

***St. Joseph Catholic
School and Parish***

Athletic Handbook

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INDEX

	<u>PAGE</u>
ST. JOSEPH SPORTS & ATHLETIC CODE	4
CODE OF CONDUCT SIGNATURE PAGE	5
STUDENT CODE OF CONDUCT	6
PARENT CODE OF CONDUCT	7
STATEMENT OF PURPOSE	8
PARTICIPANT ELIGIBILITY	8
FUNDING	8
REGISTRATION	8
PARENTAL PERMISSION	8
PHYSICAL EXAMINATION	9
FEES	9
TEAMS	9
COMPETITIONS	9
INJURY	10
PARENT/GUARDIAN RESPONSIBILITIES	11
COACH RESPONSIBILITIES	11
ATHLETE RESPONSIBILITIES	12
ATHLETIC MINISTRY BOARD RESPONSIBILITIES	12

	<u>PAGE</u>
QUESTIONS AND SUGGESTIONS	12
OTHER ACTIVITIES	12
ATHLETE RECOGNITION NIGHT	12
COACHING SELECTION PROCESS	13
TEAM SELECTION PROCESS	13
COACH EVALUATION	14

St. Joseph Sports & Athletic Code

The St. Joseph Athletic Ministry offers programs for boys and girls basketball, volleyball and track to students in 5th through 8th grade. The ability to participate in sports is a privilege, not a right. One of the most important goals of the day school, Christian formation program and the athletic program is to help students learn to demonstrate Christian values and good sportsmanship. These requirements are outlined in this Athletic Code will help our student athletes meet those goals.

The St. Joseph Athletic Ministry has established behavior, academic, and participation requirements of which members of all sports teams will have to meet. The Athletic Ministry Board, with assistance from the coaches, teachers, Christian formation coordinators and principal, will administer these rules.

- Appropriate behavior is expected at all times; anything less will not be tolerated. Any serious behavior problems that require a parent/guardian conference with the principal for day school students, Youth Minister for Christian formation participants, or coach for team activities may result in a suspension from practice(s) and/or game(s) for one week beginning the day of suspension. The parent/guardian of Christian Formation Participants is expected to contact the Athletic Ministry with any serious behavior problems outside of St. Joseph Parish. The second violation may result in dismissal from the team or squad. No refunds will be given for behavior related dismissals.
- Academically, students are expected to maintain a 2.0 grade point average or have the recommendation from the teacher(s) and principal that the student's homework and effort in class is acceptable. Students participating in sports must complete homework on time and to the best of their ability. If required work is not completed and turned in, the student will not be eligible to participate in practice or games that week. Any student/student athlete who has earned a detention for either academic or disciplinary infractions will receive a one game suspension. This is the responsibility of the parent/guardian to contact the Athletic Ministry
- It is the student's responsibility to contact their coach if they are unable to attend a practice or game. If a student misses three practices, games or any combination of three practices or games without a legitimate excuse the student will be suspended for one game. The third violation will result in dismissal from the team or squad. No refunds will be given for dismissals related to attendance.
- Any damage to equipment or property resulting from anything other than routine practice or game play will be the sole responsibility of the student(s) involved.

We have read and agree to abide by the St. Joseph Sports & Athletic Code.

Student

Parent or Guardian

ST. JOSEPH CATHOLIC SCHOOL & PARISH

TO: Parent/Guardian & Student Athletes

Parent/Guardian and student athletes are asked to read and sign the code of conduct attached. Everyone will be held accountable for following the code at all times. This is to be signed and returned to your coach before the first practice.

Parent/Guardian Signature

Date

Student Signature

Date

STUDENT CODE OF CONDUCT

As a student athlete of St. Joseph Catholic Parish, my behavior and example reflects upon me, my family and my Parish. Therefore, I need to set a Christian example for others to follow. I will accomplish this by doing the following.

