



**Athletic Handbook
ST. MARY SCHOOL
MT. VERNON, IL**

Revised March 2025

Dear Parents, Students, Coaches and Volunteers,

Welcome to the St. Mary Catholic School sports community!

Attached to this letter is a packet of information regarding sports policies for St. Mary Catholic School and the Diocese of Belleville. We ask that you read all information before the season begins and return the acknowledgment form to the school office.

Our Athletic Department assists in our school mission by providing opportunities for our students to learn, grow and develop to their full potential. Our goal is to teach good sportsmanship at all times and for all players, coaches and parents to always show Christian sportsmanship during all events and practices.

This handbook outlines the philosophy, guidelines, and regulations of St. Mary Catholic School regarding our Athletic Program. Our policies are in line with the policies of the Belleville Dioceses. This handbook will be reviewed yearly by our Educational Advisory Council and the Athletic Director. Additions, revisions and deletions may be made to the current document and will be made available to all participants.

Please carefully read this handbook and return the form indicating your knowledge, understanding and compliance of these regulations and policies. If you have any questions regarding our policies or regulations please contact our Athletic Director, Mr. Ryan Colle, at rcolle@stmarymtvernon.org.

Thank you for your interest and support of our Athletic Department. We appreciate your part in helping us develop and maintain a sports program that reflects the values and morals of our school's vision and mission statements:

“Enter to learn, go forth to love and serve others”
“A Catholic Family Forming Scholars, Citizens and Saints”

Sincerely,
Tim Bain
Principal

St. Mary Catholic School Athletics

Home of the Knights

Mission Statement of St. Mary's Catholic School

"A Catholic Family Forming Scholars, Citizens and Saints"

Mission Statement of St. Mary's Athletic Department

"Provide an athletic program that supports the overall mission of the school and instilling values of respect, kindness, honesty, and good sportsmanship in all athletes."

Philosophy of St. Mary School Athletic Department

Athletics are an integral part of educating the whole child. We recognize the importance of a strong mind, a strong body, and a strong spirit. Each component is necessary for the healthy balance of the individual. St. Mary School's athletic department provides opportunities to develop each of these components. Participants learn the necessary skills for the sport, learn self-discipline, build self-confidence, and generate a spirit of teamwork and good sportsmanship. The Christian values that are at the core of our Catholic identity are mirrored in the way that our students are taught, the way that they play, the way that our coaches teach, and the way that our parents support our program. Participation on the teams and involvement in our programs are privileges that come with responsibilities. Coaches, parents, spectators, and students are held to these values. We ask all to remember that while a spirit of competition exists, the goal is for the student athletes to learn and have fun. While our teams strive to win with the highest score, the value exists in how the game is played. At the end of the game, win or lose, we must ask ourselves if we succeeded in promoting personal integrity, responsibility and Christian values. If we can answer "yes", we have won!

- *A strong character is formed and maintained when an active and well-formed conscience becomes a consistent moral guide, and such virtues as patience, generosity, honesty, obedience, compassion, understating, respect, tolerance and prudence become habits of thought and action.*

Participation Information

Nondiscriminatory Statement

St. Mary Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national, and ethnic origin in the administration of educational policies, admission policies, scholarship and local programs, athletic and other school administered programs.

Procedure

Student Registration will be considered complete when the following information has been received:

1. *Permission Form* – Parents must complete a permission form for the sports in which their child will participate.
2. *Sports Physical* – Each student must have a sports physical on file prior to participation in the sport. The student may not practice or play until this form is on file. A school physical does cover the sports physical requirement as long as the appropriate boxes are marked by the physician.
3. *Insurance Form* – This form must be on file in the school office
4. *Athletic Contract* – this form signed and dated indicates that the handbook has been read and the student understands and agrees to comply with the contents.
5. *Athletic Fee* – A family fee of \$20.00 is required for sports participation.

Permission Form

Parents are required to complete an Athletic Permission Form each year. These forms will be available at Final Registration and/or the School Office. IF a student wishes to join a sports team after the start of the season, the Athletic Director and Coach must be contacted.

Sports Physical Form

A sports physical must be on file in the school office prior to participation in practices or games. Sports physicals must be conducted yearly.

