

**SAINT GEORGE
ATHLETIC DEPARTMENT
HANDBOOK**

July 2009

MISSION STATEMENT

We, the Saint George Athletic Department, are a group dedicated to the needs of the student-athletes of Saint George School, recognizing that athletic competition plays an important role in the growth of the student-athletes spiritually, morally, physically, and socially.

God gives us talents and skills to enjoy our leisure time. We strive to provide a quality program of athletic instruction. We know that through this program the participants learn leadership, gain confidence, and build self-esteem. They are taught to compete with honesty and integrity by using the gifts God has given them.

As in the Catholic community, the individual serves the needs of the team. The true team player uses Jesus Christ as a model. Therefore, a Catholic education must include the development of the WHOLE individual-physically, intellectually, emotionally, and spiritually.

ST. GEORGE ATHLETIC ADVISORY BOARD

Advisory Board Will consist of six (6) members approved of and appointed by the Athletic Director with input from the current Athletic Advisory Board. Any individual who is interested in being a candidate for an Athletic Advisory Board position should submit their request in writing to the Athletic Director by May 1st.

One Athletic Advisory Board member will act as Secretary and record minutes for each meeting.

Voting rights The six members of the Athletic Advisory Board carry voting rights while the Athletic Director has the responsibility of breaking a tie.

Terms of office Each member of the Athletic Advisory Board will serve a term which will begin on July 1st and end on June 30th. If a member does not finish a term, a new member will be appointed to finish the term by the Athletic Director. Each term will last for two (2) years.

MEETINGS

The Athletic Director, Moderator, and Athletic Advisory Board shall meet a minimum once a month. The Athletic Advisory Board will meet one hour before each scheduled regular meeting for its executive meeting which is not open to all members of the Athletic Department. The regular meetings shall be open to all members of the Athletic Department. However, if a non-Board member wishes to address the Athletic Advisory Board, then that individual must be added to the agenda prior to the start of the meeting.

Note: There is no quorum for meeting but the Athletic Director may cancel or terminate any meeting at his/her own discretion if there is no quorum.

RESPONSIBILITIES OF THE OFFICERS

ATHLETIC DIRECTOR

- General supervision of the Athletic Department.
- Monitoring of coaches.
- Selection of coordinators with the Athletic Advisory Board.
- Appoints/approves Athletic Advisory Board members.
- Calls and conducts meetings of the Athletic Department.
- Enforces the academic and code of conduct standards for the student-athletes that are set by the Athletic Advisory Board.
- Breaks any tie vote established by the Athletic Advisory Board.
- Acts as Treasurer of the Department by receiving and disbursing all program funds.
- Provide a monthly fiscal report & develop an anticipated budget.
- Hirer's scorekeepers at his discretion.

MODERATOR

- To act as the Parish at-large representative from the staff.

SECRETARY

- Record minutes taken from the Athletic Advisory Board meetings which may be provided to any member of the department.

SPORTS COORDINATORS

It is the duty of the Athletic Director and the Athletic Advisory Board to select coordinators and assistant coordinators to help manage the various activities and responsibilities. They may include, but are not limited to, the following positions:

- Girls' basketball coordinator & assistant coordinator.
- Boys' basketball coordinator & assistant coordinator.
- Girls' volleyball coordinator & assistant coordinator.
- Boys' volleyball coordinator & assistant coordinator.
- Cheerleading/dance team coordinator & assistant coordinator.
- Soccer (K-3) coordinator.
- Equipment/uniforms coordinator.
- Scorekeepers' coordinator.
- Kitchen/admissions coordinator.
- Fundraising coordinator.
- Pictures coordinator.
- Team parent coordinator.
- Spirit shop coordinator.
- Tournaments coordinator.

The terms for coordinators last one year and there is no limit on the # of years one may be a coordinator. Anyone interested in being a coordinator should submit their request in writing to the Athletic Director by May 1st.