- I will learn as much as I can about the sport. I will attend the practices and work hard to do my best. I realize that as part of a team, everyone deserves the chance to play. I will encourage my teammates.
- I will be on time for practices and games. I will notify my coach if I cannot attend practices or games. I understand that missing practices can influence my playing time.
- I will show respect for coaches, teammates, opponents, officials and spectators. I will be polite and courteous towards everyone before, during and after all practices, games and events.
- I will display good sportsmanship at all times. I will refrain from profanity, racial or ethnic comments, harassment or taunting of teammates, opponents, coaches, officials and spectators. I will always congratulate my opponents on a game well played.
- I will represent my parish/school and community to the best of my ability.
- I will take responsibility for my actions.

PARENT/GUARDIAN CODE OF CONDUCT

As a Parent/Guardian of a student athlete of St. Joseph Catholic Parish, we have a great responsibility to present ourselves, our parish and our community in the proper light of good sportsmanship and true Christianity. Therefore, it is our responsibility to set the example for others, especially our children, to follow.

- I will be a positive role model for players, other spectators and our community.
- I will provide encouragement and support for players and coaches.
- I will support the coach's efforts and philosophies in front of the players and team.
- I will express concerns, complaints or judgements to the coach after a 24 hour waiting period following games in a civil manner, and the proper setting.
- I will show respect for the coaches, officials, opponents and other spectators at all times.
- I will display good sportsmanship at all times. I will refrain from profanity, racial or ethnic comments, harassment or taunting of opponents, coaches, officials or other spectators.
- I will represent my parish/school and community to the best of my ability.
- I will take responsibility for my actions, realizing I may lose the privilege of viewing my child's games as a result of failing to set a good example.

Statement of Purpose

The purpose of the St. Joseph Athletic Ministry is to provide and administer programs that follow a simple philosophy. First, we will teach the game. Second, we will teach a love of the game. Finally, when the first two are achieved, we will teach how to win the game. This will be accomplished by

- Promoting a Christian environment for having fun.
- Encouraging the youth to be physically active.
- Developing physical as well as fundamental skills.
- Fostering sportsmanship, respect, personal responsibility and teamwork.

Participant Eligibility

All 5th through 8th grade boys and girls who are enrolled in St. Joseph Day School or Christian Formation Program, and are regularly attending are eligible.

Funding

The Ministry's revenue is generated primarily by fund-raising events (i.e. Sponsored tournaments and concessions) and Athletic fees.

Registration

Organizing, implementing, and administering athletic programs require the performance of multiple tasks that often have strict deadlines. Registration forms must be completed and accumulated, rosters must be set, practice and event facilities must be reserved, and parents and students must be informed.

Parents and students are expected to understand and meet registration requirements, including submission of required forms and payment of required fees by the published close of registration. Players may NOT practice or play games until all forms are submitted.

The forms required to participate include the following:

- a) *Physical Exam Form (Archdiocese)*
- b) *Medical Information and Emergency Consent Form (Archdiocese-copy with coach)*
- c) *Risk Acknowledgement and Consent Form (Archdiocese)*
- d) *Concussion Form (Archdiocese)*
- e) *Sportsmanship Pledge (Archdiocese)*
- f) *Signed pages (4&5) of the Athletic Handbook*

Parental Permission

Participation in any program requires written permission of the player's parent or legal guardian. Permission forms must be submitted with registration forms.

Parents and/or legal guardians agree to hold St. Joseph Parish and the Athletic Ministry harmless for any injuries incurred during, or in transit to or from, activities.

Physical Examination

Athletes must obtain a physical examination from a licensed physician at least every two (2) years.

Fees

Athletes will be required to pay a non-refundable fee during registration.

No student will be denied a chance to participate due to financial hardship. Please contact the athletic director to discuss any special arrangements.

The following fees will be charged for each athlete participating in a sponsored program.

- a) *\$60 for participation in any fiscal year*
- b) *\$35 for any jersey not returned*
- c) *\$25 for any pair of shorts not returned*

Teams

The number and composition of teams will be determined by registration results. The Athletic Board will consider the number of registrants, the availability of openings, league rules, input from coordinators and coaches, availability of funding, and other relevant factors, when making decisions about teams.

