% of a school day is missed
- Support the team by working hard to learn the rules and skills of the sport and:
  - Respect coaches and be attentive at practices and games
  - Encourage, not criticize or belittle teammates
  - Put the team's interest ahead of your individual goals

*Failure to comply with these expectations may result in reduced playing time, suspensions from games or practices or expulsion from a team.*

## **Responsibilities and Expectations of Parents**

Parents play a crucial role in the success of the individual athlete and in the success of the team. Therefore parents of St. Norbert athletes are encouraged to:

- Be supportive of the student and coach's efforts
- Act in a responsible manner and demonstrate good Christian sportsmanship.
  - Do not lose one's temper towards a coach, referee, player or spectator
  - Do not step onto the field or court of play while a game is in progress
  - Do not use inappropriate or profane language
  - Do not berate or criticize any coach, referee, player, team or spectator
- Make no attempt to instruct or direct the play of an athlete or the team
- Contribute time to assist the team in running meet or games, keeping score, operating concessions and helping with crowd control, set up and clean up
- Provide or arrange transportation for their children to and from games and practices respecting times to pick up/drop off at practices, games and meets. Timely pick up/drop off is respectful of the coach's time and abuse of this time will result in a meeting with the coach(s) and possibly affect the child's participation.
- Assist the student in maintaining their uniforms
- Follow guidelines explained in Grievance Policy when resolving issues with the coach

*Failure to comply with these expectations may result in actions being taken by the Athletic Committee, which may include removal from the premises or a student athlete or parent suspension from games.*

## Grievance Policy

We encourage a positive and open line of communication between all coaches, parents and athletes. In resolving disputes, parents are encouraged to first ask their children what they know of the situation. Further, we recommend that a full day (24 hours) pass before any parent communicates with the child's head coach in an attempt to resolve any issues concerning their child only. If the issue cannot be resolved between the head coach and parent, then the Athletic Director(s) should be able to review and resolve the issue between the head coach and parent.

**Parents are always welcome to bring any problems, comments or concerns to the Athletic Board during the "listening sessions" which take place, on an as needed basis, 30 minutes prior to the regular monthly meetings of the Athletic Committee meetings. These meetings are generally scheduled the 3rd Monday of the month during the school year and are held in the parish center. The listening session should include the following: the Athletic Director(s) or his or her appointed proxy; one member of the School Advisory Board and at least one member of the Athletic Committee. Once a grievance has been heard, all decisions will be final pending review by the St. Norbert School Principal.** To assure room on the agenda, the Athletic Director(s) must be notified of a specific grievance at least 72 hours in advance of the Athletic Committee Meeting.

## Selection of Coaches

Coaches for most teams are parent volunteers. Parents or other adults interested in coaching must complete a coaching application form by a designated due date. Candidates will be interviewed by a committee to be approved by the Athletic Directors(s). The following are used as selection criteria:

- Willingness to adhere to the current Athletic participation rules and philosophy and model Christian values
- A reasonable knowledge of the game combined with the ability to responsibly supervise and instruct the youth in his/her care
- The ability to develop the potential, confidence and skills of each athlete
- Primarily positive evaluations from previous coaching experience
- Compliance with the latest requirements of the School and Archdiocese of Chicago

## Guidelines for Coaches

**Coaching at St. Norbert School is a privilege not a right.** Consequently, St. Norbert School is privileged to enjoy the services and talents of many volunteer coaches. Coaches are recognized as volunteers who deserve support for the time and energy dedicated to coaching our teams.

**Coaches shall be required to comply with the rules and regulations set forth by St. Norbert School and St. Norbert Athletic Program, including but not limited to Virtus training, finger printing and background checks.**

**Coaches are encouraged to:**

- Act in a responsible manner and model good sportsmanship and Christian values
- Be receptive to parents questions about their child's development and role on the team-address or remedy concerns proactively
- Communicate with the Athletic Directors and be receptive to addressing matters involving the team or individual players
- Always be positive when addressing a players performance

- Attend monthly Athletic Committee meetings or send a representative
- Be aware of and follow the GRIEVANCE POLICY

**Coaches should not:**

- Lose his/her temper toward a player, coach, referee or spectator
- Use inappropriate or profane language
- Conduct themselves in an inappropriate or unprofessional manner in representing St. Norbert School

**Post Season Evaluation Forms**

Evaluation forms will be sent home to parents at the end of each sports season. They also can be found on the St. Norbert School website at [www.stnorbertschool.org/athletics](http://www.stnorbertschool.org/athletics). It is extremely helpful to the continued success of our programs if these forms are completed and returned. The parent can choose not to submit their name with the evaluation. They are used to evaluate the success of our sports programs and coaches and highlight any shortcomings. They help the Athletic Committee to determine whether policy changes are appropriate. Feedback, both positive and negative, is given to the coaches in general terms, if appropriate.

