

# ST. ANDREW'S COUNTRY DAY SCHOOL

## ATHLETIC HANDBOOK

### MISSION STATEMENT

The purpose of St. Andrew's Country Day School's athletic program is to complement the home, church, and school in the development of the "whole person". Underlying this purpose is the firm, very real foundation of Catholic Christian beliefs and practices. Activities of the program are for the safety and benefit of the children; and the activities must be suited to the age of the children involved, and be designed to assist in their overall and physical development.

The aims are:

1. To recognize the need of physical fitness for the wholesome growth of the child;
2. To develop a healthy interest in sports by participation;
3. To emphasize participation with the intention of drawing the maximum number of young people into programs;
4. To provide enjoyable recreational activities which develop Christian attitudes of sportsmanship and fair play that can be sustained beyond the elementary level.

These aims should be achieved through consultation between the Athletic Director and coach, with appropriate participation and approval of the parents.

### GOALS AND OBJECTIVES

The goal and objective of this handbook is to define the general provisions applicable to and coordinate the roles and responsibilities of all individuals involved in, or affected by the operation of athletic programs associated with the school.

### General Provisions

These policies embody the minimum requirements, which must be observed. This Handbook constitutes and contains an eligibility code which is uniform for all sports, and St. Andrew's, in the form of the Athletic Director and Sports Committee, reserves the right to interpret the code based on the qualities of justice and fairness, and based upon performances in the areas of conduct and effort.

In order to participate in athletics, a student must be an enrolled bona fide\* student in St. Andrew's School and maintain a GPA of 75% and cannot be failing 2 or more classes. A warning from a teacher that a student is not maintaining such an average is sufficient for the Athletic Director to act as if the student is academically ineligible. If a student falls into this category, the student is suspended from participating on a sports team until the teacher has notified the Athletic Director that the student is no longer failing 2 or more subjects and/or has brought their GPA up to 75%.

- In order to participate in athletics, a student may not be 15 years old by Labor Day of the coming school year.
- Any student who participates in the athletic program must have a current year release from a doctor to participate, written permission of the parent to participate by way of signed St. Andrew's Handbook agreement and Code of Conduct agreement and to provide medical care in the event of an emergency on file with the school nurse.
- All leagues St. Andrew's participates in shall state that they are registered with the Department of Catholic Education of the Diocese of Buffalo. All leagues must furnish along with said statement to the Diocese a list of schools participating, league rules, explanation of fees and a sportsmanship policy.

Cheerleading - Diocesan and St. Andrew's Policy is that no pyramiding is allowed by any cheerleaders. Cheerleaders are to remain on the floor during all cheering activities. Cheerleaders must be supervised by an adult that is not involved with coaching the game in progress. Selection of music and moves should be held to a Christian value. Using a student mascot is discouraged. Visiting cheerleaders shall be notified of the policy by virtue of posted policies.

- Students who have completed 8th grade and enroll in another school as an 8th grade student are NOT eligible to participate in athletics if they participated in athletics in 6, 7 or 8th grade of the school previously attended.
- Any coach or player excluded by an official from an inter-school competition for unsportsmanlike conduct is, at a minimum, INELIGIBLE to coach or play in that sport until after the next previously scheduled inter-school contest in that sport on that level has been completed, and until allowed to play or coach by the Athletic Director.
- All equipment mandated by the specific sport rulebook must be provided, or paid for and provided to athletes.
- Wearing jewelry is forbidden (including taped earrings, string bracelets, flat rings, etc.) Nonmetal medical identifications may be worn, but if worn, these items must be removed from chains and taped or sewn under a uniform.
- If the school is closed due to inclement weather, NO students are allowed to participate in practice or competition of any nature (tournaments, games, etc.) on that day.
- Inter-school team rosters must be submitted by the coach to the Athletic Director and the League Director for each sport. The Athletic Director and the coach must sign all team rosters.
- Intramural sports for Grades 3 through 8 available at St. Andrew's Country Day School are under the immediate direction and supervisor of the Sports Committee at the school, which answers to the Athletic Director of the school, and all activities of such programs are subject to this policy.
- Sports banquets will be limited to a simple event.

