



2024-2025

**Saint Ignatius College Prep
Athletic Department
Parent Handbook**



**SAINT IGNATIUS
COLLEGE PREP**

WELCOME LETTER

On behalf of the Saint Ignatius College Prep Athletic Department, let me welcome you to our world of interscholastic athletics and the rewarding opportunity to help educate and condition the minds and bodies of our student-athletes. Administrators, coaches and parents bear an enormous responsibility to effectively teach, motivate and prepare our young men and women for challenges and barriers that they will face during athletic competition. We collectively hold the key to their success. However, we, too, may face obstacles, and we feel this handbook will help our community avoid and/or better deal with these challenges. This handbook is intended to provide our community with helpful information and matters of interest to you, including your appropriate role in athletics at Saint Ignatius College Prep and the parameters for navigating our system, if and when questions may arise.

Please take time to read through this Handbook carefully at your convenience. This is information of importance to you, as a student-athlete, a coach and as a parent or guardian. Saint Ignatius College Prep is a larger-sized institution, and the number of sports teams that our Athletic Department oversees is among the largest in the state of Illinois. When dealing with a wide variety of issues, we rely upon a shared understanding of mission, goals and objectives throughout the institution and among our external stakeholders. In the course of the coming year, we will all depend upon this mutual understanding and shared awareness to stay the course. We will also rely upon the processes set forth in our Handbook for student-athletes, coaches and parents.

Coaches are Jesuit educators and our athletes are Jesuit students. Our classrooms for practices and competitions are the fields, the gyms, the pools, the courses, the courts, the alleys, the mats, the water, and the ice. We develop the spiritual lives of our student-athletes as well as our own spirituality in the Jesuit tradition through prayer, formation plans and gatherings, and attendance at First Friday Mass. You are all needed to play an important role in the further education and development of our athletic programs, for the sake of all of our student-athletes. While it may be less hands-on than in the past, the support you can provide when called upon is invaluable. I look forward to a positive and rewarding relationship with all of you this year and beyond.

Hail Ignatius and Go Wolfpack!

Sincerely,

Mike Hurley '07
Athletic Director
mike.hurley@ignatius.org
(312) 432-8355



MISSION STATEMENT

The mission of Saint Ignatius College Prep Wolfpack Athletics is to provide exceptional interscholastic opportunities and experiences for our student-athletes that reflect the best of Jesuit spiritual and educational foundations. We demonstrate our commitment to Jesuit ideals in all athletic endeavors through our commitment to *Pack Pride*.

STATEMENT OF PHILOSOPHY

Through participation in athletics, the Saint Ignatius College Prep athlete matures and learns to take responsibility for his/her growth as a person by developing loyalty, pride, integrity, faith, and commitment. As student-athletes seek the challenges of competition, even at the risk of failure, they learn that success demands the development and integration of physical skill and intellectual preparedness. One of the most visible characteristics of the “Grad-at-Grad” that athletics promotes is the need to move beyond self-interest. Team-centered activities enable our student-athletes to share their God-given talents ***for the greater glory of God (AMDG)*** and for the betterment of others rather than their own glory. Also, as student-athletes take their individual skills and apply them toward achieving team goals, a strong understanding of the importance of leadership naturally evolves. The commitment to justice outlined in the “Grad-at-Grad” comes to light in our athletic program through the ideals of good sportsmanship. The concepts of fair play and sportsmanship require maturity, respect, generosity and integrity. By actively promoting these values, Saint Ignatius College Prep student-athletes learn to take them beyond the athletic field and into their everyday lives.

Success in athletics at Saint Ignatius College Prep is ultimately determined by how well our athletic community, which includes parents, coaches, student-athletes and fans, adheres to these standards and utilizes them in the process of forming men and women for others. In seeking to produce graduates who will be leaders in action, modeled on Christ, we are ultimately asking our coaches and student-athletes to do more than simply win games. Although winning is certainly a by-product of holding our student-athletes to these higher standards, it is our secondary goal.

CORE VALUES

FAITH
INTEGRITY
EDUCATIONAL EXCELLENCE
COMPETITIVE EXCELLENCE
COMMUNITY
LEADERSHIP

Successful athletic programs are STUDENT-ATHLETE-centered, COACH-driven and ADMINISTRATOR-assisted.



SAINT IGNATIUS ATHLETIC DEPARTMENT INFORMATION

2024-2025

Saint Ignatius College Prep
1076 West Roosevelt Road
Chicago, IL 60608

Telephone (312) 421-5900

www.ignatius.org/athletics (Click on fall, winter, or spring sports for individual team pages.)

For special athletic announcements and daily schedule updates, go to Today's Events at www.ignatius.org



Athletic updates can also be found in the *Wolfpack Post*, the Principal's Newsletter, which is typically emailed to families every second Thursday during the school year.

Contact Information

Athletic Office Telephone Extensions and Email

Mr. Mike Hurley	Athletic Director	x 355	mike.hurley@ignatius.org
Mr. Erik Eastman	Assistant Athletic Director	x 442	erik.eastman@ignatius.org
Ms. Kristin Kalal	Assistant Athletic Director	x 421	kristin.kalal@ignatius.org
Ms. Audra Kielbowicz	Strength & Conditioning	x 729	audra.kielbowicz@ignatius.org

Athletic Trainers Telephone Extensions and Email

Mr. Larry James	Head Trainer	x. 422	larry.james@ignatius.org
Ms. Jasmine Williams	Assistant Trainer	x. 422	jasmine.williams@ignatius.org

Head Coaches Telephone Extensions and Email

Mr. Joel Southern	Baseball	x. 625	joel.southern@ignatius.org
Mr. Matt Monroe	Basketball (Boys)	x. 468	matt.monroe@ignatius.org
Ms. Cara Doyle	Basketball (Girls)	x. 461	cara.doyle@ignatius.org
Ms. Nicole Lum	Bowling (Boys)	x. 339	nicole.lum@ignatius.org
Mr. Kevin Lombard	Bowling (Girls)	x. 360	kevin.lombard@ignatius.org
Ms. Francine Dilay	Cheerleading	x. 636	francine.dilay@ignatius.org
Mr. Chris Korabik	Cross Country (Boys)		chris.korabik@ignatius.org



Mr. Matt Haffner	Cross Country (Girls)	x. 361	matthew.haffner@ignatius.org
Ms. Katie Wiencek	Dance	x. 616	kathryn.wiencek@ignatius.org
Ms. Megan Jamieson	Field Hockey		megan.jamieson@ignatius.org
Mr. Matt Miller	Football	x. 425	matt.miller@ignatius.org
Mr. Steven Jacoby	Golf (Boys)	x. 633	steven.jacoby@ignatius.org
Ms. Kristin Kalal	Golf (Girls)	x 421	kristin.kalal@ignatius.org
Mr. Spencer Montgomery	Hockey		spencer.montgomery@ignatius.org
Mr. Seth Molek	Lacrosse (Boys)	x. 576	seth.molek@ignatius.org
Ms. Audra Kielbowicz	Lacrosse (Girls)	x. 729	audra.kielbowicz@ignatius.org
Mr. Tim Simon	Rowing (Boys & Girls)		tim.simon@ignatius.org
Mr. Lou Sandoval	Sailing (Co-ed)		lou.sandoval@ignatius.org
Mr. Matt Miller	Soccer (Boys)	x. 574	m.miller@ignatius.org
Ms. Pam Whitehead	Soccer (Girls)	x. 620	pam.whitehead@ignatius.org
Ms. Allison Heraty	Softball	x. 544	allison.heraty@ignatius.org
Mr. Justin Fernandez	Swimming & Diving (Boys)	x. 628	justin.fernandez@ignatius.org
Mr. Justin Fernandez	Swimming & Diving (Girls)	x. 628	justin.fernandez@ignatius.org
Mr. Daniel Lee	Tennis (Boys & Girls)		daniel.lee@ignatius.org
Mr. Heraldo Morrison	Track & Field (Boys)	x. 506	heraldo.morrison@ignatius.org
Mr. Matt Haffner	Track & Field (Girls)	x. 361	matt.haffner@ignatius.org
Mr. Todd Strobel	Volleyball (Boys)	x. 324	todd.strobel@ignatius.org
Ms. Mariah Robinson	Volleyball (Girls)	x. 592	mariah.robinson@ignatius.org
Mr. Luis Martinez	Water Polo (Boys)	x. 657	luis.martinez@ignatius.org
Ms. Nicole Lum	Water Polo (Girls)	x. 339	nicole.lum@ignatius.org
Mr. Ben Sanchez	Wrestling (Boys & Girls)	x. 593	ben.sanchez@ignatius.org

All Saint Ignatius coaches have a Saint Ignatius email address, which is to be used for all school sports communications. Coaches are asked to check their Saint Ignatius email on a daily basis during the season and once a week on Mondays during the off-season.



