

ST. JOHN THE BAPTIST CATHOLIC SCHOOL

TROJAN ATHLETIC DEPARTMENT

Athletic Board 2022-2023

<u>MEMBERS</u>		<u>POSITIONS</u>
Mr. Chad Rueth		Athletic Director
Mark Peres, C.P.P.S.	Pastor	Fr.
Mrs. Jessica Gonzalez		Principal
Mrs. Sara Marszalek		Assistant Principal

ATHLETIC BOARD MISSION

The SJB Athletic Board provides a safe, enjoyable sports environment that enhances the emotional, physical, social and educational well-being of all our children.

EXECUTION

The athletic program at SJB is administered by the Athletic Board following the Diocese of Gary, Catholic Youth Organization (CYO) rules and the National Youth Sports Coaches Association Standards. The SJB Athletic Board expects the following commitments from the four parties involved in your sports:

ADMINISTRATION COMMITMENT (CYO; ATHLETIC DEPARTMENT)

1. Provide a safe environment for sporting events and practices
2. Provide properly trained officials for all sporting events
3. Provide properly trained coaches and Assistant coaches, including Virtus and “Coach Like A Champion training” for all coaches, assistant coaches, volunteers, etc.

COACHING COMMITMENT

1. Coaches will be a positive role model by exhibiting good sportsmanlike behavior at all times when they are with the players, especially at games and practices.
2. Coaches will provide an opportunity for increased playing time for all youths regardless of race, creed, sex and economic status or ability.
3. Each season, all coaches will read, sign and support the Coaches’ Pledge.
4. Coaches are committed to the development of player attitudes while promoting team skills, which will encourage teamwork.
5. Coaches will teach the fundamental skills of the respective sport and test the players’ knowledge of game rules.

PARENTAL COMMITMENT

1. Parents will be positive role models by exhibiting sportsman good sportsmanlike behavior at games and practices, in the stands, and inside/outside of all sporting events and venues.
2. Parents will take an active role in their child’s youth sports experience by providing encouragement, positive criticism and transportation to games and practices.
3. Parents must read, sign & support the Code of Ethics before participating in any practices

/contests.

4. Parents must volunteer for a minimum of 2 hours, per family, for each season that they have an athlete participating in a sport. Failure to do so will result in an additional \$100 fee due to the Athletic Department.

STUDENT COMMITMENT

1. Students will respect and obey their coaches and officials.
2. Students will exhibit good sportsmanship to their opponents, teammates, coaches, officials and the audience.
3. Students must read, sign and support the Student Code of Ethics before being allowed to participate in any practices or contests.
4. Participation in SJB-sponsored athletics will supersede commitments to teams or programs outside of CYO and St. John the Baptist Catholic School.
5. Students will adhere to the SJB Athletic Eligibility Requirements as outlined by CYO and St. John the Baptist Catholic School.

SJB ATHLETIC PROGRAMS

CYO - Boys and Girls - Grades 5-8

- Basketball
- Cross Country
- Soccer
- Track
- Volleyball

SJB INTRAMURALS - Boys and Girls - Grades 1-4

- Basketball
- Soccer
- Volleyball

ALL FORMS

***(Physical/registration forms, code of conduct, sign-up forms, etc)
can be found at the end of the Athletic Section in this handbook!***

SJB ATHLETIC POLICIES

PHYSICAL EXAMINATIONS: Students must have a completed physical examination and a written statement from a physician attesting that they are physically able to participate in the athletic program. Students may not practice or participate in any games unless these forms are on file.

UNIFORMS: Student athletes must purchase their uniforms, but may keep them after the season is completed. In some cases, the school can provide uniforms since they exist and are still in good condition, which is deemed by the Athletic Directors and the Athletic Board. Those uniforms provided by the school must be returned at the end of each season to the equipment manager.

“NO CUT” POLICY: Any SJB student qualified by age, having submitted a physical exam report signed

by a physician and having paid their sports fee is placed on a team roster.

MINIMUM PLAYING TIME: As per the Athletic Board, minimum playing time, as defined by CYO rules, will be observed regardless of league affiliation (exceptions: injuries, illness, academic or disciplinary probation). It is the desire of the Athletic board to maintain a positive self-image in all players and would therefore encourage coaches to increase playing time for all students, when possible.

