

***St. Boniface Catholic
School and Parish***

Athletic Handbook

Where Eagles Soar!!!

Date: October 2009

INDEX

ST. BONIFACE SPORTS & ATHLETIC CODE.....	4
STUDENT CODE OF CONDUCT.....	5
PARENT CODE OF CONDUCT.....	6
STATEMENT OF PURPOSE.....	7
PARTICIPANT ELIGIBILITY.....	7
FUNDING.....	7
REGISTRATION.....	7
PARENTAL PERMISSION.....	7
PHYSICAL EXAMINATION.....	8
ATHLETE COMMITMENT.....	8
FEES.....	8
TEAMS.....	8
COMPETITIONS.....	8
PLAYING TIME MINIMUMS.....	9
INJURY.....	10
PARENT/GUARDIAN RESPONSIBILITIES.....	10
COACH RESPONSIBILITIES.....	11
ATHLETE RESPONSIBILITIES.....	11
ATHLETIC ASSOCIATION BOARD RESPONSIBILITIES.....	12

QUESTIONS AND SUGGESTIONS	12
OTHER ACTIVITIES	12
ATHLETE RECOGNITION	12
COACHING SELECTION PROCESS.....	13
COACH EVALUATION.....	14

St. Boniface Sports & Athletic Code

The St. Boniface Athletic Association coordinates boy's and girl's basketball, volleyball and track as well as cheerleading activities, for students in 5th through 8th grade. The ability to participate in sports is a privilege, not a right. One of the most important goals of the day school, Religious Ed program and the athletic program is to help students learn to demonstrate Christian values and good sportsmanship. This requirements outlined in this Athletic Code will help our student athletes meet these goals.

The St. Boniface Athletic Association has established behavior, academic and participation requirements of which members of all sports teams and cheerleading will have to meet. The Athletic Association Board with assistance from the coaches, teachers, Religious Ed coordinators and principal will administer these rules.

- Appropriate behavior is expected in school, at practices and at games. Discipline problems will not be tolerated. Any serious behavior problems that require a parent/guardian conference with the principal (for day school students) or Youth Minister (for Religious Ed participants) may result in a suspension from practice(s) and game(s). Repeated violations may result in dismissal from the team or squad. All disciplinary action is at the discretion of the principal and / or the athletic committee. No refunds will be given for behavior related dismissals.
- Academically, students are expected to maintain a 2.0 grade point average or have the recommendation from the teacher(s) and principal that the student's homework and effort in class is acceptable. Students participating in sports or cheerleading must complete homework on time and to the best of their ability. If required work is not completed and turned in, the student will not be eligible to participate in practice or games that week. All disciplinary action is at the discretion of the principal.
- It is the student's responsibility to contact their coach if they are unable to attend a practice or a game. If a student misses practices or games without a legitimate excuse, the student may be suspended for one or more games. Repeated violations may result in dismissal from the team or squad. No refunds will be given for dismissals related to attendance. All disciplinary action is at the discretion of the coach and/or athletic committee.
- Any damage to equipment or property resulting from anything other than routine practice or game play will be the sole responsibility of the student(s) involved.

STUDENT CODE OF CONDUCT

As a student athlete of St. Boniface Catholic Parish, my behavior and example reflects upon my self; my family and my Parish. Therefore, I need to set a Christian example for others to follow, even when things don't go my way. I can do that by:

- Learn as much as you can about your sport. Play by its rules. Show up for practice, work hard, and realize that if you're on a team, everyone deserves a chance to play.
- Talk politely and act courteously toward everyone before, during and after games and events. That includes your teammates, your opponents, your coaches, the officials presiding over the game, and even spectators (who can sometimes be loud about their opinions).
- Stay cool. Even if others are losing their tempers, it doesn't mean you have to. Remind yourself that no matter how hard you've practiced and played, it is, after all, just a game.
- Do not settle disputes with violence. If you're in a difficult situation or someone's threatening you, seek help immediately from your coach or from an official.
- Cheer your teammates on with positive statements – and don't trash talk the other team.
- Acknowledge and applaud good plays, even when someone on the other team makes them.
- When officials make a call, accept it gracefully even if it goes against you. Remember that referees may not be right every time – but they're people who are doing their best, just as you are.
- Whether you win or lose, congratulate your opponents on a game well played.