Facilities Information

1055 Building (Located Across the Street)	Weightroom, Wrestling, Rowing	1055 W. Roosevelt Rd. Chicago, IL 60608
2nd Floor Fitness Center (Located on the 2nd Floor, Inside the School)	Cheerleading, Wrestling	1076 W. Roosevelt Rd. Chicago, IL 60608
Eleanor Boathouse Park 571	Rowing	2754 S. Eleanor St. Chicago, IL 60608
Fifth Third Arena	Hockey	1801 W. Jackson Blvd. Chicago, IL 60612
Flames Natatorium	Swimming & Diving, Water Polo	901 W. Roosevelt Rd. Chicago, IL 60608
Fornelli Field (Located Directly Behind School)	Field Hockey, Football, Lacrosse, Soccer	1076 W. Roosevelt Rd. Chicago, IL 60608
Gentile Gym (Located Inside School)	Basketball, Volleyball	1076 W. Roosevelt Rd. Chicago, IL 60608
Immaculate Heart of Mary (Located Across the Street from School)	Dance	1100 S May St. Chicago, IL 60607
Rice Park (Located Directly Across the Street From School)	Baseball, Cross Country, Field Hockey, Football, Lacrosse, Soccer, Track & Field	1001 W. Roosevelt Rd. Chicago, IL 606008
UIC Outdoor Field Complex	Field Hockey, Football, Lacrosse, Soccer, Softball	900 W. 14th Pl Chicago, IL 60608
Walsh Activity Center (Located on the Third Floor, Inside School)	Basketball, Volleyball	1076 W. Roosevelt Rd. Chicago, IL 60608
XS Tennis	Tennis	5336 S. State St. Chicago, IL 60609



RELATIONSHIPS WITHIN ATHLETICS

Introduction

The Saint Ignatius College Prep coach plays an integral part in the growth and formation of the student-athlete. He/she is a significant role model in the student-athlete's life – one that is a unique and tangible guiding force. This section attempts to clarify the goals of the Athletic Department and the coaching staff concerning important educational values and attitudes which need to be communicated, indirectly as well as directly, to the student-athlete. The ideas presented are ideals toward which each coach should strive.

Three central relationships must exist for each coach at Saint Ignatius College Prep. It is the responsibility of every coach to understand the delineation between each relationship, namely, between the coach and the student-athlete, the coach and the Athletic Director and the coach and the community, and to give his/her appropriate and professional attention to all three.

The Relationship between the Coach and the Student-Athlete

The first quality a Saint Ignatius College Prep coach should possess is a sincere **concern for the student-athlete as a human being created in the image and likeness of God**. An Ignatius and Jesuit coach is a teacher of sport and a spiritual mentor, and must remember that his/her influence contributes to the overall well-being of the student-athlete. Actions demonstrated by a coach in response to the success or failure of a play, drill, practice, or game can have a lasting effect on the student-athlete's development. A coach must promote an atmosphere of "a desire for success rather than the fear of failure". A coach must never forget that it is the process, not the result, which constitutes the definition of a successful program in athletics. A good coach believes that the achievement of goals through hard work, careful organization, knowledge of his/her sport and experience are the building blocks that determine success in coaching. From this regimen a relationship develops between student-athlete and coach fueled by mutual respect, communication, inspiration, and motivation.

The second quality essential for a Saint Ignatius College Prep coach is **sportsmanship**. Fair play must take precedence at all times and must be reinforced by the personal conduct of the coach. When potentially volatile situations arise, the coach must strive to demonstrate emotional stability and composure. This example of professional behavior teaches the student-athlete to respect rules and to function properly within a framework of rules. By avoiding vulgar language, belittling a student-athlete or complaining unnecessarily, the student-athlete learns to meet adversity with the determination and poise which are only possible when a mature attitude is maintained during competition. A coach is to encourage a fair, honest rivalry; maintain a courteous relationship with opponents; and demonstrate, in the face of adversity, the graceful acceptance of the result of his/her efforts.

The third quality for a Saint Ignatius College Prep coach to possess is genuine **concern for his/her players in the off-season**. Though a coach might not be a professional counselor, he should realize that, as an educator, he may be someone with whom the student-athlete may discuss both academic and personal difficulties. Essentially, the closeness of the season should not be lost during the off-season. The camaraderie developed from participating in a



sport is often a door through which a lasting mentoring relationship may be formed. By his/her care and concern, the coach affirms the importance of the whole individual – not just the athlete.

The fourth quality for a Saint Ignatius College Prep coach is a **concern for the academic achievements of the student-athlete**. A coach should be just as concerned for the student-athlete's' academic progress as he/she is for the individual's athletic progress. The opportunity to develop intellectually, as well as athletically, should be a prime consideration of a great athletic program – one that Saint Ignatius College Prep is duty bound to provide.

The Athletic Department and Coach Relationship

A very important aspect of coaching is the relationship that exists between the coach and the other members of the athletic staff. The coaches at Saint Ignatius College Prep should share a unique bond that extends beyond Saint Ignatius College Prep. Although the bonds that exist between the coaches at Saint Ignatius College Prep are, in essence, no different from those among all coaches, a uniqueness of attitude should permeate the entire athletic program. Each coach is a member of the "Athletic Department" and he/she experiences three distinct relationships within the department:

- *with the Athletic Director;*
- *with the other coaches of the same sport; and*
- *with the other coaches in the athletic program*

The Athletic Director and Coach Relationship

The Athletic Director conducts and supervises Saint Ignatius College Prep's athletic program and is responsible for the school's athletic teams, their activities and their equipment. He/she must be able to foresee a program's needs and interact with staff members to realize program goals. All coaches must be held accountable for all duties delegated by the Athletic Director. The Athletic Director should convey confidence in his/her coaches and provide necessary support in arranging schedules and equipment and dealing with specific needs that arise throughout the season. The end product should be a symbiotic relationship which allows programs to run efficiently and best fulfills the needs of the individual student-athletes.

The Head Coach and Assistant Coach Relationship

This relationship is the strongest affiliation for the coach. As a group, this association represents one whole program within the Athletic Department. The head coach should be open to the ideas and expertise of his/her assistant coaches, understanding that the quality of his/her program is only as good as his/her staff. The varsity head coach in each program is, therefore, responsible for establishing all policies and procedures for that program in concert with his/her staff. The assistant coaches are responsible for the effective implementation of policies established by the head coach. It is imperative for the success of each program and for the well-being of its athletes that the coaches of each program work together as a cohesive unit. It is vitally important that the coaches agree as a unit upon the philosophy within which they can work.



The Coach and SICP Coaches Relationship

The camaraderie and cooperation that exist among all the coaches is essential for the success of Saint Ignatius College Prep's athletic programs. Coaches should support one another and their respective programs by attending games, when possible, and promoting the teams in the classroom, if they also serve as a classroom teacher. A coach should encourage student-athletes to participate in more than one sport; no coach has "exclusive claim" on any one or group of student-athletes at Saint Ignatius College Prep. **In other words, multi-sport athletic participation is strongly encouraged at Saint Ignatius.** Communication is necessary from the head coach when conflicts arise within his/her sport. This communication should be directed to the Athletic Director.

