

**CASSELL ATHLETIC ASSOCIATION (CAA)
GUIDELINES AND RESPONSIBILITIES FOR PARENTS AND PLAYERS**

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Mission: Students attending Cassell Elementary School in grades K through 8 have the opportunity to learn how to play athletics as a member of a team that competes against teams from other schools. The program goals are A) to develop good sportsmanship, B) to teach the skills needed to enjoy playing the sport, C) to provide the experience and lessons of teamwork, and D) to encourage physical fitness and personal growth.

Structure: An Athletic Association has been established to help facilitate the administration of the Cassell Elementary School athletic program, and to provide financial and advisory oversight of the program. The Cassell Athletic Association (CAA) is comprised of eight members. These members consist of five Sports Coordinators, President, Vice President, Treasurer and School Administrator. The Principal makes the decision of these appointments.

The school administration, in cooperation with teachers, shall have sole determination on the following:

- Determination of eligibility
- Scholarships and waivers or reduced fees
- Building use and scheduling (determined with coaches)
- Authorization of the use of the school name
- In conjunction with the Athletic Association, conduct related issues as pertains to coaches, students and Association members.

The school administrator will delegate communication of some aforementioned areas through the CAA.

1. All parents and players must support and promote the Cassell Athletic Association (CAA) mission statement and guidelines.
2. All players must be full time Cassell students.
3. Fees must be paid at the time of registration. A \$34.00 fee will be charged for returned checks. Fees are non-refundable once registration ends and teams are formed. A player is ineligible for play until all fees are paid.
4. All school fees must be paid prior to any participation in athletics at Cassell Elementary School.
5. Athletic fees will NOT be refunded if your child is suspended or becomes ineligible due to grades, misconduct, or injury.
6. The CAA works in conjunction with Cassell Elementary School. All Chicago Public School guidelines will be followed in regards to all sports programs (*CHICAGO PUBLIC SCHOOLS ATHLETICS CONSTITUTION AND BYLAWS, Section:601.8, Board Report: 16-1026-PO1, Adopted 10/26/2016*)

ATHLETIC ELIGIBILITY POLICY

Eligibility to practice or play on any organized Cassell School team, whether in pre-season or the regular season, is dependent on the athlete's grades and behavior. An athlete must earn passing grades (C's or higher) in all subjects and demonstrate appropriate behavior at all times. Grades and behavior will be monitored on a weekly basis to determine if an athlete is allowed to practice or play in any games for the following week. Students may regain eligibility the following week by showing improvement in both areas. At any time during the athletic season the school administrator has the right to pull a student athlete due to failing grades or poor behavior, either from specific games/practices, or from the team entirely. The school administrator is not required to consult the CAA before making any decision. **Suspended students or absent students (excused or unexcused) may not play or practice on the days that they were not in school. Coaches will be notified by the school when a student is ineligible to play or practice.**

TEAM FORMATION

Registration Fees are payable at registration. Registration and/or fees will not be accepted after the final registration date provided by the CAA> In all grades, the coaches will cooperate in the division of the teams to ensure the parity of talent of both teams. Each coach may have their own child on their team. Team size will be determined to ensure adequate participation by all players.

PRACTICES AND GAMES

- A. All players who meet team requirements will receive equal instruction and equal playing time during all practices and scrimmages.
- B. Practices are for players only. Unsupervised siblings are not allowed at practice.
- C. Coaches will hold an informational meeting or distribute information at the beginning of the season to discuss rules, practices, and game schedules. Practices are limited to a maximum of 3 days a week.
- D. Coaches will determine the practice schedule before the season starts, and maintain a regular schedule, as well as location of practice
- D. Playing sports is a commitment. Regular attendance at games and practices is expected. Parents must notify coaches in advance if their child will be unable to make a game or practice.
- E. Coaches will notify the school and parents if practices are canceled or rescheduled.
- F. Transportation to and from practices and games is the responsibility of the parents and players – not the coaches. Coaches are not allowed transport any players other than their own children to and from practices and games.
- G. Proper uniform must be worn to all games. Players out of uniform may not be allowed to play.

GUIDELINES FOR PLAYING TIME

Above all, academic eligibility requirements must be satisfied and will be monitored by school administration. Programs in all grade levels should stress instruction, refine skills, promote teamwork and teach sportsmanship. All sports teams are full participation for all participants.

Playing time will be based on the following criteria:

- A. Academic and behavior eligibility requirements must be satisfied.
- B. The player's attendance record at practices and games.
- C. The player's attitude and willingness to put team goals before his/her own personal goals.
- D. The player's dedication to the game, as determined by the coach(es)
- E. Players will adhere to mandates of good sportsmanship as defined above.

Parents must set a standard of respect for their children to follow and are expected to behave in a respectful manner at all times. Consistent respect by parents and players for coaches, team members, opposing team members, referees and property is an absolute requirement. Losing self-control, using inappropriate gestures or tone of voice, using foul and abusive language, arguing a referee's call or a coach's decision or other signs of disrespect are reasons for disciplinary action. Disciplinary action for the player may include reduced playing time, suspension, or even dismissal from the team. Parents may be asked to leave the gym and barred from future games.