Fees

In addition to the \$20.00 family athletic fee, parents may be required to purchase uniforms and additional athletic apparel.

General Information

The following sports are offered at St. Mary School, but are determined by the number of interested students:

Fall Season

Girls' Softball (co-op)
Boys' Cross Country
Girls' Cross Country

Winter Season

Pee Wee Basketball
Boys' Basketball (co-op)
Girls' Basketball
Girls' Volleyball
Scholar Bowl

Spring Season

Boys' Track & Field
Girls' Track & Field
Boys' Golf
Girls' Golf

Participation is for students in grades 5-8: however, special permission may be granted to students in grade 2 - 4 for certain sports and circumstances.

St. Mary school allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

All students are encouraged to participate in extracurricular activities which includes sports; however, it is to be understood by parents and students that all rules and regulations of the school and all Diocesan policies will be followed.

Students are required to conduct themselves in a manner that reflects the teachings and values of St. Mary Catholic School. Students must continue to do their best academically and behave in a manner consistent with the school's morals.

The Academic Grade Policy is implemented to encourage each student to do his/her best academically while participating in these activities.

Diocesan Regulation: 11.3 Student classroom behavior and academic progress.

- A. A student's classroom behavior and academic progress is best handled by the teacher and principal, and therefore, should remain a school and parental concern not usually connected with the school athletic program.
- B. A student may not be excluded from participating in sports activities because of low grades or unfinished homework. **However, if it is determined that a student's extra-curricular activities interfere with the student's academic progress or classroom behavior, the student may be excused for a time.** These situations shall be thoroughly investigated by the teacher and principal before any disciplinary action is taken regarding athletic sports participation.
- C. Any disciplinary action connected with the school athletic program should be discussed with joint participation by the student, teacher, parent, principal, coach, and athletic director. The final decision will be determined by the principal.
- D. Keeping in mind that the total welfare of the student is the primary concern, there are often many other effective and positive methods available that can help

motivate a student's academic progress or behavior than excluding a student from playing sports.

The principal is responsible for notifying the student, parent, coach, and athletic director of any student's ineligibility to participate in an extracurricular activity. Student confidentiality is respected at all times.

The Athletic Behavior Policy is implemented to maintain an environment of respect, kindness, honesty, and good sportsmanship. A student athlete may be suspended from practice, games or the team for actions that are harmful to the team, individual players, opposing school, coaches, officials, etc. A student athlete may also be suspended for behavior that is contrary to the rules, regulations, and policies of the school or our Catholic identity.

Examples include by are not limited to the following:

- A. Disregard and disrespect for the authority of our coaches or officials
- B. Disregard and disrespect for teammates or opposing players.
- C. Disregard and disrespect for St. Mary School team regulations
- D. Inappropriate language, gestures, or conduct demonstrated during practices or games.
- E. Disregard and disrespect for the property of St. Mary School and/or the property of other schools and teams

Each case will be handled individually by the player's coach, athletic director, and principal. These offenses may also result in further disciplinary actions taken by the school. Parents will be notified immediately by the athletic director if their child is to be disciplined and an incident report will be filed with the principal.

Playing Time Policy (Diocesan Regulation)

- A. Playing time and selection of starters in grades seven and eight will be up to the discretion of the coaches and will be dependent upon a coach's evaluation of an individual student's ability, attendance, attitude, and behavior at practices and games.
- B. The emphasis of the athletic program in grades two through six shall be learning fundamental skills and gaining self-confidence. Coaches shall give each student as much playing time as possible as well as a chance to start some games; however, student's attendance, attitude, and behavior at practices and games may factor into the determination of playing time. All rostered players shall have played by the end of the game.
- C. Students and parents who have questions, concerns, or complaints should consult with the coach **after 24 hours have elapsed from the time of concern**. In the best interests of the children, both the parents and the coaches should make every

effort to keep the lines of communication open. Whenever an issue is not able to be resolved, the parent, student, or coach should approach the athletic director and then the principal.