SJB ATHLETIC ELIGIBILITY

1. Athletic fees must be paid for by each sport and are non-refundable. **All fees must be paid by the start date of the first practice for the sport.** Parents should notify the Athletic Directors if there is a family hardship and/or inability to pay the athletic fee. **If the fee is not paid by the first practice date, the athlete will not be able to participate.**
2. If Athletic fees are not paid or parental volunteer hours are not fulfilled before the current sport ends, that student will not be able to participate in the next sport.
3. The athlete must adhere to the stipulations of the academic eligibility policy, to include participating in two practices per week to keep up conditioning and teamwork attitude. The athlete's schoolwork should be his/her priority. If the student must miss a practice in order to complete homework, projects, etc., the student must contact the coach to inform him/her that he/she will not attend practice.
4. Any verbal and/or written communication to the head coach at any time during the season indicating the athlete will no longer participate as part of the team will mean that the athlete will not be listed on the roster and will not receive acknowledgement for that sport at the season banquet.
5. A student's status on the team will be determined by the Athletic Board and the Principal of St. John the Baptist Catholic School.
6. If an athlete will not be attending a game for any reason, he/she must inform the coach that they will not attend the event.
7. Students must maintain a C average with only **one (1) D and no F's**. This will be determined at progress report and report card time.
8. **Students deemed ineligible at the end of the 4th quarter are ineligible at the start of the next school year. Any student who is ineligible to start the Fall season will be re-evaluated at 1st quarter progress report grading period – approx. 24 days into the 1st quarter.**

CHRISTIAN CONDUCT

Christian principles of conduct are the overriding and primary criteria for athletic eligibility. All student athletes and parents, guardians, and family members, have a responsibility to represent SJB in a Christian manner at all times.

Students who receive a conduct grade lower than a C (2 or 1) on their report card or at progress report time, will be placed on probation. They may attend practice until they are reinstated.

Student athletes who display behavior, whether in school or out of school, that is deemed inappropriate by school officials, will be immediately suspended from the team and will not be permitted to attend practice sessions or games until a review by the school Discipline Committee has been completed. Students suspended for conduct unbecoming a Christian, may or may not be reinstated on the team.

ACADEMIC ELIGIBILITY

Students who have not met the academic eligibility requirements stated above will be placed on probation until the next scheduled evaluation. Those students placed on probation may not attend more than one practice per week until the next evaluation. Students on probation will be strongly encouraged to attend games, meets or matches. Both parents and the Athletic Directors will receive written notification of their child's suspension from the team.

ATHLETIC DEPARTMENT HANDBOOK

1. Team Formation

- a. A time period for signups for all sports will be determined by the Athletic Directors and communicated to the Principal.
- b. All students wishing to participate must turn in a completed signup form for each sport signed by a parent or guardian by the deadline that has been determined by the Athletic Directors.
- c. Late registrations will not be accepted after any determined deadline without prior consultation with the Athletic Directors.
- d. If a student is "ineligible" to participate at the time of registration for a sports season, it shall be at the discretion of the Athletic Directors and Principal, after communicating with the parents, as to whether or not that student is allowed to sign up for that particular sport.

2. Athletic Eligibility and Ineligibility – Report Cards and Progress Reports

- a. A "C" average must be maintained in **ALL SUBJECTS**, which include Religion, Literature, Spelling, English/Language Arts, Math, Social Studies, Science, PE and Music. Inability to maintain a "C" average will result in the student being "ineligible" until the next progress report or report card is issued.
- b. One failing grade, indicated by a 69% or below in any class will result in "ineligibility" status until the next progress report or report card.
- c. Official notices of a student's eligibility status shall be given in writing by the Athletic Directors. Students must wait until they receive official notice from the Athletic Directors before they resume or end competition.
- d. Official notices of eligibility will be made available when and only when progress reports or report cards are made available to the parents via email and/or in hard copy.
- e. If a student is ineligible for a consecutive progress report and the report card they shall be dismissed from the team.
- f. Students deemed ineligible at the end of the 4th quarter are ineligible at the start of the next school year.

3. Conduct – Athletes

- a. Athletes, like all other students, are expected to conduct themselves in a reasonable, responsible

manner that is in keeping with the SJB Handbook.

- b. Each student who participates in the SJB athletic program is expected to:
 - 1. be gracious and courteous regardless of whether he/she wins or loses
 - 2. abstain from the use of illegal tactics
 - 3. abstain from the use of profanity
 - 4. abstain from displaying fits of temper, clowning, or other inappropriate behavior
 - 5. cooperate with officials, coaches, teammates, and opponents
 - 6. conduct him/herself so as to provide a positive role model for other students
 - 7. be respectful to him/herself and the team he/she represents
 - 8. use school equipment with respect and care
 - 9. respect the property of others
 - 10. represent SJB with honor and integrity
- c. Proper conduct should be exhibited at all times by members of a team. Conduct deemed detrimental to the team by the coach and the Athletic Directors will not be tolerated.
- d. If at any time proper conduct is not shown, it shall be at the discretion of the Athletic Directors, after consultation with the Principal, to incur proper punishment which could include suspension from a game or games in addition to any punishment handed down by the CYO or any other league the team is participating in.
- e. Continued conduct detrimental to the team will result in dismissal from the team. Dismissal from the team because of conduct detrimental to the team will only occur after consultation between the parents, coach, athletic directors, and principal.