In summary, each coach must understand his/her role as part of the Athletic Department. He/she must remember that the students are the central focus and be committed to providing the best program possible. Sports programs are of lasting value in an educational environment when they aid the student-athlete in his/her maturation as an Ignatian; anything less is unsatisfactory. The coach should encourage the total growth of each individual student-athlete in accordance with the philosophy of Saint Ignatius College Prep.

The Coach and the Community Relationship

The next relationship for the coach at Saint Ignatius College Prep concerns his/her role with parents of student-athletes, other members of the school community, and the community at large beyond Saint Ignatius College Prep.

A coach should communicate to the parent and the student-athlete his/her goals and expectations at the beginning of a season. The coach must state, via a letter sent to the parents or handed out at the team's pre-season meeting, the expected time commitment, financial commitments, and behavior expectations of the student-athlete as well as the benefits the student-athlete will derive from the specific program. The coach should be open to communication from parents and encourage their support and interaction with the program.

The coach also interacts with other members of the school community. As part of the school community he/she represents only one activity within the school's network of activities. This is important for the student-athlete because it gives him/her perspective as to the value of athletics as it pertains to his/her commitment to excellence in education. Too often tension arises between coaches and non-coaches regarding the role of particular activities (athletic and non-athletic), time usage, and student involvement. Mutual cooperation must exist between all faculty members toward programs outside their influence and individuals must be open to constructive feedback at times.

Finally, the coach should have a relationship with the community at large beyond Saint Ignatius College Prep. The coach is often a visible and significant representative of the school and his/her interactions with this larger community demand professionalism tempered with courtesy at all times. He/she should never demean an opposing school, its coaches or players, and should encourage appropriate behavior from his/her players (on the bus, sidelines, after a game, etc.) The coach is to represent the interests and values of Saint Ignatius College Prep at league meetings, workshops, clinics, conferences and awards ceremonies.



The Coach and Parent Relationship

A coach should do all he/she can to provide a positive experience for student-athletes. Possibly the most important ingredient to achieve this outcome is to ensure that lines of communication are developed to allow for smooth resolution of questions before they become issues. Parents have a right to know what expectations are being placed on their child.

Communication parents should receive:

- *Coaching Philosophy*
- *Expectations the coach has for players*
- *Times of all practices and contests*
- *Team requirements (equipment, off-season training, etc.)*
- *Participant conduct code and discipline guidelines that may result in the denial of a player's participation*
- *Communication concerning their child's role on the team*

Communication coaches should expect from parents:

- *Concerns expressed directly to the coach first*
- *Notification of any schedule conflicts well in advance*
- *Specific concerns in regard to a coach's philosophy and/or expectations*

As a student becomes involved in the various programs at Saint Ignatius College Prep, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way a parent(s) or student-athlete hopes. At these times, discussion between coach and parent may be desirable to clear up the issue and avoid any misunderstandings.

The Wolfpack Parent Partnership

We would like to welcome you, as parents, into what we hope will be a life-changing partnership in developing your child into a young adult who will both change the world and realize their dreams upon graduation from Saint Ignatius College Prep! Congratulations on the remarkable job of successfully preparing your child to become a young adult who has the intellectual, emotional, and physical abilities to achieve the reward of competitive athletics in a rigorous, college prep environment. The challenge for the next four years will be as great for you as it is for your child in some ways. You will never stop being your child's parents, but the role you play in their student, sport, and social lives will likely be different than it was in grade school if they are going to fully realize their development during this critical period. We hope this section will give you some ideas about which to reflect, as well as some tangible tools to help you navigate the journey ahead. Additionally, please feel free to access the Saint Ignatius College Prep Athletics website, which provides further information and resources for you and your child(ren).



Being a Parent of a High School Student-Athlete

As a parent, you are your child's biggest fan. While there may be some volunteer opportunities to help organize gatherings after competitions or host a team meal before or after a competition, those are rare events and completely optional. Our healthy partnership is critical in developing your child in every aspect of his/her identity - as students, as student-athletes, as social beings, and as a young man or woman of faith. So what does it mean to be a partner? At its best we believe that means that we work together to embrace our respective roles, respect each other's boundaries, and consistently make decisions through the lens of "what is ultimately best for the young person whose development is our responsibility." And, perhaps most importantly, it means that we create the space for our student-athletes to start wearing the mantle of responsibility, ownership, self-awareness, self-efficacy, self-care, care for others, and faith that will be required of them in the world beyond graduation.

Parental warmth often leads to high self-esteem while parental overvaluation can often lead to an inflated sense of self for a child. High school athletics participation is an opportunity for student-athletes to learn ownership of their lives and choices in a safe environment that will ideally prepare them for the world beyond graduation. For parents and coaches alike, we have to find a healthy balance that is warmly supportive of young people but also helps them to be grounded in a realistic view of themselves. They need to feel cared about but not superior or deserving of special treatment. Most importantly, we need to teach them that their value in the world beyond high school will largely be based upon how hard they work, how well they connect with other human beings, how aware they are of their own strengths and weaknesses, how they accept accountability and criticism, and how effectively they can work with other people as both leaders and enthusiastic followers.

High school athletics is an excellent laboratory within which to learn those lessons. If you agree to be a Wolfpack Parent Partner, you are committing to helping us work through the best possible way to develop your son or daughter and every aspect of their identity based on their individual needs and circumstances. We need to model a team environment in order to help them value the needs of others and become people of strong faith and service. That is the essence of "men and women for others," a core component of Saint Ignatius College Prep's institutional philosophy.

A Shared Understanding

We must have a shared understanding to complete this developmental challenge successfully in the next four years. It is critical that we are truly partners who respect boundaries and our different roles and contributions to the process. We must acknowledge that coaches and parents have both reciprocal and competing influences. Both sides likely have deeply grounded fundamental beliefs that are unlikely to change and may make consensus impossible at times, but with a shared understanding everyone can still work together productively.

For example, parental coaching from the sidelines is not only disruptive and inappropriate but has also been shown to influence the dropout rates of adolescent swimmers' sport participation (Fraser-Thomas, Cote, & Deakin, 2008). To reduce or eliminate these behaviors that are counterproductive to student-athlete development, it is only fair that we explicitly state expectations about parental behavior at games and practices. To Saint Ignatius College Prep coaches, any parental coaching from the sidelines is unwelcome because it distracts the players from focusing on the task at hand. While we respect your right to have an opinion and be a vocal fan, parents who are partners respect our coaches' wishes to refrain from behavior that makes success for everyone more difficult.

Developing a shared understanding in the coaching context is also different from negotiating and consensus building. Not everything is negotiable, and coach-parent-student-athlete consensus is not always required. Sideline coaching is one example; another might be playing time (who gets it and under what conditions).



Coach-parent-student-athlete consensus about playing time is not the desired outcome, nor should parents negotiate on behalf of their child for more of it. Student-athletes should be engaged in regular conversations with their coaches so they understand where they can improve to gain more playing time or improve their position, but such decisions are solely the responsibility of the coaching staff.

A shared understanding is achieved when parents and student-athletes understand exactly how players are granted playing time and trust the coaches to apply that standard consistently. Note the importance of that word “trust” - we take the trust issue very seriously and understand the commitment your son or daughter has made to us by choosing to participate in athletics at Saint Ignatius College Prep. We hope it was a well-informed choice based on your family’s understanding of our program and its leadership. Perhaps more importantly, if there are any questions in the student-athlete’s mind about playing time, place on the roster, or anything else related to the sport, they must take responsibility for communicating and gaining understanding through direct conversation with coaches. This is the first place they get the chance to practice communicating with “bosses” in an outcome-oriented, results-based environment, which most of their working lives will likely entail. Our hope is this approach will help them develop critical skills for their futures.

Roles and the “Athletic Triangle”

We can not emphasize strongly enough that shared understanding requires respect for roles by coaches, parents and student-athletes (what some educators would call the “athletic triangle”). Each member of that triad comes to the high school experience with different knowledge, skills, and dispositions that underlie their temperaments and guide their behaviors.

Student-athletes come with knowledge and skills learned through participation in physical education class and on other sport teams, extra coaching from their parents, or informal pick-up experiences with friends and family. No player arrives devoid of knowledge and skills, but each arrives with differing levels grounded in their own personal experiences.

Parents come with intimate knowledge of their children and parenting skills necessary to deal with them. They also come with a variety of strengths that may include varying degrees of knowledge and expertise about the sport, an understanding of the developmental needs of a particular group of students, or skills in managing student-athletes.

Coaches arrive with varying degrees of sport-specific knowledge, skills, and pedagogies. Although paid coaches may have a higher level of experience and knowledge than volunteer coaches, all arrive with a well-intentioned willingness to teach the student-athletes and a passion for what they do. Our coaches have chosen their vocation because of the opportunity to engage in the development of young people, and it is a passion for them.

Importantly, parents and coaches also come to the partnership with parenting and coaching philosophies that underlie their dispositions and guide their decisions and behaviors. These philosophies are grounded in their beliefs about a myriad of aspects that affect the child’s experience as a student-athlete. These include beliefs about discipline, work ethic, winning, playing time, what constitutes commitment and skill improvement, and even the role of the coach.

Given those various roles and experiences, and how different the high school experience is than club or grade school, we would like to ensure that you understand the process you and your student-athlete should follow if they have any kind of concern related to playing time, practice, treatment, or any other issue that may arise in the context of their sport.



COACH ATHLETIC CODE OF CONDUCT

- *Showing respect for all players and coaches - including opponents and school and game officials.*
- *Respecting the integrity and judgment of game officials.*
- *Establishing and modeling fair play, sportsmanship and proper conduct.*
- *Establishing player safety and welfare as the highest priority.*
- *Providing proper supervision of students at all times.*
- *Using discretion when providing constructive criticism and when reprimanding players.*
- *Maintaining consistency in requiring all players to adhere to the established rules and standards of the game to be played.*
- *Properly instructing players in the safe use of equipment.*
- *Following the rules of behavior and the procedures for crowd control as established by the school, league, and governing bodies for the sport.*

STUDENT-ATHLETE ATHLETIC CODE OF CONDUCT

It is a policy of the Athletic Department that each coach imparts to the student-athletes in his or her charge the acceptable and understandable standards of behavior and conduct in the classroom, in practice/competition and on/off campus. By virtue of a student's participation in an interscholastic sport, every student-athlete is recognized and identified readily on campus. For this reason, and because student-athletes' conduct reflects not only on themselves, but on the team, the Athletic Department and the Saint Ignatius College Prep community, expectations for a student-athlete's conduct go beyond that which is expected of other members of the student body. The Athletic Code of Conduct is intended to guide student-athletes in their decision-making.

A student-athlete who puts on a Saint Ignatius College Prep athletics uniform is representing the entire community. Thus, student-athletes are expected to conduct themselves in a way in which Saint Ignatius College Prep is reflected in nothing but a positive light at all times.

All Saint Ignatius College Prep students are expected to comply with all of the rules and regulations of the school, as specified in the *Parent-Student Handbook*. Student-athletes are subject to the same disciplinary policies and procedures contained in the Code of Conduct that applies to any student. The Athletic Department will be notified of any major or recurring incidents of alleged misconduct on or off campus through the Deans' Office. It is in the purview of the Athletic Director and coach to consider the implications and results of school disciplinary action and take any additional measures which are in the best interest of the athletic program. Suspension from a team is an example of the type of action which may be taken. In any case, it's expected that the coach will review the student-athlete's situation and in consultation with the Athletic Department, take appropriate action.

Participation in athletic activities is a privilege – not a basic right of all students. As an extension of the Jesuit philosophy of education, it is the belief of Saint Ignatius College Prep that a strong athletic program creates and maintains positive school spirit and fosters student responsibility.



STUDENT-ATHLETE POLICIES

- *Student-athletes will serve as positive examples by exercising self-control, fair play and good sportsmanship. Unsportsmanlike conduct, inappropriate behavior toward opponents or officials, or use of obscenities during a contest will result in disciplinary action.*
- *Student-athletes from Saint Ignatius College Prep will shake hands before a contest when appropriate and always after a competition.*
- *Student-athletes should respect all facilities - whether home or visitor; critical comments are unacceptable. Keep all facilities clean, and clean up after the activity is over. Vandalism and theft on any part of the premises will result in disciplinary action.*
- *A student-athlete must be in school for at least half of his/her classes in order to participate in or attend co-curricular or athletic events after school. This applies to students who arrive late to school even if they are ill. A student who leaves school ill may not return to participate in or attend co-curricular or athletic activities.*
- *Every student-athlete must have all eligibility forms on file with the Athletic Department prior to participating on an athletic team. If all paperwork has not been submitted, coaches are to deny participation until the paperwork is completed and submitted.*
- *All other policies and procedures for students listed in the Parent-Student Handbook are applicable towards athletic activities.*

Social Media by Student-Athletes

Saint Ignatius College Prep Athletics understands that student-athletes engage in the use of social media. However, every student-athlete must remember that playing and competing for the school is a privilege, not a right. Student-athletes have the responsibility to represent themselves, their teams and the Athletics Department consistent with the mission and values of the school. Although student-athletes are not prohibited from using online social media sites or digital platforms, student-athletes must understand the potential consequences and dangers associated with such outlets. This policy applies to all student-athletes in their use of social media.

The school prohibits its student-athletes from displaying inappropriate content or behavior on the internet, including social media sites and messaging applications. The school, including coaches and administrators, may monitor the activity of student-athletes on social media.

Inappropriate or prohibited conduct may include, but is not limited to:

- Posting photos, videos or comments showing the personal use or condoning the use of tobacco, alcohol or drugs.
- Posting photos, videos or comments that are obscene. This includes posting links to websites that contain such material.
- Using inappropriate or offensive language in comments, videos or postings, such as threats of violence or derogatory comments pertaining to race or gender, or other violations of school policy.
- Violations of this policy may jeopardize an individual's status as a student-athlete, including but not limited to: JUG, suspension from team, removal from team or an inability to participate in the school's athletic programs for the remainder of the year.



Additional Reminders:

- **Think twice before posting.** Everything you post is public information. Any text or photo placed online is completely out of your control once it is placed online—even if you limit access to your site.
- **Be respectful.** Be positive and treat others the way you would want to be treated. If mentioning an opposing team or opposing player, only do so in a positive manner.
- **Be honest.** Be transparent and always tell the truth.
- **Don't post anything you wouldn't openly say in the workplace.** Comments that include mention of drug use, profanity, off-color or sexual humor, ethnic slurs, personal insults, or other inflammatory language should not be used.
- **Be in the right state of mind when you make a post.** Do not post when your emotions are high after a contest, or if provoked by external participants online.
- **Remember that the Internet is permanent.** Even if you delete a post, it still exists online and can be found.
- **Injury information and team matters should never be shared.** Do not post information about injuries — yours or your teammates — and never engage in gossip or share information about team-related matters online.
- **Every day is a job interview.** Be aware that employers, collegiate personnel, and scholarship committees often review social media sites as part of applicant evaluation.

STUDENT-ATHLETE EXPECTATIONS

- *Putting forth your best effort every day.*
- *Being a good teammate.*
- *Being coachable.*
- *Communicating any absence or tardiness for a practice and/or contest to a head coach in advance.*
- *Treating everyone with respect at all times*
- *All issued apparel and equipment is the sole property of the Saint Ignatius College Prep Athletic Department, unless instructed otherwise, and must be returned upon request and within the time frame stated.*
 - *Failure to do so can result in replacement and/or late fees from the Athletic Department.*
 - *Never cut, tape, or alter any issued equipment / apparel. Any unauthorized altered equipment/apparel will result in a replacement fee to the student-athlete to replace the item.*
- *Wearing ALL protective padding for practice and games.*
- *Cleats should never be worn inside the Gentile Gym or Tully Hall. Always wear gym shoes or flip flops in and out of the facility.*
- *There are no visitors allowed in the locker room without prior permission from your coach or Athletic Department.*
- *Keeping the locker room neat and orderly, picking up all trash.*
- *Using only Saint Ignatius College Prep issued locks on lockers.*
 - *Failure to do so will result in the lock being cut off.*
- *Saint Ignatius College Prep and its employees are not liable for loss of or damage to personal property resulting from any cause including, though not limited to, water, vandalism and/or theft. Facility users are responsible for the security of their own property and are encouraged to insure their own personal property.*



PARENT EXPECTATIONS

- *Attending as many games as possible.*
- *Modeling appropriate behavior, poise, and confidence.*
- *Relieving competitive pressure, not increasing it.*
- *Accepting the judgment of the officials and remain in control.*
- *Viewing the game with team goals in mind.*
- *Doing everything possible to make the athletic experience a positive one.*
- *Dignifying mistakes made by student-athletes who are giving their best.*
- *Being an encourager – keeping both victory and defeat in perspective.*
- *Accepting the goals and roles of your child.*

ELIGIBILITY FOR ATHLETICS AND CO-CURRICULAR ACTIVITIES

To be eligible to play and or participate in all co-curricular athletic and student activity programs, students must not have any reported grade of F and must maintain a minimum GPA of 1.75. Grades will be posted each Thursday by 5:00 pm. These posted grades will determine eligibility beginning the following Monday through Sunday of the next calendar week. If a student raises his/her GPA to a 1.75 or above and does not receive any Fs on the subsequent grade report, he/she will become eligible beginning the Monday after that subsequent report. A student who is ineligible at the end of a semester will remain ineligible until the first grade check of the second semester, per IHSA guidelines.

For the purposes of eligibility only, due to a potential lack of accumulated assignments which may result in a disproportionate effect on a student's overall semester grade, Saint Ignatius considers all students who were eligible based on the previous semester's grades to continue to be so until the posting of the fourth weekly itemized grade report. First semester freshmen, who have no previous high school grades, will all be eligible until the fourth posting. At the time of the fourth weekly posting, the calculated grade on the report will stand in determining eligibility for all students.

Prior to Easter Break, students' grades will be checked on Wednesday. These grades will be the recorded course grades for a student, and affect his/her eligibility, until the regularly scheduled eligibility check during the next school attendance week.

Grade reports will not be posted during exam week, the last week of each semester. Final itemized grade reports will be posted after final semester grades are posted.

During a period of ineligibility, at the coach's discretion, student-athletes may come to practice but not participate or dress for any contests; club moderators, in collaboration with the Director of Student Activities, will determine consequences for ineligibility for their groups. Please see the IHSA website at www.ihsa.org for further information.



THE CHANNEL OF AUTHORITY IN THE ATHLETIC DEPARTMENT

The following structure is the proper channel of authority in athletics at Saint Ignatius College Prep:

Assistant Coach → Head Coach → Athletic Director → Prefect of Mission

Under no circumstances should a coach or parent contact the Principal or Athletic Director of another school or an executive of the IHSA to register a complaint or a concern. All communication of this nature must go through the Athletic Department.

STUDENT-ATHLETE INSURANCE INFORMATION

All student-athletes are covered by supplementary insurance through Christian Brothers Insurance. In the case of an injury to an athlete, the coach should notify the Athletic Director as soon as possible and instruct the injured student to pick up an accident claim form. The student's parents must first file a claim through their primary insurance and then submit any balance that may exist.

SEASON START AND END DATES

There are three seasons for IHSA sports: Fall, Winter and Spring. Each has a starting and ending date designated for the beginning of practice. The following interscholastic sports are offered: (Refer to the IHSA page for each sport for all dates, rules, and state tournament information.)

- *Fall: Cross Country (Boys & Girls), Cheerleading, Football, Golf (Boys & Girls), Soccer (Boys) Swimming/Diving (Girls), Tennis (Girls), Volleyball (Girls).*
- *Winter: Basketball (Boys & Girls), Bowling (Boys & Girls), Dance (Girls), Swimming/Diving (Boys), Wrestling (Boys).*
- *Spring: Baseball (Boys), Lacrosse (Boys and Girls), Soccer (Girls), Softball (Girls), Tennis (Boys), Track and Field (Boys & Girls), Volleyball (Boys) and Water Polo (Boys & Girls).*
- *The only activities allowed before the start up dates are open gyms, workouts, etc., which any Saint Ignatius College Prep student is invited to attend.*



CLUB SPORTS

The following activities are offered through the club sports program which is afforded the same opportunities as the interscholastic program, but is financed and organized by the student-athletes and their families:

- *Rowing (Fall/Spring - Boys & Girls)*
- *Field Hockey (Fall - Girls)*
- *Ice Hockey (Fall/Winter - Boys)*
- *Rugby (Spring - Boys)*
- *Sailing (Fall/Spring - Boys & Girls)*

AFFILIATIONS/ GOVERNING BODIES

- *National Federation of State High School Associations (NFHS)*
- *Illinois High School Association (IHSA)*
- *Chicago Catholic League (CCL)*
- *Girls Catholic Athletic Conference (GCAC)*
- *Metro Catholic Aquatics Conference (MCAC)*
- *Amateur Hockey Association of Illinois (AHAI)*
- *Illinois Field Hockey*
- *Midwest Interscholastic Sailing Association (MISSA)*
- *Midwest Scholastic Rowing Association (MSRA)*

It is the responsibility of all coaches to be familiar with the requirements, rules, and guidelines of these organizations. This information is accessible through the Athletic Director.

IHSA WEATHER, HEAT, AND SPECIAL POLICIES

The IHSA has specific policies for extreme weather conditions (heat, lightning, etc.) as well as the day-to-day operations of their sanctioned sports. All special policies can be accessed at the following link:

<http://www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx> . Above all else, coaches must not jeopardize the welfare of student-athletes in any way when extreme conditions or circumstances exist.

In addition, each IHSA sport has its own set of Terms and Conditions along with rules that are particular to that sport. These policies and rules can be accessed at the individual sport pages at www.ihsa.org. All coaches of IHSA sports must complete a concussion exam every two years as well as a performance enhancers test.



CONDITIONING

Pre-season conditioning is defined by the IHSA as any “physical conditioning before and after school outside the season or sport.” This conditioning may include weight training, aerobics, jogging or other related activities. Conditioning workouts may not begin before 6:00 a.m. which is the official building opening time on a typical school day. Please see the *IHSA Handbook* for further clarification.

PRACTICES AND PRACTICE TIMES

In general terms, when practice is held after school, a two to two and one-half hour practice is the norm. Shorter practices as needed are also encouraged on occasion or later in the season as applicable. If practices are to extend beyond two and one-half hours, it should be for extreme situations and communicated clearly as to why this is the case. In the case of inclement weather, coaches should notify their student-athletes that practice will take place and student-athletes should bring appropriate attire.

Coaches are expected to arrange practices that do not conflict with in-services, faculty meetings, or department meetings. Permission to miss school meetings to attend practices may only be given by the Principal. No athletic practice or contest may be held on Christmas Eve, Christmas Day, Good Friday, or Easter Sunday. No athletic practice or contest may be held on Sundays, unless with approval by the Athletic Department and the Principal.

IHSA SUMMER CONTACT DAYS

Each IHSA sport is allowed twenty-five (25) summer contact days from after the last day of school until Sunday of week five (5) in the IHSA Standardized Calendar.

IHSA DEAD WEEK

Starting Monday of week five (5) in the IHSA Standardized Calendar through Sunday of week six (6) is the IHSA Dead Week. No Ignatius IHSA athletic activities of any type are allowed on or off campus during the IHSA Dead Week. Saint Ignatius IHSA student-athletes cannot be on campus for any athletic reason or use any Ignatius athletic facility that week. Coaches must remind their student-athletes of these restrictions. Gym floor refinishing also takes place during the IHSA Dead Week annually, and all indoor athletic facilities are closed during that time.

SELECTION PROCESS

When selecting his/her team, a coach must observe the student-athletes trying out for at least two days. The Coach must announce his/her criteria for selection prior to the tryout and announce the day on which the final selection will be posted. A coach should make himself/herself available for questions about the decision after the posting of any team.



TRANSPORTATION

Transportation requests are to be handled by the head coach working with the Assistant Athletic Director. Coaches should verify the dates and times transportation is needed with the Assistant Athletic Director before the beginning of the season for their particular sport. The coach, faculty member, employee or approved Saint Ignatius College Prep driver must accompany the team at all times unless special permission is obtained from the Athletic Director and written permission is obtained from the parents. Student-athletes should return to school by the means of transportation used going to the athletic contest. Only with the explicit permission of the coach and signed permission of the parents may an athlete leave an away contest by a different means of transportation.

If the vehicle breaks down, the coach and his/her athletes should stay in the vehicle, if possible, until help arrives. The coach should call the school or bus company to request help. **UNDER NO CIRCUMSTANCES ARE THE STUDENT-ATHLETES TO USE TRANSPORTATION OTHER THAN THE ASSIGNED BUS OR A SCHOOL VEHICLE UNLESS AUTHORIZED BY THE ATHLETIC DEPARTMENT.**

BUS RULES

- *Proper decorum when traveling to and from athletic competitions is mandatory.*
- *Coaches are responsible for the conduct of their players at all times during transportation - not the bus driver.*
- *Student-athletes may not put any part of their body outside the bus/van at any time.*
- *All persons riding the bus/van must remain seated at all times.*
- *All trash must be removed from the bus/van when it reaches its destination.*
- *Coaches needing to use a school minibus for transportation to a game or event need to reserve the minibus with the Assistant Athletic Director. The keys to the vehicles are in the Assistant Athletic Director's office. Keys should be returned to the Assistant Athletic Director's office when returning from a contest in the evening as another group may have to use that vehicle the following morning. Return the bus to the designated parking space and gas the vehicle up with the school gas card when needed.*

LOCKER ROOM, GYMNASIUM, AND WEIGHT ROOM

A team reflects its image on and off the field. The team locker room mirrors the attitude and spirit of the team. The team is to be encouraged toward group and individual responsibility. The degree of this responsibility will be manifest in the order, cleanliness, and neatness of the locker room.

- *Non-team members may not enter the team locker room without the permission of the Athletic Department or a teacher.*
- *Student-athletes may be given a department-issued locker and lock for the duration of their season.*
- *Items left behind in a locker after a season has concluded will be donated or thrown away.*



- Security is the responsibility of all team members. Lockers shall remain closed and locked at all times. Unauthorized persons in the locker room shall be reported immediately to coaches or Athletic Department personnel.
- Team members are responsible for the orderliness and appearance of the locker room.
- Coaches are responsible for ensuring that decorations and paraphernalia enhancements within the locker room are tasteful and appropriate. They are also responsible for having team members remove all such decorations when the locker room is vacated after the season is completed.
- Music selections and videos may be played in the locker room that are appropriate in accordance with standards set by the school and Athletic Department.
- Use of cameras and/or video recorders are strictly prohibited within the locker room. Cell phones may not be used in either manner.
- All coaches and team members are responsible for fostering a safe and inclusive environment for all individuals within the locker room, consistent with school and athletic department policies and expectations. These policies prohibit all behavior of a sexual or sexually suggestive nature. There shall be no horseplay or activities or conversations that are offensive or disrespectful of others.
- In the event of any physical damage caused to the locker room facility, the individual(s) involved and/or the entire team will assume full financial responsibility.
- Failure to follow any of these guidelines will result in removal of locker room privileges on an individual and/or team basis. Athletes are responsible for the locker that they are issued. All lockers should be kept locked when not in use. Only school-approved locks are to be used on lockers. Lockers should be kept clean and not become a storage bin for soiled and unwashed clothing.
- Food and beverages are not allowed in the locker room.
- Tennis shoes or basketball shoes must be worn by anyone using the gym floor. Other types of footwear are NOT permissible. Likewise, students are NOT to play on the gym floor with bare feet.
- Teams need to sign out the Father Brennan Fitness center or the cardio room with the Assistant Athletic Director, and the last team to use any facility is responsible for clean-up and pick-up.
- The Father Brennan Fitness Center or Cardio Room is open after school on regular school days from 3:30-5:00 pm to all students, and is NOT to be used unless a coach is present to supervise the activity. Lack of supervision can result in an injured student-athlete or broken equipment. All fitness and cardio areas are to be cleaned after each team uses them, regardless of whether or not that team caused the uncleanliness.
- Student-athletes are never permitted on the wrestling mats without permission. When student-athletes are using the weight room, they are not allowed to walk across the wrestling mats.

DONATIONS AND GIFTS-IN-KIND FOR ATHLETICS

Coaches should not solicit donations or gifts-in-kind for Saint Ignatius College Prep. Any donation or gift-in-kind to Saint Ignatius College Prep athletic teams must be cleared with the Athletic Director and the Development Department. This policy includes T-shirts, donations, equipment, uniforms, etc.



SENIOR NIGHT POLICIES

Senior recognition ceremonies are defined as a time when the Saint Ignatius Athletic Department, program, and team recognizes and thanks the seniors who have participated in the athletics program. While some responsibilities for planning and execution of the event can be delegated to a parent group or committee, the Head Coach of the program is responsible for following these policies and must approve all related Senior Night activities, scripts, and recognition. All involved parties must follow these policies to ensure consistency among programs and to respect our opponents, spectators, and game officials.

- *The Athletic Department will purchase the following items for respective participants:*
 - *a flower for each senior Mom*
 - *a hat for each senior Dad*
 - *a "Senior Night T-Shirt" for each senior member of the team and coaching staff.*
- *No outside or unauthorized shirts are to be purchased for any Saint Ignatius sport by anyone - the only clothing items for purchase are referenced above.*
- *Information on sizes and names will go through the Head Coach to the Athletic Department.*
- *Posters/Decorations may be hung in the gym, pool, rink, court or field of the senior night event, pending approval from any outside venue hosting a senior night.*
- *Posters/Decorations may not be hung anywhere in the main school building or locker room areas. An exception is made only for off-campus sports that want to hang a single banner to be hung in the Link stairway as approved by the Athletic Director.*
- *A photographer will be at each senior night and provided for by the school.*
- *While an event of celebration, playing time for seniors cannot be guaranteed. All Head Coaches will attempt to provide meaningful playing time to seniors to the best of their ability. It must be noted that outside circumstances may affect the flow and tempo of a respective game (i.e. substitution rules, number of seniors, number of starting positions, injuries, eligibility as well as the importance of the game for standings).*
- *The date for a team's respective Senior Night will be selected by the head coach and communicated in advance of the date to the program and to the Athletic Department.*
- *Senior ceremonies may or may not be held on the date of a home or night contest.*
- *If a ceremony takes place prior to a contest, it should typically happen before warm-ups. A ceremony may also be held after a contest, pending Head Coach's preference. Saint Ignatius must ensure that a proper warm-up is held, and that the official start time for the contest is met.*
- *Student-athletes will be presented with their parents/guardians by the game announcer or by another designated or approved announcer and will be escorted in front of spectators to be recognized. A detailed but brief script must be prepared in advance and given to the announcer. Individual pictures, as well as a group photo, will be taken during the ceremony.*
- *Individual student-athletes and/or parents/guardians should not speak at the ceremony. The purpose is to thank our senior student-athletes for their contributions to their respective programs. If appropriate, and if time allows, senior members of the opposing team can also be briefly highlighted.*



- A representative from the Athletic Office and/or the school administration will normally be in attendance for Senior Night ceremonies. If school representatives are to be involved in any other way, requests must be reasonable and sufficient notice must be given.
- No alcohol is allowed at these events. General clean-up is the responsibility of the sponsoring team or group.
- Senior events do not extend past a single day.

