

Saint John of the Cross  
Parish School  
Athletic Association  
Handbook

**July 2009**

**St. John of the Cross Parish School Athletic Association is a**

**Member of the Positive Coaching Alliance**

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## **1.0 St. John of the Cross Parish School**

### **Athletic Philosophy and Goals**

The St. John of the Cross Parish School Athletic Program is designed to be representative of the Christian values in life. As Christians, we are constantly challenged to better ourselves. In team sports, we strive for improvement, both as individuals and as a group. The development of Christian values is the primary focus of the St. John of the Cross Parish School Athletic Program. Athletic participation is one arena in which coaches, athletic directors, officials, parents, and student-athletes should strive to manifest and exemplify the ideals of Christian life.

The St. John of the Cross Parish School Athletic Program is designed to provide a high-quality experience to every athlete. A high-quality experience is one in which every athlete:

- Has fun playing the game.
- Feels like an important part of the team regardless of performance.
- Learns life lessons that have value beyond the playing field.
- Learns the skills, tactics and strategies of the game and improves as a player.
- Maintains good health through physical exercise.
- Appreciates physical fitness.
- Develops healthy social interests.
- Develops sportsmanship and teamwork.
- Learns to grow in the social qualities of courage, initiative, honesty, cooperation, self-confidence and loyalty.
- Learns an appreciation of rules and performance in regards to rules.
- Plays on her/his own level of competition and is able to recognize and to accept this level.
- Accepts defeat knowing that (s)he tried her/his best.
- Enables non-team members to give support through attendance as a cheering section.
- Promotes and encourage the development of Christian values (character) through interaction with peers.
- Develops the concept of community through the participation in team sports.
- Strongly promotes or commits to participation in St. John of the Cross Parish School youth sponsored activities as the first and foremost priority if/when competing in additional athletics or other outside organizations.

Families provide the foundation for the St. John of the Cross Parish School Athletic Program. The family provides the basis of Christian life and is one of the first experiences of the community for the growing Christian. The concepts of team spirit and sportsmanship cannot be over-valued; for it is in these ideals that meaningful participation in a community is possible for the child.

The St. John of the Cross Parish School Athletic Program has a responsibility to each of its participants (coaches, players and officials) to provide the best possible atmosphere of competition. Such competition should not be based solely in terms of winning and losing, but rather in terms of improvement, enjoyment and building self-confidence. In order to accomplish these goals, the participants must become gracious winners and losers, understanding that team participation and goals are more important than individual performance. The concept of team participation allows the athletes to experience individual growth while encouraging growth of their teammates, peers, friends and competitors.

Athletic activity plays an important part in the growth and development of children. Team sports, competitive contests, and special activities are opportunities to keep the body fit and the mind clear. For these reasons the St. John of the Cross Parish School Athletic Program encourages the participation of all children, not merely the skilled athletes. In order to encourage wide participation and to foster Christian attitudes, the St. John of the Cross Parish School Athletic Program is built on a strong foundation of dedicated volunteer coaches and children open to learning and playing.

**St. John of the Cross Parish School Athletic Program has a “no cut” policy.**

## **2.0 Organization and Roles**

### ***2.1 Athletic Board***

#### ***2.1.1 Athletic Board Members***

The members of the Athletic Board, as of 2009, consist of:

\*Athletic Administrator: Therese Craig

Athletic Director: Dan Hussey

Assistant Athletic Director: Carl Rhineberger

Secretary: Open

Practice Time Coordinator: Carl Rhineberger

Gym Manager Coordinator: Carl Rhineberger

Boys' Basketball Coordinator: Carl Rhineberger

Girls' Basketball Coordinator: Open

Girls' Volleyball Coordinator: Nicole Snyder

Cross Country Coordinator: Margie Connelly

Girls' Track and Field Coordinator: Margie Connelly

Boys' Track and Field Coordinator: Open

\*Fundraising: Mike Callaghan/Peggy Wilson

\*Special Events/Communications: Mike Callaghan/Peggy Wilson

\*School Board Representative: Karen Swinehart

\*At Large: Jack Grace

\*At Large: Open

\*Spirit Wear: Open

(Administrative Assistant – Donna Webster)

\*Denotes non-voting Board Member

### **2.1.2 Athletic Board Functions**

Functions of the Athletic Board include:

1. Establishing the philosophy and policies of the Athletic Program.
2. Assisting with the management, inventory, and purchase of necessary equipment.
3. Planning, implementing and supporting fund-raising activities.
4. Supporting sponsored athletic tournaments.
5. Selecting and recruiting of Athletic Board members. A sub-committee of members from the Athletic Board selects each Athletic Board member. This sub-committee makes a recommendation to the Athletic Board for approval.
6. Assisting with the preseason coaches' meetings and coaching clinics.
7. Giving assistance and support to the Athletic Director, coaches, families and athletes.
8. Assisting with dispute resolutions in accordance with grievance procedure process.
9. Serving on the evaluation sub-committee that distributes and collects questionnaires; analyzes the results and communicates the results/information to the appropriate people within the procedural guidelines.
10. Advising regarding budget and registration fees.
11. Coordinating tryout process and procedures in order to achieve a non-biased format.
12. Conducting an annual parent meeting to inform new parents of procedures and policies that govern the St. John of the Cross Parish School Athletic Program.
13. Acting as points of contact for parents needing information and clarification regarding the Athletic Program.
14. Monitoring and supporting all phases of the St. John of the Cross Parish School Athletic Program.

### **2.1.3 Athletic Board Code of Conduct**

Standards for Athletic Board member's behavior include:

1. All correspondence and letters, meeting minutes, board discussions, dealings with other organizations and results of coaches and Athletic Director surveys shall at all time remain confidential.
2. All e-mails between Board members, Athletic Administrator, Pastor and Principal shall be treated as confidential and shall not be forwarded to others without approval of a majority of the Board or as directed by a majority of the Board.
3. Parents' complaints given directly to Board members shall be treated as confidential. Board members can admit they are aware of disciplinary situations, but must state they are not at liberty to discuss the particulars of the situation. Board members must always make clear any opinion they voice on the matter is their own and not the opinion of the Athletic Board. Board members upon hearing complaints shall request any complaint to be provided in written form and delivered to the attention of the Athletic Board.
4. Results of parent surveys shall be provided to the Athletic Director and are confidential.
5. Parishioners' suggestions for improvement shall be treated as confidential. Board members are encouraged to review fully any suggestions and ask for written follow-up.
6. Attend **all** scheduled board meetings.

### **2.1.4 Penalties for Violations of Code of Conduct:**

1. Failure of an Athletic Board member to maintain confidentiality on items identified above shall result in the board member's suspension from active participation until a full investigation has been performed. If the investigation reveals that the Board member did violate confidentiality, that Board member will be asked to resign.
2. Not attending 3 board meetings is considered inexcusable and grounds for the member's position with the Board to be reviewed and considered grounds for termination. The Athletic Board shall vote on termination with majority considering the motion carried.