4. Practices and Games

- a. In order to be a member of the team, the student must attend and participate during all practices.
- b. Students are expected to be at practice on time and no more than fifteen (15) minutes before practice is scheduled.
- c. Students must have arrangements made to get home immediately at the end of practice.
- d. Practices are intended to be opportunities for coaches to work with athletes. At no time should be distractions during practices from outside influences such as other family members, friends, or other teams.
- e. Only parents will be allowed to attend practices. No other children will be allowed to be in the Gym before, during, or after practice. SJB will not be responsible for anyone not allowed in the Gym during practices.
- f. If, after consulting with the affected coaches, it is deemed that distractions are becoming the norm, it shall be at the discretion of the Athletic Directors, with consultation of the Principal to ask the affected parents, siblings, and friends to leave the practice and not return to future practices.
- g. Close practices will be at the discretion of the Athletic directors and coaches.
- h. Students and/or Parents must always consult with the coach before missing practice or a game.
- i. If a student cannot attend a practice or a game for any reason they must notify the coach in advance for it to be considered an excused absence. If an emergency situation occurs, it is the responsibility of the parents to notify the coach as soon as possible as to why the student was unable to attend practice or a game.
- j. Any unexcused absence from practice or game will result in the student sitting out the next two (2) CYO and/or non-CYO games.
- k. Two (2) unexcused absences from practice or a game will result in the student being dropped from the team immediately. The student and parents will be notified in writing by the Athletic Director.

- l. Excused absences from practice could result in sitting out upcoming CYO or non-CYO games. It shall be at the discretion of the coach as to whether the student must sit out one (1) or more games as a result of missing practices during the week.
- m. If, as a result of student suspension, health, vacation, or other similar reasons, a student cannot attend and actively participate in scheduled practices such student shall be required to complete the following prior to participation in any games:
 1. Consecutive School Days Missed – five (5) or more
 - a) Will require a minimum of two (2) practices in order to be eligible to play in any game.
- n. If a student is not in school on the day of his/her scheduled weekday game, he/she may not attend the game that day as a player or a spectator. No phone call to the coach is necessary. This will be considered an excused absence. If a student is absent on a Friday he/she may not attend or play in weekend games (Friday, Saturday, and Sunday) immediately following the absence.
- o. If a student is not attending the majority of practices they are subject to removal from the team. Removal from the team will take place only after consultation with the coach, Athletic Directors, and Principal after communication with the parents.
- p. Students are expected to remain on a team until all contests are completed. Dropping out of a sport is a serious matter. No student should quit any sport without first consulting with his/her coach and parents and explaining his/her intentions.

5. Communication

- a. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.
- b. Communication you should expect from your son/daughter's coach shall be as follows:
 1. Philosophy of the coach
 2. Expectations the coach has for your child and the other players on the squad.
 3. Discipline that result in the denial of your child's participation
- c. Communication coaches shall expect and receive from parents shall be as follows:
 1. Concerns, expressed directly to the coach
 2. Notification of any schedule conflicts well in advance
 3. Specific concerns regarding a coach's philosophy and/or expectations
- d. There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others position.
- e. The following is a list of appropriate concerns to discuss with coaches:
 1. The treatment of your child both mentally and physically
 2. Ways to help your child improve
 3. Concerns about your child's behavior
- f. It is very difficult to accept your child's not playing as much as you may hope. Coaches are expected to act in a professional and reasonable manner. They make judgment decisions based on what they believe to be best for all students involved. While there are certain things which can and should be discussed with your child's coach, there are other things which must be left to the discretion of the coach.
- g. The following are issues that are not appropriate to discuss with coaches:
 1. Playing time
 2. Strategy
 3. Play calling

4. Other student-athletes
- h. If you feel you have an appropriate concern to discuss with a coach, the following steps should be taken:
 1. Set up an appointment with the coach according to his/her guidelines
 2. If a satisfactory resolution is not agreed upon, a meeting with the Athletic Directors and coach will be scheduled to discuss the situation.
 3. At this meeting the appropriate next step will be determined.
- i. When parent-coach conferences are necessary, the procedure listed above should be followed to help promote a resolution to the issue of concern.
- j. Parents who choose not to follow the proper procedure spelled out in Section (h), especially on a consistent basis, will result in appropriate action taken by the Athletic Directors with consultation of the Principal.
- k. Any spectator who verbally attacks, challenges, or publicly embarrasses any member of the coaching staff, an official, gym staff, or a spectator from another school shall face proper punishment.
 1. Any parent choosing to verbally attack, challenge, or publicly embarrass a member of the coaching staff will not be allowed to attend his/her child's next 2 games either at home or away.
 2. Furthermore, if a parent chooses to verbally attack, challenge, or publicly embarrass a member of the coaching staff his/her son/daughter will not be allowed to participate in the next scheduled game.

