

Mary Immaculate School Athletic Handbook

MISSION STATEMENT

Mary Immaculate School offers qualified Mary Immaculate School students' opportunities to participate in athletic programs through the Dallas Parochial League. These athletic programs increase personal enthusiasm and confidence, teach the concepts of sportsmanship and group interaction, and provide a setting in which each student may seek to improve his or her athletic abilities.

POLICIES

I. General

- A. The athletic programs of Mary Immaculate School, although important to the overall development of the student, are extracurricular in nature and secondary to the academic objectives of the school.
- B. Participation in the athletic programs of Mary Immaculate School is a privilege to be earned and maintained, not a right arising from the payment of tuition.
- C. Winning an athletic event is dependent upon several factors, many of which are completely beyond the control of Mary Immaculate School; thus, the only objective of the athletic programs of Mary Immaculate School is the successful implementation of the athletic mission statement as defined by this Athletic Handbook.

ATHLETIC PROGRAM LEADERSHIP

I. Athletic Director (AD)

- A. Develop the annual athletic calendar consistent with league calendars.
- B. Develop and recommend an annual budget for the Principal, School Advisory Council, and Athletic Council's review and final determination.
- C. Develop written procedures for the Principal, Athletic Council, and School Advisory Council's review and final adoption.
- D. Oversee the day-to-day implementation of this Athletic Handbook, including, but not limited to:
 1. Serve as Mary Immaculate School liaison for all league affairs.
 2. Conduct the sign-ups and sufficiently publicizing each sport.
 3. Recruit qualified persons to serve as coaches, define performance expectations, monitor team management, and address conduct appearing to be inconsistent with the requirements set forth in the coach's section, including, when appropriate, the dismissal of such coaches. The AD may form and consult with the Athletic Council on such matters. Monitor and confirm coaches have completed the Safe Environment Program requirements and have attended a Play Like a Champion workshop.

4. Obtain, maintain, and provide, within permissible budgetary constraints, the uniforms, equipment, and practice facility resources necessary to permit the coaches to manage their teams in manners consistent with the Athletic Handbook.
5. Receive, investigate, and if possible, informally resolve issues that arise from time to time concerning the athletic programs of Mary Immaculate School consistent with this Athletic Handbook. The substance of each informal resolution shall be reported to the principal for further disposition.
6. Supervise or arrange for supervision for all games held at Mary Immaculate School and/or designated home fields.

II. Athletic Council

- A. The Athletic Council is established to support the school's Athletic Director (AD) by offering advice and counsel on athletic policies, procedures, and athletic fund-raising endeavors. All issues and concerns raised regarding MIS athletics (by anyone) shall be directed to the AD, and the counsel will only review or comment on those items brought to it by the AD. It is at the AD's discretion to seek advice, counsel, or recommendation from the athletic council. The committee reports directly to the Athletic Director. It shall make recommendations to the AD but has no power to enact policy.
- B. A member of the Athletic Council shall be any parent, volunteer, or other person with a vested interest in MIS athletics and be willing to give time and energy to the advancement of MIS athletics.
 1. The Athletic Council shall consist of nine (9) members including ex-officio (non-voting) members.
 - a. The ex-officio members are the Principal, the Athletic Director, and the Director of Development from either the School or Parish.
 - b. The six voting members are the four appointed members and a representative of the School Advisory Council.
 - c. Athletic Director will be tie breaking vote only
- C. A member of the Athletic Council shall be appointed by the Athletic Director for the term of two (2) years. The Athletic Council's Nominating Committee shall interview/screen potential candidates; then present to the AD a list of qualified candidates for appointment. The term of office shall run from July 1st of the first year to June 30th of the 2nd year. The appointments shall be staggered so that each year two members either roll off the committee or are up for re-appointment. No member may serve for more than two (2) consecutive terms. A member who has served two consecutive terms must wait one year before reapplying to serve additional terms. The term lengths for the inception of the committee have been modified as necessary to facilitate the format described herein.
 1. When a vacancy occurs, the AD will appoint an individual to complete the unexpired term. A person who completes another member's term may serve two (2) additional consecutive terms upon application and reappointment.

III. Principal

- A. Hire, train, monitor the performance of, and provide counsel to the Athletic Director to ensure that the duties of the position are performed in a manner that is consistent with this Athletic Handbook and to take appropriate action to address performance that is inconsistent with this Athletic Handbook.
- B. Sit on the Athletic Council and attend any meetings scheduled.

IV. School Advisory Council

- A. Select one member to sit on the Athletic Council and attend any meetings scheduled.

ACADEMICS

In order to maintain eligibility for sports and other extracurricular activities, including clubs, athletic practices and games, students must maintain a 70 or above in all subjects and N or above in conduct. In addition, a student on academic probation for conduct may not be permitted to attend class trips. If a student is ineligible when progress reports or report cards are issued, grades and conduct will be reviewed at two-week intervals to determine eligibility. If grades and conduct have improved, the student may be eligible to participate.

