

St. Ambrose Catholic School

Athletic Program Handbook



Revision Date: 02/01/10

PHILOSOPHY

The purpose of the athletic program at St. Ambrose Catholic School is to complement home, church, and school in the development of the whole person. Activities of the program are for the benefit of the children suited to their age and physical growth. The goals are to recognize the need of physical fitness in the wholesome growth of the child and to provide enjoyable recreational activity that develops Christian attitudes of sportsmanship and fair play that can be sustained beyond the elementary level. The primary function of elementary athletics should not be the development of exceptional athletes. Rather, it must be the development of student-athletes who genuinely display the Christian qualities of good sportsmanship and fair play in every aspect of life. The successful operation of athletics depends upon a true commitment from all adults involved.

STRUCTURE AND RESPONSIBILITIES

The St. Ambrose Catholic School Athletic Program is separate from the St. Ambrose Catholic School Physical Education program. The Physical Education Program is provided to all students grades K-8 during regular school hours. The athletic program provides students in grades 3 through 8 with the opportunity to improve their skills in specific sports through practice and competition outside of regular school hours.

The St. Ambrose Catholic School Athletic Program is an extension of St. Ambrose Catholic School and is subject to the policies of the pastor, principal, Athletic Association, and School Board. The general administrative responsibilities will be with the principal. Policies and operating guidelines for the athletic program are recommended by the St. Ambrose Catholic School Athletic Association and approved by the St. Ambrose Catholic School Board, principal, and pastor. The purpose of the Athletic Association is to provide a fun, instructive and positive sporting environment where children can learn sportsmanship and the fundamentals of sports along with other life skills that are consistent with the teachings of St. Ambrose Catholic School.

The Athletic Association consists of the following positions:

- Athletic Director / President
- Treasurer
- Concessions Director
- Secretary
- Class Representatives

The **Athletic Director(s)** reports to the principal and is responsible for the implementation of the policies and guidelines established by the Athletic Association and the School Board. The Athletic Director(s) is responsible for the scheduling and

coordinating of all athletic program activities and serves as president of the Athletic Association.

The **Treasurer** performs all accounting duties associated with the Athletic Association. He/She is responsible for depositing athletic fees and fundraising monies, and providing a financial status report at each Athletic Association meeting.

The **Concession Director** is responsible for control of concessions/admissions monies, payments to referees, and providing a status report at each Athletic Association meeting.

The **Secretary** records the minutes of each Athletic Association meeting and distributes the meeting minutes to each member of the Athletic Association and to the school principal.

The **Class Representatives** will consist of a parent for each 3rd through 8th grades boys and girls team. Class Representatives are responsible for the coordination of the parent game day volunteers, and the distribution and collection of school athletic uniforms.

SPORTS OFFERED / FEES

The following sports will be offered for the school year:

- Basketball
- Spring Volleyball
- Track
- Baseball / Softball

There is a participation fee set annually by the Athletic Association. The fee (checks only, payable to St. Ambrose School) must be paid by the stated deadline for each respective sport. Late fees will be assessed for payments received after the due date. Families with special needs may be exempt from this fee at the discretion of the Athletic Director(s).

In addition to the fee, **PARENTS ARE REQUIRED TO VOLUNTEER** a proportionate amount of time to benefit the St. Ambrose Athletic Program if their child participates in the athletic program. Parents are needed to coach, work the score table, admissions table, and the concession stand. A work schedule will be

distributed when game schedules are known. **Parents who cannot work their scheduled time slot are responsible for finding a replacement worker** (i.e. another parent). If no replacement can be found, the parent needs to contact the Class Representative the day prior to the game. An inconvenience fee (\$25.00 per shift assigned to work) payable to the Athletic Association will be assessed if the school is required to find a replacement worker.