### **2.1.5 Athletic Board Meeting Agenda Format**

1. Opening prayer
2. Approval of minutes
3. Athletic Director report
4. Parents address board
5. Treasurer's report – Financial report
6. Girls' Basketball report
7. Boys' Basketball report
8. Girls' Volleyball report
9. Cross Country/Track and Field report
10. Fundraising report
11. Communications/Special Events report
12. Assistant Athletic Director report
13. New business
14. Old business
15. Date and time of next meeting

The Athletic Board meets the 2<sup>nd</sup> Tuesday of every month at 7pm in the Learning Resource Center at St. John of the Cross Parish School. Parents are welcome to attend through Agenda Item # 4.

### **2.1.6 Athletic Board Policy Procedure**

The Athletic Board has the authority to review policies associated with the administration of athletics and in so doing the ability to suggest alterations or additions to the Handbook. All policies are subject to the approval of the Athletic Administrator.

If a new policy or existing policy is to be reviewed, the following procedure will be followed:

The suggestion for a new policy or altered policy is to be received by the Athletic Director no less than one (1) week before the regular scheduled monthly meeting.

1. The Athletic Director will distribute the suggestion to all Board members before the meeting. At the meeting, a short presentation of the proposed policy will be made. Following the meeting, the suggested policy will be posted on the web site until the next meeting. Any interested party may attend the following meeting to voice their view on the policy.
2. At the regularly scheduled meeting, all parties who wish to be heard will be heard. After hearing all views, the Athletic Board will close the open forum and review policy findings in private.
3. The suggested policy will be voted on at the next regularly scheduled monthly meeting. The policy will be read in its final form and be reviewed by the Board. Upon being offered for a vote and seconded, a formal vote may be taken. To adopt the policy, a clear two-thirds (2/3) majority must vote in favor of the policy.
4. Upon acceptance by the Board, the policy will be presented to the Athletic Administrator, Principal and/or Pastor for final acceptance and will then be publicized.

## **2.2 Athletic Administrator**

### **2.2.1 Athletic Administrator Duties**

The Athletic Administrator is responsible for:

1. The overall conduct of the Athletic Program.
2. Verifying that all coaches have participated in Virtus training and have submitted to a criminal background check. The Protecting God's Children program is the VIRTUS program for protecting children from child sexual abuse. The program is mandatory and required of those in the faith community who interact with minors.
3. Organizing the Athletic Program and support functions by collecting written parental permission, student physicals, student emergency information and each coach's 7703 volunteer form and application.
4. Determining academic eligibility of all players.
5. Checking with the parish and school calendars to avoid schedule conflicts; working with parish leaders to avoid conflict with other parish programs.
6. Presenting financial reports to the Pastor.

## **2.3 Athletic Director**

### **2.3.1 Athletic Director Duties**

The Athletic Director is responsible for:

1. Receiving information about athletic business and is responsible for the dissemination of this information to the appropriate parties.
2. Working in conjunction with the respective Sport Coordinator to recruit, train and assign qualified coaches for all teams; providing coaches with workshop information and ensuring that the coaches are informed and prepared for each sport season.
3. Working in conjunction with the respective Sport Coordinator to conduct an informational meeting for all coaches at the beginning of the year.
4. Representing the parish at league meetings (or by sending a representative).
5. Arranging for registration of team players; distributing registration materials; setting time and location for registration (along with the respective Sport Coordinator).
6. Acquiring and maintaining equipment, first aid supplies and uniforms.
7. Working in conjunction with the respective Sport Coordinator to distribute league schedules to all coaches; the coach, through the appropriate Sport Coordinator, must make a request for a schedule change.
8. Working with all Athletic Board members to ensure the efficiency and quality of the entire Athletic Program.

### ***2.3.2 Selection of Coaches by Athletic Director & Board Members***

The St. John of the Cross Parish School Athletic Board encourages parent participation in the Athletic Program, believing that the St John of the Cross Parish School parents have the greatest interest in the education of our student-athletes. The Athletic Board strives to identify qualified coaches. While the Athletic Board recognizes that our Athletic Program cannot totally rely on parent coaches, the Athletic Board believes that the qualified non-parent should be given a preference in those instances in which parents and non-parents have expressed an interest in coaching one of our athletic teams. It is felt by the Athletic Board that the athletes should be coached by a non-parent to remove any influences a parent may have toward her/his child. In those instances in which a non-parent is not available to accept primary coaching responsibilities, participation by a parent of a student athlete is encouraged. All coaches are non-paid volunteers. In all instances in which a college-aged person will act as a primary coach for any of our athletic teams, the applicable Coordinator will make every effort to elicit the assistance of a parent of a student athlete in acting in a secondary role. If the Coordinator is unable to elicit the assistance of a parent in those instances in which a college-aged person will act as the primary coach, the applicable Coordinator should exercise a greater degree of oversight in the supervision of this team as well as in the assignment of a mentor to assure proper handling of our student athletes.

The Athletic Board is constantly looking for and recruiting coaches. Any interested parties should contact the Athletic Board.

### ***2.3.3 Coaches' Training and Workshops Coordinated by Athletic Director***

The Athletic Board recognizes the need to provide our student athletes with competent coaching. While the Athletic Board recognizes that our volunteer coaches will have a wide range of experience as a participant and/or coach in any particular sport, there remains an obligation to encourage all of our coaches to improve their coaching skills. St. John of the Cross Parish School Athletic Association offers coaching clinics and has a collection of training videos. The efforts and skills of our coaches have a direct relationship to the overall success of each student athlete's experience through participation on a St John of the Cross Parish School athletic team. The Athletic Director will also attempt to identify coaching clinics that are available in the area at which prospective and existing coaches may improve their coaching skills. In order to encourage parent participation through coaching for those parents who may have limited knowledge of and/or experience in a particular sport, the Athletic Director will attempt to identify mentors who are experienced coaches to initially assist inexperienced coaches. The respective Sport Coordinators also participate with this function.

### ***2.3.4 Athletic Director's Assignment of Coaches for Grades 5 through 8***

The criteria for selecting a team coach are as follows:

1. Coach demonstrates ability to coach and models Christian values.
2. Coach articulates and models the philosophy and goals of the program.
3. Coach understands the fundamentals of the game.
4. Coach is willing to develop the potential, confidence, and skill of each athlete.

If all candidates demonstrate superior coaching ability, the Athletic Director will make the final decision. This decision is not subject to review or grievance.

At the end of the year, the Athletic Director shall review all of the coaches and their team's player development. Win-loss record is not an indicator for team development. Player and team development will be the deciding factor. Progress shown by all players on the team is a sign of an exceptional coach.