6. Participation in Sports at other Schools or Independent Clubs/Sports Teams

- a. The vitality of the SJB Athletic Department is dependent upon the commitment of our students. Therefore, a student may participate in a sport at another school only if that sport is not offered at SJB. In order to participate at another school, SJB must be informed of the student's participation and the student must comply with the eligibility guidelines established by SJB and CYO.

7. Spectator Behavior

- a. The primary role of SJB is to develop a Catholic value system that recognizes the dignity of each person. In keeping with this philosophy, parents and other spectators are expected to conduct themselves in a respectful manner at all sporting events.
- b. If at any time, a parent or spectator is not conducting himself/herself in a respectful manner he/she will be asked to leave the event and will face the proper punishment as established by the CYO, whether or not it is a CYO game.
- c. If at any time a parent, family member, or anyone associated with SJB is verbally abusive toward an official, gym staff, or spectators from another school, they shall be subject to punishment spelled out in section 5(k).

8. Appearance

- a. Students are expected to be dressed in official team uniforms when representing SJB in an athletic contest. Deviations from/additions to the official team uniform are not permitted.
- b. Keep uniforms tucked in at all times.
- c. No jewelry is to be worn during practice or games.
- d. If wearing glasses, a strap must be worn to keep the glasses secure.

Gym Use Guidelines

- a. The Athletic Directors are responsible for the overall use and upkeep of the Gym. Therefore,

anyone wishing to use the Gym for school-related activities must contact the Athletic Directors in writing at least **one (1) week** prior to their requested use.

- b. Any requests for gym time are not guaranteed.

9. Coaches Hiring Policy

- a. The quality and success of the Athletic Department rests on the dedication of the coaching staff. Therefore it is extremely important to be dedicated to the entire sports program not just to your son or daughter's team.
- b. For those interested in coaching the following steps and requirements must be taken:
 - 1. All coaches and coaches candidates must fulfill the diocesan requirement by becoming Virtus-trained, be compliant with training bulletins, and submit to a criminal background check. Information regarding the Virtus program will be made available at the beginning of each school year and will be updated on the Diocesan website – www.dcgary.org.
 - 2. An application must be completed by anyone interested in coaching and returned to the Athletic Directors.
 - 3. Required applicant information will include the following:
 - a. Qualifications for the position you are interested in.
 - b. An explanation of why you are interested in coaching at St. John the Baptist.
 - 4. There will be no guarantee of acceptance simply because an application has been put on file or that the individual has a son/daughter or other family member on the team.
 - 5. Preference will be given to qualified applicants who **do not** have any family member on the team.
 - 6. All coaches will be evaluated by the Athletic Directors on an annual basis. Coaches will not be automatically retained from season to season.
 - 7. Any current coach who decides they will not be returning should inform the Athletic Director after the season as to their intent.
 - 8. All coaching staff decisions will be made by the Athletic Directors and are final.

10. Conduct, Roles and Responsibilities of SJB Coaches

- a. Any coach at SJB must recognize that he/she has the power to build either future citizens who possess traits that are desirable and acceptable, or citizens who have a false conception as to what is right and proper.
- b. The mission of a SJB coach is also to assist the Church in its ministry to and with youth, to teach youth, through sports activities, to live the faith and thus gain an intensified understanding of it, and by which they can participate in the mission of the Church in the world.
- c. Each coach shall have the following responsibilities:
 - 1. Concern yourself with the safety and welfare of the members on your team.
 - 2. Set an example of good sportsmanship and conduct yourself with integrity and dignity.
 - 3. Never make demands of a participant or team that would interfere with their academic success.
 - 4. Control not only your team, but also your parents and your fans.
 - 5. Always uphold the rules and regulations of SJB, CYO, and other leagues, the school participates in.
 - 6. Respect the referees and game officials and ensure your team does the same.
- d. Coaches are also expected to act in a professional manner at all times toward students, parents, officials, and fans.
- e. Each coach will be required to complete the *CYO Code of Conduct* form and shall be subject to all rules and regulations of the CYO in addition to the rules and regulations of SJB.

- f. Any coach failing to live up to the roles and responsibilities and proper conduct guidelines put forth by the CYO and SJB shall be subject to appropriate consequences, which could include removal from their coaching duties.

Miscellaneous

- a. Any other items not covered in the SJB Athletic Department Handbook will be dealt with on an individual basis by the Athletic Directors and if/when necessary, in consultation with the Principal and/or his designee.
- b. All decisions regarding the sports program will be handled by the Athletic Directors first, and if necessary the Principal and/or the Pastor, and all decisions will be final.