PARENT CODE OF CONDUCT

Parent attitude does affect the athletes on the teams. As the adults viewing the games, we have a great responsibility to present ourselves in the proper light of good sportsmanship and true Christianity.

Therefore, below is the behavior expectation at all sporting events.

1. Set a good example for our student athletes by positive cheering and comments.
2. No parent or coach may harass, or bad mouth any official at any time. Total respect is to be showed to all game officials.
3. Neither parent nor spectator may harass, or bad mouth any coach at any time.
4. We believe a 24 hour waiting period after any game, (tournaments included), is essential before a parent contact any coach with concerns, complaints, or judgments about your child or the game he/she played. This will help resolve matters more effectively, as it gives everyone time to think things through, rather than to just react. You may contact the Athletic Board with any concerns if they are not resolved after discussing it with the coach.
5. Failure to set a good example for our student athletes may result in revoking your privilege of viewing your child's game(s).
6. Parents should avoid gossiping and talking negatively about coaches in front of any children participating in the program, so as not to undermine the child's respect for the coach and success in the sport. The appropriate communication route for criticism is to talk to the coach. If that doesn't resolve the issue the escalation path is sport coordinator, followed athletic director, principal and pastor.

Statement of Purpose

The purpose of the St. Boniface's Athletic Association is to provide and administer programs that

- Promote a Christian environment for having fun;
- Develop physical skills; and
- Foster sportsmanship, respect, personal responsibility and teamwork.

Participant Eligibility

All 5th through 8th grade boys and girls who are enrolled in St. Boniface Day School or Religious Education Program, and are regularly attending are eligible.

Funding

The Association's revenue is generated primarily by fund-raising events (i.e. annual magazine sale), registration fees for specific activities and tournaments as well as concessions during home games.

Registration

Organizing, implementing, and administering athletic programs require the performance of multiple tasks that often have strict deadlines. Registration forms must be completed and accumulated, rosters must be set, practice and event facilities must be reserved, and parents and students must be informed.

Parents and students are expected to understand and meet registration requirements, including submission of required forms and payment of required fees by the published close of registration. Players may not practice until all forms are submitted.

Parental Permission

Participation in any program requires written permission of the player's parent or legal guardian. Permission forms must be submitted with registration forms.

Parents and/or legal guardians agree to hold St. Boniface Parish and the Athletic Association harmless for any injuries incurred during, or in transit to or from, activities.

Physical Examination

Athletes must obtain a physical examination from a licensed physician at least every two (2) years. Any seriously injured athlete requiring outside medical attention (by paramedics, physician, etc.) may not return to active team participation without a doctor's written release submitted to the team's coach.

Athlete Commitment

A student-athlete may participate with a non-archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the parish/school team, and the student maintains the eligibility requirements established by the school administration published locally.

Fees

Athletes will be required to pay on non-refundable fee during registration for each activity in which the athlete participates.

No student will be denied a chance to participate due to financial hardship. Please contact the pastor to discuss any special arrangements.

Teams

The number and composition of teams will be determined by registration results. The Athletic Board will consider the number of registrants, the availability of openings, league rules, input from coordinators and coaches, availability of funding, and other relevant factors, when making decisions about teams.

Our league requires that all multiple teams in 5th and 6th grade are split evenly. In 7th and 8th grade, teams are split into A/B/C division teams based on ability.

A committee of coaches and 3-5 independent evaluators will assist in evaluating players. Player evaluations will be performed by independent evaluators to make sure the splits are made appropriately. Player evaluations will be open to parents and coaches. Parent involvement will be limited to the viewing of player evaluations. Previous coaches not coaching in the upcoming year may be independent evaluators. Coaches who plan on coaching in the upcoming year may offer input during the evaluation process but will excuse themselves for the final decision of team splits. Final team splits will be made by the independent evaluators. After teams are created, a determination will be made by the independent evaluators as to the A/B/C level of each 7th and 8th grade team.

We encourage multiple teams for the same grade to practice at the same scheduled times. The coaches can choose how much to practice as one team. We encourage some level of practicing together to maintain class unity.