## ***2.4 Assistant Athletic Director***

### ***2.4.1 Assistant Athletic Director Duties***

The Assistant Athletic Director is responsible for:

1. Scheduling practice facilities (along with the gym coordinator).
2. Website development and maintenance
3. Securing gym supervision, referees, judges, scoring table personnel and other necessary personnel
4. Gym setup and breakdown
5. Coordinating with the school's Operations Personnel regarding operating procedures.
6. Attending league meetings as directed by Athletic Director
7. Functioning as backup coach in emergency situations and/or in the instance of the suspension of a coach
8. Coordinating payment to staff (internal and external) for services rendered
9. Evaluating and purchasing replacement equipment.

## **2.5 Coaches**

### **2.5.1 “Double-Goal Coaches” Guidelines**

“The Positive Coaching Alliance” has developed the “Double-Goal Coach” mental model. A Positive Coach is a “Double-Goal Coach” who wants to win but has a second goal: to help develop positive character traits so players can be successful in life. Winning is important, but the goal of helping players learn "life lessons" is more important. A “Double-Goal Coach” puts players first. The St. John of the Cross Parish School Athletic Program wants every St. John of the Cross Parish School coach to strive to be a “Double-Goal Coach”.

### **2.5.2 “Double-Goal Coach” Mental Model**

The job description of a “Double-Goal Coach” includes three major elements:

1. Redefining "winner"
2. Filling Players’ Emotional Tanks
3. Honoring the Game

#### **2.5.2.1 Redefining "Winner"**

A “Double-Goal Coach” helps players redefine what it means to be a winner through mastery, rather than scoreboard results. (S)he sees victory as a by-product of the pursuit of excellence. (S)he focuses on effort rather than outcome and on learning rather than comparison to others. (S)he recognizes that mistakes are an inevitable part of learning and fosters an environment in which players do not fear making mistakes. (S)he teaches players that a key to success is how one responds to mistakes. (S)he sets standards of continuous improvement for self and players. (S)he encourages players, whatever their level of ability, to strive to become the best players, and people, they can be. (S)he teaches players that a winner is someone who makes maximum effort, continues to learn and improve, and does not let mistakes (or fear of mistakes) stop her/him.

#### **2.5.2.2 Filling Players Emotional Tanks**

A “Double-Goal Coach”:

- Is a positive motivator who refuses to motivate through fear, intimidation, or shame. (S)he recognizes that every player has an "Emotional Tank", like the gas tank of a car. Just as a car with an empty gas tank cannot go very far, a player with an empty emotional tank does not have the energy to do her/his best.
- Understands that compliments, praise, and positive recognition fill Emotional Tanks. (S)he understands the importance of giving truthful and specific feedback. When correction is necessary, a “Double-Goal Coach” communicates criticism to

players in ways that do not undermine their sense of self-worth. A “Double-Goal Coach” strives to achieve a 5:1 "Magic Ratio" of praise to correction, recognizing that this allows players to better hear criticisms.

- Establishes order and maintains discipline in a positive manner. (S)he listens to players and involves them in decisions that affect the team. (S)he works to remain positive even when things are not going well. (S)he recognizes that it is often when things go wrong that a coach can have the most lasting impact and teach the most important lessons. Even in adversity, (s)he refuses to demean her/himself, her/his players, or the environment.

### **2.5.2.3 Honoring the Game**

A “Double-Goal Coach” feels an obligation to the sport. (S)he understands that Honoring the Game means getting to the ROOTS of the matter, where ROOTS stand for respect for:

- Rules
- Opponents
- Officials
- Teammates, and
- One’s Self

A “Double-Goal Coach” loves her/his sport and upholds the spirit, as well as the letter, of its rules. (S)he respects opponents, recognizing that a worthy opponent will push her/his athletes to do their best. (S)he understands the important role that officials play and shows them respect even when (s)he disagrees with their calls. (S)he encourages players to make a commitment to each other, and to encourage one another on and off the field. (S)he lives up to her/his own standards, regardless what others do.

### **2.5.3 Additional Coaching Guidelines**

St. John of the Cross Parish School Athletic Board requires that all coaches comply with the following:

1. Treat opposing coaches, participants and fans with respect and shakes opposing coaches’ and team members’ hands after each contest.
2. Take steps to minimize a “blow-out” game. For example: when St. John of the Cross Parish School is ahead in the final quarter by a significant advantage, non-starters should be played or additional passing shall be required before scoring attempts.

3. A coach shall not discuss the final results of a game with a referee or umpire after the completion of the game. Any issues with game officiating will be documented and provided to the appropriate Athletic Director for resolution. The coach should not attempt to learn the referee's name but should indicate to the Athletic Director the game, location and issue in question.
4. A coach shall provide fair playing time opportunities in accordance with the section on Player Participation Guidelines and as stated below. It is the goal of the St. John of the Cross Parish School Athletic Program to provide every player with fair playing time as long as they attend practice and follow the direction of the coaches during practice.
5. Wait for all players to be picked up before leaving practice or a game.

Basketball:

- a. For grade 5, every coach must play all players at least a minimum of one quarter (25% or equal time). This applies to regular season, tournaments and playoff games.
- b. For grades 6, 7 and 8, players must earn their playing time while still playing *at* least three minutes at the A team level and a full quarter of the game (25%) on the B team level. This applies to regular season and tournament games.

Volleyball:

- a. For grade 5, every coach must play all players equally.
  - b. For grades 6 thru 8, all players must play the equivalent of one game. During the regular season this may be accomplished over the course of the three game match play and strategic substitutions. For tournaments, all players must play the equivalent of one game. At some matches there will only be two games played (winning the first two games/losing the first two games). Therefore, a player must play the equivalent, or 2/3, of a game in those instances.
5. Coaches shall support and commit to the policies and procedures of the St. John of the Cross Parish School Athletic Program.
  6. During a game only 3 “approved / certified coaches” are allowed on the bench. This would consist of the head coach, one assistant coach, and a scorekeeper.

**2.5.4 Game Rules of Conduct for Coaches**

1. Coaches may not come onto the court at any time during a game unless to attend to an injured player. The referee will signal the coach onto the court when an injury has occurred.
2. Coaches must address players, spectators and referees respectfully during the game.

### **2.5.5 Coaching Responsibilities**

Responsibilities of the Coach include:

1. Attending the Athletic Board's mandatory coaches' meeting at the beginning of the sport season.
2. Conducting a team parent meeting before the first practice.
3. Identifying a team parent as defined in the Handbook.
4. Successfully completing the Virtus program and **corresponding background checks**.

#### VIRTUS Program

##### Training Adults to Protect Children

Begins by making adults of the Church that interact with children aware of how to protect children. Our PROTECTING GOD'S CHILDREN program for adults is a three to four hour awareness session that instructs adults of the Church who interact with children that to protect children you must have continuous awareness and vigilance. This awareness session makes trainees understand the signs of child sexual abuse, the methods and means by which offenders commit abuse and five empowerment steps one can use to prevent child sexual abuse.