RESPONSIBILITIES OF THE SPORTS COORDINATORS

- Make recommendations for approval to Athletic Director and Athletic Advisory Board for coaching personnel.
- Supervise coaches. Coordinators may serve as coaches.
- Provide game schedules to coaches.
- Coordinate practice times.
- Assume sufficient uniforms and equipment. Cost of same to be approved by Athletic Director.
- Obtain player rosters and release forms from all coaches before season begins.
- Obtain the participation fees from the players.
- Represent the Athletic Department at league and tournament meetings.
- Coordinate the assignment and collection of team equipment and uniforms.
- Attend all Athletic Department meetings when their sport is "in season."
- Schedule and communicate the dates of tryouts and clinics for their sport.
- Recommend to the league the class rating of each team.
- Work with Team Parent Coordinator in order to schedule parents to work the kitchen, admissions, and act as hallway/gym monitors.
- Coordinate for each team "on duty" the setup and closing of all gym equipment at the start and end of each home game. Note: It is the responsibility of the head coach and team parent to make sure the parents arrive early enough to collect admissions and prepare the kitchen for sales and also leave the facilities clean and locked.
- Call all scores into the league after each home game.
- Determine how teams will be divided as far as players and coaches are concerned, with final approval by the Athletic Director.

EQUIPMENT COORDINATOR

- Distribute and collect the team's equipment and uniforms.
- Purchase required equipment, scorebooks, first aid kits, and uniforms for each sport.
- Order, distribute, and store end of season awards

KITCHEN COORDINATOR

- Purchase all required kitchen supplies.
- Report at Athletic Advisory Board meetings issues that need to be addressed regarding the kitchen.
- Order soda for machine outside gym doors.
- Collect/ turn into Athletic Director on the 1st of each month funds from soda machine

TEAM PARENT COORDINATOR

- Hold Team Parent meetings at the start of each season.
- Work with in season coordinators to schedule parents to work in the kitchen, admissions and act as hallway guards.
- Report any problems or issues to the Athletic Director.

THE ATHLETIC DEPARTMENT GUIDELINES AND PROCEDURES

The Athletic Department, with approval of the Pastor and/or Principal, shall set guidelines, procedures and policies that govern the direction of the sports program and student participation. The Athletic Advisory Board will manage and maintain the sports program.

Responsibilities may include:

- To communicate the philosophy of the program and ensure all understand and follow it.
 - To act as liaison between all parties (coaches, parents, school).
 - To set criteria for, select, and monitor coaches.
 - To determine league participation, the # of games and tournaments.
 - To prepare a budget.
 - To submit monthly financial reports.
 - To develop, communicate, and maintain standards of safety.
 - To coordinate the scheduling of practice, games, and tournaments.
- ❖ **Note: All potential coaches should submit in writing to the proper sports coordinator their desire to coach a sport. The Athletic Director and the Athletic Advisory Board, with input from the coordinator, shall select the head coach for each team.**
- ❖ **Note: The 4th grade head coaches, on a date selected by the Athletic Director, will "draft" their players with a dice roll deciding who selects first. The children(s) of the head coach automatically will be placed on their parent's team. The coaches can evaluate the players at a scheduled "clinic/sign-up night." Teams will remain the same the following year (from 4th to 5th grade). The Athletic Director can, however, make changes if need be.**
- ❖ **Note: In grades 6-8 for basketball and grades 5-8 for volleyball, the Athletic Director and the Athletic Advisory Board, with input from the coordinator, will decide who will coach Team #1, Team #2, and Team #3. Team #1 head coach has the option to select whichever players the coach wants from that grade until the roster is complete. Team #2 head coach then would do the same with the remaining players if there are more than two teams.**

PLAYING TIME ISSUE

GRADES 4-5

At this level, coaches are expected to provide as equal playing time as possible for all deserving players. A deserving player is defined as one who attends and participates in practices regularly, is academically eligible, and has the spirits and attitude for which our Athletic Department strives. When it comes to league play-offs and/or outside tournaments, coaches are not required to play every player and equal amount of playing time. Coaches are encouraged, however, to do their best to find time for everyone if possible.