SPORTSMANSHIP/FAN BEHAVIOR

After-school programs sponsored or sanctioned by the school are extensions of the regular school day and all the school's policies and rules are in effect. Members of the Saint Ignatius athletic teams, students, and parents attending sporting events either at home or away are expected to always represent the school in the most positive manner. The expected behavior of players, students, parents, and fans is encapsulated in one word: RESPECT. Specific expectations include:

- *Students are expected to have fun by demonstrating positive enthusiasm without causing harm, danger, or embarrassment to others in the school.*
- *Students are to demonstrate common sense and respect toward fellow students, opponents, players, coaches, officials, and fans.*
- *Students are expected to police their own ranks and encourage proper behavior from peers.*
- *Proper language is to be used. Obscenities, vulgarity, taunting, "trash-talking," offensive or demeaning shouts, cheers or commentary are unacceptable.*
- *Obscene, disrespectful, or vulgar signs or acts are unacceptable.*
- *Cheers and chants should express support for the team and not be demeaning or negative toward the other team, school, or officials. Elitist cheers and chants are unacceptable.*
- *Dangerous and boisterous behavior such as throwing things, fighting, shoving, pushing, and passing students is unacceptable.*
- *During the National Anthem students are expected to face the flag, remove any head covering, maintain silence, and remain still until the end of the anthem.*
- *Good play by both teams should be positively acknowledged.*
- *Students must arrive at varsity athletic games before the end of halftime to gain admittance.*
- *A student identified either individually or as part of a group for unacceptable behavior will be subject to all school sanctions. Depending on the nature of the offense, the sanction may include JUG, expulsion from the athletic facility, banishment from all athletic events, or dismissal from school.*

ATHLETIC AWARDS

Cooperation with coaches and attendance at practice and contests are factors to be considered in earning a Saint Ignatius College Prep award. Student-athletes who fail in either of these areas may forfeit their right to an award. Awards are distributed after consultation with the head coach and the Assistant Athletic Director. Managers of



an athletic team should receive the same athletic award as all team members. The following individual awards will be given at the varsity level for each sport: Coaches Award, Most Improved Player, and Most Valuable Player.

AWARDS NIGHT

All interscholastic athletic programs will be honored at an awards night sponsored and conducted by each individual program to be held near the conclusion of each season (fall, winter and spring). No coach or parent may organize an off-campus banquet without the approval of the Head Coach and/or Athletic Director. No alcohol is allowed at these functions. Consult with the Assistant Athletic Director if school facilities are being requested for scheduling information.

END OF SEASON EVALUATIONS

Two types of formal evaluation take place at the end of each season. Near the end of the season, student-athletes have the opportunity to evaluate their athletic experience and their perceptions of two of their coaches. Coaches will administer these surveys, and once tabulated, the anonymous results will be shared with the individual coaches, head coaches, and appropriate administrators and will be included in the Athletic Director's files. The other formal evaluation is the Head Coach Evaluation completed by the Athletic Director following the end of the season. The annual evaluation recommends continuation or termination of coaching duties to the Principal and is also kept on file by the Athletic Director. Coaches also conduct varied informal evaluations before, during, and after their seasons.

STUDENT-ATHLETE GUIDANCE FOR DEALING WITH THE MEDIA

Student-athletes should:

- *Remember nothing is “off the record.” Anything said can and probably will be printed or recorded and played back.*
- *Always be positive about teammates, coaches, opponents and situations.*
- *Ask a reporter to repeat a statement if in doubt or uncomfortable during an interview.*
- *Listen carefully to the question before answering and answer only the question the reporter has asked.*
- *Always have a coach present during an interview.*

CONTACT BETWEEN COACHES AND STUDENTS

The nature of our work with minor students calls us to be caring adults, committed to the mission of the school. In our various roles, we are expected to maintain our professional roles, mindful of the trust and power that we possess as ministers to young people. It is important for us to respect and protect appropriate boundaries and to engage in practices that protect students and ourselves as employees from any appearance of impropriety. As



responsible adults, we understand the difference between caring for our students and engaging in behavior that would not be in keeping with establishing appropriate boundaries. For this reason, the employee should not:

- cultivate exclusive relationship with students;
- take the role of surrogate parent with students;
- criticize a student's parent to the student;
- invite students to your home without prior authorization from Athletic Director and parental permission;
- visit students in their home unless parents are present;
- engage in private correspondence with students. (If you receive personal communication from a student that is not related to school activities, keep a copy of the communication, report it to the Athletic Director, and do not respond unless you have received permission from your supervisor.);
- give students your home or cell phone number.

Saint Ignatius employees are bound by the Archdiocese of Chicago regulations and guidelines and are considered church personnel. Therefore, Saint Ignatius employees are expected to adhere to the following Code of Conduct for Church Personnel published by the Archdiocese of Chicago:

- Never touch a minor in a sexual way or other inappropriate manner.
- Never be alone with a minor in a residence, rectory, sleeping facility, or any other room unless there is a window allowing others to see in or the door is open. Avoid meeting in isolated locations.
- Never share a bed with a minor.
- Never take an overnight trip alone with a minor.
- Never introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, websites, computer software, or entertainment to a minor.
- Never provide drugs, alcohol, or tobacco to a minor.
- Never use, possess, or be under the influence of illegal drugs.
- Never use alcohol when engaged in ministering to a minor.
- Never engage in physical discipline for behavior management of minors. No form of physical discipline is acceptable.

Additional Measures to Aid Observance:

- Avoid physical contact when alone with a minor. Physical contact with minors can be misconstrued, especially in private settings.
- Avoid providing overnight accommodations for minors in private residences or rectories. Do not drive in your personal vehicle or alone, in any vehicle, with a minor.
- Ensure that all activities (co-curricular, service, athletic, academic) have been approved by the appropriate administrator.
- Have an adequate number of adults present at events.
- Avoid taking minors away from school without another adult present in a supervisory role. Obtain proper parental permission and contact information.

Contact that may be permissible:



Appropriate affection between Church personnel and minors constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate:

- *Verbal praise*
- *Handshakes*
- *“High fives” and hand slapping*
- *Pats on the shoulder or back*
- *Holding hands during prayer*
- *Pats on the head when culturally appropriate*

Contact that is NOT Permissible:

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are not to be used:

- *Inappropriate or lengthy embraces*
- *Kissing on the mouth*
- *Holding minors of four years or older on the lap*
- *Touching buttocks, chest, or genital areas*
- *Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms*
- *Wrestling with minors*
- *Tickling minors*
- *Piggyback rides*
- *Any type of massage given by a minor to an adult*
- *Any form of unwanted affection*
- *Compliments that relate to physique or body development*
- *Touching of legs of minors*
- *Any type of massage given by an adult to a minor*

While generally the last two examples above are prohibited, there are certain exceptions in connection with school program, such as athletics, where a coach or trainer may need to assist a student with a muscle spasm, help the student with form or stance, or may need to provide assistance to the student in other situations that are connected with legitimate school programs.

Additional Guidelines for Coaches When Contacting Students Electronically

Some important guidelines to keep in mind when communicating electronically with students are as follows:

1. Use your school email account when communicating with students. Never use your home or personal email account. Using a personal account can give an appearance of secrecy.
2. Always remember you are a professional rendering a service to students. You are not the student's friend or buddy.
3. Communicate only about school matters that are appropriate to be discussed in school. Most especially avoid any communication that might be construed as having sexual overtones. Do not reply to any such email you



receive from students; make and keep a copy of any such inappropriate communication and notify the Athletic Director, who will notify the Principal.