General Rules for Sports or Extracurricular Activities Participation:

1. Students must be in attendance at school during the day to participate in a sporting event, practice, or extracurricular event. Students must be at school for 1/2 of the school day. Exceptions will be allowed for funerals and medical appointments.
2. Students are allowed to participate in one sport at a time. Practice times may overlap as long as the student doesn't exceed four events per week.
3. Athletes are responsible for their uniforms. Financial compensation may be required to replace a damaged or lost uniform. Uniforms must be clean and promptly returned at the end of the season.
4. Athletes are required to be at practice. Coaches must be informed in advance if a student will not be present at practice. Parents must send in written notification or personally contact the coach. Excused absences include: illness, death in family, medical appointment. Unexcused absences may result in reduced playing and starting time.
5. No regular games or practices are to be held on Sundays.
6. Before dropping a child off for practice, the parent should ensure that the coach for that child's practice is present prior to leaving their child at the school or gym.
7. Any students not on the team practicing or not invited to the practice by a coach are not allowed to stay during the practice.
8. Students must be supervised at all times. Students are considered unsupervised if it is not during the school day or if they are not in a scheduled team practice. Students may not just "hang out" in the gym until practices begin. This is for the safety of all involved.
9. When school is cancelled due to inclement weather, no practices, games, or local tournaments are to be held.
10. Any coach, player, parent, or spectator ejected from a game will receive a one game suspension and may not attend the next contest. This suspension includes any game for the rest of that day and the next scheduled game. An incident report will be submitted to the Diocesan Office. More than one ejection in a school year will be handled by the administration and the athletic director.

Conference

St. Mary's Catholic School participates in the OKAW Valley Conference which is a conference comprising area schools both parochial and public schools. St. Mary's School also belongs to the Belleville Diocese and may participate in various Diocesan tournaments. The school follows the guidelines of the Belleville Diocese, in addition to the SIJHSAA rules and regulations.

Transportation Policy

St. Mary Catholic School does not provide transportation for athletic events. St. Mary's School, Athletic Director, or Coaches are also not responsible for arranging transportation to or from sporting events. This is the responsibility of the student athlete's parent or guardian.

Sports Preseason Meeting

Prior to beginning each season, the Athletic Director and Coaches will conduct a mandatory meeting for all student athletes and their parents. The Athletic Handbook will be distributed and points highlighted. The coaches will be introduced and share their expectations and guidelines. During this meeting parents and students may ask questions regarding the sport and/or practices, games, etc. Parents should contact the Athletic Director prior to the meeting should they not be able to attend.

Administration/Athletic Director

The following items, although not limited to these, will be the responsibility of the Athletic Director. The principal will support the Athletic Director.

- a. Implement the philosophy and policies of St. Mary's Catholic School, the Diocese
- b. of Belleville and the SIJHSAA.
- c. Formulate school athletic guidelines and budget. The financial report must be submitted annually to the principal and the pastor.
- d. Coordinate any fundraising efforts for the Athletic Department or work with
- e. parents to chair these events.
- f. Purchase all necessary athletic equipment and uniforms, maintain, and provide storage for uniforms and equipment.
- g. Schedule games and officials for each sport.
- h. Schedule scorekeepers, door workers, and concession workers.
- i. Provide coaches with needed information including training, notes, updates, and schedules.
- j. Oversee all athletic activity.
- k. Prepare all arrangements for home games.

- l. Conduct annual written evaluation of coaches.
- m. Submit any athletic notes for monthly Advisory Board meetings.
- n. Represent St. Mary Catholic School at all meetings required by the school, Diocese, and SIJHSAA

Coach's Responsibilities

In addition to being witnesses of the faith and models of Christian values and morals, all coaches will be responsible for the following items, although not limited by the listing:

1. The coaches will be certified according to the regulations of the Diocese of Belleville and St. Mary's Catholic School.
2. Determine teams for A, B, and C levels.
3. Dispense playing time based on their observations and the team's needs.
4. Discipline, according to Diocesan, SIJHSAA, and St. Mary guidelines, any athlete who fails to meet their responsibilities?
5. Provide adequate practice time for all players.
6. Supervise all practices and games. Remain with all student athletes until they are picked up by their parents.
7. Distribute schedules of games and practices. Inform parents and students of any changes to published schedules.
8. Account for all equipment and uniforms during the season.
9. Be responsible for the facilities during practices. (Lights off, doors locked, locker rooms cleared, etc.) If coaches give permission for a student to go to another area of the school during practices, the coach should check that all parts of the building are secure and the lights are turned off.
10. Condition athletes properly.
11. Teach the necessary skills for the sport.
12. Maintain safe playing conditions.
13. Ensure that an environment of fair play, respect, and good sportsmanship is provided.

