

# **St. Monica School Athletic Association Handbook**

**Revised December 2010**



**ST. MONICA SCHOOL**

*“Learn, live, and love through Jesus...”*

Approved August 2009 by SMS Athletic Association

## St. Monica School Athletic Association Handbook

### **Philosophy**

It is the primary purpose of the St. Monica School Athletic Association to provide an extension of the Christian educational experience. The school athletic program is designed to provide enjoyable extracurricular activities for children and teach the fundamentals of sports. The program strives to develop self-worth, sportsmanship, discipline, sound judgment, and physical well-being.

### **Objectives**

1. Offer a positive Christian learning experience
2. Foster a sense of sportsmanship - how to win with grace and lose with dignity
3. Provide an opportunity for wholesome and enjoyable use of time through sports activities
4. Provide an opportunity for parents to become involved in sports programs and to set good examples for their children
5. Foster teamwork and unity among participants
6. Aid in the physical development and self-esteem of the student athlete
7. Teach fundamentals of sports and develop athletic skills
8. Generate funds to support the athletic program in cooperation with the Booster Club
9. To prepare junior high students for high school athletic competition.

### **Board Member Roles and Responsibilities**

#### *Athletic Director*

Athletic Director is responsible to the Principal of the school in a school based athletic program. Duties include but are not limited to following the Archdiocese Policies and Regulations for Athletics. Specific Policies are outlined in the Archdiocese of Milwaukee Athletic Policy manual.

In addition to these policies, the Athletic Director is responsible for ensuring that the St. Monica Athletic program is a program integrated into the entire school community.

#### *Athletic Director Duties include:*

- Attendance at league meetings for preparation of various seasons
- Preparing player registration for start of school
- Conducting athletic meetings
- Player sign up
- Number/selection of teams
- Selection and direction of coaches
- Coaching requirements
- Set practice schedules
- League schedule
- Player participation
- Tournament facilitation
- Communication with coaches, player, and parents
- Concessions and equipment set up and gym needs

#### *Board Coordinator*

- Sets meeting agenda with Athletic Director
- Records board meeting minutes
- Liaison to Buildings and Grounds Committee

## Parent Responsibilities

1. Support the teams on which their children participate as well as the entire St. Monica athletic program. Parents are encouraged to attend games.
2. Provide transportation for their children to and from all practices and games. Drop off players at practices and games at times designated by coaches and pick up players promptly after practices and games.
3. Adhere to principles of good sportsmanship. As representatives of St. Monica, parents are expected to conduct themselves in a Christian-like manner at games and be respectful of all players, coaches, other parents and spectators, and game officials.
4. Respect and cooperate with coaches. In the event of a conflict, parents should try to resolve the matter first with the Coach. If unsuccessful, contact the Athletic Director.
5. Participate in volunteer duties as assigned. Parents may (as applicable) be scheduled to work when their children are playing at St. Monica School. Failure to work your assigned time (or switch with another parent for an alternate time) may result in the suspension of your child from the next game.
6. Reimburse the Athletic Association for any lost or damaged uniforms or equipment assigned to their children.

### *Grievance Procedures*

1. *Discuss issue with the coach*
2. *If no resolution, bring to the attention of Athletic Director*
3. *If further steps require, meet with Athletic Director and Principal*
4. *Principal will make final decision if necessary*

## Athletic Association Structure

The Principal of St. Monica School has the ultimate control and supervision responsibility for all extra-curricular school activities, which include the athletic program. Parents and other adults who serve as board members, coaches, and other volunteers are accountable to the Principal.

The St. Monica School Athletic Association consists of all parents and legal guardians of children participating in school sports programs, coaches, and other volunteers involved in the program. The Governing Board of the Athletic Association is responsible for the administration of the various programs. The board is selected and approved by the Principal on an annual basis from a pool of interested volunteers.

The general membership provides input, suggestions and promotes the programs. Parents and legal guardians of St. Monica student athletes are always encouraged to join the Board or become involved in any of the committees administered by the Board. As a volunteer organization, the Athletic Association is dependent on the membership for their time, talent, new ideas, and leadership to continue to improve our Athletic Program. Anyone with a desire to join the Board or to simply learn more about its activities should contact the Athletic Director or another member of the Board at any point during the year.

## Eligibility

- 1) Only students enrolled in St. Monica School may participate in athletic programs. The student athlete must maintain academic eligibility as outlined by the St. Monica School Parent Student Handbook.
- 2) A physical examination is required every two years for each student athlete. The physical exam verification must be on file in order for the student athlete to practice and compete with the team.
- 3) Payment of a participation fee is required as well as any other fee that might be established by the Athletic Association Board.