Child sexual abuse is a worldwide public health issue. Child abuse, particularly child sexual abuse, is reprehensible—especially when the wrongdoer is affiliated with the Church. The VIRTUS® programs assist the Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general. We seek to achieve this lofty goal through our child sexual abuse prevention program: PROTECTING GOD'S CHILDREN™.

#### The PROTECTING GOD'S CHILDREN™ Program

Most organizations that work with children have some sort of child safety program. Through the PROTECTING GOD'S CHILDREN program, we maximize those efforts by helping churches and religious organizations refine their roles as child safe environments and empowering them with new tools to help them, and adults and parents, protect children.

##### Why Does It Work?

Child abusers seek to operate and abuse their power within nurturing, child-friendly environments where it is assumed that nobody would want to harm a child. Religious organizations of all faiths are an easy target. The PROTECTING GOD'S CHILDREN program implements safety mechanisms that send a message to all abusers and potential abusers:

- Child abuse is not tolerated,
- Children are vigilantly protected,
- Victims are listened to, heard and shielded from further abuse, and
- Offenders are identified and punished.

5. Conducting a preseason meeting with the parents before the first game. During that meeting the following shall be covered:

- Review practice times
- Verify emergency medical forms/roster
- Ask for a team parent volunteer to act as the team helper
- Review with team parents the Parent Pledge. All parents are required to sign the pledge.

6. Being knowledgeable concerning the league rules pertaining to the sport being coached.

7. Being knowledgeable in the fundamentals for the sport (s)he is responsible for coaching.

8. Reporting all scores to the designated team parent.

9. Being aware that individual school athletic programs will be held responsible for damages caused by team participants and spectators.

10. Providing game schedules to all parents as soon as they are available.

11. Filling out an accident report form in the event a player is injured and immediately notifying the Athletic Director.

12. Getting required authorization from the Sport Coordinator and Athletic Director before entering a team in any tournament. The decision of the Athletic Director is final.

13. Encouraging active use of the SJCPS Athletic Website for current information on practice and game schedules.

### ***2.5.6 Coaching Code of Conduct***

Coaches shall comply with the “Double-Goal Coach” guidelines to the best of their ability. The Athletic Board has identified the following events as requiring disciplinary action:

1. Any coach ejected from a game because of unsportsmanlike conduct will be suspended for the next game and may be subject to additional penalties.

2. Any coach who verbally abuses another person (for example, the use of words harmful to a player’s sense of self esteem, or words that are excessively critical of a player’s or a referee’s ability or efforts) may be suspended for the remainder of the season and may be

disqualified from participation in the St. John of the Cross Parish School Athletic Program.

3. Any coach who physically abuses or threatens an official, player or other person will be immediately suspended for the remainder of the season and disqualified from further participation in the St. John of the Cross Parish School Athletic Program.

## **2.6 Players**

### **2.6.1 Standards of participant behavior**

1. Treat opponents with respect; shake hands after contests.
2. Respect the judgment of officials and abide by the rules of the contest.
3. Accept seriously the responsibility of representing the school and parish by displaying positive behavior at all times.
4. Play in a positive manner, reflecting Christian values.
5. Treat teammates and coaches with respect during both practices and games.
6. St. John of the Cross Parish School practices and games shall take precedence over non- St. John of the Cross Parish School sponsored activities.
7. Players shall respect, listen, and learn from their coach.

### **2.6.2 Players Code of Conduct**

1. Any player ejected from a game because of unsportsmanlike conduct will be suspended from the next game and may be subjected to additional penalties.
2. Any player who physically or verbally abuses another player, participant or official may be suspended from play for the remainder of the season and may be disqualified from participation in the St. John of the Cross Parish School Athletic Program.
3. Any player who physically or verbally abuses or harasses a teammate or coach during practice or games may be suspended from play for the remainder of the season and may be disqualified from participation in the St. John of the Cross Parish School Athletic Program
4. All players must conform to the dress code for athletics.

## **2.7 Parents**

Parents can play an important role in letting a coach "coach" by adhering to the coach-parent partnership, acting as a team parent and as the team culture keeper. Parents are required to read and sign the Parent Pledge prior to each season.

### **2.7.1 Coach-Parent Partnership**

The Positive Coaching Alliance encourages parents to contribute to a Coach/Parent Partnership that can help the athlete have the best possible experience by doing the following:

#### **2.7.1.1 Recognize the Commitment the Coach Has Made**

The coach has made a commitment that involves many, many hours of preparation beyond the hours spent at practice and games. (S)he has earned the right to make decisions (even ones that don't work out so well) with her/his commitment. Recognize her/his commitment. Try to remember this whenever something goes awry during the season.

#### **2.7.1.2 Make Early, Positive Contact with the Coach**

As soon as you know who your child's coach is going to be, contact her/him to introduce yourself, and let her/him know you want to help your child have the best experience (s)he can have this season. To the extent that you can do so, ask if there is any way you can help. By getting to know the coach early and establishing a positive relationship, it will be much easier to talk with her/him later if a problem arises.

When the coach is doing something you like, let her/him know about it. Coaching is a difficult job, and most coaches only hear from parents when they want to complain about something. This in turn will help fill the coach's Emotional Tank while contributing to her/his doing a better job. It also makes it easier to raise problems later when you have shown support for the good (s)he is doing. Every coach does a lot of things well. Take the time to look for them.

#### **2.7.1.3 Don't Put the Player in the Middle**

If you think your child's coach is not handling a situation well, do not tell the player. Rather, seek a meeting with the coach in which you can talk with her/him about it.

#### **2.7.1.4 Let the Coach Coach**

You are not one of the coaches, so avoid giving your child instructions during the game. It can be confusing for a child to hear someone other than the coach yelling out instructions during a game. If you have an idea for a tactic, go to the coach and offer it to her/him. Then let her/him decide whether (s)he is going to use it or not. If (s)he decides not to use it let it be. Getting to decide those things is one of the privileges (s)he has earned by making the commitment to coach.

#### **2.7.1.5 Observe "Cooling Off" Period**

Wait to talk to the coach about something you are upset about for at least 24 hours after a game. Emotions, both yours and the coach's, are often so high after a contest that it's much more productive if you discipline yourself to wait until a day goes by before contacting the coach about a problem. This will also give you time to think about what your goals are and what you want to say.

### **2.7.2 Parent Volunteer Responsibility**

#### **2.7.2.1 Team Parent**

One parent from each team will be responsible to assist the coach in coordinating team activities.

#### **2.7.2.2 All Parents**

Every family whose child(ren) participate(s) in basketball and/or volleyball will be responsible for volunteering during at least two home games per season. Every family whose child(ren) participate(s) in cross country and/or track & field will be responsible for at least two volunteering experiences per sport.