**Athletic Eligibility for Grades 4-8**

A St. Norbert student is considered eligible to participate in athletics if he or she:

- is a fully enrolled student
- is exhibiting academic progress as determined by the classroom teacher(s)
- is displaying positive social behavior as determined by the classroom teacher(s)
- has a current athletic physical on file with the Athletic Directors (Physicals are valid for one year)
- has a completed “Athlete Participation Form” on file with the Athletic Directors
- attends school the day of a practice and/or game

If a teacher declares a student ineligible, that teacher will fill out a “Athletic Eligibility Form”. One copy will be given to the student to bring home for parental signature and another copy will be given to the Athletic Director by the following Tuesday. The Athletic Directors will notify the coaches of the student’s ineligibility.

A student will become eligible once he or she has demonstrated effort and progress as determined by the individual teacher(s).

**Late Homework**

When a 5<sup>th</sup> – 8<sup>th</sup> grade student fails to turn in a homework assignment, he/she will receive a ‘Late Homework Notice’ which will need to be signed by both the student and the parent. Both the signed form and the late assignment must be turned in on the following school day. When a student accumulates 7 late homework notices in a trimester, he/she will serve a detention and is ineligible for one week from all sports, student council and/or any extracurricular activities associated with St. Norbert School. Ineligibility will begin on the day of the assigned detention. At the end of that week, students must have all late assignments completed and be current on all new assignments in order to be eligible to participate in the

activity again. If the student has any missing or late work at that time, he/she will be ineligible for an additional week. If after these two weeks the student still has late or missing work, a meeting with the student and his/her parent will be held to determine next steps.

### Detentions

If a student is assigned a detention, that student would be required to sit out of the first game following the served detention and is not allowed to dress for the game or sit on the bench.

### St. Norbert Football, Basketball and Volleyball Athletic Policy Summary

**St. Norbert belongs to the Council II 3-A Catholic School Athletic Conference.. The following policies are based on the Conference by-laws which are part of the Archdiocese of Chicago Athletic Policies.**

#### No Cut Policy

A student who has a signed physical, has a signed "Athlete Participation Form", is in good academic standing, and has paid all fees by the required deadline will play on a team.

#### Playing Time

Playing time is a frequent source of misunderstanding and conflict among coaches, students and parents. The Athletic Directors and Athletic Committee, with the approval of the pastor and/or the Principal, develop guidelines for playing time and clearly communicate these guidelines to all parties.

Each student athlete's amount of playing time will reflect his/her ability, effort, attendance at practices and commitment to the team. Local programs determine playing time by grade level: e.g. in grades 5 and 6, each player must play a given number of quarters/periods in each game. In grades 7 and 8, the amount of playing time is left to the coaches discretion; however, playing time for all is expected. If teams are formed by skill level, (an "A" team consisting of better players than those of "B" or "AA" team) it would be expected that students would see a fair amount of playing time on either of those teams for which they qualified.

"Winning at all costs" or to the exclusion of participation of eligible players is never tolerated. Athletic guidelines clearly state consequences for coaches who repeatedly ignore this directive. **Missing practice without cause or excessive absences can result in reduced playing time and even exclusion from the team.** Playing time may also be reduced as a disciplinary action e.g. when a player loses self-control or engages in other conduct unbecoming a Christian student athlete. Generally, however, every eligible athlete plays in every game including tournaments.

#### Council II 3-A Guidelines

5th grade team: Instructional: Equal playing time for all

6th grade team: Instructional: Equal playing time for all

7th grade team: Instructional: Guaranteed a certain amount of playing time.

8th grade team: Competitive: The amount of playing time is left to the coach's discretion; however, playing time for all is expected.