St. Mary School coaches should establish clear procedures and guidelines for communication with parents and students. Coaches should not assume that students will share information with parents; therefore, all information regarding times, practices, games, meetings, changes, etc. should be communicated to parents. Any concerns should always be done in person or by a phone call.

Recognition and accolades of athletes should be utilized throughout the season as a means of personal athlete formation and team building. Special awards to recognize student athletes will be distributed at Honor's Night and will reflect the goals and philosophies of the school and athletic department which align with our Catholic values.

Parents' Responsibilities

St. Mary's School recognizes parents as the students' first and most formative teacher. It is our goal to partner with parents to provide the best education possible for our students, including education in the area of sports.

1. Parents should communicate with coaches, the athletic director, and administrators regarding questions or concerns.
2. Parents should support their children and the efforts of the coaches.
3. Obtain and abide by the schedules of practices, games, and work assignments.
4. Attend a mandatory athletic meeting.
5. Sign the Code of Conduct Form, Permission to Participate Form, and ensure your child has insurance and a sports physical.
6. Leave and retrieve your children at the appropriate times following practices and games.
6. Work assigned time at concessions/admission or find qualified replacement.
7. Transport or arrange transportation for your children to and from games.
8. Provide financial support for the athletic department through the contribution of time, money, and support.
7. Treat officials, coaches, other parents, and athletes with respect.

Top Five Ways to Support your Student Athlete

1. Be present - Show up to games, cheer, and support our teams!
2. Be positive - Share your positive outlook when discussing the game, season, performances, etc. with your child and others!
3. Encourage independence - Let your child be responsible for the care of his/her gear and be prepared for practices and games.
4. Observe the 24-Hour Rule - Allow time to pass before voicing concerns or questioning coaches on game situations and decisions.
5. Model Christ-like Behavior - Take pride in our program by cheering for our team, not against our opponents, respect the integrity and authority of officials, allow our coaches to coach, do not interfere from the sidelines, and help clean up after the games.

Student Athlete Responsibilities

St. Mary Catholic School athletes are held to the same rules and regulations that apply to all students as outlined in the Parent-Student Handbook. These regulations and procedures apply while on school premises, during practices, and at games. Our athletes are required to exhibit behaviors that reflect respect, kindness, honesty, and good sportsmanship.

- Students should expect a fair chance to display and improve their skills in practice and/or games.
- Students should expect a safe practice and game environment.
- Students should strive to better themselves by attaining the basic skills appropriate for their level of competition.
- Maintain their academic records while balancing sports.
- Display good sportsmanship.
- Attend all required practices and games.
- Take care of the team uniform and return it at the end of the season.
- Take care of the equipment and help maintain a clean locker room.
- Respect all coaches, officials, athletic director and the decisions that are made.
- Conduct themselves in a manner that reflects the teachings of Jesus Christ.

Diocesan Athletics

The Catholic school athletic programs exist in the Diocese of Belleville to enhance the relationship between faith, religious practice, and the activities of daily living. Sports programs are an integral part of the Catholic educational and catechetical mission.

All activities within the Catholic school environment are designed to assist this mission by helping young people develop a strong moral character* based in faith. The educational experience is meant to bring the entire person (mind, body, and spirit) closer to his or her realization that every child is made in the image of God. This character development must underlie the total daily school experience.

Every aspect of the school experience must contribute to this endeavor from the quality and thoroughness of academic work, to how the students behave and treat one another, and to how they play on the playground. Formal athletic programs offer a unique opportunity for adults to supervise youth in the application of Christian principles learned in the school environment to the often highly emotional past time of sports. Athletics is one of the most effective ways to teach "applied Christianity."

For instance, school athletic programs present ideal opportunities for teaching youth important life lessons: setting and meeting goals, controlling impulses, overcoming challenges and obstacles, and learning to sacrifice for the good of others. Playing sports can teach youth self-discipline, respect, responsibility and perseverance, and generate moments of pride, satisfaction and joy, regardless of the wins and losses a team may experience.