Competitions

A coach who receives 2 technical fouls in one basketball game, two yellow cards/one red card in a volleyball match or is ejected from a game/match will receive the following penalties:

First offense – one game/match suspension

Second offense – three game/match suspension

Third offense – removed as coach. Replacement to be named by athletic association.

The coach may reapply for the position the following year.

Team Size and Playing Time Minimums

Team Size:

VB

Min players to create a team: 7

BB

Min Players to field a team: 7

Total participation in the program and facility availability will impact the number of teams supported in our program. Therefore, teams may be split once 14 participants are registered (paperwork and fees paid). A third team may not be created until 24 participants are registered. We will not exceed more than 36 players in any age/gender.

Playing Time:

5th and 6th remain as written in our handbook...even playing time.

VB (7th & 8th Grade)

League: 25% of the match

Tourney: 25% of the match

Seaton Tourney: Some playing time for all players is required in every match

BB 7th Grade

League: 1 Quarter of every game

Tourney: 1 Quarter of every game

BB 8th Grade

League: 1 Quarter of every game

Tourney: 1 Quarter of every game

Padre: Some playing time for all players is required in every game

All suited players must play in the game at the minimums stated above. If a player is not eligible to play but will be on the bench, they must be in street clothes. Playing time will be reduced for missed practices or disciplinary reasons. This will always be discussed with the player and their parents. We also work with the school and problems with homework or grades will reduce playing time or make players ineligible to play at all.

Injury

The risk of injury is a part of virtually every sport. ***St. Boniface Athletic Association is not responsible for any injury incurred during participation in Association programs.***

Parents and guardians are strongly encouraged to:

Obtain adequate Health and Dental insurance to cover possible injuries. St. Boniface does not provide insurance.

Provide athletes with appropriate safety equipment including eye guards, mouth guards, padding and other protective devices specific to the sport.

Athletic, parents, and guardians agree not to file claims for injury against the Parish and/or the Athletic Association as a result of an injury incurred during team participation.

Parent/Guardian responsibilities

Parents and guardians are responsible for transportation of their children to and from practices, games and tournaments. Drivers should carry adequate liability insurance to cover such transportation requirements.

Parents and guardians are expected to exhibit support for their children's teams. Such support includes timely assistance at practices and games, and enthusiastic cheering during competitions.

Further support is evidenced by respect for coaches' decisions and instructions. Parents and guardians must not interfere with the work of the coaches during practices, scrimmages, games or matches.

Parents and guardians are required, during home games, to "work" one of the following areas at least once (per participating child) during the volleyball/basketball season:

1. Admissions
2. Concessions
3. Hall Monitor

Coaches must coordinate or assign coordination duties for their teams assigned times for concession/admission duties. It is mandatory that all team parents participate in concessions/admissions. Teams that do not fulfill their volunteer commitments may jeopardize the coach's position in subsequent seasons. Parents who do not fulfill their volunteer responsibilities may jeopardize their child's participation in games.

Parents and guardians are also required to be a member of a chair team.

Coach responsibilities

Coaches are volunteers who have been approved by the Association. Coaches must be able to prove that they are twenty-one (21) years old at the beginning of the school year.

Each Head Coach is expected to select an assistant who will be available to fill in during the Head Coach's absence.

Coaches are expected to know and follow the playing time guidelines for their grade.

All coaches must follow the rules and guidelines of the league, the Archdiocese, and the St. Boniface Athletic Association.

Coaches are expected to help coordinate or assign coordination duties for their teams assigned times for concession/admission duties. It is critical that all team parents participate in concessions/admissions and coaches have the most influence in getting that participation.

Coaches must coordinate or assign coordination duties for their teams assigned times for concession/admission duties. It is mandatory that all team parents participate in concessions/admissions. Teams that do not fulfill their volunteer commitments may jeopardize the coach's position in subsequent seasons. Parents who do not fulfill their volunteer responsibilities may jeopardize their child's participation in games.

Coaches are responsible for obtaining appropriate equipment, when available, from the Association's equipment manager. Coaches are also responsible for retrieving the equipment from the players and returning it to the equipment manager within two weeks of the end of competition.

Coaches are expected to participate in any and all athlete recognition activities.

Athlete responsibilities

Athletes must follow the rules and guidelines of the team, the league, the Archdiocese and the St. Boniface Athletic Association.