Competitions

A coach or player who receives 2 technical fouls in one basketball game, two yellow cards/one red card in a volleyball match or is ejected from a game/match will receive the following penalties:

1. First offense – one game/match suspension
2. Second offense – three game/match suspension
3. Third offense – removed as coach or dismissed from the team or squad.
A replacement coach is to be named by The Athletic Ministry.

The coach may reapply for the position the following year.

Minimum playing time guidelines:

Basketball-

- 5th and 6th grade – League games; even playing time. Tournament games; one quarter unless roster size is 12 or greater, then it is 4 minutes

7 th grade -	League games; one quarter. 4 minutes if roster size is 12 or greater. Tournament games; 3 minutes. 2 minutes if roster size is 12 or greater.
8 th grade -	League games; 3 minutes. 2 minutes if roster size is 12 or greater. Tournament games; 1 minute.

Minimum playing time guidelines continued:

Volleyball

5 th and 6 th grade -	League matches; even playing time. Tournament matches; 25% of the match.
7 th grade -	League matches; 25% of the match. Tournament matches; 10% of the match.
8 th grade -	League matches; 25% of the match. Tournament matches; 10% of the match.

If a player is not eligible to play, but will be on the bench, they must be in street clothes. Playing time may be reduced for missed practices or disciplinary reasons. This will be discussed with the player and their parents. We also work with the school, and problems with homework or grades may reduce playing time or make players ineligible to play at all. All suited players should play in the game at the guidelines stated above.

Injury

The risk of injury is a part of virtually every sport. ***St. Joseph Athletic Ministry is not responsible for any injury incurred during participation in Ministry programs.***

Any seriously injured athlete requiring outside medical attention (by paramedics, physician, etc.) may not return to active team participation without a written doctor's release submitted to the team's coach.

Parents and guardians are strongly encouraged to:

- Obtain adequate Health and Dental insurance to cover possible injuries. St. Joseph Catholic School & Parish does not provide insurance.
- Provide athletes with appropriate safety equipment including eye guards, mouth guards, padding and other protective devices specific to the sport.

Athletes, parents, and guardians agree not to file claims for injury against the Parish and/or the Athletic Ministry as a result of an injury incurred during team participation.

Parent/Guardian Responsibilities

Parents/guardians are responsible for transportation of their children to and from practices, games and tournaments. Drivers should carry adequate liability insurance to cover such transportation requirements.

Parents/guardians are expected to exhibit support for their children's teams. Such support includes timely assistance as needed at practices and games, and enthusiastic cheering during competitions.

Parents/guardians must follow the Parent/Guardian Code of Conduct.

Parents/guardians are required to "work" one of the following areas at least once (per participating child) during the volleyball/basketball season:

1. Admissions / Concessions
2. Maintenance / Utility
3. Scorer's table
4. Fundraising events
5. Preseason gym clean up.

Parents and guardians are also encouraged to be a member of the athletic committee.

Coach Responsibilities

Coaches are volunteers who have been approved by the Ministry. Coaches must be able to prove that they are twenty-one (21) years old at the beginning of the school year.

Each Head Coach is expected to select an assistant who will be available to fill in during the Head Coach's absence.

All coaches must follow and uphold the rules and guidelines of the league, the Archdiocese, and the St. Joseph Athletic Ministry. This includes completing "Safeguarding God's Children" training program and a background check.

Coaches are responsible for obtaining appropriate equipment, when available, from the Ministry's equipment manager. Coaches are also responsible for retrieving the equipment from the players and returning it to the equipment manager within two weeks of the end of competition.

Coaches are expected to participate in any and all athlete recognition activities.

Athlete Responsibilities

Athletes must follow the rules and guidelines of the team, the league, the Archdiocese and the St. Joseph Athletic Ministry.

Athletes must follow the Student Code of Conduct and not be disruptive to team activities.

Athletes are responsible for proper use and care of uniforms and other equipment issued to them. Athletes and/or their parents or guardians will be expected to pay for any lost, stolen or abused uniforms or equipment.

All equipment and uniforms must be returned to the team coach within one week of the end of competition.

Athletic Ministry Board Responsibilities

Board members volunteer their time to administer the programs described in this handbook. The Board meets monthly to review progress and issues.