All of these virtues and social and emotional abilities are at the core of the Gospel message. Making connections between such virtues and abilities and the person and teachings of Christ is one of the challenges of making a sports program a truly Catholic experience, which is the challenge facing every Catholic school.

It is imperative that school leaders and coaching staff work closely together to ensure that the athletic mission contributes to the school's overall spiritual mission. The school's academic and athletic programs, as well as all school activities, must contribute to the spreading of the Gospel. Teaching and coaching philosophies within the school must be frequently evaluated to make sure they are reflecting the values of Jesus.

***A strong character is formed and maintained when an active and well-formed conscience becomes a consistent moral guide, and such virtues as patience, generosity, honesty, obedience, compassion, understanding, respect, tolerance and prudence become habits of thought and action.**

Code of Conduct

- Parents/fans and supporters of the parish athletic program do not use abusive language at the referees, players, coaches, or fans from either team.
- Parents/fans and supporters of the parish athletic team treat all officials with respect and refrain from criticizing officials during and after games.
- Parents/fans are reminded that their actions reflect on the reputation and good name of the school.
- The actions of parents and fans promote good sportsmanship among everyone present.
- ANY COACH, PLAYER, PARENT, OR SPECTATOR EJECTED FROM A GAME WILL RECEIVE A ONE GAME SUSPENSION, AND MAY NOT ATTEND THE NEXT CONTEST. THIS SUSPENSION INCLUDES ANY GAME FOR THE REST OF THAT DAY AND THE NEXT SCHEDULED GAME. TWO EJECTIONS OF A COACH, PLAYER, PARENT, OR SPECTATOR WILL RESULT IN AN AUTOMATIC SUSPENSION FOR THE REMAINDER OF THE SCHOOL YEAR FROM ALL ATHLETIC ACTIVITIES

Each school should submit an Incident Report Form to the Diocesan Office of Education in the event of any unsportsmanlike conduct by coaches, players, parents, or spectators. These reports should be submitted within 72 hours and should not be based on the calls of officials or referees. A copy of the Incident Report Form will be sent to the principals of the schools involved.

EVERY SCHOOL IS TO ADOPT AND FOLLOW A "24 HOUR" COOLING OFF PERIOD TO DIFFUSE POTENTIAL PROBLEMS BETWEEN PARENTS, SPECTATORS, OFFICIALS, AND COACHES.

Any parent, fan, or spectator disregarding these guidelines shall be asked to leave the gym or playing field. If the parent, fan, or spectator disregards the request to vacate the area, the game shall not continue until the person(s) leave, and could result in forfeiture of the game. The athletic director/designated representative, or coaches shall see that these regulations are enforced. Any parent, fan, or spectator that consistently violates these regulations shall not be allowed to attend games until determined by the principal or parish athletic director. Any athletic director/designated representative, or coach refusing to enforce these regulations shall be suspended temporarily or permanently as determined by the principal.

It is the Office of Youth Ministry's hope that by following these guidelines, you and your children will have an enjoyable and beneficial sports year. (Excerpt from 6145.2 Regulation)

Child Protection Policy

In an effort to protect children from abuse the Diocese of Belleville implemented The Child Protection Policy in July 2003. The policy states: "Any individual who is employed or volunteers in the Diocese of Belleville and has 'substantial contact' with children must complete the Child Protection Policy Training, as well as, all other requirements of the Policy. "Substantial contact' is contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis (i.e. more than one day a month). The following steps are requirements of volunteers:

- Complete application (Employment or Volunteer). Applications are available in the office.
- Complete a CANTS (Child Abuse and Neglect Tracking System) form. This form must be updated every two years.
- Some positions require a background check.
- Some positions require fingerprinting through Accurate Biometrics. Forms and instructions are available in the office.
- Attendance at an Initial Child Protection Training. Classes are available throughout the Diocese.
- Complete the Annual Refresher Course Training which is available on-line.

Our students also participate in an educational age-appropriate program each year. Permission forms are sent to parents prior to the program date. Any child that does not have a signed permission form will be excluded from attendance at the session.

The following listing is St. Mary's School internal procedures for reporting abuse. All teachers are considered mandated reporters and follow the procedures.