## Specific Provisions

### Eligibility

St. Andrew's School students in Grades 7-8 may participate in Varsity sports. Students in Grades 4-6 may participate in Junior Varsity sports. Sixth graders may play for Varsity if and only if there is not enough players to field a team (see number requirements below) and the JV team is not sacrificed. The only instance in which third graders can participate in Junior Varsity sports and fifth graders can participate in Varsity sports is if a team cannot be made with the minimum amount of players and another team is not sacrificed. ***Written permission and an insurance release form are required for third graders to participate on Junior Varsity teams and fifth graders to participate on Varsity teams with approval of the Athletic Director and Sports Committee.***

If a Varsity or Junior Varsity team is unable to fill a roster, they may blend with another school to make a full team. *For example, if Varsity Basketball cannot make a full roster, but Junior Varsity can make a full roster, Varsity cannot take fifth and sixth graders to fill their team. They can blend with another school to make their team.* A blended team is one cohesive team. The players are to be treated as one team in regards to team rules and playing time.

### Team Minimum Numbers:

Volleyball – 9

Baseball – 13

Basketball – 8

Softball - 13

Soccer – 13 (with at least 4 girls)

A player may be moved from a Junior Varsity team to Varsity, with approval of the Athletic Director, if the Varsity team is unable to field the correct amount of players for a game. However, once a player participates in a Varsity game, they are to be made part of the Varsity roster and cannot move back to Junior Varsity.

### **Practices and Playing Time**

Non-competitive team practices and playing time is supposed to be decided by coaches to ensure roughly equivalent playtime among all players and balance among the teams participating. Subject to the Policy, the focus of a competitive program is about winning and losing, yet to the extent possible, coaches should seek to play individual team members equally over the course of a game and season. Neither may be possible, and the Policy provides for a preseason meeting where other criteria for team eligibility and participation will be explained.

Practices for all teams should be limited to members of the particular team or teams involved, but joint practices of Varsity and Junior Varsity teams for all members of said teams is not prohibited if **all** members of both teams are invited. If any other child remains in the gym, the coach is directed to stop the practice, and call the child's parent. Until the parent arrives, any sibling available at the time shall monitor the child in the foyer of the gym area. Upon the invitation of, and under the supervision of the Coach, demonstrations may also be given by volunteers from outside the school or by one level team at a lower level team practice. Absence from school will make a student ineligible to practice or participate in a game on that day.

Practice schedules are to be worked out between the coaches of the current sports that are running during a season. If several sports are being played at the same time, practices may be limited to once per week in order for each team to get in practice time. Scheduled games take precedence over any practices. The gym may only be used for practice when scheduled with the designated gym scheduler. The coach or assistant coach listed on the team roster must be present during the practice.

### **Grievances**

Any grievance about the operation of any team shall be first directed informally to the coach of the team, and if not resolved, then in writing to the coach, and then if not resolved, to the Athletic Director and the coach in writing. The Athletic Director will notify the coach and the parent of the decision with regard to the complaint. The Athletic Director may consult with regard to, or refer for an opinion, or a decision, any complaint on any issue, to members of the Sports Committee as a body with regard to the operation of any program involved with the complaint under their immediate control. Grievances by parent should not be shared with, or discussed in front of the athlete, nor should the parent seek to discuss the grievance with the coach before, during, or after a scheduled practice or game.

The school may also require participants and parents to participate in the same grievance procedure (Ex. Parents and participants may be required to address written grievances submitted by other members of the St. Andrews community with the

Athletic Director) on penalty of their privilege to participate in the sport involved being suspended. Grievances will not be entertained about individual complaints about which team a player is on, or how much playing time a player receives. Any course of conduct related to such issues is considered by the Athletic Director and Sports Committee only in relation to allowing the coach involved continuing to coach for the School.

## **Leadership Roles and Responsibilities**

### **General Administration by the Athletic Director**

All programs, including athletic programs, are under the supervision of the Athletic Director, who is responsible for seeing that they are organized and integrated into the parish and larger programs of the Catholic Church in accordance with proper procedure. The Athletic Director shall coordinate the use of all forms called for by this policy.