The Board consists of the following positions:

- ◆ Athletic Director
- ◆ President
- ◆ Vice President
- ◆ Secretary
- ◆ Treasurer
- ◆ A Minimum of Six (6) At Large Members

Coordinators are assigned for individual sports based upon availability and need.

Questions and Suggestions

Parishioners with questions and/or suggestions are encouraged to express them.

Please submit any issues to the Board by forwarding them in writing to St. Joseph Parish, Attention Athletic Director. Correspondence should include your name, address and phone numbers where you can be reached. If there is a concern with a specific team, please contact the Head Coach first before contacting the Athletic Board.

All correspondence will be considered for review at the next Board meeting. You may be asked to join a future meeting for further discussion of your suggestions or issue.

Other Activities

The Athletic Ministry Board may choose to sponsor other activities, depending upon timing, availability of facilities, and availability of funds.

Athlete Recognition Banquet

An Athlete Recognition Banquet is held annually to honor athletes for their participation and accomplishments in St. Joseph's sports programs.

Individual awards are presented by the coaches to all athletes who have completed their sport or activity season.

St. Joseph Coaching Selection Process

1. Applicants must submit a coaching resume/letter of interest with pertinent coaching experience and philosophies to the Athletic Director. The best candidate will be chosen regardless of prior experience or involvement with the program.
2. The Nominating Committee will review resumes, coach evaluations and/or interview candidates and present the head coach recommendations to the Executive Committee. The Executive Committee will determine the final selection through the voting process at an Executive Committee meeting. All final candidates will be required to authorize the Executive Committee to complete a criminal background check and complete "Safeguarding God's Children".
3. The Nominating Committee will consist of the Secretary, the Basketball Coordinator, the Volleyball Coordinator and possible at-large members. In the event one of the three members is applying for the head coach, he or she shall recuse themselves and an at-large member will become a member of the Nominating Committee for this recommendation.
4. While head coaches may expect to follow athletes for grades 5 through 8, emphasis will be placed on "Yearly Coach Evaluations" which may affect/determine changes in the coaching staff. Coaches will be required to submit a new application each year.
5. Assistant coaches are selected by head coaches after team rosters have been finalized. The assistant coaches will have background checks done as well complete "Safeguarding God's Children".

St. Joseph Team Selection Process

1. If there are multiple teams at a grade level, a committee of coaches and 1-3 Athletic Ministry Board Members will rate the players and create 2 even teams split by abilities. Our league requires that all multiple teams at the same grade level be split evenly.
2. Multiple teams for the same grade may practice at the same scheduled times. The coaches can choose how much to practice as one team. We encourage some level of practicing together to maintain class unity. This condition is rescinded if three teams at the same grade level are formed.
3. The decision to split into multiple teams will be determined by the Executive Committee.

St. Joseph's Coach Evaluation

Please take a moment to complete the following questions regarding your child's sport experience. This information will assist St. Joseph's Athletic Ministry Board in making program improvements. This information will remain confidential.

Coach's Name: _____ Family Name (Optional): _____
 Sport _____

Please circle your response by using the following scale

- 1 Needs Improvement
- 2 Fair
- 3 Good
- 4 Outstanding Job

PRACTICES				
1. Is knowledgeable about the sport and provided skilled instruction	1	2	3	4
2. Instruction during practices was age appropriate and led to increased knowledge of the game and playing strategies	1	2	3	4
3. Conducted a parent meeting and explained procedures for Dealing with concerns.	1	2	3	4
4. Provided information in a timely manner regarding practice times, league games, and tournaments.	1	2	3	4
5. My child has improved in the areas of: understanding of the game, skill development, and self-confidence.	1	2	3	4
GAMES				
1. Coach's conduct during games modeled Christian values	1	2	3	4
2. Consistently treated players and referees with respect.	1	2	3	4
3. Playing time was in accordance with St. Joseph's playing time guidelines.	1	2	3	4
4. Encouraged a positive team environment	1	2	3	4

Would you recommend this individual to coach your child?

If NO, please explain why.

Would you be willing to discuss this with a member of the Athletic Ministry?

Any additional comments