GRADES 6-8

At this level, coaches are no longer required to play all of the players an equal amount of time. However, coaches are encouraged to follow the spirit of a reasonable amount of playing time over the course of the sports season, per team participant. If the student-athlete has put in the time at practice, then the coach should find ample playing time for the player. Parents should recognize and appreciate the tough task that it is for the coaches to attempt to please all of the players. Coaches should become familiar with the minimum playing time requirements set by the league(s) in which they play.

If a Coach chooses not to play a child for disciplinary reasons (i.e. missed practices, bullying, attitude, commitment), then the coach must let the player and parent know of their decision.

ATHLETIC POLICIES

No refunds will be made after the first week of practices. All refunds must be approved by the Athletic Director.

Unless given permission from the Athletic Director and/or Athletic Advisory Board the, no student-athlete may play for a team in a grade higher than their own.

At the present time, no Religious Education members may participate on a St. George team during the school year.

St. George Athletic Department will continue its no-cut policy.

All St. George Athletic Department events which take place on Parish grounds are drug and alcohol-free.

All school policies will be enforced at all athletic events.

Regarding uniforms: If a team or coach of a team decides to make any additions or alterations to their standard uniform which is not St. George Athletic Department property (add last name to t-shirt, purchase sweatshirts, warm-ups) then the coach/team should seek the approval of the Athletic Director and notify the Athletic Advisory Board and any other team of the same sport in that grade level of their decision. The purpose of this policy is to make sure all are on the "same page" when making addition or alterations to the standard St. George uniform.

Volleyball players must wear gym-type shorts with no writing on the shorts and may not wear spandex-style shorts (spandex-type shorts may be worn under the gym-type shorts).

Banners are awarded to teams as follows:

- 1) Teams are only eligible to be awarded a banner only for their regular season league.
- 2) **NO** teams are awarded banners for second leagues, non-regular season league tournaments.
- 3) If a team won (1st place) in their regular season league division that the team was originally placed in.
- 4) If a team won (1st place) in their regular season league tournament/playoff that the team was originally placed in.
- 5) If a team was moved up a division/level in their regular league season tournament/playoffs (from a "B" division to an "A" division) then the team is eligible for a banner if they win (1st place).
- 6) If a team has won their regular season league consolation tournament/playoffs **NO** banner is awarded.
- 7) If a team is put into a regular season league tournament/playoff because the team had a losing record it is considered consolation and the team is **NOT** eligible for a banner.
 - a. All banners are awarded and must be approved by the Athletic Director.
 - b. Cheerleading and Soccer are **NOT** eligible for banners.

The regular season leagues that St. George Athletic teams are enrolled in; are as follows:

- c. Boys Basketball – South Suburban Basketball League (SSBL)
- d. Boys Volleyball - South Side Boys Volleyball League (SSBVL)
- e. Girls Basketball - South Suburban Basketball League (SSBL)
- f. Girls Volleyball – St Alexander Volleyball League (PAL)

Scorekeepers are hired by and work for the athletic director. If someone wants to be hired to be a scorekeeper they need to contact the athletic director for consideration.

If an individual has a suggestion or concern then the individual is asked to first approach the coach of the team. If the individual is still not satisfied, then the individual should contact the coordinator of that sport. If the individual is still not satisfied, then the individual should contact the Athletic Director. Contacting the moderator shall only be done as a last resort.

The Athletic Director and Athletic Advisory Board retain the right to amend the handbook for just cause with or without notice. Quickly changing circumstances or events will be considered just cause. However, there will be an attempt to inform parents of the changes as soon as possible. Ultimately the Athletic Director has the right to address any issue and act in the best interests of the athletic programs.