Reporting Abuse Procedures:

- Inform the principal immediately of your concerns.
- Gather pertinent information: the child's full name, date of birth, age, phone number, address, reason for suspecting abuse, suspected abuser's full name, age, date of birth, address, phone number, (if known), and information whether the child is protected from the offender.
- Call the State of Illinois Child Abuse Hotline: **1-800-25-ABUSE or 1-800-252-2873**
 4. A Hotline worker will either:
 - a. Take your call or
 - b. Take your name and number and call you back at their earliest convenience.
- If you are a mandated reporter, identify yourself as such.

- Give the pertinent information.
- The hotline worker will determine if there is adequate information for a report.
- If there is adequate information for a report the State of Illinois hotline will call the local
- DCFS within a couple hours of your phone call.
- DCFS has twenty-four hours in which to initiate an investigation starting from the time the call was received. The investigation entails interviewing the alleged victim, the alleged abuser, and anyone with knowledge of the situation.
- You should promptly report to the principal the outcome of the Hotline call. 11. The principal will immediately convey this information to the Director of Child
- Protection at the Belleville Diocese.
- You will receive a form entitled "Written Confirmation of Suspected Child
- Abuse/Neglect Report for Mandated Reporters," which you will be asked to complete and return to the local DCFS office and Illinois DCFS in Springfield. A copy of this report must be made, and the principal will forward the report to the Director of Child Protection at the Belleville Diocese.
- If the alleged abuse has been reported to the DCFS Hotline and the Hotline worker has elected not to accept the report, this must be reported to the principal as well.
- The principal will make a report to the Diocesan Director of Child Protection.
- The principal will also inform the pastor of the suspected abuse, the reporting, and the outcome.

Concussion -- General Information and Protocol

It is now a requirement of all schools in the state of Illinois to be in compliance with Public Act 99-245. This new law mandates that all schools adopt a policy regarding student athlete concussions and head injuries. All diocesan schools must also be in compliance with this law. Each school must complete these concussion requirements:

- Provide instructional training to all coaches and others working with our student athletes.
- Form a Concussion Oversight Team who will develop and evaluate procedures and decisions made involving concussions.
- Create school board policy on concussions and head injuries.
- Provide parents and athletes with information about concussions which includes symptoms, signs, and emergency procedures.

Please review the steps that St. Mary School will implement following a head or neck injury.

Day of Injury

Play is stopped if a player receives a blow, bump, or jolt to the head or neck. The player's coach, the official, and/or the home court/field supervisor will determine if the player will be allowed to continue. (When in doubt, take them out!!!)

Once a player is removed from the game, he/she may not reenter the contest that night unless the player receives clearance from a medical doctor.

A player may receive medical clearance from a hospital or other medical facility. They must provide a written authorization saying the player can play again.

Return to Practice/Game

If a player has been removed from a game or practice because of a bump, blow, or head/neck injury, he/she must receive clearance from a medical doctor. A written authorization from the physician is necessary along with written permission from the parent.

A player may be able to return to limited action prior to being fully released. The physician will identify the status of the athlete after the evaluation. The "Return to Play" protocol will be followed, and the coach will be given this form so proper steps are followed to ease the athlete back into action.

Return to Learn

Sometimes when an athlete receives a concussion, there are some limitations that must be followed regarding school work. There will be a "Return to Learn" form submitted to the school principal so that any necessary accommodations can be made to make the school day more manageable for the student.

Injuries Earlier in the Day

An athlete may receive a head or neck injury earlier in the day at PE or recess. Parents will be called for any head injury. If this happens, athletes may not play that day/night until an authorized clearance from a physician has been received. All coaches will be notified if a player has received an earlier head/neck injury.

Please take time to read the additional information in this handbook outlining symptoms of concussions. Sometimes concussion symptoms do not arise until later.

The safety and well-being of our students are paramount at St. Mary's School.