SPORTS OFFERED

Mary Immaculate School offers sports opportunities through the Dallas Parochial League (DPL) for eligible students in grades 5-8. The athletic department will supply game uniforms or game jerseys as well as practice time and space for all teams participating through the DPL. **The required fee must be paid in order to get a game uniform/jersey.** The DPL sets policy and acts as an overall coordinator for the various athletic programs it offers. The following sports are offered through the DPL:

Tackle Football

- A. Offered in the fall of the school year for boys:
 - 1. 5th-JV Division 2
 - 2. 6th-JV Division 1
 - 3. 5th/6th combined-JV Division 1
 - 4. 7th/8th combined-Varsity Division 1
- B. Sign-ups are sent in the spring prior to season. Sign-ups end in August.
- C. Practices begin in July.
- D. Games are on Sundays usually starting the first or second Sunday after Labor Day.
- E. 18 MIS Boys must be signed up to have a team. If we do not reach that number, the AD will look for another school for boys to play at. A different league may be joined as well to accommodate numbers

Flag Football

- F. Offered in the fall of the school year for boys and girls:
 - a. Boys and Coed teams in All grade levels 5th-8th
- G. Sign-ups are held in the spring prior to season. Sign-ups end in August.
- H. Practices begin first full week of school.
- I. Games are on Sundays usually starting the first or second Sunday after Labor Day.
- J. There must be at least 4 girls and 4 boys to make a Coed team.

Volleyball

- A. Offered in the fall of the school year for girls and 7/8th boys:
 - 1. 5th girls-teams divided evenly
 - 2. 6th girls JV Division 1 or 2
 - 3. 5th/6th girls combined-JV Division 1 or 2
 - 4. 7th/8th girls Varsity Division 1, 2, or 3
 - 5. 7th/8th coed-Coed Division
- B. Games are on Saturdays usually starting the first or second Saturday after Labor Day.
- C. Pre-Season tournaments may be offered.
- D. AD will use discretion on splitting Coed/Girls teams for playing time. Must have 10 boys to have two Coed teams.

Drill/Cheer Team

- A. This is not a DPL sponsored activity; however, Mary Immaculate School does sponsor the drill/cheer team.
- B. Highsteppers - offered in the fall for 5th - 8th grade girls. The girls perform and cheer at the Varsity football games.
 - 1. Sign-ups and try-outs are held the spring prior to the season. No girls are cut; tryouts are to determine officers and other positions on the team.
- C. If available, both teams will be allowed to participate in one outside competition during the school year providing there are enough funds in the drill team account to pay for it.

Cross-Country

- A. Offered in the fall for boys and girls.
 - 1. Sign-ups are the 1st and 2nd week of school.
- B. 5th and 6th-JV separate boys and girls divisions
- C. 7th and 8th-Varsity separate boys and girls divisions
- D. Meets are early Saturday mornings and are typically finished by 10:00 am.

Swimming

- A. The DPL hosts a fall swim meet during the fall for eligible swimmers in grades 5-8.
- B. Sign-ups generally occur in the middle of October.
- C. The meet is generally in December depending on pool availability.
- D. 5th and 6th-JV separate boys and girls divisions but scored together
- E. 7th and 8th-Varsity separate boys and girls divisions but scored together

Tennis – Tournament to be held the week of the DPL Golf Tournament in July

- A. The DPL hosts a tennis tournament in the spring for students in grades 5-8.
- B. Sign-ups are usually the middle of February.
- C. 5th and 6th divisions: girls singles, boys singles, girls doubles, boys doubles
- D. 7th and 8th divisions: girls singles, boys singles, girls doubles, boys doubles
- E. Participants may only enter in one division.

Basketball

- A. Basketball is offered from November into the first week of March for Championships.

- B. Sign-ups are in October.
- C. 5th boys and girls-teams are divided equally
- D. 6th boys and girls-JV Division 1 or 2
- E. 7 players make a team
- F. 7th boys and girls-7th Varsity Division 1, 2, or 3
- G. 8th boys and girls-8th Varsity Division 1, 2, or 3
- H. Games are mostly Saturdays and Sundays.
- I. 7th/8th grade teams shall have no more than 10 per team
- J. 7th/8th grades can be combined to form Varsity D3 teams

Baseball

- A. Baseball is offered in the Spring for boys in grades 5-8.
- B. Sign-ups are in February.
- C. 5th Boys-JV Division 2
- D. 6th Boys-JV Division 1
- E. 5th/6th Combination-JV Division 1
- F. 7th and 8th Boys-Varsity Division 1 or 2
- G. Games are Sundays and usually one day during the week depending on fields.
- H. The season will extend into the first week of June if team is in play-offs.

Softball

- A. Softball is offered in the Spring for girls in grades 5-8.
- B. Sign-ups are in February.
- C. 5th and 6th girls-JV
- D. 7th and 8th girls-Varsity Division 1 or 2
- E. Games are Sundays and usually one day during the week depending on fields.
- F. The season will sometimes extend into June if team is in play-offs.

Track and Field

- A. Track and Field is offered in the Spring for boys and girls in grades 5-8.
- B. Sign-ups are in February.
- C. 5th and 6th-JV separate boys and girls divisions
- D. 7th and 8th -Varsity separate boys and girls divisions
- E. JV track starts immediately after basketball is over, and has 3 meets.
- F. Varsity track usually starts after Spring Break. Meets start the Saturday after the JV championships and has 4 meets.
- G. Meets are held on Saturdays at one of the high schools.

Soccer – Tournament style over the course of 3 weeks

- A. The DPL offers a soccer season for boys and girls in the 7th and 8th grade.
- B. Divisions are as follows: Varsity Boys, Varsity Girls, Varsity Coed
- C. Sign-ups are in February.
- D. The tournament is held March or April.

Golf

- A. The DPL offers a golf tournament for boys and girls in the 5th-8th grades.
- B. The tournament is usually held the first or second Monday in June depending on course availability.
- C. Divisions are determined by the number of entries at each grade level.

SPORTS OPPORTUNITIES FOR GRADES K-4

Although MIS does not offer team sports for these grades, there are various opportunities for youth (K-4) to participate in sports throughout the community. Most offer all sports: soccer, flag and tackle football, cheerleading, drill, basketball, volleyball, baseball, and softball. Refer to the following websites to get more information. Organizations sometimes leave flyers at school for your convenience.

Farmers Branch Baseball	fbbaseball.org
Carrollton Little League	carrolltonllb.org
Pony Ball	ponyball.org
Basketball, flag football, volleyball	cityofcarrollton.com/athletics
Youth tackle football, cheer & drill	cyfleague.org or yfca.org
Youth soccer	cfsoccer.net
Girls fast pitch softball	cfbgirlssoftball.com
Sportsplex	sportsplexsv.com
Town North YMCA	townnorthymca.org
Plano Sports Authority	psaplano.org
Prestonwood Sports Organization	psosports.com
Coppell YMCA	coppellymca.com

It is the responsibility of parents in grades K-4 to form teams and to contact the appropriate league for information. Teams may use the school colors (navy/red/white) and the Mustang name, however **Mary Immaculate School or MIS MAY NOT be put anywhere on the uniform. Sign-ups must be under the manager/team name, NEVER MARY IMMACULATE SCHOOL OR MIS.** Please reserve fields and gym time through the organization you play in. MIS has very limited facilities and cannot accommodate practices for grades K-4. However, in the small chance that there is available gym time, teams may rent the gym under the gym use policy contract. All practice times and reservations must be approved and assigned by the AD.

OUTSIDE TEAMS IN GRADES 5-8

In the event a team in grades 5-8 is playing in a league outside the DPL the following will apply:

- A. **Team sign-ups must be under the manager/team name, NEVER MARY IMMACULATE SCHOOL OR MIS.**
- B. Teams may use the Mustang name and school colors. **Mary Immaculate School or MIS MAY NOT be put anywhere on the uniform.**
- C. Uniforms will not be provided.

SPORTS SIGN-UPS

Any student who wishes to participate will be allowed to do so if he/she follows the athlete's responsibilities and remains in good standing both academically and behaviorally. Sign-ups for sports will be announced at school and communicated through the WAAG or by email from the AD before each season. Volleyball, Football, and Drill/Cheer will be held the spring prior to the season. **Sign-up forms must be returned by the deadline, or an extra fee will be assessed to play.**

TEAM SELECTION

Students that indicate a desire to play a given sport are fully expected to honor that commitment regardless of team placement. If a student remains in good academic standing, the decision of how many extracurricular activities in which the student participates, and the time commitment required for these activities, rest with the student-athlete's parents. Participation in at least 1 form, tryout or practice, and a student decides not to participate, will still pay full sport fee.

After sign-ups are received, the AD will determine if there are significant numbers to have evaluations for different levels. There must be 16 committed athletes for volleyball and 14 for basketball to have separate teams. For baseball and softball, there must be 22 committed athletes to have two teams. The minimum number to have a team for volleyball is 8 and basketball is 7 committed athletes. For baseball and softball, the minimum is 11 committed athletes. The goal is to have teams that are the same grade level. However, if the numbers do not meet the minimum required to form one grade level team, two grade levels will be combined to make a team. 5th and 6th would combine to make a JV team, and 7th and 8th would combine to make a Varsity team.

In the 5th grade, the emphasis is on education, participation, and skill development. All registered students are divided equally by ability to form a designated number of teams as determined by the AD. Teams might be required to play in the 6th grade JV division if there are not enough teams registered in the DPL to make a 5th grade JV division.

In the 6th grade, the emphasis is on education, participation, and skill development. All registered students for volleyball and basketball will be put on teams according to the results of the evaluations if there are enough signed up to make several teams. Teams will be divided into Division 1 and/or Division 2. If there are not enough for more than one team, there will be one team and the AD will place them in the correct DPL JV division.

All registered students in the 5th & 6th grades for football, baseball and softball will participate as one JV team unless numbers allow for two separate teams. If numbers allow for more than one team, evaluations will be held. All registered students for swimming, tennis, cross country, and track will participate as one JV team.

In the 7th and 8th grades, the emphasis is on development through competition. All students registered for volleyball and basketball will be placed on a predetermined number of teams based on the evaluation. If there are not enough athletes signed up to form more than one team, there will be one team and the AD will place the team in the correct DPL Varsity division.

All registered students in the 7th & 8th grades for football, baseball, softball, and soccer will participate as one Varsity team unless numbers allow for two separate teams. If numbers allow for more than one team, evaluations will be held. All registered students for swimming, tennis, cross country, and track will participate as one Varsity team.

EVALUATION PROCESS

- A. No students are cut from MIS athletic programs. Evaluations are held to determine at which level the athlete will best perform.
- B. All evaluations will be conducted by outside experienced person(s) selected by the AD and/or the AD. The AD will supervise all evaluations.
 - 1. Athletes will be ranked according to ability in grades 6-8
 - 2. Athletes will then be placed on teams according to their ability in grade 6-8
 - 3. For 5th grade, evaluators will place athletes' side by side according to ability. The AD will then make the teams from the side-by-side list.
 - 4. In the event there is more than one team from the same grade level 6-8 in the same division, the evaluators will place athletes' side by side according to ability. The AD will then make the teams from the side-by-side list.
- C. Evaluations may take place over one or two days depending on the situation.
- D. Evaluations are closed to parents and other non-participants. Coaches may be allowed to watch the evaluations and give input if consulted by the evaluator(s) and/or the AD.
- E. Students must make every effort to attend the evaluations. Those students unable to attend due to injury, illness or family emergency must notify the AD prior to the evaluation or as soon as possible in the case of family emergency. The AD will determine placement of players not attending the evaluation on a case-by-case basis. The student-athlete will be placed on the lower-level team to determine if they need to be moved up.

COACH SELECTION

- A. Pre-Coaching requirements
 - 1. Complete all Safe Environment Program Requirements set forth by the Diocese of Dallas.
 - a. Requirements can be found on the MIS web site (www.mischool.org).
 - 2. Attend or have attended a Play Like a Champion workshop required by the DPL.
 - 3. Any volunteer with an established or prior criminal record will not be permitted to coach at MIS.
 - 4. Head Coaches must be 18 years of age or older.
 - 5. Indicate on the sign-up form your preferences for coaching along with current contact information.
 - a. A volunteer may only be a head coach for one team during the same season unless there is a shortage of volunteers.
 - b. A volunteer may be a head coach for one team and an assistant for another team during the same season at the AD's discretion. In the event of a conflict, the coach will fulfill the head coaching duties first.
 - 6. Volunteers will be contacted and given the requirements they must fulfill to coach at MIS. If they feel at that time they cannot make the commitment, they must notify the AD to be removed from consideration.
- B. Coaching Requirements
 - 1. Head Coaches
 - a. Be at every practice and game for his/her team barring illness or family emergency.

- b. Have and be willing to learn the rules, skills, strategies, and aspects of the sport he/she is coaching.
 - c. Have the organizational skills to run a good practice.
 - d. Be able to control and manage any other coaches that are helping.
 - e. Be able to communicate effectively with parents and athletes.
 - f. Always maintain a calm composure even when you disagree with the officials.
 - f. Always maintain a calm composure even when you disagree with the officials.
 - g. Attend all meetings, workshops, or clinics required by the DPL or the MIS AD.
 - i. The DPL coach's clinic is required for each sport.
 - ii. The MIS coaches meeting is required for each sport.
 - iii. The PLC workshop is required to attend once a lifetime unless the DPL or MIS AD requires you attend again due to misbehavior or the reception of technical fouls or ejections. The MIS Athletic Department will pay for the first PCL workshop, but any subsequent workshops required will be paid for by the individual coach.
 - h. Make sure all communication from the MIS AD gets to parents and athletes in a timely manner.
 - i. Be a liaison between parents and the AD.
 - j. Be a good role model in actions, words, and deeds.
 - k. Assist the MIS athletic director in any order of business.
2. Assistant Coach
- a. Attend practices and games for his/her team.
 - b. Have or be willing to learn the rules, skills, strategies, and aspects of the sport he/she is coaching.
 - c. Be able to follow the directions of the head coach.
 - d. Always maintain a calm composure even when you disagree with the officials.
 - e. Attend all meeting, workshops, or clinics required by the DPL or MIS AD
 - i. See requirements under head coach on the previous page.
 - f. Assist the head coach in any order of business.

C. Coaches are not guaranteed yearly positions

D. After the teams are formed, coaches will be selected and assigned to teams by the AD.

1. The following skills/experience/knowledge/talents are deemed important, but not limited to, and will be considered when selecting coaches:
 - a. Ability to communicate with young athletes
 - b. Ability to inspire
 - c. Coaching experience (years and levels)
 - d. Proper temperament to coach young athletes
 - e. Knowledge of a specific sport or sincere desire to acquire that knowledge
 - f. Knowledge of sports in general
 - g. Past performance
 - h. Overall ability to build a group of individuals into a team
2. In the event there is more than one applicant for a coaching position, the AD may require additional information in the form of written application and/or an interview to aid the AD in making the decision. The AD may also consult with the Athletic Committee when deciding coaching positions.
3. The AD will have the final decision when selecting coaches.

4. At the AD's discretion, the head coach may be allowed to select assistant coaches. The AD must approve all coach made selections.