COACHES: SELECTION, ROLES AND RESPONSIBILITIES

The coach has the greatest responsibility, as well as the greatest opportunity, to guide and influence the student-athletes. Coaches assume the role of teacher, mentor, and minister to the young people in their charge. A coach's attitude and behavior are critical to modeling good Christian Catholic sportsmanship both in word and in deed. The careful selection of coaches is vital if the Athletic Department is to reflect the Mission Statement /Philosophy of the Athletic Department.

Criteria for the selection of coaches must include:

- Ability to model Christian values and be a regular churchgoer.
- Ability to articulate and model the philosophy and goals of the Athletic Department.
- Ability to supervise and instruct responsibly.
- An understanding of the basics of the sport to be coached.
- Ability to develop the potential, confidence, and skills of each athlete.
- Ability to incorporate winning while not losing sight of the important goals of the mission statement.

After a careful screening process, the Athletic Director and the Athletic Advisory Board with input from the coordinator will appoint all head coaches. Head coaches should be at least 21 years of age and have a volunteer application. All coaches should submit in writing their desires to coach a team for the upcoming season. The Athletic Department also asks that those coaches who decide to no longer coach have in writing their decision.

Coaches should show respect for game officials and opponents; publicly shaking hands with the officials and opposing coach before and after a game gives clear witness to this respect.

The coach should refrain from public protest and misbehavior that may lead to similar behavior from students, parents, and other spectators.

Coaches are responsible for the safety and welfare of the team. They are responsible for the equipment issued to them and for the proper use of the facilities where practices and games are held.

Coaches should know the proper procedures for entering, securing, and leaving a building. Coaches should carry with them at all times pertinent information on every athlete in their care (phone #'s, addresses). Obvious problems like asthma, heart problems, and diabetes should be known. A First Aid Kit should be at all games and practices. If possible, a cell phone should be brought to each game and/or practice.

Coaches should control the behavior of their assistant coaches and players on and off the court. This goes for before the game, during the game, and after the game. Coaches should go over their expectations with the players. (No running under stands, no bouncing of balls in corners, pick up after self).

Coaches may never administer medication.

Coaches are required to attend at least one coaching clinic annually, when provided. Coaches should teach the rules of the sport and develop each player's skills within the framework of team concept.

Coaches should be fair and unprejudiced. Coaches should strive to be objective when they evaluate talent.

Coaches should discipline inappropriate behavior or disrespect but may never resort to physical or verbal abuse. Profanity is not allowed and will not be tolerated by anyone.

Coaches are expected to keep objective, factual written records of problems concerning attitude and/or behavior. A copy must be sent to the Athletic Director.

Coaches should communicate practice/games times and sites clearly and in a timely fashion.

Coaches should keep a written record of all injuries. All injuries must be documented. Even if it seems like it is a minor injury, coaches are expected to still document it and submit a copy to the Athletic Director. The Athletic Director will submit a copy to parish business manager and school nurse.

Coaches may not play anyone not on the team's roster unless allowed by the Athletic Director or Athletic Advisory Board.

Coaches should not join an additional league or tournaments without the approval of the Athletic Director and/or Athletic Advisory Board. Players may only wear St. George uniforms and use the "St. George" name if their team is a sanctioned/ approved team.

Any coach who has been negligent or deficient in carrying out his/her responsibilities will not be retained.

Coaches should keep the coordinator aware of all problems regarding their team.

Coaches should support the entire program and not just their team.

Coaches should submit to the coordinator the necessary paperwork in a timely manner (fees, waivers, player commitment forms, archdiocese forms, parent expectation forms, player evaluation forms, player physical forms).

Coaches are required to take the Virtus Training workshop "Protecting God's Children Awareness Session".

Coaches are also required to have a background check.