### **2.7.3 Preseason Parent Responsibilities**

1. Each participant must complete and return the emergency medical release form prior to participation in the Athletic Program. The medical release form may allow emergency medical treatment on the participant if the parent is not available. Again, this form must be completed (signed by both parents or a legal guardian) before a player is allowed to participate in either a practice session or a game. The coach should keep a form for each player and carry them to all functions (games, practices, tournaments, etc.)
2. Parents shall attend a preseason parent meeting held by the coach. The meeting is mandatory and at that time the coach will review the Parent Pledge. All parents are required to read and sign the pledge before their child may participate in the Athletic Program.

### **2.7.4 Parents – Game Day**

1. Always show respect for the other team and the officials.
2. Remember that the players are children and are playing for their enjoyment, not yours.
3. Remain seated in the spectator area during games/meets.
4. Respect decisions made by contest officials. Do not at any time attempt to engage officials in discussion either during or after games. Any issues with game officiating shall be documented and provided to the Athletic Director for resolution.

The spectator should not attempt to learn the referee's name, but indicate to the Athletic Director the game, location and issue in question.

5. Be a role model by positively supporting teams and by not shouting instruction(s) or criticism(s) to the players, coaches or officials. Do not coach from the stands.
6. Make no derogatory comments or suggestions to players, coaches or parents of the opposing team, officials or league administrators.
7. Refrain from making any derogatory comments to referees or officials at any contest or meet. Failure to abide by this rule may result in being asked not to attend St. John of the Cross Parish School athletic contests.
8. **Clean-up:** After the last home game for the day/evening, parents are expected to spend 10-15 minutes assisting the gym manager and scorekeepers in cleaning up the gym. At Cross Country and Track and Field meets, parents are asked to help in the clean- up of the tent area at the completion of every meet.
9. No pets are allowed at Cross Country or Track and Field meets.

### **2.7.5 Parents/Spectators Code of Conduct:**

1. Participating teams and their coaches are responsible for the conduct of their spectators.
2. Any spectator/parent who displays poor sportsmanship may be removed from the facility by an official, team coach, a league official or the host gym manager in charge.
3. Any spectator/parent who interferes with the conduct of a St. John of the Cross Parish School's activity may, at the discretion of the Athletic Board, be barred from attendance at subsequent St. John of the Cross Parish School athletic events.

## **3.0 Player Selection Guidelines**

### ***3.1 Player Selection General Guidelines***

The Athletic Board wants parents and players to have a clear understanding of the criteria used at St. John of the Cross Parish School for the selection of athletic teams in grades 5 through 8. Volleyball, Girls' Basketball and Boys' Basketball have tryouts to divide the teams at each grade level. Cross-country and Track and Field are non-tryout sports.

Sport Coordinators and objective observers appointed by the Sport Coordinators must work together to assure fair and unbiased selection of players. This, in turn, will allow each St. John of the Cross Parish School athletic team to compete at its designated level of competition.

Participants and their parents will be responsible for informing the Athletic Director, if necessary, of any potential problems or other concerns prior to the selection of the teams. A common example is an athlete participating in another program outside of St. John of the Cross Parish School. St. John of the Cross Parish School encourages athletes to explore all the possibilities offered to them. While it would be ideal for the athlete to put St. John of the Cross Parish School first, that is not always the case. As a common courtesy to the coach and players who will be on that athlete's team, parents must notify the Athletic Director of this conflict. Parents, please be aware, that choosing St. John of the Cross Parish School second is acceptable, but will result in minimal playing time as to be fair to the other athletes who contribute 100% to St. John of the Cross Parish School athletics. In some cases, the player will be assigned to a B team.

If a player misses one day of the two- day tryout or both tryout dates, the Sports Coordinator will designate which 'B' team to assign the player.

If a parent has an issue with his or her child's playing for a specific coach, this issue must be explained in writing before the first game is played. The Athletic Director and the Sport Coordinator will evaluate the issue and will make a final determination if the issue is valid.

Reminder:

St. John of the Cross Parish School has a "no cut" policy. Everyone makes a team.

### ***3.2 Player Selection Guidelines Grade 5***

1. At the 5<sup>th</sup> grade level, the primary emphasis will be placed on the physical and mental development and education of each athlete, while introducing the athlete to the competitive nature of athletics.
2. At the 5<sup>th</sup> grade level, players will be rated during tryouts by outside qualified,

objective observers and the Sports Coordinator on a number of drills, which highlight skill and team play.

3. At the 5<sup>th</sup> grade level, teams will be selected to be as balanced as possible.

### ***3.3 Player Selection Guidelines Grades 6, 7 and 8***

1. In grades 6, 7 and 8, players will be selected by skills and drills ranking.

2. In grade levels 6, 7 and 8, players will be selected for an “A” team. For the “B” team level, the players will be divided equally on the teams.

During tryouts, players shall be exposed to a number of drills and simulated game situations to allow an accurate assessment of each player’s ability. For a list of drills for tryouts, please see Appendix A for Basketball and Appendix B for Volleyball.

4. Players selected for the “A” team must be fully committed to attend all practices and games. Should the athlete want to participate in another program during the St. John of the Cross Parish School season, the athlete should remove her/himself from the “A” team level before the team roster is posted at the school.

5. The remaining athletes will be divided into teams of equal caliber.

### ***3.4 Player Selection Guidelines for Cross Country***

Cross Country begins mid-August for all 5<sup>th</sup> thru 8<sup>th</sup> grade boys and girls. There are 5 Saturday meets; the first meet is the Saturday after Labor Day. The 5<sup>th</sup> graders run a one-mile course, the 6<sup>th</sup> graders run 1.5 miles and the 7<sup>th</sup> and 8<sup>th</sup> graders run 2 miles. There are no tryouts for Cross Country. In order for an athlete to participate in a Saturday meet (s)he must attend two (2) practices that week. Athletes are not allowed to wear any sort of spiked shoe.

### ***3.5 Player Selection Guidelines for Track and Field***

Track and Field is offered to all 5<sup>th</sup> thru 8<sup>th</sup> grade boys and girls. Athletes must be committed to attend all five (5) meets during the spring. There are no tryouts for Track and Field. Athletes are required to attend two (2) practices per week in order to compete in a Saturday meet. Athletes are not allowed to wear any sort of spiked shoe.

## **4.0 Player Participation Guidelines**

### ***4.1 Participation Guidelines General***

1. All players deserve to be given the opportunity during the regular season, tournaments and playoffs to develop along with their teammates. Coaches are required, before the game, to inform an athlete they will not be playing the minimum time required stated in this Handbook and to let that athlete know the specific reason(s).
2. Players who are suspended from school shall not be eligible to participate in practice or games until their suspension has been served.
3. Participating in an extracurricular activity is a privilege, not a right. All students will be held to personal, academic, and disciplinary standards.

Students who are not academically eligible per the St. John of the Cross Parish School Academic Code are not eligible to play until their grades have been raised to meet St. John of the Cross Parish School requirements.

Academic eligibility is required for participation in an extracurricular activity at SJCPS. If a student is on academic probation, (s)he will be suspended from participation for ten (10) calendar days, beginning the day following the issuance of the report. On the first day of the suspension, the student is responsible for picking up a Student Eligibility Card from the Main Office. If the student is meeting the academic standards at the conclusion of the ten (10) days, it is the responsibility of the student to have the Student Eligibility Card signed by the teacher of that class and to return the card to the Main Office. The student will regain eligibility only if the above procedure is followed. If after ten (10) days the student is not meeting the academic standards, the student will be suspended from participation for an additional ten (10) calendar days, at which time academic performance will be reviewed.

4. Players who have missed school due to illnesses may not participate in either a practice or game on the same day. Players who are ill on Friday may attend and participate in a game on Saturday or Sunday if their illness permits.
5. Players who miss practice and games on a regular basis, which is not due to illness or injury, shall have their playing time reduced to the degree by which they miss. For instance, a player who misses one practice a week could have their playing time cut to half of the minimum required. Players who miss practices and games on a continuing basis can have their playing time suspended, but only after the coach has contacted the Athletic Director and received his approval. Players who miss a practice or game due to participation in another St. John of the Cross Parish School event shall not be penalized.
6. Players should try to resolve any issues with the coach before parent involvement.

## **4.2 League and Tournament(s) Goals**

1. 5<sup>th</sup> grade                      1 league & 2 tournaments maximum (including league tournament)
2. 6<sup>th</sup> grade A team        1 league & 3 tournaments maximum (including league tournament)
3. 7<sup>th</sup> grade A team        1 league & 4 tournaments maximum (including league tournament)
4. 8<sup>th</sup> grade A team        1 league & 4 tournaments maximum (including league tournament)
5. Grades 6-8 'B' teams play in 1 league and participate in at least 1 tournament, not to exceed 2 tournaments.

The Athletic Board will pay fees for the tournaments. A coach must get authorization from the Sport Coordinator and Athletic Director before entering a team in any tournament. The decision of the Athletic Director is final.

## **5.0 Enforcement of Athletic Handbook Codes of Conduct**

The St. John of the Cross Parish School Athletic Association shall enforce the above codes of conduct and guidelines. Complaints regarding violations of the code of conduct and guidelines shall be first brought to the attention of the Sport Coordinator, then to the Athletic Director and then to the Athletic Administrator. Coaches, participants or spectators may be placed on probation or suspended from St. John of the Cross Parish School athletic activities for their actions. The Athletic Director will review and investigate all violations of the Codes of Conduct and guidelines and will enforce the penalties stated in the coaches, parents and players sections.

If a disciplinary issue occurs that does not fall within the present guidelines, the Athletic Director will refer the issue to the Athletic Board for policy clarification. After the Athletic Board has clarified the athletic policy, the Athletic Director will then inform the coach/player/spectator of the policy clarification. If the coach/parent/spectator does not agree with the policy clarification (s)he can request from the Athletic Board an opportunity to address the full Board on the subject matter. The Athletic Board will at that time evaluate whether their initial policy decision was correct and any decision from that time forward will be considered to be final and not subject to further appeal.

Guidelines for grievance procedures are stated in the Grievance Procedure section and should be followed accordingly.

## **6.0 Grievance**

## **Procedures**

## **6.1 Grievance Procedure Team Selection**

All team selections and player placements are final. Special consideration for team placement must be made at least one day before tryouts and will be reviewed on a case-by-case basis by the Sport Coordinator and the Athletic Director.

## **6.2 Grievance Procedure Coach/Player/Parent/Spectator**

Any parent with a coaching grievance shall first observe the "Cooling off Period" explained in the Coach-Parent Partnership section of this Handbook. If any person with a grievance is in any way uncertain of the outcome of a direct conversation with either a coach or parent, (s)he should consult with the appropriate Sport Coordinator. The best course of action still might be to have a direct conversation with the coach or parent, but the Sport Coordinator can advise the aggrieved party on any rules governing the situation and will make a recommendation on the best course of action.

The Sport Coordinator will evaluate all grievances and discuss the situation with the parties involved and will present to all parties her/his solution based on St. John of the Cross Parish School Athletic Guide. Any decision the Athletic Director makes during the review of the grievance will be final.

The Athletic Director can request, at her/his discretion, the help of the Athletic Board in resolving a grievance issue, which involves issues not presently covered by the Handbook. In such a case, the Athletic Administrator should be contacted immediately. The Athletic Director will immediately notify the other members of the Athletic Board and either adds the grievance to the next scheduled Athletic Board meeting agenda or calls an emergency meeting. The Athletic Director will then brief the full Athletic Board at the next Athletic Board meeting. During the Athletic Board meeting, the Board will review the grievance and will determine a solution for the grievance, which will be decided by a simple majority vote of all of the Board members that are present. Any parties involved in the grievance may request to present their side of the grievance at the Athletic Board meeting as long as they notify the Athletic Board chair ahead of time so that they can be added to the meeting agenda. If a special emergency meeting is called, the Athletic Director will be responsible for informing all interested parties of the time and date of the meeting.

The Athletic Administrator can intervene in the grievance process at any time and any ruling she makes will be final. All guidelines in the Athletic Guidebook will be strictly adhered to.

## **7.0 Insurance**

The Parochial School Secondary Insurance Policy for interscholastic sports participation covers players who attend St. John of the Cross Parish elementary school and play for a St. John of the Cross Parish School sponsored team. St. John of the Cross Parish School Athletic Association provides supplemental accident insurance for all its athletes. The insurance is available to supplement a family's primary health insurance.

The Athletic Director shall approve all practices. Any injuries that occur during a practice that was not approved by Athletic Director might not be covered by the Parochial School Insurance Policy. In some instances coaches could be held liable for unapproved activities.

## **8.0 First Aid Procedures**

Each coach will be given a coach's binder at the beginning of each season. The binder will contain the following forms, which are to be completed at the appropriate times as set forth in the guidebook:

Player roster to be completed before participation in the first game.

Medical Release Form for each player to be completed before participation.

Accident Report forms to be completed immediately following an injury and submitted to the Athletic Director.

Insurance report to be completed immediately following an injury.

Insurance accident forms if insurance claim will be filed.

## **9.0 Transportation of Players**

Archdiocese policy suggests that whenever possible, coaches should have parents arrange for the transportation of their own children.

## **10.0 Uniforms and Equipment**

### ***10.1 Uniforms***

The St. John of the Cross Parish School Athletic Program provides each player with a uniform for each sport. The uniform program is structured as follows:

All athletes are provided uniforms for Volleyball, Boys' Basketball and Girls' Basketball. All uniforms are a pair of shorts and a uniform shirt. Athletes on Basketball 'A' teams are also provide a warm- up shirt. Prior to being issued, at the time of tryout, all participants will be required to provide a uniform deposit in the amount of \$65.00. This deposit will be returned upon the receipt of the uniform in good condition.

These uniforms are the property of the Athletic Program although the athlete retains the uniform. Each player is responsible for the upkeep of her/his uniform.

Each participant in Track and Cross Country purchases her/his own uniform.

Washing Instructions:

Uniforms should always be washed in cold water and hung to dry

Never place uniforms in the dryer as this fades the colors and melts printed material.

Please notify the Sport Coordinator should a new uniform be required. Distribution of uniforms will take place on specific days prior to the start of each season. The Sport Coordinator will notify the coaches of the date for distribution.

### ***10.2 Equipment***

The Assistant Athletic Director is responsible for the purchase, inventory, maintenance and storage of all equipment. Equipment requests should be submitted to the Athletic Board in April for consideration in the preparation of the following year's budget.

Equipment will be issued at the coaches' meeting prior to the start of each sport season. Coaches are responsible for the return of all equipment. Coaches should also note the condition of the returned equipment in order to assist the Assistant Athletic Director with the inventory and condition of the equipment.

## **11.0 Team, Program Fees & Sports Seasons**

St. John of the Cross Parish School Athletic Program serves nearly 400 children. The fees charged to each family do not cover the costs to run the entire Athletic Program. The Athletic Program is funded from activity fees and fund-raising

activities, the sum of which generally results in a budget deficit. The activity fee will be reassessed annually as costs rise due to inflation or expansion of the Athletic Program.

Community and parent support of the fund-raising activities is imperative for the continued operation and success of the Athletic Program.

**Activity Fees:**

Cross Country – Boys and Girls (each)	\$60
Basketball – Boys and Girls (each)	\$90
Track & Field – Boys and Girls (each)	\$60
Girls’ Volleyball	\$90

**Tournament Fee:**

Basketball and volleyball players will be required to pay an additional charge to defray tournament entry fees. The number of tournaments to be played and the total cost will be determined for each team.

**Sports Seasons:**

<u>Cross Country:</u>	Mid- August to Early October
<u>Basketball:</u>	
7 <sup>th</sup> & 8 <sup>th</sup> Grade Girls	Mid-August through October
5 <sup>th</sup> & 6 <sup>th</sup> Grade Girls	Mid-January through Mid-March
5 <sup>th</sup> - 8 <sup>th</sup> Grade Boys	Mid-October through Mid-February
<u>Track &amp; Field:</u>	
5 <sup>th</sup> - 8 <sup>th</sup> Grade Boys & Girls	Mid-March to Mid-May
<u>Volleyball:</u>	
5 <sup>th</sup> & 6 <sup>th</sup> Grade Girls	Mid-August to Mid-October
7 <sup>th</sup> & 8 <sup>th</sup> Grade Girls	November through January

## **12.0 St. John of the Cross Parish School**

### **Game Schedules**

Schedules are usually ready for distribution at the first Coaches' meeting held at the beginning of each sport season. The Coach must make requests for schedule changes in advance, to the Assistant Athletic Director. Each Coach is responsible for distributing her/his schedule to team participants and parents through her/his respective team parent.

## **13.0 Player Eligibility**

General Rule: All players must attend St. John of the Cross Parish School in order to be eligible to participate in the Athletic Program.

## **14.0 Team Practices**

All approved practices will be held on the St. John of the Cross Parish School campus. Practice times will be determined by the appropriate Sport Coordinator and Assistant Athletic Director and communicated to the Coaches. Consideration will be given to the younger participants in the scheduling of practice times. Once practice times have been set by the appropriate Sport Coordinator and Assistant Athletic Director any changes must be approved by the appropriate Sport Coordinator and Assistant Athletic Director.

## **15.0 Parent Meeting**

The Athletic Board will schedule an annual parent informational meeting regarding the St. John of the Cross Parish School Athletic Program. The objectives of this meeting include the following:

1. To enable the parents to support their children in a manner positive for the child.
2. To introduce parents to the goals and objective of the St. John of the Cross Parish School Athletic Program coaching philosophy, team rules, game and practice procedures, and allocation of playing time.
3. To ask for help from parents in supporting the teams in various tasks including the team parent role.
4. To provide an avenue for feedback and communication with parents.
5. To discuss safety and medical considerations.

## **16.0 Parent Pledge**

Please read, initial each item, sign, and return to the Coach or Athletic Director.

1. I pledge to get my child to practice and games on time. I understand that it can be embarrassing for my child to be late and that I may be putting her/him at risk by not providing adequate time for warm up. I will be on time to pick up my child from all games and practices. This shows respect for the Coach, and it tells my child that (s)he is my top priority. \_\_\_\_\_

2. I pledge to use positive encouragement to fill my child's Emotional Tank because athletes do their best when their "Emotional Tank" is full. I understand that less than 1% of youth sports participants receive college scholarships and that the top three reasons kids play sports are:

to have fun,

to make new friends, and

to learn new skills. I understand that the game is for the players, and I will keep sports in the proper perspective. \_\_\_\_\_

3. I pledge to "Honor the Game". I understand the importance of setting a good example for my child. No matter what others may do, I will show respect for all involved in the game including coaches, players, opponents, opposing fans, and officials. I understand that officials make mistakes. If the official makes a "bad" call against my team, I will "Honor the Game" and be silent. \_\_\_\_\_

4. I pledge to refrain from yelling out instructions to my child. I understand that this is the Coach's job. I understand that games are chaotic times for children trying to deal with fast-paced action and respond to opponents, teammates and coaches. I will limit my comments during the game to encouraging my child and other players for both teams.  
\_\_\_\_\_

5. I pledge to refrain from making negative comments about my child's coach in my child's presence. I understand that this plants a negative seed in my child's head that can negatively influence my child's motivation and overall experience. \_\_\_\_\_

I will honor the Parent Pledge in my words and actions.

\_\_\_\_\_  
\_\_\_\_\_

Parent Signatures

\_\_\_\_\_  
\_\_\_\_\_

Date

\_\_\_\_\_  
\_\_\_\_\_

Print Child's Name

## **Appendix A: Evaluation Criteria for Basketball**

### 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Basketball

All participants will be observed doing the following drills. Points are given not only for making a shot, but more importantly whether the shot is taken properly, off the proper foot, where the eyes are as they take the shot, dribble or pass. Teams are divided at 6<sup>th</sup> thru 8<sup>th</sup> into an A team and as many B teams as we may be able to field. The number of B teams is based upon the number of participants as well as the number of qualified coaches. The B teams are divided as equally as possible given the time frame available for tryouts.

1. Right handed lay up: Participant will be observed for technique as well as if the ball goes in. Technique is if the proper hand was used, jumping off proper foot, where eyes are when taking shot and overall form.
2. Left handed lay up: Participant will be observed for technique as well as if the ball goes in. Technique is if the proper hand was used, jumping off proper foot, where eyes are when taking shot and overall form.
3. Free throws: Participant will be observed for technique as well as if the ball goes in. Technique is if the proper hand placement, arch, ability to get ball to the basket, where eyes are when taking shot and overall form.
4. Perimeter shot: Participant will be observed for technique as well as if shot goes in. Technique is proper hand placement, arch, proper position and overall form. Each participant will do this twice. Shots are taken from specific positions on the floor.

## **Appendix A: Evaluation Criteria for Basketball**

**(continued)**

5. Right hand dribble: Participant will be observed for technique. Are the eyes looking where they should be (forward), can the participant move swiftly and control the ball and where is ball being dribbled.

6. Left hand dribble: Participant will be observed for technique. Are the eyes looking where they should be (forward), can the participant move swiftly and control the ball and where is ball being dribbled.

7. Close shot: Participant will be observed for technique as well as if shot goes in. Technique is proper hand placement, arch, proper position and overall form. This is a timed drill where the participant tries to shoot as many shots as possible within an allotted time alternating hands.

8. 3 on 2 drill: During this drill the participant is observed for working, passing and dribbling with teammates as well as defensive awareness and techniques. A fast break of three offensive players runs against a defensive team of two. All are observed for how they react to game situations and for the ability to play with other players.

9. Scrimmage: If time permits participants will be observed in a 5 on 5 scrimmage. They again will be observed and looked at based on their ability to work with other players, leadership, passing and dribbling, and court awareness.

## 5<sup>th</sup> Grade Volleyball

Teams are divided as equally as possible. There is no A team or B team. Fifth grade is purely an introductory level for the sport and emphasis is on teaching the sport. All techniques will be demonstrated prior to participants trying the skills.

1. Passing: Pass the ball to several identified locations on the court. Ability to use the proper technique will enhance the score.
2. Serving: Serve the ball over the net and inbounds. Ability to serve overhand will also enhance the score but is not required.
3. Setting: Set the ball to specific locations on the floor. This includes not only location but also the ability to arch the ball to a teammate for a spike. Ability to set the ball overhead vs. a “bump set” will enhance the score.
4. Hitting: Ability to spike the ball over the net and inbounds. Ability to use proper technique will enhance the score.
5. Game situations: Objective observations identifying game awareness and court positioning.

## **Appendix B: Evaluation Criteria for Volleyball** **(continued)**

## 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Volleyball

Teams are divided into an A team and as many B teams as we feel we can field. The number of B teams is based upon the number of participants as well as the number of qualified coaches we can assemble. All techniques will be demonstrated prior to participants trying the skills. The B teams are divided with equal talent.

1. Passing: Pass the ball to target as well as passing to a player for a “set”. Ball control will also be considered. Ability to use the proper technique will enhance the score.
2. Serving: Serve the ball over the net and inbounds. Arm speed and shoulder strength will also be considered. Ability to serve overhand is a requirement.
3. Setting: Set the ball to specific locations on the floor. This includes not only location but also wrist and shoulder strength and the ability to push the ball out to the antenna. Ability to set the ball overhead vs. a “bump set” will enhance the score.
4. Hitting: Ability to spike the ball over the net and inbounds. Ability to use proper technique will enhance the score. Arm speed and strength will also be considered.
5. Jumping: Stand on end line of court and jump forward as far as possible.
6. Game situations: Objective observations identifying game awareness, aggressiveness, court positioning, and running a 4-2 configuration.

## **Appendix C:**

### **Coordinator Responsibilities**

**Advisory Board--Sport Coordinators:**

An advisory board of parents assists the Athletic Program. The committee includes Coordinators for each sport and two at-large members. The Athletic Administrator, Athletic Director and Assistant Athletic Director select the Sport Coordinator after the applicant has submitted an Archdiocese Volunteer form (Form 7703) and a letter of intent listing her/his experience. The at-large members are voted on by the school community after each candidate has submitted an Archdiocese Volunteer form (Form 7703) and a letter of intent listing her/his experience. Should there be no candidates, the Athletic Administrator, Athletic Director and Assistant Athletic Director will seek people to serve in this capacity. The Sport Coordinators and at-large members serve a two-year term and may reapply upon completion of their term.

**Responsibility:**

The Sport Coordinator is responsible for assisting the Athletic Director and the Assistant Athletic Director in the management of her/his sport. The Individual Sport Coordinators are for Boys' Basketball, Girls' Basketball, Cross Country, Track and Field, and Girls' Volleyball. The Sport Coordinator is also responsible for:

- Recruiting coaches in the sport they coordinate.
- Coordinating the tryout for the individual sport.
- Attending board meetings.
- Acting as a liaison between coaches and the Athletic Director and Assistant Director.
- Gathering and making recommendations for local tournaments and leagues.
- Communicating practice and game schedules to each team coach for their sport.

**Appendix D: Youth Sports Parent Code of Conduct**

*Preamble*

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character".

*I therefore agree:*

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.

**Appendix D: Youth Sports Parent Code of Conduct (continued)**

10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

## **Appendix E: Sideline Suggestions**

**SIDELINE SUGGESTIONS:**

10 Things Kids Say They Don't Want Their Parents to Do

*By Dr. Darrell J. Burnett*

1. Don't yell out instructions.

During the game I'm trying to concentrate on what the coach says and working on what I've been practicing. It's easier for me to do my best if you save instructions and reminders for practice or just before the game.

2. Don't put down the officials.

This embarrasses me and I sometimes wonder whether the official is going to be tougher on me because my parents yell.

3. Don't yell at me in public.

It will just make things worse because I'll be upset, embarrassed, or worried that you're going to yell at me the next time I do something "wrong."

4. Don't yell at the coach.

When you yell about who gets to play what position, it just stirs things up and takes away from the fun.

5. Don't put down my teammates.

Don't make put-down remarks about any of my teammates who make mistakes. It takes away from our team spirit.

6. Don't put down the other team.

When you do this you're not giving us a very good example of sportsmanship so we get mixed messages about being "good sports".

**SIDELINE SUGGESTIONS:** (continued)

7. Don't lose your cool.

I love to see you excited about the game, but there's no reason to get so upset that you lose your temper! It's our game and all the attention is supposed to be on us.

8. Don't lecture me about mistakes after the game.

Those rides home in the car after the game are not a good time for lectures about how I messed up -- I already feel bad. We can talk later, but please stay calm, and don't forget to mention things I did well during the game!

9. Don't forget how to laugh and have fun.

Sometimes it's hard for me to relax and have fun during the game when I look over and see you so tense and worried.

10. Don't forget that it's just a game!

Odds are, I'm not going to make a career out of playing sports. I know I may get upset if we lose, but I also know that I'm usually feeling better after we go get a pizza. I need to be reminded sometimes that it's just a game.

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