The Athletic Director must establish the importance of the fundamentals of good sportsmanship in the minds of the entire school family, including all persons associated with any of the school's activities. The quality of sportsmanship displayed at athletic contests is affected by the leadership provided by the principal. The principal should encourage participation by the greatest number of students. Following are a number of specific responsibilities of the Athletic Director in the effective operation of an elementary athletic program. The Athletic Director shall:

1. Make sure parents are directed to notify St. Andrew's and coaches of medical problems of students prior to the season. Require a doctor's release and the receipt of parental permission with a release for medical assistance before a student is allowed to complete. This may be accomplished by a notice to parents that the physical received at the beginning of the year will be accepted as such, despite limiting conditions otherwise noted therein, and without further accommodation, absent a specific objection or request by the parent.
2. Establish definite school eligibility procedures, explain them to interested parties and ensure that they are stated in this School Athletic Handbook and enforced.
3. Encourage, and when necessary, participate in, the selection of coaches who are primarily concerned with educational objectives, and the well-being of the students; coaches who will embody both this School Handbook and Diocesan Philosophy on Athletics.
4. Require that coaches select team members consistent with the following guideline for competitive and noncompetitive programs, and that selection be based on complete information concerning the student's athletic and scholastic status, and ensure to the degree possible, that such information is shared with the participant and the parents involved.
5. Give loyal support to coaches in their efforts to carry out school and elementary school league and diocesan policies.
6. Recognize exemplary behavior, and actively communicate what constitutes undesirable conduct to participants, coaches and fans.

7. Attend events whenever possible and function as a model of sportsmanship.
8. Take an active role in the implementation of Diocesan and St. Andrew's athletic policies.
9. Strive to keep sports in perspective.
10. Decide what adult will be responsible for the building facility and conduct of spectators during all home contests.

### **The Relationship between Athletic Director and Coach**

The Athletic Director has an obligation to supervise coaches to make sure their responsibilities are properly carried out. Frequent communication between the Athletic Director and coach is necessary so that the principal may be fully informed and provide assistance.

Each sport will have a coach and an assistant coach (if needed). These two people must be Virtus trained and CPR and First Aid certified. These are the only two people that should be on the sidelines/bench with their team. Their names will be submitted with the team roster to the Diocese. If any other person takes over the coach/asst. coach role, the name and reason must be given to the Athletic Director before they are allowed to coach.

### **The Responsibilities of the Coach and Relationship between Coach and Players**

Coaches are expected to be knowledgeable in their field and shall administer the athletic program in a manner that is in keeping with the school's mission statement on athletic programs, and related goals, objectives, and policies. The coach will reinforce all school policies including the policy on eligibility in regard to academics and conduct. Coaches will need to be familiar with, and act consistent with the school's insurance coverage, as it relates to monitoring the behavior of the students, and the possibility of physical injury at any athletic activity. The athletes may expect that the coach shall:

1. Always set a good example, and use a Christian manner of speech and action that will, in itself, be a teaching tool.
2. Exhibit a genuine and up-to-date knowledge of the sport.
3. Develop a fair, unprejudiced relationship with each of the squad members, and provide feedback on performance, player selection, and playing time.
4. Give careful attention to the physical condition of players at the time of each contest.
5. Make sure all athletes are properly equipped (per rulebook specifications) and insure a safe environment.
6. Hold a preseason sport meeting, held collectively or by individual team, for players and parents, and discuss:
  - a. Team goals, including sportsmanship responsibilities:
  - b. The coach's and the school's expectations of players, with examples of expected and prohibited behaviors.
  - c. Team size, team schedule, minimum and maximum number of practices, maximum number of games, practice length consistent with School Policy and Diocese guidelines.