### **Football Weigh In**

For the safety of our players and opponents, players over a certain weight limit are not allowed to advance the football during play. The players over the weight limit will have their helmets “striped”. The weight limits are:

Varsity 135 pounds

Junior Varsity 105 pounds

A weigh in will be held before the first regular season game to determine who will be “striped”.

At the varsity level, there is a second weigh in before the playoffs begin. THIS IS FOR VARSITY ONLY. The weight limit is 140 pounds for the playoffs.

### **Composition of Teams**

In grades with less than the amount of players needed to field a complete roster for an entire season, the Athletic Directors, Coaches and Athletic Committee may move up players to the next grade or skill level to ensure development and playing time.

In grades with enough players to field 2 or more teams, the Athletic Directors, Coaches and Athletic Committee will design the teams according to the following guidelines:

5th grade only	Equal Talent Teams
6th grade only	Equal Talent Teams
7th grade only	Equal Talent Teams
8th grade only	A/B or “AA” or Gold/Silver Teams based on Talent

### **Annual Roundball Basketball Tournament**

The St. Norbert Athletic Committee is proud to feature our Roundball Basketball Tournament. This annual tournament features both a boy’s and a girl’s bracket. The Athletic Directors, Coaches and Committee Members assemble competitive teams made up of 5th thru 8th graders. One of the fun aspects of this tournament is that the younger students get a chance to take the court with the older students, while the older students get to teach the younger ones a thing or two about sportsmanship and basketball. Every student gets playing time regardless of grade level or ability. Parents and younger siblings come attend the games and make great cheerleaders. Teams are coached by St. Norbert School graduates or St. Norbert Parish members.

### **Father Walker Award**

In keeping with the spirit of the Roundball Tournament, the Father Walker award was established to award one Boy and one Girl who best represents the values and character of a true sportsman and teammate throughout the Roundball Tournament.



### Caraher/Garrity Team Spirit Award

This award is designed to recognize the Roundball team that best exemplifies all the exceptional qualities that are brought out in our student-athletes during Roundball – qualities that both Kyle Caraher and Billy Garrity always exhibited during their participation in team sports and in particular Roundball. Those qualities - teamwork, leadership, school spirit, pride, and respect have become the hallmark of the St. Norbert Roundball tournament and are an important part of our Catholic lives. The award is presented in recognition of the role that Catholic values play in team sports and in loving remembrance of Kyle and Billy.

### Official Rules of Roundball

1. All games will begin according to the schedule.
2. The game will be four 6 minute quarters.
3. In case of a tie, a 2 minute overtime will be played. If the game is still tied, there will be an additional 1 minute overtime played. If the game is still tied, sudden death (first team to score) will determine the winner. Each team is allowed one timeout per overtime period.
4. Each team will be allowed TWO timeouts per half.
5. The one on one “Bonus free throw” rule will become effective on the 7th team foul in each half. After 10 fouls the “Super Bonus” goes into effect, 2 free throws.
6. Each player is allowed to score a maximum of 4 baskets per half, thus assuring all players will be involved in the offense. If a player who has already attained his/her 4 baskets makes an additional basket, the points will not be allowed and the ball is awarded to the other team. This rule ends at the end of regulation. Players may score an additional 2 baskets in each overtime period. FREE THROWS DO NOT COUNT TOWARDS MAXIMUM.
7. Each player will be required to play a minimum of 6 minutes per half. The referees will stop play at approximately the 3 minute mark to allow substitutes.
8. No back court presses are allowed until the 4th quarter and only by the trailing team.
9. Zone defenses will not be allowed, only man to man. This should eliminate the possibility of an 8th grader guarding a 4<sup>th</sup> or 5<sup>th</sup> grader.
10. If a team is ever down by 10 or more points; they are allowed to press at any time and the leading team may not defend outside of the circle.
11. Referees may overlook certain violations by the younger players: e.g. traveling, 3 second violations, double dribbles. It is their discretion and the fans and players should support this.
12. Players are not allowed to wear jewelry.
13. **Good conduct and sportsmanship are a must.** Any behavior contrary to such may result in being ejected from the game. This applies to players, coaches and spectators.
14. ONLY coaches and team members on the roster are allowed on the bench during games.
15. There is a ZERO TOLERANCE policy for unsportsmanlike behavior from coaches and players.

**THE OBJECT IS FOR ALL TO HAVE FUN!!**