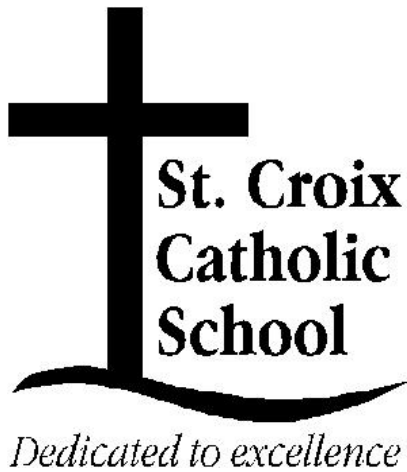


Updated August 2011



Athletic Handbook



This Athletic Handbook covers most expectations related directly to participation in athletics at SCCS. Parents and students should also be aware of broader school policies and expectations as noted in the school's Parent/Student Handbook. Those broader policies can affect or determine athletic-specific decisions. Both handbooks are available online at www.stcroixcatholic.com or printed copies can be requested through the school office.

Goals of the St. Croix Catholic School Athletics Program

Athletics provide learning experiences that are valuable to whole child development, and are available to a child only through team-based athletics. Because of this, St. Croix Catholic School makes a concerted effort to offer high quality, faith-based, athletic team opportunities for its student population. St. Croix Catholic School's Athletics program holds the following major goals.

- † To provide opportunities for athletic competition.
- † To provide activities that help create school unity and school spirit.
- † To help students learn habits of health, conditioning, and safety.
- † To promote friendships, both with teammates and opponents.
- † To teach attitudes of responsible team play and cooperation.
- † To help students realize that participation in athletics is a privilege with accompanying responsibilities.
- † To provide activities for learning self-discipline, skill building, loyalty, team play, personal pride, pride in the organization, respect of the rights of others, and the will to do one's best.
- † To continue to build our Catholic faith by acknowledging the God-given talents each of us contributes to a team, and by celebrating life experiences more than scoreboard victories.

Bill of Rights for Young Athletes

- † Right to participate in sports.
- † Right to have qualified adult leadership.
- † Right to play as a child and not as an adult.
- † Right to participate in safe and healthy environments.
- † Right to be treated with dignity.
- † Right to have fun.

Responsibilities of the Athlete

The opportunity to participate in the St. Croix Catholic School Athletics program is extended to all eligible students who are willing to assume certain responsibilities. When representing the school, the student is expected to display high standards of behavior, exemplify good sportsmanship, show respect for others, bring a positive attitude to all practices and competitions, and be witnesses of our Catholic faith by exemplifying the virtues of our faith. Athletes should respect the property of the school: gymnasium, locker rooms, all other facilities, sports equipment, and athletic uniforms. Athletes are expected to attend all practices and games. With a priority of high academic standards, St. Croix Catholic School requires that all student athletes maintain a minimum 2.0 GPA prior to and while involved in extra curricular activities; any athlete with a borderline GPA will be reviewed four weeks into the season to ensure this minimum is being met. To ensure confidentiality of student records, this review does not include the volunteer coaches, and will be handled by the school's Athletic Director and Principal directly with the parents.

Responsibilities of the Parent

The role of the parent is an important aspect of the success of the St. Croix Catholic athletic program. Parents are expected, as examples to their children and all student athletes, to display high standards of behavior, exemplify good sportsmanship, show respect for others, be witnesses of our Catholic faith, and support the coach, the team, and the school.

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Parents are responsible for transportation of the athlete to practices and games, and are asked to ensure that student athletes arrive on time for practices and competitions, as requested by the coach. Teams are encouraged to form carpools to away games, and all parents are asked to assist by taking turns driving. Parents are asked to assist with concession stands, tournaments, etc., as requested by the coach.

Parents are asked to guide their student athletes to care for the sports uniform. Parents are financially responsible for any lost or damaged uniforms. Replacement cost for any uniform is \$50.00.