7. Teach the values of honest effort in conforming to the spirit, as well as to the letter of the rules. Respect the official's judgment and interpretation of the rules; public protests can only lead to similar behavior by the players.
8. Discipline those students who display unsportsmanlike behavior, if necessary, by recommendation to the Athletic Director the school withdraw the child's privilege of representing the school.
9. Be a courteous host/hostess to opponents.
10. Remind players that the opposing team deserves their respect and courtesy.
11. See that an adult is available to maintain order in the facility; this adult will see that spectators display good sportsmanship at all times.
12. As a sign of sportsmanship, publicly shake hands with the officials and opposing coach after the contest.
13. Promote positive relationships with civic organizations and acquaint them with their responsibilities in promoting sportsmanship.
14. Take an active role in the development of athletic policies.
15. Support and encourage school programs designed to promote an understanding of sportsmanship. Instruct the players in their sportsmanlike responsibilities throughout the season.
16. Plan for the players to develop leadership skills.
17. Provide opportunities for interaction between the coaches and players of competing teams before and after the contest.
18. Encourage students to join the team; give all a chance to play throughout the season.
19. Have a general understanding of First Aid and CPR. Report all injuries immediately to the Athletic Director and the parent. For cheerleading, have an awareness of the Diocesan and school policy prohibiting pyramiding, and/or any other type of moves, which could cause serious injury.
20. Attend Virtus Training.
21. Carry to all contests a copy of the parental release form for each participant. It is suggested, be carried in the first aid kit.
22. Submit a team roster to the Athletic Director; submit a checklist with regard to the carrying out of the above team meeting responsibilities in the form of the annexed

### **Responsibilities of Student Athletes**

The responsibility for sportsmanship must be a constant, primary concern of the student-athlete, and must be maintained at all times. Because players are admired and respected, they exert a great deal of influence on the actions and behavior of the spectators, and they must:

1. Always act in a Christian way exhibiting good sportsmanship both on and off the court. All teams shall assemble and congratulate other teams after a game before any other action. Respect your opponent on and off the contest site.
2. Treat opponents with due respect as guests and fellow human beings. Home team players, particularly, should adopt this philosophy. It is tough enough to play away from home without being mistreated by opposing players and spectators.
3. Greet opponents and wish them good luck before the contest.

4. Exercise self-control at all times.
5. Follow all rules and regulations as set down by both the school and the coach. Never argue or make gestures indicating a dislike for a decision.
6. Attend all practices and contests. If unable to attend, notify the coach in advance.
7. Accept both victory and defeat with pride and composure - never being boastful or bitter.
8. Cooperate with the coach and fellow players in trying to promote sportsmanship.
9. Welcome the opportunity to discuss the rules and strategies of the contest with parents and friends so they can better understand and appreciate the finer points of the game.
10. Maintain their academic standing by completing all class work satisfactorily.
11. Accept the responsibility and privilege of representing the school and community.
12. Follow all rules and regulations set down by both the school and coach.

### **The Responsibilities of Support Groups**

Support groups, if they exist, are considered groups that directly influence the athletic programs of individual schools through their financial and/or service contribution, and shall keep the lines of communication open between principal, coach and support group.

### **Responsibilities of Spectators**

In order to instill a pride in sportsmanship among all St. Andrew's participants or spectators, St. Andrew's will insist on sportsmanlike behavior among spectators. The greatest peril to athletes is overzealous fans.

A poster will be placed in all facilities where games are played that conveys sportsmanship messages to spectators, putting spectators on notice that administrators will not tolerate improper behavior from any fans, students, recent graduates, parents or residents of the community in the form of the Poster. The poster shall conspicuously state that St. Andrew's reserves the right to remove any spectator who does not comply with the standard of sportsmanship demanded of St. Andrew's players, participants, or spectators.

### **Responsibilities of Parents**

Parents are responsible for the prompt payment of all applicable fees and submission of all forms. Failure to submit forms, pay fees or return uniforms within 30 days of request shall result in the student not being allowed to participate in any Sports Program at St. Andrews until the situation is resolved. Consult with the coach, and if necessary the Athletic Director before generally disseminating any complaint. Attend all meetings, and obtain and follow all stated schedules for practices and games. Agree to abide by grievance procedure whereby any complaints are discussed informally with the coach, and if necessary then in writing with the coach and Athletic Director, and with the final decision of the Athletic Director and Sports Committee.

*\*Bonafide student is a regularly enrolled boy or girl whose name is on the official attendance register of the school at a time defined by the school.*

# ST. ANDREW'S COUNTRY DAY SCHOOL ATHLETIC HANDBOOK

I, \_\_\_\_\_, have read and agree to follow all policies set out in the

St. Andrew's Country Day School Handbook.

Signature \_\_\_\_\_ Date \_\_\_\_\_