## Programs Offered for Boys and Girls Grades 5 - 8

Volleyball/CC	August – November
Basketball	November - March
Track	April – End of School Year

## Team Formation

1. **Participation:** If the participation level from the day school is not sufficient to adequately field a team, two or more schools/parishes may be combined. According to arch-dioceses regulations, this is allowed only if there is a shortage of players at a specific grade, only after all internal options have been exhausted, and only with schools/parishes that currently sponsor and administer active athletic programs in Grades 5-8. Written authorization from each pastor/principal of the respective parishes/schools, which are in reasonably close geographical proximity to one another, is needed to field a combined team. Merged teams must have league approval to compete in their respective league. Exceptions to this guideline would be made if the team is a cooperative effort with another member of our league affiliation.
2. **Registration:** Begins at the start of the school year, during school registration. A secondary registration is held just prior to the initiation of the practice season, i.e. just before each sport starts: Volleyball and Cross Country- early September; Basketball-late October; Track-late March.
3. **Division of Teams:** All students play on a team made up of participants from the same grade level, unless there are not enough players to form a team for a grade level. In that case, students from two grade levels may be combined and entered in the league at the higher of the two grade levels (i.e., 7<sup>th</sup> and 8<sup>th</sup> graders on a combined team play at the 8<sup>th</sup> grade level).
4. **Selection of Teams for A/B Designation:** When the number of players is sufficient that there is a need to divide teams by

## Coaches Selection Criteria:

Head coaches are approved each year by the Athletic Director, and if need be, such approval may be based upon recommendations from the respective sport committees chaired by the sport coordinators. Both parents and non-parents are eligible to coach.

## Player Responsibilities

1. Make his or her St. Monica team, his or her top priority in terms of extracurricular activities. The player should attend all practices and games. Players and/or parents should notify coaches in advance whenever they cannot attend a game or practice. ***Absenteeism, conduct, and effort will affect playing time and status with the team.***
2. Assume responsibility for uniforms and equipment issued to them by coaches, and to return them at the time and place established by the coaches. Fees, or the holding of report cards may be used to collect uniforms.
3. Conduct themselves as ladies and gentlemen (in a Christian-like manner) at all times before, during, and after games and practices. Since players represent St. Monica School, ALL school conduct rules will apply. Any violation will subject a player to suspension or dismissal from the team.
4. Follow principles and practices of good sportsmanship at all times toward officials, teammates, coaches, parents, members of opposing teams, and all spectators.
5. Respect property and facilities of St. Monica School, other practice sites, and game sites. Any player found to have committed an act of vandalism will be responsible for restitution and potential disciplinary action.
6. Maintain the minimum academic standards established by the St. Monica School Parent-Student Handbook.

4. Provide players with equal opportunity to participate in practices, develop their skills, and derive the benefits of the athletic program. Follow the playing time guidelines of the Athletic Association.
5. Teach fundamentals of their respective sports, good sportsmanship and teamwork.
6. Conduct them selves in a Christian-like manner which will set a good example for their players and bring credit to themselves, their players and St. Monica.
7. Be present and assume responsibility for players during practices and games, at times that players are asked to report before practices, games and after practices and games until players leave with their parent(s). Appoint an adult, 21 years or older (preferably an assistant coach) to assume these responsibilities when it is necessary to be absent.
8. Must comply with all coaching requirements including: “Safeguarding All Of God’s Family” (formerly know as “VIRTUS Training”), specific sport training, Core Video, Blood borne Pathogens and a criminal background check.

talent, and the league is providing an A/B division, the division of teams will follow a consistent format for all sports. The selection of teams based on talent will only be for grades 7 and 8. Aside from such a designation, no “All-Star” teams may be formed for tournament play at any grade level.

5. For the selection of teams based on talent, the division of teams will follow these guidelines:
  - Two scheduled days will be used for the selection process.
  - A portion of that process will include game type conditions.
  - There will be two judges with at least one outside individual used in the selection process; one of those individuals may be the Athletic Director. Coaches may assist in running the tryouts but may not be involved in the selection process
  - Each individual will be rated on a scale of the top 4-5 skills for that particular sport.
  - A scale of 1-5 will be used to rate each of the players.
  - The two judges will then assemble the two teams with the intention that the “A” team will be the stronger squad.
  - With regard to tiebreakers, the Athletic Director will have the sole discretion in making a determination when two or more athletes’ total rated scores are equal. Final team selection is subject to approval by the Athletic Director and/or Principal. Player attendance, behavior, and academic concerns may be considered.