Responsibilities of the Coach

Coaching may be the most important and rewarding job anyone can choose and is a unique privilege. As a coach, you have the opportunity to foster emotional, spiritual, and physical development. Coaches should be positive role models, enthusiastic and encouraging, treat all players and opponents fairly and with respect, and openly and honestly communicate any concerns regarding a player's participation in the program. Coaches are encouraged to lead their Catholic school team in prayer at practices and games and/or to encourage players to lead the team. SCCS coaches are encouraged to reflect upon the following coaches' standard: practices are for the coaches – games are for the athletes.

CAA Coaches Meeting

All SCCS coaches are asked to attend the CAA coaches' meeting, held prior to the start of the season. This CAA meeting is held at a central location within the archdiocese and is typically on a week night. Coaches to date have found this meeting to be very valuable and thus we encourage all to attend; however, if coaches cannot attend, they must notify the SCCS Athletic Director so information can be obtained on their behalf such as: game schedules, updated rules, guidelines for makeup games, tournament opportunities, playoff guidelines, etc.

Equipment and Uniform Checkout

SCCS coaches should work with the SCCS Athletic Director to check out necessary equipment and team uniforms. It is recommended that jersey numbers for all players are logged, as student athletes and their parents are responsible for returning uniforms in good condition. Coaches should be able to track any lost or damaged uniforms back to a specific family.

Team Communication

Team communication is important to ensure that all student athletes and families have a good experience. It is ultimately the responsibility of the coach; however, he/she may choose to designate a Team Manager to carry out all team communication. E-mail addresses are collected on Registration forms.

Team Communication is most efficiently done through e-mail to all parents and includes:

- Full team roster
- Practice schedule and location
- Game schedule
- Home game location(s)
- Directions to away games. Note, the CAA Web site (stpaulcaa.org) offers directions to away games, but is not always accurate. Directions should be verified through Map Quest or other means.
- Arranging carpools to away games. It is recommended that teams carpool to ensure that all team members arrive, arrive on time, and to encourage team unity. **However, under no circumstances is the coach, other parents/guardians, or the school responsible for the safety of students participating in carpools. In signing the Consent Form and Liability Waiver, parents/guardians relieve the coach, other parents/guardians, the school, and the archdiocese of all liabilities. Please see this form for more information.**

- Notifying SCCS teachers via email when early dismissal is needed. NOTE: To minimize disruptions to academic time, this should only be requested if it is absolutely necessary to arrive to an away game on time.
- Weather-related postponements and cancellations. As communicated to coaches during the CAA Coaches meeting, this call is made by the Home Team Coach. It is his/her responsibility to connect with the SCCS Athletic Director and together decide if a postponement or cancellation is necessary and to make the call early enough in the day so that the visiting team has time to notify all of their families. It is also the responsibility of the Home Team Coach to notify parents via email and to ask the SCCS Athletic Director (or the school office) to make an all-school announcement so student athletes are made aware of the change.
- Team photo date, time, and location.

A Catholic School Coach's Philosophy

- † To adapt coaching styles to the individual needs of athletes.
- † To adapt coaching styles to each unique situation.
- † To organize, communicate, and motivate young athletes.
- † To gain insights from working with athletes.
- † To provide positive experiences for each athlete.
- † To inspire a love for the sport and the desire to improve.
- † To place our Catholic faith at foundation of the team. Lead the team with prayer.

General Rules of Good Sportsmanship

The Student Athlete:

- † Treat opponents with respect.
- † Plays hard, but within the rules.
- † Exercises self-control at all times, setting the example for others to follow.
- † Respects officials and accepts their decisions without gestures or arguments.
- † Maintains a positive attitude at all practices and games.
- † Wins without boasting, loses without excuses, and never quits.
- † Always remember that it is a privilege to represent the school and community.
- † Respect the facilities of the host school and the trust entailed in being a guest.