Athletes are responsible for notifying coaches about any absences before they occur.

Athletes are expected to handle themselves in a sportsmanlike, Christian manner. Coaches may discipline any athlete who is disruptive to team activities. Such disruption may include foul language, disrespect for others, or other activities deemed disruptive by the coach.

Athletes are responsible for proper use and care of uniforms and other equipment issued to them. Athletes and/or their parents or guardians will be expected to pay for any lost, stolen or abused uniforms or equipment.

All equipment and uniforms must be returned to the team coach within one week of the end of competition.

Athletic Association Board Responsibilities

Board members volunteer their time to administer the programs described in this handbook. The Board meets monthly to review progress and issues.

The Board consists of the following positions:

- ◆ Athletic Director
- ◆ Assistant Athletic Director
- ◆ Secretary
- ◆ Treasurer
- ◆ Nine (9) At Large Members

Coordinators are assigned for individual sports based upon availability and need.

Questions and suggestions

Parishioners with questions and/or suggestions are encouraged to express them.

Please submit any issues to the Board by forwarding them in writing to St. Boniface Parish, Attention Athletic Director. Letters should include your name, address and phone numbers where you can be reached. If there is a concern with a specific team, please contact the Head Coach first before contacting the Athletic Board. Do not contact the coach during or immediately after a game. Please honor the 24 hour cooling off period before any contact is made.

All correspondence will be considered for review at the next Board meeting. You may be asked to join a future meeting for further discussion of your suggestions or issue.

Other Activities

The Athletic Association Board may choose to sponsor other activities, depending upon timing, availability of facilities, and availability of funds.

Athlete Recognition

Teams will have end of season banquets or parties as they choose. The 8th grade teams receive some financial assistance. Awards to student athletes will be distributed at this event.

St. Boniface Coaching Selection Process

Multiple Candidates for One Team.

1. Applicants submit coaching resume of interest with pertinent coaching experience and philosophies. The best candidate will be chosen regardless of prior experience or involvement with the program.
2. Sub-committee of Athletic Association with 3 or 5 members review resumes and/or interview candidates and presents the head coach recommendations to the board. The board will determine the final selection through the voting process at a regular board meeting.

While head coaches may expect to follow athlete for grades 5 through 8, emphasis will be placed on "Yearly Coach Evaluations" which may affect/determine changes in the coaching staff.

3. After teams are determined assistant coaches are selected by head coaches.

Multiple Candidates for Multiple Teams:

1. Applicants submit coaching resume/letter of interest with pertinent coaching experience and philosophies. The best candidate will be chosen regardless of prior experience or involvement with the program.
2. Sub committee of the Athletic Association with 3 to 5 members will review resumes and/or interview candidates and present the head coach recommendations to the board. The board will determine the final selection through the voting process at a regular meeting.
3. Head coach selects an assistant coach.

St. Boniface's Coach Evaluation

Please take a moment to complete the following questions regarding your child's sport experience. This information will assist St. Boniface's Athletic Association Board in making program improvements. This information will remain confidential.

Please mail the completed form to:

**St. Boniface School
Attn: Principal
W204 N11940 Goldendale Road
Germantown, Wisconsin 53022
(Confidential)**

Coach's Name: _____ Family Name: _____
Sport _____

Please circle your response by using the following scale

- 1 Needs Improvement
- 2 Fair
- 3 Good
- 4 Outstanding Job

PRACTICES				
1. Is knowledgeable about the sport and provided skilled instruction	1	2	3	4
2. Instruction during practices was age appropriate and led to increased knowledge of the game and playing strategies	1	2	3	4
3. Conducted a parent meeting and explained procedures for dealing with concerns.	1	2	3	4
4. Provided information in a timely manner regarding practice times, league games, and tournaments.	1	2	3	4
5. My child has improved in the areas of: understanding of the game, skill development, and self-confidence.	1	2	3	4
GAMES				
1. Coach's conduct during games modeled Christian values	1	2	3	4
2. Consistently treated players and referees with respect.	1	2	3	4
3. Playing time was in accordance with St. Boniface's playing time guidelines.	1	2	3	4
4. Encouraged a positive team environment	1	2	3	4

Additional Comments

Player Comments
