

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

***Athletic Handbook***

***Date: July, 2007***

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## St. Joseph Sports & Athletic Code

The St. Joseph Athletic Ministry coordinates boys and girls basketball and volleyball for students in 5<sup>th</sup> through 8<sup>th</sup> 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 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 in school, at practices and at games; 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 third violation will 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.
- 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 and Athletic Code.

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Student

Parent or Guardian

# ST. JOSEPH CATHOLIC SCHOOL

September, 2007

TO: Parents & Student Athletes

Parents 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 game.

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Parent Signature

Date

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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, even when things don't go my way. I can do that by:**

- Learn as much as you can about your sport. Play by its rules. Show up for practice, work hard, and realize that if you're on a team, everyone deserves a chance to play.
- Talk politely and act courteously toward everyone before, during and after games and events. That includes your teammates, your opponents, your coaches, the officials presiding over the game, and spectators (who can sometimes be loud about their opinions).
- Stay cool. Even if others are losing their tempers, it doesn't mean you have to. Remind yourself that no matter how hard you've practiced and played, it is, after all, just a game.
- Avoid settling disputes with violence. If you're in a difficult situation or someone's threatening you, seek help immediately from your coach or from an official.
- Cheer your teammates on with positive statements and avoid trash talking the other team.
- Acknowledge and applaud good plays, even when someone on the other team makes them.
- When officials make a call, accept it gracefully even if it goes against you. Remember that referees may not be right every time – but they're people who are doing the best, just as you are.
- Whether you win or loose, congratulate your opponents on a game well played.

# PARENT CODE OF CONDUCT

**Parent attitude does affect the athletes on the teams. As the adults viewing the games, we have a great responsibility to present ourselves in the proper light of good sportsmanship and true Christianity.**

Therefore, below is the behavior expectation at all sporting events.

1. Set a good example for our student athletes by positive cheering and comments.
2. No parent or coach may harass, or bad mouth any official at any time. Total respect is to be shown to all game officials.
3. Neither parent nor spectator may harass, or bad mouth any coach, official, player or opponent at any time.
4. We believe a 24 hour waiting period after any game, tournaments included, is essential before a parent contact any coach with concerns, complaints, or judgments about your child or the game he/she played. This will help resolve matters more effectively, as it gives everyone time to think things through, rather than to just react. You may contact the Athletic Board with any concerns if they are not resolved after discussing it with the coach.
5. Failure to set a good example for our student athletes may result in revoking your privilege of viewing your child's game(s).

## Statement of Purpose

The purpose of the St. Joseph Athletic Ministry is to provide and administer programs that

- Promote a Christian environment for having fun;
- Develop physical skills; and
- Foster sportsmanship, respect, personal responsibility and teamwork.

## Participant Eligibility

All 5<sup>th</sup> through 8<sup>th</sup> 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. Harvest Fest 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.***

## 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.

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.

## **Athlete Commitment**

Once registered, players must commit to playing for their St. Joseph Interscholastic team. They are not permitted to participate on any other school, club, AAU, or other recreation team of the same sport at the same time.

Per Archdiocesan rules, athletes found playing for another team of the same sport while playing for St. Joseph will be dropped from their current St. Joseph team and suspended from further participation in any sport for the rest of the school year.

## **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.

## **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 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. Replacement to be named by Athletic Ministry.

The coach may reapply for the position the following year.

Minimum playing time guidelines:

#### Basketball-

- 5<sup>th</sup> and 6<sup>th</sup> grade – League games; even playing time. Tournament games; one quarter unless roster size is 12 or greater, then it is 4 minutes
- 7<sup>th</sup> 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<sup>th</sup> grade - League games; 3 minutes. 2 minutes if roster size is 12 or greater. Tournament games; 1 minute.

#### Volleyball

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

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

## 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.***

Parents and guardians are strongly encouraged to:

- Obtain adequate Health and Dental insurance to cover possible injuries. St. Joseph 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 and 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 and guardians are expected to exhibit support for their children's teams. Such support includes timely assistance at practices and games, and enthusiastic cheering during competitions.

Further support is evidenced by respect for coaches' decisions and instructions. Parents and guardians must not interfere with the work of the coaches during practices, scrimmages, games or matches.

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

1. Admissions
2. Concessions
3. Scorers table
4. Fundraising events

Parents and guardians are also encouraged to be a member of an 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 the rules and guidelines of the league, the Archdiocese, and the St. Joseph Athletic Ministry.

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 are responsible for notifying coaches about any absences before they occur.

Athletes are expected to handle themselves in a sportsmanlike, Christian manner. Coaches may discipline any athlete who is disruptive to team activities. Such disruption may include foul language, disrespect for others, or other activities deemed disruptive by the coach.

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
- ◆ 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. Letters 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 at the end of each season 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 of activity season.

Fourth grade students and parents are invited and encouraged to attend the Athletic Banquet. A copy of the handbook and policies will be distributed at that time so parents and children will be aware of athletic opportunities for children and coaching/assistant coaching opportunities available to parents.

## St. Joseph Coaching Selection Process

1. Applicants must submit a coaching resume/letter of interest with pertinent coaching experience and philosophies. 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 a Executive Committee meeting. All final candidates will be required to authorize the Executive Committee to complete a criminal background check.
3. The Nominating Committee will consist of the Athletic Director, 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.

## St. Joseph Team Selection Process

1. If there are multiple teams at a grade level, a committee of coaches and 3-5 others will rate the players and create 2 even teams split by abilities and school affiliation. Our league requires that all multiple teams at the same grade level be split evenly.
2. Multiple teams for the same grade shall 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.

# **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