PLAYING TIME

In accordance with the DPL rules, each sport's guidelines will have rules and recommendations for playing time. These rules and guidelines may vary from sport to sport depending on the nature of the activity. The general philosophy employed for playing time standards will be consistent with that found in Notre Dame's PLC training workbooks. Essentially, it is as follows:

Recommendation:

A minimum of 50% playing time for 5th/6th graders

A minimum of 25% playing time for 7th/8th graders

This principle should be applied over the course of a season given that situations vary from game to game. Some sports/age groups have mandatory minimums while others have strongly suggested minimums. The general philosophy follows two tenets:

- A. As a Catholic, Christian league, every effort should be made to see that playing time is given adequately and fairly.
- B. From a high school preparatory standpoint, it is important to employ a stair-step approach as follows:
 1. 5th/6th grades: Guaranteed to be on a team with DPL required playtime.
 - a. 10 minutes for basketball
 - b. 1-2 full innings for baseball and softball
 - c. Approximately 1 quarter for football
 - d. These are just required minimums. Every effort shall be made to give fair playing time to every athlete. Play the athletes who generally don't get as much playing time more when there is a large lead and play the athletes that generally get more playing time less when there is a large lead.
 2. 7th/8th grades: Guaranteed to be on a team with DPL suggested playtime. A student-athlete may be withheld from games upon coaches discretion.
 - a. Playing time should even out over the course of the season
- C. Enlarged roster sizes may affect the minimum playing time policy. Efforts to limit squad sizes will be addressed by the formation of additional teams if facilities and coaches are available.
- D. A coach may recommend that a student-athlete be held out of part or all of a game/practice for **disciplinary reasons associated with misconduct** (disrespect, insubordination, etc.). The coach must inform the student-athlete, parents, and AD in writing regarding his/her recommendation. The AD will make the final decision. If the student athlete is held out of part or all of a game involving 5th or 6th grade where there is mandatory playing time, the coach must notify the scorekeeper before the game starts.
- E. Athletes may also have limited play time due to **habitual tardiness or failure to attend practices/games** provided such situations are not the result of illness, injury, family emergency or other reason beyond the student-athlete's control or if the coach was not informed prior to absence.

- F. A student-athlete may be held out of a game at the discretion of the coach and/or AD when **safety of the student-athlete** is of concern.
- G. The coach may ask the AD to modify this requirement on the varsity level if a regular season game is crucial to a playoff position.
- H. Post-season contests are exempt from this policy at the varsity level.

PRACTICES

- A. Each sport/team will be allowed two practices per week, football is allowed three.
 - 1. Depending on gym availability teams will practice 1-1 ½ hours with the exception of football which may practice 2-2 ½ hours.
 - 2. Every effort will be made for each team to have at least one practice without sharing the gym.
 - 3. Priority will be given in descending grade order by division starting with 8th grade.
- B. Outdoor practices may be cancelled or altered due to the weather, heat/humidity index, and/or air quality. On those days if the gym is available the practice may be moved inside. If the gym is not available a classroom will be made available for seated instruction.
 - 1. Heat/Humidity policy:
 - if the temperature alone is above 102 degrees there is no outdoor practice.
 - If the heat/humidity index is 105 degrees or above, there is no outdoor practice.
 - If the heat/humidity index is 100-102 degrees shorts and t-shirts only.
 - If the heat/humidity 99 degrees and below full pads may be used.
 - 2. Lightning Policy-When there is lightning the coaches shall stop practice immediately and seek shelter out of the open field. Wait 20 minutes, if there is no more lightning practice may resume. If there is lightning during the wait time, start the 20 minutes over. This procedure may be repeated up to three times. If there is still lightning, practice will be cancelled.
 - 3. Air quality policy-If there is an orange level alert, practice may continue but monitor asthmatic athletes carefully. If the level is red or above, there are no outdoor practices.
- C. During achievement testing or other crucial study/examination periods, the AD and/or principal may cancel, or limit practices, as deemed appropriate.
- D. If an athlete misses school due to sickness, he/she will not be allowed to practice that same day/evening. Status for playing time is up to the discretion of the coach.

SPORTSMANSHIP

The principle of good sportsmanship is essential in athletic competition. Coaches, student-athletes, parents, and fans are not permitted to heckle, jeer, demean, or ridicule any opposing team member or official. It is the responsibility of the coach to prevent and prohibit any such unsportsmanlike conduct on the part of the players, parents, and staff members. Inappropriate behavior by coaches, student-athletes, or parents may result in suspension from future athletic contests.

A. Expectations and Sportsmanship Codes

- 1. Athletes-Interscholastic competition exists for students to foster sportsmanship, leadership and teamwork; students should set the example of good sportsmanship

as set forth by their parents, guardians, and coaches.

- Be respectful of your teammates. Help each other and work together. Put aside any differences when you are on the court and play as a team. Every player is important to the team. Positively encourage all teammates to do their best. Do not criticize any teammate at any time. Stay physically fit so you can do your best in all situations
- Be respectful of your coaches. Work hard in practice. Make every effort to attend all practices and games and be ready to give 100% effort. If you can't be at a practice or a game, please call your coach. You may also leave a message in the athletic office. Address any concerns with your coach in a calm manner.
- Be respectful of officials and opponents. Accept the calls of officials and continue playing the game. Do not protest the official's calls. Do not applaud errors by opponents or penalties assessed against them. Do not heckle, jeer, or distract the opposing team or its coaches. Shake hands in a respectful manner with all coaches and athletes of the opposing team after the game.
- Be respectful of yourself and your school. Always use good sportsmanship including refraining from profane language, inappropriate gestures, and obnoxious behavior. Remember you are a representative of MIS. Use good conduct and judgment when you are competing, practicing, or celebrating after the game.
- Be respectful of the Athletic Director. Register for sports and hand all required paperwork in on time.
- Take care of the MIS game uniform.
 - i. The uniform is to be worn only during games.
 - ii. The uniform may not be worn at any other time or by any other person.
 - iii. **DO NOT PUT UNIFORMS IN THE DRYER** Return clean uniforms at the end of the season. A replacement/laundry fee will be assessed if the uniform is damaged, lost, or not returned clean. Failure to pay the replacement/laundry fee will result in being ineligible to sign up for the next sport.
- DO ALL THINGS FOR THE GLORY OF GOD

Conduct which falls outside that listed at practice is subject to disciplinary measures from MIS. Conduct which falls outside that listed at a game is subject to disciplinary measures from the DPL and/or MIS. DPL and MIS Disciplinary Guidelines are outlined on a later.

2. Coaches—Interscholastic competition exists for students to foster sportsmanship, leadership, and teamwork; coaches should set the example of good sportsmanship. Coaches must complete all requirements for coaching as set forth by their school and the DPL. Coaches are to comply with all school and league rules and directives. Coaches will be subject to immediate removal for violation of any of the MIS Coaches' Guidelines or DPL rules governing coaches or at the sole discretion of the AD for behavior unbecoming of a coach. Assistant coaches will be subject to the same qualification criteria, behavior standards, removal procedures, and criminal background check requirements.

- The coach bears the greatest responsibility for sportsmanship. His/her influence upon the attitudes and behaviors of the players and spectators is unequalled. It is essential that the coach subscribes to the values of sportsmanship and teaches its principles through word and deed. Instruct the players in their sportsmanship abilities.
- Coaches are required to always set a good Christian example. The coach will lead student-athletes in prayer at games and practices. Teach Christian values such as respect, discipline, honesty, hard work, and of conforming to the spirit, as well as to the letter, of the law. Accept the results of each game, encouraging each athlete to be gracious in victory and turning defeat into a positive experience by working toward improvement.
- Be respectful of other coaches on your team. Help each other and work together. Put aside any differences when you are on or off the court and concentrate on coaching your athlete.
- Be respectful of your athletes. Every child will be treated with dignity and corrected in a calm positive manner. Be supportive and encouraging. NEVER assault a player verbal or physically. Be organized at practice and have a plan for games. Every athlete is important. Make every effort to ensure players receive a fair amount of playing time. **STAY WITH ATHLETES UNTIL THEY ARE PICKED UP FROM PRACTICE OR GAMES.**
- Be respectful of the parents of your athletes. If you are having a problem with their child, talk to them in a calm tone and conduct yourself in a positive Christian manner. Communicate with your parents constantly about practice times, game times, and most importantly about your expectations. Keep to your scheduled practice times so as not have parents waiting for their children.
- Be respectful of officials and opponents. Introduce yourself to the officials and coaches of opposing team. Refrain from protesting calls by the officials to the point where the team or the school are shown in a poor light. Never heckle, jeer, or distract the opposing team, coaches, or fans. Never address a player or coach from another team unless it is a sincere, congratulatory tone.
- Be respectful of yourself and the school. Always use good sportsmanship, no profane language, inappropriate gestures, or obnoxious behavior. Remember you are a representative of MIS.
- Be respectful of the athletic director. Follow all policies and procedures set forth. Do all that is required to be a coach at MIS in the time required. If you have any concerns, please schedule an appointment with the AD and discuss those concerns in a calm and Christian manner. Keep all matters pertaining to athletics during the hours of 8:00 and 6:00 pm unless there is an emergency.
- DO ALL THINGS FOR THE GLORY OF GOD

Conduct which falls outside that listed at practice is subject to disciplinary measures from MIS. Conduct which falls outside that listed at a game is subject to disciplinary measures from the DPL and or MIS. DPL and MIS Disciplinary Guidelines are outlined on a later.

3. Parents—Interscholastic competition exists for students to foster sportsmanship, leadership, and teamwork. Parents should set the example of good sportsmanship.

- Be Respectful of your child-athlete. Keep on top of your child's grades and conduct marks so there are no surprises when progress report or grade cards come out. If you wait until right before reports come

out to try and change the situation, it will be too late. Everyone wants your child to remain eligible so they can be part of the team. Try not to over-commit your child so decisions will not have to be made on which practice or game they will attend. Every team or club usually expects 100% commitment. It is not fair to the MIS team's or other team's athletes and coaches if your child only participates part time. If your child is on more than one team and cannot make a full commitment to the MIS team, please make the AD aware as well as your coach. Communication is key in this matter. Do not coach your athlete during games. This is very confusing for your child and frustrating to the coaches. Remember to be supportive, especially if your child or the team had a bad game. Always use constructive criticism, do not use a negative or demeaning tone when speaking to your child about his or her performance in games or practices. Help your child to learn from losing and to be a gracious winner.