Parents should make no attempt to instruct or direct the play of an athlete or of the team. They should not criticize the playing efforts of any athlete on any team.

GRIEVANCE PROCEDURE

A. Please consult the individual coaches in a private setting. Before, during, and after games and practices can be emotional times. Please observe the 24 hour rule to discuss your issue. **24 Hour Rule: Please do not talk, text or email any coach about playing time or other negative concerns you may have until 24 hours after a game/practice time.**

B. If there is no resolution after a meeting with your child's coach, please consult with the coordinator for that sport as appropriate.

C. If further resolution is necessary, you must bring the problem to the CAA by contacting the school administration.

FINANCES

- All fees will be collected at the time of registration. A \$34.00 fee will be charged for all returned checks. Fees are non-refundable once registration ends and teams are formed. A player is ineligible for play until all fees are paid.
- An account shall be established for the CAA. All incoming funds will be deposited in said account. The fees to participate in the program are fixed, as the number of student athletes ultimately participating cannot be known prior to a season's start. Therefore, 10% of each fee collected will be designated a program fee and used for the general administration of the program.
- Coaches will discuss their financial needs with coordinators and together submit requests in a timely fashion. Check requests must be submitted to the CAA before the check is needed. Expenses (excluding league fees which will be approved prior to registration) shall be approved by the Athletic Association. If a coach/coordinator makes a purchase prior to Association's approval, they must submit the expense for approval immediately. If the purchase is approved, the total cost will be reimbursed. If the purchase is not approved, that individual will recognize the purchase as a donation to the sports program. An invoice/receipt is required for all purchases.

ADDITIONAL GUIDELINES

- In order to maintain an active sports program additional fundraising activities might be conducted. It is expected that parents and players participate in such activities.
- The use of the Cassell Elementary School name, school-owned equipment and gym without permission of the school is forbidden. No private club teams or clinics are allowed to use the gym.
- Cassell sports teams are representatives of our school. Always reflect a positive image.

CASSELL ATHLETIC ASSOCIATION STUDENT ELIGIBILITY RULES

Participating in the Cassell Athletic Association (CAA) sports program and playing is a privilege. Student athletes will show respect for coaches and cooperate with them fully. Additionally, student athletes are expected to show respect for members of their team. At all times a student athlete is expected to display good sportsmanship and play by the rules. Losing self-control, using inappropriate gestures or tone of voice, foul language, arguing a coach's decision, or any other signs of disrespect are reasons for disciplinary action. Consequences of such behavior could include reduced playing time and suspension or expulsion from the team or program. Student athletes are expected to be present and on time for all practices and games. Failure to be present at practices or late to practice can result in reduced playing time. Practice stresses the importance of teamwork, establishing goals, discipline and learning to control emotions - all of which are important lessons student athletes can use both in and away from sports. Failure to attend games and practices can affect the entire team and distract from the sense of teamwork and team spirit that the coaches are striving to achieve. Student athletes must complete a full day of school attendance to participate in practices and games. All CPS guidelines will be followed in regards to sports programs.

Eligibility to practice or play on any organized Cassell School team, whether in pre-season or the regular season, is dependent on the athlete's grades and behavior. An athlete must earn passing grades (C's or higher) in all subjects and demonstrate appropriate behavior at all times. Grades and behavior will be monitored on a weekly basis to determine if an athlete is allowed to practice or play in any games for the following week. Students may regain eligibility the following week by showing improvement in both areas. At any time during the athletic season the school administrator has the right to pull a student athlete due to failing grades or poor behavior, either from specific games/practices, or from the team entirely. The school administrator is not required to consult the CAA before making any decision. Suspended students or absent students (excused or unexcused) may not play or practice on the days that they were not in school. Coaches will be notified by the school when a student is ineligible to play or practice.

CASSELL ATHLETIC ASSOCIATION PARENT RESPONSIBILITY RULES

Parents play an important role in the success of the student athlete and also in the success of the team. Enrolling a child in the Cassell sports program is a commitment that their child will play according to all rules and at all locations at which their team is scheduled to play. Full participation in all aspects of the Athletic Program is expected. Parents shall provide transportation for their children to and from games and practices. It is your responsibility to contact the coach if your child will not be at a game or practice. Parents are expected to support and encourage their child's efforts. Attending games and cheering for the team is a show of support. However, parents are always reminded to act in a responsible manner and show good sportsmanship. Parents shall not direct or instruct the play of a student athlete or team and must not criticize the playing efforts of any athlete or the team. Parents should be a role model for helping student athletes put losses in perspective. Questioning, criticizing or berating the coach is inappropriate. If you have an issue with your child please discuss it with the coach first. Coaches will not discuss information regarding other players. If you feel your complaint has not been dealt with appropriately, contact the Cassell Athletic Association at CassellAthelticAssociation@gmail.com.