## **Athletic Programs Playing Time**

All participants in athletics will receive equal time and attention in practice. St. Monica has a “no-cut” policy.

Guidelines as established by the St. Monica Athletic Association:

- 1) *Participants who attend at least 50% of their team practices and practice, diligently and cooperatively will play in competition according to the playing time goals established for league play in each sport.*
- 2) *The playing time goal of the St. Monica athletic program is to develop players at all levels, and to give coaches and parents guidelines for that development.*
- 3) *An overall emphasis is placed on practice time to develop skills with the coordination of games to expand those skills in game conditions.*
- 4) *The playing time goals are established to look at playing time over an entire season rather than a single game based upon conditions such as numbers of players, practice time, etc.*
- 5) *Playing time goals do not apply during tournaments, but every player must receive playing time, and coaches are encouraged to provide meaningful participation for each athlete.*

### **Playing time goals:**

5<sup>th</sup> grade: All participants play equal amounts of time.

6<sup>th</sup> grade: All participants play at least one half of every game.

7<sup>th</sup> and 8<sup>th</sup> grade Basketball: Participants play at least one quarter of every game.

7<sup>th</sup> and 8<sup>th</sup> grade Volleyball: Participants play at least one-third of a three game match.

In 5<sup>th</sup> and 6<sup>th</sup> grade, if a player does not attend at least 50% of the scheduled practice time during the week due to illness, injury, or any other commitment, the player will not be allowed to start the next game or match. If a player misses a game due to another commitment outside of school or church, such as a family vacation

or another sport, the same playing time restrictions will apply to the next scheduled game.

In 7<sup>th</sup> and 8<sup>th</sup> grade, if a player does not attend at least 50% of the scheduled practices during the week due to illness, injury, or any other commitment, the player will not be allowed to start and his or her minimum playing time goals will be reduced by 50% for the next game or match. Additionally, the player MAY NOT PLAY MORE THAN 50% of the next game or match. If a player misses a game due to another commitment outside of school or church, such as a family vacation or another sport, the same playing time restrictions will apply to the next scheduled game.

In the event such playing time restrictions prohibit the respective team from fielding 5 players in basketball or 6 players in volleyball, the coach has the discretion to wave the restriction in order to avoid a forfeit.

*(Playing time guidelines will be followed unless such rules are numerically impossible due to roster size; provided that all participants shall be subject to reduced playing time before relying on this exception.)*

## **Coaches Responsibilities and Selection Criteria**

1. Agree to follow the guidelines and policies of the Athletic Association and the decisions of the Board.
2. Distribute and collect all equipment and uniforms issued to the team.
3. Notify (in advance) players, their parents and sport coordinators of any disciplinary action taken against any player. If an infraction occurs for which the penalty is more severe than a one game/match/meet suspension, the matter must be reviewed with the Athletic Director before any action is taken.

*Sports Coordinators: 1 volleyball, basketball, track, cross country.  
(Board attendance as requested.)*

- *Distribution and collection of any information/schedules/uniforms to coaches*
- *Sign up and ensure the coordination of student forms with Athletic Director*

*Volunteer Coordinator*

- *Responsible for selecting volunteers to collect uniforms on designated days and coordinate team pictures*
- *Responsible for selecting volunteers to schedule parents for concessions and game day activities*

*\*Publicity Coordinator (Board attendance as requested)*

- Responsible for posting schedules and other events to inform the public
- Maintain the sports bulletin board

*Booster Club Liaison(s)*

- Helps support the financial initiatives of the Athletic Association
- Link between Booster Club and Athletic Association
- (Member appointed by Booster Club and approved by Athletic Director or Principal.)



**ST. MONICA SCHOOL**  
*"Learn, live, and love through Jesus..."*

**Archdiocese of Milwaukee**  
*Student Athlete*  
**Sportsmanship Pledge**

**Sports-man-ship-n. conduct (as fairness, respect for one's opponent, and graciousness in winning or losing) becoming to one participating in a sport**

As a student athlete of the Archdiocese of Milwaukee,  
I pledge to:

- Display Christian behavior at practices and games
- Represent my parish and/or school to the very best of my ability
- Refrain from profanity, racial or ethnic comments, harassment or taunting of teammates, opponents, coaches, officials and fans
- Encourage good sportsmanship by my teammates, coaches and family members
- Take responsibility for my actions.

I understand that representing my parish/school is a privilege and I may not be able to participate in activities if I do not display good sportsmanship.