The Coach:

- † Is committed to teaching athletes Christian values through fair play and sportsmanship.
- † Treats own athletes and opponents with respect.
- † Inspires in the athletes a love for the sport and the desire to compete fairly.
- † Disciplines those on the team who display un-sportsman like conduct.
- † Respects the judgment and interpretation of the rules of the official.
- † Knows that he/she is a teacher, and understands the athletic arena is a classroom.

The Spectator:

- † Attempts to understand and be informed of the playing rules.
- † Appreciates a good play, no matter who makes it.
- † Shows compassion for an injured player; applauds positive performances; does not hackle, jeer, or distract players; and avoids use of profane or inappropriate language or behavior.
- † Respect the judgment and strategy of the coach, and does not criticize players or the coaches for the loss of a game.
- † Respects the property of others.
- † Respects authority of those who administer the competition.
- † Respects the judgment and interpretation of the rules.

The Parent:

- † Support his/her son/daughter and teammates in their participation and effort.
- † Commits to getting the student athlete to all practices and games on time.
- † Respects the judgment and strategy of the coach.
- † Respects the judgment and the interpretation of the rule by the officials.
- † Attempts to understand and be informed of the playing rules.
- † Appreciates good play no matter who makes it.

Responsibilities of the SCCS Athletic Director

The SCCS Athletic Director is an employee of the school. He/She is responsible for overseeing all sports activities at SCCS. An overview of responsibilities includes:

- Promotes CAA sports opportunities well in advance of the season through the school's weekly newsletter, Web site, and individual sign-up sheets sent home with appropriate-aged students. When a team does not initially fill, it is the responsibility of the SCCS Athletic Director to further promote the opportunity by contacting potential families individually.
- Gathers all sign-up sheets from the school office, and passes on to coaches for roster development.
- Attends CAA Coaches meetings.
- Recruits coaches for each team.
- Submits team rosters to CAA.
- Understands and communicates all CAA guidelines and changes to guidelines to coaches.
- Schedules SCCS gym for practices and games with parish and school administration.
- Schedules local baseball and softball fields with the City of Stillwater, approving fees associated with field use.
- Checks out and checks in equipment and uniforms with team coaches.
- Ensures team coaches have all the information, support, and equipment they need to run successful programs.
- Orders new equipment and uniforms as needed
- Work with Booster Club to ensure adequate funds.

Team Creation Policies

Extracurricular sports are open to every student at St. Croix Catholic School in grades five through eight. The Athletic Department will offer the number of teams necessary per grade level. (This is determined by the number of student athletes registering, the number of athletes needed to field a team in which players get a reasonable amount of playing time, and the availability of volunteer coaches.) In some cases, if registration numbers are low, multiple grade levels may be combined. On the other hand, when registration numbers are high, two teams per grade level may be justified. In these cases, in the earlier years of 5th and 6th grade, teams will be divided evenly between experienced players and inexperienced players. As student athletes progress into 7th and 8th grade, in the spirit of developing each child's potential, coaches may choose to divide teams based on athletes' current skill levels. Several Catholic schools participating in the CAA league have adopted this policy, thus creating appropriate competition for several different levels of play. In these cases, the two SCCS teams would be matched up with similar skill-leveled teams for the CAA game schedule. Doing so ensures an appropriate competition level for the team and a benefit to the individual athlete to play at his/her level. In the cases where two teams will be split by skill level, coaches will be asked to conduct several practices and some scrimmages to determine the competencies of the players before teams are split. The teams will be split with input from both coaches of the teams being formed and with the assistance of the SCCS Athletic Director or outside evaluators as needed. If there is any discrepancy between the coaches, it is the school's policy that the Athletic Director will make the final decision on how teams are split.

The Athletic Department has established the following guidelines to address team splits:

Volleyball: 6-13 girls per squad. At 14 girls, teams will be split

Basketball: 5-13 athletes per squad. At 14 athletes, teams will be split

Baseball/Softball: 9-21 athletes per squad. At 22 athletes, teams will be split

If space allows when the registration deadline approaches, the St. Croix Valley home schooled students may join SCCS teams. The home school students and parents/guardians are expected to sign and comply with this agreement.