STUDENT-ATHLETE EXPECTATIONS AND REQUIREMENTS

***PARTICIPATING IN ST. GEORGE ATHLETICS IS A PRIVILEGE AND NOT A RIGHT.

Athletes will be held to personal, academic, and disciplinary standards. Students who choose to participate in the Athletic Department are representing the school and the Parish. Therefore, their behavior is expected to reflect just that. This expectation is not limited to the sports field or court but should be evident at school, in the community, at other facilities, as well as before and after games. Regulations regarding the proper wearing of the uniform or other specified attire and hairstyles are physical manifestations of this reflection.

The athlete is responsible for the issued gear. If lost, stolen, or damaged, an appropriate assessment can be made to replace the item.

If a team decides to purchase their own uniforms and/or warm-up suits, then all orders must be pre-paid before they will be issued. This is an option for grades 7 & 8 only.

All players are expected to show respect towards their coaches, parents, teammates, fans, opposing team players and fans, and the referees.

Athletes are expected to show good sportsmanship and play by the rules.

The, Athletic Director as well as the Athletic Advisory Board, both have the authority to place a player or coach on PROBATION, SUSPENSION, or TERMINATION from sports.

Athletes are expected to attend all practices and games. Proper notification must be given otherwise. Coaches should define "excused" versus "unexcused" absences.

If a student is absent from school, then that child MAY NOT participate in athletics for the day. The student should not even attend the function on that day.

Athletes should make sure their rides are on time.

ACADEMIC STANDARDS / CODE OF CONDUCT FOR STUDENT-ATHLETES

At St. George, education is our number one priority. Therefore, the Athletic Department has implemented an academic standard which the student-athletes are expected to maintain. All coaches, parents, and players are expected to adhere to this policy. No exceptions should be made. Failure to do so may result in termination from the program. St. George Athletes are also expected to behave appropriately in the classroom. The Athletic Advisory Board does have the right to act against a student-athlete who has violated the school's code of conduct. The Athletic Advisory Board has the authority to either put a student-athlete on athletic probation, suspension, or termination if they feel so need be.

ACADEMIC STANDARDS WHICH ALL STUDENT-ATHLETES MUST ATTAIN

If a student receives multiple (more than one) failing grades ("Us") on a REPORT CARD in the SAME TRIMESTER, then the student is banned from athletics until the following school year.

If a student has two or more low averages (below C minus) when the grades are periodically checked (Progress and Report Card), then the student must sit out for two weeks. After the two week suspension the student may return. If the student participates in or attends any St George athletic event, (practice/games) while on suspension the student will have an additional week suspension added to the original two-week suspension. Coordinators, coaches, players and parents will be notified by the Athletic Director when a student-athlete is placed on "academic probation" and when the child is placed off. There will be NO exceptions or excuses if this probation is violated; only the Athletic Director can place a student on or off athletic probation.

PARENT/GUARDIAN: EXPECTATIONS AND RESPONSIBILITIES

Parents play an important role in the success of the student-athlete and the team. Parents are expected to positively support and encourage their child's efforts.

Parents are also expected to meet their financial responsibilities and make sure the participation fees are updated along with any possible fundraising.

Parents are asked to make the school fees and tuition account current as a condition of student participation.

Parents should not openly criticize or berate the coaches, players, or referees.

Parents may be asked to leave the facilities if they are not able to maintain the standard of acceptable behavior.

Parents may also be expected to contribute their time and service in support of the team and Athletic Department. Parents should fulfill their duties in the kitchen/admissions/hallway supervision.

Parents are also asked to be on time (EARLY!) when their child is waiting for a ride.

Parents are asked to watch the children while sitting in the stands (keep from hanging out in bathrooms, running under stands, loitering out in parking lot).

Parents must realize that coaches are also volunteers who are doing their best.

Parents must accept that some of the participants will play a disproportionate amount of time in a game due to ability, work ethics, and so on.

Violation of any of the above expectations could effect the playing time or in severe instances participation in St. George Athletic.