4. Write as though you are certain that others will read what you write. Remember that a student can share your message with students and others by a simple push of a button.
5. Remember that there is no such thing as a private email.
6. Do not use instant messaging or social networking sites. Do not put students on your “buddy” or “friend” or “follow” list. If you find that a student has added you to his or her list, ask that your name be removed and keep a written record of your request. Individuals can make copies of Tweets, instant messages and Facebook postings, and they can come back to haunt you. If you are involved in an academic chat room, blog or glog, use it appropriately.
7. Ask yourself, “If my principal asked to see this communication, would I be embarrassed by what I have written? If the answer is “yes,” do not send it.
8. The student you are emailing is someone’s son or daughter. How would you feel if your son or daughter received the email you are about to send? If you think your email might somehow be misunderstood, do not send it.
9. Boundaries must be respected in written correspondence as well as in oral communication. Do not push the boundaries of teacher/student relationships.
10. Finally, email can be misinterpreted. Before sending an email, ask yourself if someone reading it might “read something into it” that you did not intend or if your message might be misinterpreted. Communicate in person whenever possible.

PROFESSIONAL MISCONDUCT

Professional Misconduct with Students Reportable Under DCFS Guidelines

If an allegation is made of suspected child abuse of a student by a school employee or volunteer, regular mandated reporting procedures between the School and DCFS are followed as noted below.

Guidelines regarding permissible and impermissible contact between employees and students are set forth in Appendix G of our *Administration and Staff Handbook*. These guidelines and their illustrative examples are designed to facilitate an understanding of School policies regarding prohibited conduct.

If the allegation is reported to an employee other than the principal, the employee reporting the allegation to DCFS is required to report the allegation to the principal. If the allegation is against the principal the employee is required to report the allegation to the president. The following actions will occur:

- If a call has not been made to DCFS already, the principal, (or, in the case of an allegation against the principal, the president) will place the call and follow the directions of DCFS in the case of an allegation against the president, the chairperson of the Board of Trustees will be informed by the principal. DCFS “recognizes that a school will need to conduct an internal investigation when one of its personnel is accused of child abuse or neglect. However it is never appropriate to delay a call to the Hotline to accommodate such an internal investigation.” (Protecting the Children: A School Administrator’s Guide to Child Welfare Services in Illinois, April 2007, p. 41, emphasis in original).
- The accused employee will be advised to obtain independent legal counsel at the employee’s expense. (N.B. As of July 2007, the professional educator’s liability policy purchased by the School for each employee will



reimburse up to \$50,000 of legal defense expenses unless an employee is found to be guilty in a criminal proceeding or “indicated” in DCFS proceedings of an allegation of child abuse, in which case this insurance will not reimburse legal expenses.)

- The accused employee will be suspended with pay during the Police Department and DCFS investigations and will be directed not to have contact with the student who is the subject of the allegation or to make public the identity of the student. In most circumstances the Police Department and DCFS will conduct parallel investigations. The result of the Police Department investigation may result in criminal charges related to the child abuse or neglect report. Criminal charges which lead to conviction will result in the termination of employment.
- The DCFS Child Protective Service unit will investigate and make a determination, usually within 60 days, whether the report is either “unfounded” or “indicated.” “The standard of proof is “credible evidence” which is a lower standard than that required for judicial proceedings. The lower standard of proof allows DCFS to serve families and protect children in many situations that could not be proven using higher law enforcement or judicial standards. DCFS can determine that a report is indicated if the investigator finds that there is credible evidence that the perpetrator committed the abuse or neglect. If credible evidence is lacking, the case will be unfounded.” (“Manual for Mandated Reporters – October 2007 Revised Edition DCFS,” p.21.) ‘Credible evidence’ means that the available facts when viewed in light of surrounding circumstances would cause a reasonable person to believe that a child may have been abused or neglected.” (Manual for Mandated Reporter, p.10)
- “Mandated reporters will receive a letter informing them of the finding in cases they reported. The only information contained in the letter is the finding – indicated or unfounded, and who to contact for any clarification of the contents of the letter.” “If the mandated reporter believes that the investigation was inadequate, he or she may request a review of the investigation. The reporter will be required to send a letter and any documentation which supports reconsideration of the case to the State Central Register Administrator within 10 days of receiving notification.” (Protecting the Children: A School Administrator’s Guide to Child Welfare Services in Illinois, April 2007, p. 42)
- In the case of an “indicated” report from DCFS the employee will be terminated unless the employee invokes his or her right to appeal as provided for in the Illinois Administrative Code (cf. 89 Ill. Adm. Code 336.40; 336.50; 336.60 and the Reporting Act, Section 11.6).
- When the employee decides to appeal the indicated report, the employee will inform the principal and continue to be suspended, without pay, pending the results of the appeal. If the administrative hearing to appeal an indicated report results in the report being upheld as indicated, then the employee will be terminated. If, pursuant to the appeal, DCFS determines that the report is “unfounded,” the employee will receive any back pay to which the employee is entitled and the procedures described below for any “unfounded” classifications will apply.
- In the case of a report classified as unfounded by DCFS, the School must decide whether and under what conditions the employee can return to work while also determining whether there was a breach in school policy. Behavior which may not be “indicated” by DCFS may still constitute unprofessional conduct and breach of school policy, and such conduct will bear heightened scrutiny by appropriate administrators. Such conduct may also affect future employment and may lead to disciplinary action against the employee up to and including termination, depending upon the circumstances.



- To make a determination regarding ongoing employment, the School will conduct its internal investigation after being informed of an unfounded classification of the report by DCFS. An employee under investigation will, at the discretion of the principal, either be allowed to return to work or remain suspended, with pay.
- The principal and a witness will interview the person who made the report, the student who was the subject of the report, and the accused employee. At the sole discretion of the principal, another administrator may be asked to conduct these interviews with a witness present. To the extent appropriate, the principal may request written statements from the complainant, the reporting witness, and the accused employee. The principal may review the contents of the accused employee's email account through the School.
- In the event that the principal is accused, the president or a delegate of the president will conduct the interviews with another witness present. If the president is accused, the principal will directly report the results of the interviews to the chairperson of the Board of Trustees. School administration will consult with experts in the protection of minors such as Praesidium, the Archdiocese of Chicago, and/or other competent authorities to assist in both its internal investigation as well as the final determination regarding ongoing employment.
- The School will endeavor to conduct and complete its internal investigation within 30 days of any "unfounded" DCFS report regarding an employee and notify the employee of the determination.
- Based on the School's internal investigation, professional consultation, prior evaluation and, if any, prior warning and disciplinary action against the employee, one of the following will occur:
 1. The employee returns without warnings, disciplinary action or restrictions.
 2. The employee returns with counseling, warning about questionable practice, and behavior which might be inappropriate and/or be misconstrued, and possibly with restrictions.
 3. The employee is terminated for cause.

Decisions regarding future employment will be made by the school officer who is the ultimate supervisor of the employee subject to the final approval of the president. In the case of allegations against these school officers, decisions regarding employment status will be made by the president. In the case of allegations against the president, employment decisions regarding the president will be made by the chairperson of the Board of Trustees. If the employee is subject to termination for professional misconduct related to physical, sexual, or emotional boundary issues with students, the School will offer to engage in non-binding mediation before a mutually agreeable mediator in Chicago prior to the president's or Chairperson of the Board of Trustees' final determination regarding the employee's status. The employee and the employee's legal counsel may participate in such mediation. The School will pay for the reasonable expenses of the mediator, but will not pay for any legal expenses incurred by the employee.

The School is aware that an allegation can be definitely proven false in some cases. "If the allegation is refuted, the investigators must determine whether the allegation was made because of a misunderstanding or confusion or was made with malice. In the case of a mistaken allegation [made by a student], the student should be counseled regarding the harm he or she caused and how to avoid repeating the mistake. If the allegation was made with malice, the student [will be disciplined]." (Shoop, Principal Leadership, Jan. 2008, p.67) Disciplinary action against the student, up to and including expulsion will be determined by the School based on all available information and any extenuating circumstances.