Play Time

In all grades 5th – 8th, coaches should strive for balanced playing time throughout the year. Every athlete should see play time during each competition, match or game during the regular season and playoffs.

- † Playing time stated above may be affected negatively when taking into account such factors as play attitude, effort, practice participation, etc. For example: an athlete that missed a practice, without an excuse, should not be expected to have the same amount of playing time as an athlete that attends every practice.
- † Athletes and the family need to be informed before the start of the competition if the athlete will not play in the competition for disciplinary reasons.

Grievance Procedure

If a situation arises during an activity in which an athlete or parent has a concern, the following chain of events should take place:

1. The athlete should request a meeting with the coach involved in the situation. This meeting should take place at a time outside of a game or practice. The student athlete may request that a parent be present at this first meeting.
2. If no resolution occurs at the first meeting, the parent, athlete, and coach should all meet with the Athletic Director at a time outside of a game or a practice.

Two forms must be filled out completely and handed to the coach prior to the first competition:

Christian Ethics Form (next page of this handbook)

Consent Form and Liability Waiver (final three pages of this handbook)

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Christian Ethics Form

As a Christian athlete, I promise to represent St. Croix Catholic School in a responsible manner. I will conduct myself in conjunction with my religious beliefs, valuing sportsmanship and friendship above all else. I also promise to refrain from any activities, which would hurt the reputation of my school, my teammates, and/or me.

I understand that if I do not comply with these guidelines, I may be removed from the team.

We have read the SCCS Athletic Handbook. It is our intent to abide by these standards of behavior as stated in them.

Student/Athlete Signature

Date

Parent/Guardian Signature

Date

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St. Croix Catholic School
ATHLETIC and SPORTING EVENTS
PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Participant's name: _____

Birth date: _____ Sex: _____

Custodial Parent/Guardian's name: _____

Home address: _____

Home phone: _____ Cell phone(s): _____

Email(s) _____

I, _____, grant permission for my child, _____,

Parent or guardian's name

Child's name

to participate in this parish activity that may require transportation to a location away from the parish site. This activity will take place under the guidance and direction of parish employees and/or volunteers from St. Croix Catholic School.

A brief description of the activity follows:

This includes any and all athletic practices and games, as well as transportation to and from, held at St. Croix Catholic School or other sites. As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant"). I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend St. Croix Catholic School, its officers, directors and agents, and the Archdiocese of Saint Paul and Minneapolis, coaches, chaperons, or representatives associated with the event, arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate St. Croix Catholic School, the parish, its officers, directors and agents, and the Archdiocese of Saint Paul & Minneapolis, coaches, chaperons, or representatives associated with the activity for reasonable attorney's fees and expenses arising in connection therewith.

Parent/Guardian Signature: _____ Date: _____

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MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. (*Of the following statements pertaining to medical matters, sign only those that are applicable.*)

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name and relationship to student athlete: _____ Home

Phone: _____ Cell phone: _____

Family doctor: _____ Phone: _____

Family Health Plan Carrier: _____ Policy #: _____

Parent/Guardian Signature: _____ Date: _____

Other Medical Treatment: In the event it comes to the attention of the parish, its officers, directors and agents, and the Archdiocese of Saint Paul & Minneapolis, coaches, chaperons, or representatives associated with the activity that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be contacted.

Parent/Guardian Signature: _____ Date: _____

Medications: My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:

Parent/Guardian Signature: _____ Date: _____

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.

Parent/Guardian Signature: _____ Date: _____

I hereby grant permission for **non-prescription medication** (such as non-aspirin products, i.e. acetaminophen or ibuprofen, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Parent/Guardian Signature: _____ Date: _____

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Specific Medical Information: The school will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.): _____

Immunizations:

Date of last tetanus/diphtheria immunization: _____

Does child have a medically prescribed diet? _____

Any physical limitations? _____

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chickenpox, etc.?

If so, date and disease or condition: _____

You should be aware of these special medical conditions of my child:

