

St. Mary School  
of  
Riverside



Athletic Handbook

August 1, 2010

**St. Mary School  
Athletic Handbook  
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## **St. Mary School of Riverside and Religious Education Department**

### **Philosophy**

In cooperation with the parish community and in partnership with the parents and/or guardians of our students, we at St. Mary School are committed to provide the children of our school with a firm foundation in the faith, traditions, and moral values of the Catholic Church. With this as our foundation, we strive to develop each student's individual skills and abilities in many areas: spiritual, intellectual, artistic, interpersonal and technological.

Because we believe that children learn in different ways, we employ various teaching methods, styles, techniques, and strategies to meet the developmental and ability levels of our students. Furthermore, we believe that children learn from the example of faculty, staff and administration, who model as Christian values of integrity, responsibility, honesty, courtesy, respect, concern, and forgiveness.

Our goals are academic and personal excellence. The faculty strives to foster in our students a sense of personal responsibility; provide quality instruction that will challenge students to think critically, solve problems creatively, communicate effectively; and , witness to interpersonal relationships based upon human dignity, mutual respect, love, concern and service. We expect our students to develop belief in God, in themselves and in others, and to develop their individual capacities into Christian habits of action and thought. In addition, the school fosters in the faculty, a need for continued professional development which the school supports in a variety of ways.

We at St. Mary School seek to graduate students who are responsible, educated, Catholics prepared to meet the challenges of our present and future world.

## **School Mission Statement**

The mission of St. Mary School, aided by the local church, is to provide the children of St. Mary's parish family with a firm foundation in the Catholic faith, traditions, and moral values. This foundation is emphasized in all areas of the curriculum and prepares them to become well-educated Catholic adults who will provide leadership and service within the church and society in the 21<sup>st</sup> century.

This handbook has been designed to introduce all students and their parents to the St. Mary Athletic Program.

The goal of the Athletic Program at St. Mary School of Riverside is to enable our children to develop physical/athletic skills within a Christian framework of team play, competition, and cooperation. A large part of a child's growth involves learning how to be a team player and learning to work with others toward a common goal. Participating in sports allows for this growth.

Athletics are a social, as well as physical, learning activity for our children. The goal of the St. Mary Athletic Program will be to teach the individual basic athletic skills and rules, to enhance those skills, to teach Christian sportsmanship and conduct, as well as to encourage and foster development of interpersonal and social skills, through team activities.

The St. Mary Sports Club Board is responsible for the administration, organization, management, and maintenance of the athletic programs offered at St. Mary. The Sports Club Board is a non-profit entity, managing and funding athletic programs, via an activity based fee participation structure. Members of the St. Mary Sports Club Board, as well all coaches and assistants, are comprised of individuals who have volunteered their time and have completed the required background checks and training requested by the parish and Archdiocese. The guidelines that follow provide the framework and philosophies used by the Sports Club in managing the various athletic programs offered at St. Mary. The Board can amend these guidelines as they see fit.

## **Philosophy**

In accordance with the St. Mary School Philosophy and as an extension of the St. Mary School Physical Education curriculum, the aim of the St. Mary Athletic Program is to provide a Christian atmosphere in which every child may attempt to achieve maximum growth – mentally, emotionally, physically, and spiritually within the context of children's sports. Participation is encouraged, open to all students within the context of the appropriate grade level, and intended to be an enjoyable, rewarding, and learning experience that compliments and supports academic excellence.

## **Mission Statement**

St. Mary Sports Club challenges it's participants to:

- Accept and appreciate teammates.
- Recognize and develop potential.
- Always put forth best effort.
- Accept both success and failure graciously.
- Strive for athletic excellence.
- HAVE FUN.

The mission of the St. Mary Athletic Program is to:

- Provide opportunities for all interested St. Mary School students to participate in the sport of their choice and proudly represent the St. Mary uniform.
- Instill Christian values in a sports environment through prayer before and/or after games and practices.
- Produce an environment to bolster self esteem and self confidence.
- Promote team-oriented values.
- Stress the fundamentals of each sport.
- Teach proper attitude toward winning, losing, and competing with class.
- Stress the importance of religious practice through worship and morality.

St. Mary School and St. Mary Sports Club admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school. St. Mary School and the St. Mary Sports Club Board does not discriminate on the basis of gender, race color, or national and ethnic origin in administration of educational or employment policies, athletic or other school-administered programs.

The Athletic Director serves as the primary liaison between the Sports Club Board and the Pastor. The A.D. sits at the head of the Sports Club Board and runs the monthly meetings. The A.D. oversees the individual directors and their sports.

**Responsibilities of the Athletic Director are to:**

- Integrate the St. Mary School Athletic Program into the philosophy and mission of St. Mary School.
- Establish, implement, and maintain all policies within the program.
- Supervise the registration process and roster development .
- Work with the rectory to schedule Parish Center availability.
- Ensure that the gym and equipment athletes will be using is safe.
- Communicate with parents of students on the teams regarding practices, games, team rules, or any questions about the athletic program.
- Ensuring that team practices and games to not interfere with the academic and spiritual development of the students.
- Select head coaches and help with the selection of assistants who are all qualified and old enough to instruct our athletes. These coaches must also be supportive of the philosophy and goals of St. Mary Athletic Program.
- Terminate a coach or coaching staff if the Coach's Code of Conduct is not followed.
- Work with the coaches in overseeing the completion of Archdiocese requirements for Protecting God's Children by all coaches.
- Monitor and evaluate each coach's performance.
- Provide emergency/contact information to all coaches for their team members.
- Be available to any parent who has a question or a concern about any part of the St. Mary Sports Club.
- Enter disputes that can not be resolved between coach and parent. Manage these problems/issues/concerns in a respectful dialogue. If unable to resolve, direct to Principal for further mediation.
- Report any misconduct to the Principal.
- Perform any tasks or duties as designated by the Principal or Pastor.

Each sport is headed by a Director, who is a member of the Sports Club Board. The Director will maintain contact with the league and the coaches throughout the season to assist in the coordination of a well planned, well run season.

**Responsibilities of Sports Club Directors are to:**

- Assure regular communication with the A.D. and the rest of the Sports Board.
- Foster development of sports programs for the school and parish.
- Serve as primary liaison between coaches, parents, students, and leagues.
- Communicate the philosophy of the program and ensure that it is followed.
- Coordinate and supervise all program volunteers.
- Determine how many teams are slated when registration exceeds, falls short, or skills are varied.
- Determine league participation, number of games, and tournaments.
- Attend league meetings for the scheduling of games in the regular season and playoffs.
- Oversees the scheduling of practices and games with the A.D.
- Develop budget, set program fees and approve all expenditures.
- Fit every player for uniforms then follow through with detailed placement of order.
- Communicates and maintains standards of safety.
- Reviews and evaluates rules and regulations and eligibility standards regularly.
- Performs any other duties to fulfill program objectives.

Program guidelines are put in place to help a program run smoothly and successfully. Each level of the Athletic Program, from coach to player to parent, has to follow some set of rules or guidelines. These guidelines make up a Code of Conduct that everyone must follow in hopes of making this an enjoyable experience for all.

### **Coach Eligibility**

- Candidate must receive prior approval from the Board.
- Candidate must have firm grasp of the fundamentals and rules of the sport he/she intends to coach.
- Head coach candidates must be 21 years of age or older.
- Assistant coaches must be over the age of 16.
- “Helpers” must be at least high school age.
- Candidate must consent to an Archdiocesan background check and attend a Virtus Training Program.
- Candidate must agree to enforce the guidelines and policies of the St. Mary School Sports Club.

### **CODE OF CONDUCT FOR COACHES**

- As a volunteer coach for St. Mary School I am committed to:
  - Knowing the fundamentals and rules of the sport that I am involved with.
  - Developing all players to their potential.
  - Being on time and prepared for games and practices.
  - Strive to be positive role model for the student/athletes.
  - Exhibit good sportsmanship.
  - Conducting myself in a Christian manner.
  - Using positive and encouraging behavior.
  - Teaching discipline and respect.
  - Allowing all athletes an opportunity to play during the regular season.

- Emphasizing the athlete's growth and development instead of winning and losing.
- Providing the students with the tools necessary to accept defeat or disappointment.
- Comply with the mission, philosophy, and all policies of the St. Mary School and the Athletic Program.
- Complete all requirements for Protecting God's Children.
- Attend any necessary coach's meetings and training sessions.
- Select an assistant coach who is qualified in all aspects of the program.
- Have every player's medical emergency and conduct information at all practices and games.
- Assume responsibility for team behavior at all games and practices.
- Support parental decisions regarding player academic eligibility.
- Include a team prayer before each game.
- Handling parents problems/concerns appropriately and in a respectful dialogue.

## **CODE OF CONDUCT FOR STUDENTS**

- As a athlete of St. Mary School, I am committed to:
  - Attending scheduled games and practices in a timely manner. If unable to attend, I will notify my coach.
  - Understanding that missing practice can lead to less playing time.
  - Give my best effort mentally and physically at all times in practices and games
  - Helping the team achieve its goals.
  - Displaying a positive attitude and promoting teamwork on and off the court.
  - Exhibiting respect for my coaches, teammates, friends, and fans.
  - Exhibiting good sportsmanship during and after games/matches.
  - Cheering on my team while not in play.
  - Following the directions and rules of the coach.
  - Accepting constructive criticism.
  - Conducting myself in a Christian manner.

- Representing St. Mary School in a positive way.
- Respecting the facilities of St. Mary and other schools.
- Maintaining high academic standards.
- Provide my own transportation to and from all scheduled games and practices.
- Dress in the appropriate clothing/uniform as specified by the A.D. and coaching staff.
- Read, understand, and follow the rules and policies set forth in the St. Mary Athletic Handbook.
- Treat teammates, opponents, coaches, and officials with respect. Fighting, foul language, and being disrespectful can be grounds for disciplinary action, reduced playing time, or even suspension or expulsion from the team.
- No student/athlete may participate in practice or a game on a day that the student was ill and did not attend class. Absence from school on a Friday will not affect playing time if the student has recovered sufficiently to participate.

## **CODE OF CONDUCT FOR PARENTS**

- As a parent of a St. Mary School athlete, I am committed to:
  - Respecting the facilities of St. Mary and of other schools.
  - Maintaining a positive role model for my children and the students.
  - Helping with various tasks needed to run the program (gym set up and break down, scoring, working the score board).
  - Providing transportation to and from practices and games in a prompt and timely manner.
  - Communicating concerns with the coaches at appropriate times and not immediately before, during, or after a practice or game.
  - Supporting the entire team during games/matches even if my own child isn't playing.
  - Conducting myself in a Christian manner.

- Exhibiting good sportsmanship during games and matches. Inappropriate behavior will not be tolerated.
- Providing my child with the tools necessary to accept defeat or disappointment.
- Emphasizing my child's growth and development instead of winning or losing.
- Speaking of the coaches in a positive manner in front of my child.
- Inform the coach when my child will be absent from a practice or game.
- Clean and care for uniforms.
- Make no attempt to coach or direct the play of my child, another athlete, or the team during a game.
- Support the coach and my child's team in any way needed.
- Follow established protocol for addressing problems or concerns.

## **Participation**

Participation in the St. Mary Athletic Program is a privilege, not a right, and is optional. Any St. Mary student may participate in the athletic program regardless of their skill level. The student/athlete will have to follow these guidelines to be eligible.

Each child must:

- maintain academic eligibility by meeting the requirements set forth in the academic eligibility section of the St. Mary School Handbook.
- behave in accordance with the disciplinary code contained in the St. Mary School Handbook
- comply with team rules established by the coaches and Athletic Director.

A student who has made the commitment to play for St. Mary can expect to:

- be considered a full member of the team.
- receive a good amount of the coach's attention and direction.
- receive the opportunity to learn and practice skills necessary to compete.
- receive significant playing time over the course of the season.

## **General Playing Time Guidelines**

5<sup>th</sup> Grade and under – All players at these grade levels are considered to be in the development level of their respective sport. Players should receive equal playing time over the course of the regular season. If attendance, effort, and attitude are lacking, the head coach may alter the individuals playing time accordingly.

6<sup>th</sup> Grade – This is a transitional year, progressing from the developmental to competitive. All players will receive meaningful playing time over the course of the season. There will be no playing time requirements during the playoffs and tournaments. If attendance, effort, and attitude are lacking, the head coach may alter the individuals playing time accordingly.

7<sup>th</sup> and 8<sup>th</sup> Grade – These grades are competitive levels with playing time earned, based on talent, effort, attendance, attitude, and commitment to the team. Playing time is at the coach's discretion with effort given to allow each player a chance to play as often as possible. There are no playing time requirements during the playoffs and tournaments.

## **Squading**

Because participation levels in some grades may be great, rosters can become too large and unmanageable. In this event, a team may be divided into teams of equal talent and numbers. Another option for a large roster is to squad the team into three squads of equal talent. A team would then bring two of the three squads to each game. The head coach, along with the A.D., will decide if this is necessary. The coach will then ensure that each squad receives comparable playing time. Those who are not squaded for a particular game are not required to attend that game.

## **Athletic Program Offerings**

These are the sports currently offered by St. Mary School:

- Football
- Cheerleading
- Soccer
- Boys Basketball
- Girls Basketball
- Boys Volleyball
- Girls Volleyball
- Baseball
- Track

Baseball, cheerleading, and football are parish sports. This means that they are open to the children of St. Mary Parish. Children who do not attend St. Mary for school, but are members of the parish and attend Religious Education (R.E.), are eligible to play on these three teams. All the other sports are open to St. Mary students only.

### **Football**

- Co-ed
- No cut
- Grades 3-8
  - 3<sup>rd</sup> and 4<sup>th</sup>-Instructional Team
  - 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> – Widget Team
  - 7<sup>th</sup> and 8<sup>th</sup> – Varsity Team
- Season runs Aug 1-Nov14.
- Playing time is based more on size and skill. Because football is a contact sport, coaches do not want to put certain athletes at risk. Therefore, equal playing time is less of an option than with the other sports. Coaches will use their best judgement in regards to playing time. Also, many B games are scheduled in order to get added playing time for all.