Concussion Oversight Team

Athletic Director: Mr. Ryan Colle

Principal: Mr. Tim Bain

Coaches: Mr. Ryan Colle
Mr. Jason Grubb
Mrs. Lindsey Bowlin

Teacher: Mrs. Stacy Spotanski

School Secretary: Mrs. Lindy Hudson

Concussion Information Sheet

A concussion is a type of brain injury resulting from a bump, blow, or jolt to the head that causes the head and brain to move rapidly back and forth. A direct blow to the head is not required to cause a concussion. Concussions affect people differently. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headache
- Pressure in head
- Nausea **or** vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy **or** groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- "Don't feel right"
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems
- Repeating same question/comment

Signs observed by teammates, parents, and coaches may include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays lack of coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents, and students is the key to student-athlete safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return to Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. When in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

[http://www.cdc.gov/Concussion In Youth Sports/](http://www.cdc.gov/Concussion%20In%20Youth%20Sports/)

Student: _____

Date: _____

ST. MARY CATHOLIC SCHOOL**Step Progression for Return to Learn Following Traumatic Brain Injury (TBI)/Concussion**

Steps	Progression	Description
1	HOME-total rest	<ul style="list-style-type: none"> No mental exertion: computer, testing, video games, or homework. Total rest until no symptoms at rest
2	HOME-light mental activity	<ul style="list-style-type: none"> Up to 30 minutes mental exertion without triggering symptoms No prolonged concentration
Progress to next level when able to handle up to 30-40 minutes mental exertion without worsening/triggering symptoms.		
3	SCHOOL-Part time. Maximum accommodations. Shortened Day/Schedule Built in breaks and breaks if symptoms reoccur.	<ul style="list-style-type: none"> Provide quiet place for scheduled mental rest. No significant classroom or standardized testing Modify rather than postpone academics Provide extra time, extra help, and Modified assignments.
Progress to next level when able to handle up to 60 minutes mental exertion without worsening/triggering symptoms.		
4	SCHOOL-Fulltime. Moderate accommodations. Rest if symptoms triggered.	<ul style="list-style-type: none"> No standardized testing. Modified classroom testing Moderate decrease of extra time, extra help, and modification of assignments.
Progress to next level when able to handle mental exertion for most of the school day without worsening/triggering symptoms.		
5	SCHOOL-Fulltime. Minimal accommodations. Rest if symptoms triggered.	<ul style="list-style-type: none"> No standardized testing. Routine test OK. Continue decrease of extra time, extra help, and modification of assignments. May require more supports in academically challenging subjects.
Progress to next level when able to handle all class periods in succession and all homework without worsening of symptoms.		
6	SCHOOL-Fulltime. Full academics. No accommodations.	<ul style="list-style-type: none"> Attends all classes. Full homework. Parent/guardian obtained signature for clearance For academics from licensed health care provider.
When symptoms continue beyond 3-4 weeks, prolonged in-school supports may be required.		
<p style="text-align: center;">REMEMBER</p> <ul style="list-style-type: none"> Progression is individual; all concussions are different. Student may start at any step as symptoms dictate and remain at the step as long as needed. Return to previous step if symptoms worsen. Student to stop and rest with supervision if any activity triggers symptoms. Student is not to push through symptoms. Progression to return to play is according to Athletic Department protocol. 		

If student awakens with symptoms, he/she is to rest at home and not come to school. Parent or guardian must notify athletic director if this is the situation.

ST. MARY CATHOLIC SCHOOL

Step Progression for Return to Play Following Traumatic Brain Injury (TBI)/Concussion

1. NO ACTIVITY (RECOVERY) Complete Physical and Cognitive Rest until Medical Clearance	Symptom Free for 24 Hours? YES: Begin Step 2 No: Continue Resting	Date Attained:
2. LIGHT AEROBIC EXERCISE (INCREASE HEART RATE) Walking, stationary cycling, light jogging Heart Rate <70% - 15 min	Symptom Free for 24 Hours? YES: Move to Step 3 No: Rest Further until Symptom Free	Date Attained:
3. MODERATE ACTIVITY (ADD MOVEMENT) Drills, Running Drills, Non-contact drills Heart Rate <80% - 45 min	Symptom Free for 24 Hours? YES: Move to Step 4 No: Return to Step 2 until Symptom Free	Date Attained:
4. NON-CONTACT TRAINING DRILLS (INCREASED EXERCISE, COORDINATION, ATTENTION) Progress to complex training drills: Passing Drills, May start resistance training Heart Rate <90% - 60 min	Symptom Free for 24 Hours? YES: Move to Step 5 No: Return to Step 3 until Symptom Free	Date Attained:
5. FULL CONTACT PRACTICE (RESTORE CONFIDENCE & ASSESS FUNCTIONAL SKILLS) If Symptom Free, Return to Normal Training Activities	Symptom Free for 24 Hours? YES: Return to Play No: Return to Step 4 until Symptom Free	Date Attained:
6. RETURN TO PLAY Regular Game Competition	Symptom Free	Date Attained:

REMEMBER

- Progression is individual; all concussions are different.
- Student may start at any step as symptoms dictate and remain at the step as long as needed.
- Return to previous step if symptoms worsen.
- Student to stop and rest with supervision if any activity triggers symptoms.
- Student is not to push through symptoms.
- Progression to return to play is according to Athletic Department protocol.



Post-concussion Consent Form
(RTP/RTL)



Date _____

Student's Name _____ Year in School _____

By signing below, I acknowledge the following:

1. I have been informed concerning and consent to my student's participating in returning to play in accordance with the return-to-play and return-to-learn protocols established by Illinois State law;
2. I understand the risks associated with my student returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols established by Illinois State law;
3. And I consent to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191), of the treating physician's or athletic trainer's written statement, and if any, the return-to-play and return-to-learn recommendations of the treating physician or the athletic trainer, as the case may be.

Student's Signature _____

Parent/Guardian's Name _____

Parent/Guardian's Signature _____

For School Use Only

☐

Written statement is included with this consent from treating physician or athletic trainer working under the supervision of a physician that indicates, in the individual's professional judgement, it is safe for the student to return-to-play and return-to-learn.

Cleared for RTL

Date _____

Cleared for RTP

Date _____

St. Mary Catholic School Concussion Parent – Student Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions.

Student

Student Name (Print)

Grade

Student Signature

Date

Parent or Legal Guardian

Name: (Print) _____

Signature _____ Date: _____

Relationship to Student: _____

St. Mary Catholic School Athletic Permission Form

Name of Athlete: _____ Grade: _____

Sports: (check all that apply):

_____ Baseball _____ Volleyball _____ Scholar Bowl
_____ Softball _____ Basketball _____ Track
_____ Golf

The following information must be completed and signed by the appropriate parent or guardian and returned to the school office prior to participation in the athletic program.

Parent/Guardian _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____

Cell phone/Emergency Number: _____

Additional Contact Name: _____

Additional Contact Number: _____

Any concerns, allergies, conditions that the coach should know: _____

All students participating in student athletic activities must have their own medical coverage. Students must provide the following information:

Insurance Provider: _____

Policy Holder: _____

Policy and Group Number: _____

St. Mary School Athletic Parent Signature and Acknowledgement Form

Please initial the following statements below and return this form to the Athletic Director.

- _____ I have read and understand the Athletic Handbook and have received a copy of the Diocesan Sports Policy.
- _____ I have read the diocesan Parents' Code of Conduct Policies and agree to follow and abide by these written policies.
- _____ I believe, to the best of my knowledge, that my child is in good health and able to participate in sports.
- _____ I have paid the school Athletic fee.
- _____ I will be responsible for replacement costs of any equipment or uniforms that my child damages or does not return at the end of the season.
- _____ I have completed the registration process by completing and returning the following: permission form, sports physical, insurance form, concussion information acknowledgment form, student code of conduct form, and parent signature acknowledgment form.

As the parent(s) I/we hereby affirm with my/our signature(s) that all above information is correct, and I/we will abide by the policies and rules set forth by St. Mary Catholic School and St. Mary Catholic School Athletic Department Program.

Parent Signature

Date

Parent Signature

Date

St. Mary School Student Athletic Contract

Please initial each statement below to acknowledge your agreement to this contract and sign the bottom of the form. Once completed, please return the form to the Coach.

As a St. Mary Catholic School Student Athlete:

_____ 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 unless I have contacted the coach.

_____ This experience is an opportunity to learn, not only _____ (name of sport), but also teamwork with all its inherent responsibilities.

_____ 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 will carry over into the game situation.

_____ I will always play hard, but will always be a good and 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.

_____ I will be an example of Christ in all my actions on and off the field/court of competition.

_____ I have read the athletic handbook and agree to follow the policies and procedures as stated.

Student Signature

Date

Student Signature

Date