- Be respectful of the coaches for your team. Ensure your student-athlete arrives at the appointed time for practices and games ready to participate. Pick up your child promptly at the appointed time. Notify your coach as soon as possible if your child will be missing a practice or game. Respect the judgment and strategy of the coaches. Do not challenge coaches during games or practices. If you have any concern or praises about practices, please approach your coach in a civil manner before or after the next practice. If there is a situation that concerns you during a game, please wait **24 hours** before contacting or approaching your coach. If there is a situation that does not get handled, please let the AD know in writing.
- Be respectful of officials and opponents. You are representatives of Mary Immaculate School. Unsportsmanlike behavior will not be tolerated at any DPL gym. Do not heckle, jeer, criticize, or distract opponents or officials. Do not contact any member of the opposing team, coaching staff, or parents in a negative manner during or after the game. Refrain from protesting calls of game officials. If there is a problem with the officiating, please contact the AD following the game. **DO NOT CALL THE DPL OFFICE.**
- Be respectful of the AD. Make sure to complete all forms required and pay the assessed fee by the due dates. Failure to turn in forms and fees on time may result in removal of your child from the team until those matters are taken care of. Take care of the MIS uniform. The uniform is to be worn only for games. The uniform may not be worn during Buck-A-Jean days without prior approval. The uniform may not be worn by any other person. Parents, siblings, and fans may purchase spirit wear at the school store to wear to games or they can order the team t-shirt. **DO NOT PUT UNIFORMS IN THE DRYER.** Return the **CLEAN** uniform at the end of the season. A replacement/laundry fee will be assessed if uniforms are damaged, lost, or dirty. If there are any questions, concerns, or praises regarding AD or the athletic program, please schedule an appointment with the AD and conduct business in a calm Christian manner. Supervise your children at all DPL games. Do not let them run around the facilities and play in hallways, bathrooms, concession areas, or run up and down or jump off the bleachers. Escort your child to restrooms or any area outside the gym.
- Be respectful of other parents and athletes on the team. Not every athlete is equally talented, but they are trying their best. Please keep all comments positive and supportive to other team parents and athletes. Understand and follow the distinctions: the coach's role is to coach, the official's role is to officiate, the player's role is to respectfully participate; the parent's role is to support. Remember that coaches and officials are human.
- DO ALL FOR THE GLORY OF GOD.

Conduct which falls outside that listed at practice is subject to disciplinary measures from MIS. Conduct which falls outside that listed at a game is subject to disciplinary measures from the DPL and/or MIS. DPL and MIS Disciplinary Guidelines are outlined on a later.

STUDY HALL

Study hall will be available in the cafeteria from 3:30 until no later than 5:00 for students **awaiting practices for MIS sports and band only. Children of coaches will be allowed in study hall only during the practice time and only if the practice time is during the hours stated.** Participation in the study hall is by invitation only, and the invitation is extended only to the students participating in the specified extracurricular activities, **NOT to siblings and NOT to carpool members.** Students waiting to get picked up from tutoring and/or detention are the responsibility of the person tutoring and/or holding detention. If that person cannot wait for those children to be picked up, they are to be taken to EDP. Snacks are available for purchase from the athletic department. Students are also allowed to bring their own snacks. An account may be set up for students in study hall by giving the supervisor a check or cash. The expenditures will be tallied in a notebook. There will be a fee per sport for study hall. That fee will be determined by the administration. There is no study hall on early dismissal days. **Students are not allowed in study hall after practice.**

STUDY HALL RULES

- No one is allowed out of the cafeteria unless they have permission from the supervisor.
- Since this is a study hall, students are expected to get homework done; study hall is not social or playtime. There will be a mandatory quiet time for 1 hour during study hall, usually from 3:45-4:45. Students will be required to do homework or other quiet activity such as reading. There is to be no talking during this time. There will be assigned seating. If the student does not have any homework they will be expected to read, draw, do puzzles, or some other quiet activity on their own.
- Students will be expected to clean up their own trash before leaving for practice. Three strikes and you are out policy will be implemented for discipline. If a student is not observing the above rules, a slip will be sent home to be signed and returned before that student is allowed back in study hall. **After three slips are sent home, the student will not be allowed back into study hall for the rest of the year.**

MIS ATHLETIC DEPARTMENT DISCIPLINARY GUIDELINES (as related to practices)

Coaches, athletes and parents are subject to the following guidelines when not adhering to the MIS policies and procedures as they relate to practices.

Coaches:

- 1st infraction-warning
- 2nd infraction-meeting with the athletic director and/or principal
- 3rd infraction-suspended for 1 week of practice and 1 game
- 4th infraction-suspended for 2 weeks practice and 2 games
- 5th infraction-suspended for the season and put on probation for the next sport coached
- 6th infraction-complete removal from coaching at MIS, pending review

If any of the infractions warrant, the AD and/or principal may skip any or all levels when instituting the consequence of the infraction. **Any behavior dealing with physical or sexual abuse will be cause for removal from coaching ever again at MIS, pending review.**

Athletes:

- 1st infraction-warning
- 2nd infraction-meeting with the coach and parents
- 3rd infraction-meeting with the coach, parents, and athletic director and/or principal
- 4th infraction-suspended 1 game and 1 week of practice
- 5th infraction-suspended 2 games and 2 weeks of practice
- 6th infraction-suspended for the season and put on probation for the next sport

If any of the infractions warrant, the AD and/or principal may skip any or all levels when instituting the consequence of the infraction.