### **Cheerleading**

- Girls
- No cut
- Grades 5-8
  - 5<sup>th</sup> and 6<sup>th</sup> – Jr. Varsity
  - 7<sup>th</sup> and 8<sup>th</sup> – Varsity
- Playing Time –Standard---see section on General Playing Time Guidelines.
- Season: Practice during summer months to cheer for football team Aug-Nov.

### **Soccer**

- Co-ed
- No cut
- Grades 5-8
  - Teams-One team per grade level depending on sign up.
- Season runs mid-Aug.-Oct 7.
- Playing Time-Standard

### **Girls Basketball**

- Girls
- No cut
- Grades 5-8
  - Teams – One team per grade level depending on sign up.
- Season runs Sept.-Jan.
- Playing Time-Standard

### **Boys Basketball**

- Boys
- No cut
- Grades 5-8
  - Teams – One team per grade level depending on sign up.

- Season runs Nov.-April
- Playing Time-Standard-check with coach.

### **Girls Volleyball**

- Girls
- No cut
- Grades 5-8
  - Teams – One team per grade level depending on sign up.
- Season runs Jan.-April
- Playing time – Standard

### **Baseball**

- Boys
- Try-out sport—Cuts
- Grades – 5-8
  - 5<sup>th</sup> and 6<sup>th</sup> – Jr. Varsity
  - 7<sup>th</sup> and 8<sup>th</sup> – Varsity
- Season runs Mar.-May.
- Playing Time – Standard – Rosters are limited. Therefore if a greater the number of players attempt to go out, then there will be a tryout for said team. Ultimately, some children will not make the team.

### **Boys Volleyball**

- Boys
- No cut
- Grades 5-8
  - One team per grade depending on sign up
- Season runs April and May
- Playing Time - Standard

### **Track**

- Co-ed
- No cut
- Grades 5-8
  - One team
- Season runs April-June

- Playing time – Standard

\*Dates are estimated on the previous year's timeline\*

### **Protocol for Addressing Problems or Concerns**

Occasionally throughout the season, parents may have a concern/problem/issue regarding their child and/or the athletic program in general. The Sports Club Board has established the following process in order to resolve an issue.

- 1) A “cooling off” period of approximately 24 hours should take place. A parent should not approach a coach immediately before, during, or after a game. The parent should then approach the coach, at an appropriate time, and discuss the issue in a respectful dialogue.
- 2) If the problem can not be resolved, the parent then should take the issue to the director of that sport.
- 3) If the parent/coach still is not happy with the situation, the Athletic Director will become involved. He will set up a meeting of all concerned parties in hopes of resolving the issue at hand.
- 4) If after respectful dialogue, resolution of the issue is not achieved, the issue shall be referred to the Principal for mediation.

It is essential that this process is taken seriously and followed exactly as stated.

**St. Mary School  
Athletic Program**

## Emergency Release Form

To whom it may concern:

As the Parent/Guardian of \_\_\_\_\_, I hereby authorize the treatment by a qualified, licensed medical doctor of the aforementioned minor in the event of a medical emergency which, in the opinion of the attending physician, may endanger the child's life, cause disfigurement, physical impairment, or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Hospital/Place of Treatment: \_\_\_\_\_

Health Insurance: ( ) Yes ( ) No Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group Name # \_\_\_\_\_

Medical Information: \_\_\_\_\_ Blood type: \_\_\_\_ Asthma? Yes / No

Medication regularly taken: \_\_\_\_\_

Specific allergies, chronic illness, or other conditions: \_\_\_\_\_

In case of emergency, contact: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Print name of parent/guardian) (Signature of parent/guardian) (date)

**St. Mary School  
Athletic Program**

## Student Athlete/Parent Contract

I \_\_\_\_\_ realize that my primary responsibilities as a student of St. Mary School are to further both my academic and spiritual development. With this in mind, I will do my best to maintain the highest personal academic standards, while at the same time displaying sound Christian values, most specifically those of love, kindness, respect, and acceptance without judgment, at all times. I also realize participation in the athletic program is a privilege and carries with it many inherent responsibilities. I have read and understand all the information specified in the St. Mary Athletic Handbook. I agree to uphold the policies specified in this handbook, as well as those specified by the teams/activities of the St. Mary Athletic program and those of St. Mary School.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

I \_\_\_\_\_ as the parent/guardian of the aforementioned child, have read and understand all the information specified in the St. Mary School Athletic Handbook. I agree to abide by the policies set forth therein. I give my permission for said child to participate in any/all activities of the St. Mary Athletic Program; knowing full well the privileges and acknowledging the responsibilities that accompany this participation as a parent/guardian in expected volunteer activities.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)