PARTICIPATION REQUIREMENTS

Each student athlete is required to submit the following information **prior** to his/her participation:

- St. Ambrose Athletic Program Permission Form with Fee
- St. Ambrose Sports Participation Health Record

ATHLETIC PROGRAM REQUIREMENTS AND ELIGIBILITY POLICY

The following are requirements of elementary school-sponsored athletic programs:

- Rules shall adhere to the Springfield Diocese athletic program requirements
- Written permission of parents.
- Physical examination within the appropriate school year.
- Proof of medical insurance coverage.
- Competent supervision by qualified adult coaches who understand the sport, child growth and development, and first aid.
- Students shall be grouped into teams on the basis of grade level.
- Sports Eligibility shall be established by the St. Ambrose Policy and Procedure Handbook

RESPONSIBILITIES OF THE STUDENT ATHLETE

Student athletes are expected to understand the following:

- Abide by the eligibility standards, fulfilling academic requirements.
- Adhere to all game rules of play.
- Accept the decisions of the referees.
- Participate in practices and games, being prompt and attentive for both.

- Notify the coach if they are not going to be able to attend a practice or a game. That absenteeism may result in reduced playing time or game suspensions.
- That permanent suspensions due to behavior or attendance issues are the decision of the coach in consultation with the principal.
- Conduct themselves in a spirit of good sportsmanship.
- Abide by the rules and instructions of the coaches and other supervising adults.
- Show respect for all buildings, equipment, and uniforms used during athletic practices and competition. Adhere to the posted gymnasium rules.
- That they are not to leave the gym during practice without the permission of the coach.
- That if they are excused from Physical Education classes, they will not be eligible to practice or play in a game.
- That they will be suspended from one game or more, depending upon severity of the offense, for abusive language, fighting, obscene gestures, insubordination, or other misconduct that occurs at school, practice, or a game.
- That the use of tobacco, alcohol, or drugs, anytime or anywhere, by the student will result in permanent suspension from the team.
- That if they quit or are dismissed, they will not be recognized at the athletic awards banquet.
- That they are a team player. They should help others to become better players, thus making their team better.

RESPONSIBILITIES OF PARENTS

Parents are expected to:

- Complete all necessary forms and submit appropriate fees.
- Volunteer their time to benefit the St. Ambrose Athletic Program.
- Find a replacement worker if they are unable to work their scheduled shift.
- Be a positive fan of the team.
- Treat all coaches, referees, and opponents with respect and courtesy.
- Discuss any complaints with the coach (**Make an appointment away from game and practice site after a 24 hour cooling off period**) and attempt to resolve them at that level before bringing them to a higher level.
- Ensure that athletes do not arrive more than ten minutes before the start of practice and that athletes are picked up within ten minutes after completion of practice.

- Provide transportation to and from all games, both home and away.
- Have their own insurance to cover the athlete.
- Be responsible for the maintenance of their child's uniform. If damaged or lost, the athlete must pay the cost of repair or replacement. Clean uniforms are to be returned to the coach at the end of the season.

RESPONSIBILITIES OF COACHES

Coaches are expected to adhere to the following:

General Responsibilities

- Be aware of and adhere to the diocesan and St. Ambrose athletic guidelines.
- Have a completed copy of the St. Ambrose Sport Participation Health Record for each of their student athletes with them at all practices and games.
- Discipline fairly and consistently.
- Keep documentation on all disciplinary actions and forward it to the School Office and Athletic Director(s).

Pre-season Responsibilities

- Attend the diocesan workshop "Protecting God's Children".
- Meet with the athletes and parents at least once before the season begins and explain all rules regarding practices, play, uniforms, etc.
- Notify athletes and parents of the necessary forms that must be completed before they will be allowed to participate. The school office or Athletic Director(s) will distribute the necessary forms to the coaches.
- Attend a meeting with the Athletic Director(s), commissioner, and other coaches for their sport to schedule practice times, discuss rule changes, have a gym key issued, and share all other necessary information.

During-the-Season Responsibilities

- Teach fundamental techniques and skills that enable the student athletes to develop to their fullest potential.
- Give all student athletes equal coaching time and encouragement.
- Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
- Work with the athletic director to set up initial practice schedules and reservation of facilities for practices. If a coach wishes to schedule

practice for a time other than originally scheduled, the coach should contact the athletic director.

- Apply Catholic discipline in a firm and positive manner consistent with the St. Ambrose School athletic philosophy. Treat all student athletes fairly with respect and dignity.
- Give all student athletes the opportunity to participate.
- Model good sportsmanship whenever they are with student athletes or representing the school as a coach. Avoid the use of inappropriate language, loss of temper, etc.
- Be present for all practice sessions and games. When this is not possible, the coach should find a qualified adult replacement (assistant coach or commissioner) to coach the team. If unable to find a replacement for a game, notify the athletic director.
- Be responsible for the safety and behavior of the athletes from the time they arrive for a practice or game until the time they leave the school premises. Students should not be allowed to remain after the practice session without adult supervision. The coach should be the last person to leave.

Post-season responsibilities

- Attend the St. Ambrose School Athletic Awards Banquet that is held toward the end of the school year.
- Give feedback regarding the season and make recommendations regarding policies, procedures, and equipment to the athletic director.

CANCELLATION OF GAMES

In the event of a cancellation of games or practices, the coach will contact his or her players as soon as possible. However, if there is a **school cancellation due to inclement weather** such as a **snow day**, it should be presumed that all school sponsored events and extracurricular activities will be **canceled for the day**. Scheduled practices on snow days should be considered canceled unless the coach contacts players to schedule a voluntary practice.

UNIFORMS AND EQUIPMENT

Uniforms will be purchased by the school, distributed to the athletes, and collected at the end of the season by the Class Representative. It is the responsibility of the athlete to launder the uniform according to instructions. The athlete will be charged for damage beyond normal wear, or for failure to return the uniform to the school at the end of the season. The athlete will not be allowed to participate in another sport until the uniform is returned or the obligation is paid. In addition, grade cards will be

held and students will not be allowed to participate in graduation until all uniforms have been returned and obligations have been met.

POLICY REGARDING PLAYING TIME

The emphasis of the athletic program in grades three through five shall be learning fundamental skills and gaining self-confidence. Coaches shall give each student athlete equal playing time and playing time at different positions if possible. The student athlete's attendance, attitude, and behavior at practices and games will also help determine playing time.

Playing time and selection of starters in grades six through eight will be at the discretion of the coaches and will be dependent upon a coach's evaluation of the student athlete's ability, attendance, attitude, and behavior at practices and games. Student athletes in good standing should receive the equivalent of one quarter of playing time during a basketball game, or the equivalent of one game per volleyball match (three games).

POLICY FOR PLAYING UP

A student athlete may "play up" to help another team avoid forfeiture.

PROBLEMS / SUGGESTIONS

Occasionally the student athlete, parent, or coach may have a question, a suggestion, or a problem relating to the student's involvement in the athletic program. Prompt, open communication is important when this occurs and can usually resolve the situation before it becomes a major issue. The recommended sequence for this communication is as follows:

- A. The **STUDENT ATHLETE** and the **COACH** should discuss the situation / issue.
- B. If not resolved, the **COACH**, the **PARENTS**, and possibly the **STUDENT ATHLETE** should meet to talk about the issue.
- C. If the issue is still not resolved, the **PARENTS**, the **STUDENT ATHLETE**, the **COACH**, the **ATHLETIC DIRECTOR(S)** should discuss the issue.
- D. If still not resolved, the **PARENTS**, the **STUDENT ATHLETE**, the **COACH**, and the **PRINCIPAL** should meet to discuss the issue.

Parent Signature Page

I have read the Athletic Handbook found on the Fast Direct system and agree to follow this document and the St. Ambrose Catholic School policies and procedures as stated.

Parent Signature

Date

Parent Signature

Date

Print Athlete(s) Name/Homeroom

SIGNED FORM DUE TO the COACH before first game of season.