Parents:

Parents will be held to the same guidelines as the coaches except:

- 5th infraction-suspended from attending games for the rest of the season and put on probation for the next sport
- 6th infraction-complete removal from attending any games involving MIS pending review

Factors which effect the consideration of the MIS athletic director and/or principal in applying a more lenient or strict penalty than the stated guidelines include, but are not limited to:

- the history of the offender at school and league levels
- the testimony of witnesses
- the subsequent attitude and sincerity of contrition displayed by the offender
- the perceived knowledge and intent of the action and its effect on the fairness of all involved.

DALLAS PAROCHIAL LEAGUE DISCIPLINARY GUIDELINES (as related to DPL games)

All behavior related technical fouls, ejections, and unsportsmanlike penalties are to be reported to the league office immediately by the host school athletic director and the officials. The official DPL incident report form is the preferred method of reporting. Situations differ in type and circumstance, therefore; the following will be used as guidelines, but may be adjusted (in either direction) if deemed appropriate by the DPL Athletic Director after thorough review. MIS athletic department will follow these guidelines for all incidents relating to DPL Games

LEVEL ONE (Temper/Sportsmanship):

Head Coaches:

- First Technical or Unsportsmanlike Penalty (UP)-suspended from next game
- Ejection-suspended from next two games
- 2nd Technical (different game) or UP-suspended from next two games
- 2nd ejection-suspended for the season possibly longer
- 3rd technical-suspended indefinitely pending review

Assistant Coaches:

- 1st Technical or unsportsmanlike penalty (UP)-suspended for next two games

2nd Technical (different game) or UP-suspended indefinitely pending review
Ejection-suspended for minimum of two games
2nd Ejection-suspended for the season
3rd Technical (if gathered one at a time)-suspended for the season

Players:

1st Technical or UP-suspended for 1 Quarter
2nd Technical (different game) or UP-suspended at least one game
Ejection-suspended for the next game, or longer
2nd Ejection-suspended for the season
3rd Technical (if gathered one at a time)-suspended for the season

Spectators:

1st Technical or UP-suspended for next two games
2nd Technical (different game) or UP-suspended indefinitely pending review
Ejection-suspended for minimum of two games
2nd Ejection-suspended for the season
3rd Technical (if gathered one at a time)-suspended for the season

LEVEL TWO (Ethics):

Violating League Rules first offense-suspended for next full semester
Violating Suspension-suspended for next full school year
Violating League Rules second offense-suspended for life
Violating Second Suspension-suspended for life

LEVEL THREE (Physical Harm):

Physically harming or threatening another person-suspended Indefinitely pending review

Factors which affect the consideration of the DPL Athletic Director in applying a more lenient or strict penalty than the stated guidelines include, but are not limited to:

- the history of the offender at school and league levels
- the testimony of the officials, opponents, and on-biased third parties
- the subsequent attitude and sincerity of contrition displayed by the offender
- The perceived knowledge & intent of the action and its effect on the fair

DALLAS PAROCHIAL LEAGUE GRIEVANCE PROCESS

In a Catholic, Christian league such as the DPL, the spirit of the law will be the guide, not the letter of the law.

MIS Athletics will follow this grievance process when dealing with MIS issues.

PLEASE USE THE FOLLOWING PROTOCOL WHEN ADDRESSING ISSUES THAT YOU FEEL NEED ATTENTION OR RESOLUTION AT EITHER THE SCHOOL OR LEAGUE LEVEL.

Spectators/Parents:

Spectators are primarily made up of parents, siblings, other family members and friends. Should a spectator witness a problem or have issue with something that takes place at a practice or game, he/she should take the concern directly to the head coach to calmly discuss the issue. Should there be no satisfactory resolution to the problem; the spectator should address the issue directly to the school athletic director. Should there be no satisfactory resolution to the problem, the spectator should address the principal (if a school issue) or the DPL Athletic Director (if a league issue).

Coaches:

Coaches should use the same chain as listed above. If the concern is a spectator, the coach should calmly address the concern with the spectator or spectator’s parents if applicable. The coaches are the designated agents of the school and have every right to insist on the proper conduct and support of their spectatorship. If the concern is a player or game-related matter, the coach should address the concern to the school athletic director. The coach should then go back to coaching and allow the athletic director to proceed as deemed appropriate. The athletic director will either handle internally or forward to the principal or DPL athletic director as seen fit.

School Athletic Directors:

Athletic directors at member schools are encouraged to handle matters internally when possible. When assistance is requested, the school athletic director should seek guidance or rulings from the principal (if a school matter) or DPL athletic director (if a league matter)

School Principals/DPL Athletic Director:

A school principal has the final say on any school matter and the DPL athletic director has the final say on any league matter. As set forth by the DPL Athletics Policy Statement, only a school principal may file a grievance on behalf of the school or agent of the school. This grievance is filed to the DPL Executive Committee for purposes of filing a grievance against a school.

DPL Executive Committee:

The DPL Executive Committee is the end of the line. Its rulings are final.

I have read and agree to the policies and procedures of the MIS Athletic Handbook.

Student-Athlete

Date

Sign

Parent/Guardian

Date

Sign