

Saint John Fisher Athletics Handbook



1) **Philosophy:** All children of St. John Fisher School are encouraged to participate in the athletic programs of the school. These programs are designed to help each child involved realize personal growth physically, emotionally, intellectually, morally and spiritually.

2) **Goals:** The objectives of the athletic program include:

- a) Develop good sportsmanship and fair play while learning to win or lose;
- b) Develop new skills in a social atmosphere of mutual cooperation;
- c) Develop physical qualities of strength, endurance and coordination;
- d) Serve as a wholesome means of recreation and use of leisure time;
- e) Instill the quality of self-discipline;
- f) Offer participation that teaches Christian citizenship traits such as fairness, cooperation, leadership, acceptance of direction and respect for others; and
- g) Help develop school spirit and loyalty.

3) **Responsibilities of the Athletic Board**

a) **Overall Responsibility**

- i) Organize, manage and fund the athletic program consisting of football, boys and girls basketball, boys and girls volleyball, boys and girls soccer, boys and girls golf, and cheerleading.
- ii) Ensure that the athletic program adheres to all Archdiocese, Parish, School, Athletic Board and League policies

b) **President**

- i) Administer the approved budget
- ii) Oversee the selection process of coordinators for each sport which shall be completed by the April Meeting for the following year.
- iii) Act as liaison between the athletic board and the Pastor and Principal
- iv) Chair the pre-season meetings with coaches and parents
- v) Act as purchasing agent along with the treasurer
- vi) Preside over regular and special meetings
- vii) Develop and publish agenda prior to Board meetings
- viii) Work with Coordinators and Treasurer to develop a budget for the following year to be presented to Board for approval by the May meeting.
- ix) Present to Board for approval by the May meeting, calendar of events for next year's athletics.
- x) Chair Grievance committee

c) **Vice President**

- i) Replace President in his/her absence
- ii) Assist president as required
- ii) Represent SJF at the Southside Catholic Conference meetings, unless otherwise assigned.

d) **Secretary**

- i) Take written minutes of Board meeting and present them at next meeting for approval by the Board
- ii) Maintain and publish Board calendar and notify members of changes and special meetings
- iii) Retain all league correspondence from sports coordinators
- iv) Keep inventory of uniforms, equipment and concessions generated by each sport's coordinators

e) **Treasurer**

- i) Work with coordinators and President to develop an annual budget for each sport to be presented to Board for approval on or before the May meeting
- ii) Keep a written ledger of all Board expenditures and receipts
- iii) Present written report at each regular meeting

f) **Sport Coordinators**

- i) Present a proposed budget to the Treasurer by the April board meeting for the upcoming year.
- ii) Collect all fees, permission slips, and insurance waivers prior to season.
- iii) Maintain accurate record of receipts and expenditures and provide written report to treasurer at conclusion of season.
- iv) Oversee team tryouts and team selections.
- v) Oversees coach selection process with Coach Selection Committee.
- vi) Communicates the parish, school, athletic board and league policies to all coaches and oversees compliance therewith.
- vii) Submit proposed leagues and tournaments to Board for approval. Where possible, each team shall be enrolled in the Southside Catholic Conference.
- viii) Submit approved rosters to Principal, Pastor, league and coaches prior to season, as required
- ix) Distributes uniforms and equipment to head coach and/or students
- x) Collects uniforms and equipment from head coach and/or students
- xi) Act as liaison between parents, coaches and Board.
- xii) Act as liaison between conferences/participating leagues and Board.
- xiii) Maintain written inventory of all uniforms, equipment and concessions.
- xiv) Prepare end of season report which should include an evaluation of coaches (with input from head coach on all assistant coaches), an assessment of leagues and suggested policy and budget modifications the Board should consider for the following season.

g) **Volunteer Coordinator**

- i) Recruit, organize and lead volunteers needed for all sports.
- ii) Work with gym coordinator, sport coordinators and team parents to schedule volunteers as needed.

h) Gym Coordinator

- i) Work with President and sport coordinators in developing practice and game schedules for each sport that utilizes SJF's gym.
- ii) Investigate and obtain, with Board approval, outside gym time as necessary.
- iii) Supervise volunteers in maintaining and cleaning gym.
- iv) Inventory and order food and supplies for game concessions.

i) Fundraising Coordinator

- i) Oversee and coordinate all fundraising activities
- ii) Report to Board activities and results all fundraising activities

j) Coaching Selection Committee

- i) Review and evaluate all SJF coaching candidates.
- ii) Recommend all coaching positions to the Board for final approval.

4) Board Procedures

a) Meetings and Minutes

- i) Members of the Athletic Board are expected to attend monthly meetings during the school year which will be held on the last Wednesday (except June and July) of each month at Kane Hall. Board members who are unable to attend a meeting must notify the Secretary in advance of the scheduled meeting.
- ii) When necessary, a "special" meeting may be called and all board members are expected to attend.
- iii) Meetings are open to parishioners. Those who wish to address the Athletic Board must submit the request in writing to the Secretary prior to the scheduled meeting. This allows the item to be placed on the agenda and sufficient time allotted for discussion. On occasion, the Board may need to close the meeting due to the sensitive nature of a topic.
- iv) There will be an agenda and minutes for each Athletic Board meeting. The agenda will be prepared by the President and will outline a review of sports programs, issues/concerns, budget/financial issues, and special events.
- v) Minutes of the meeting will be taken by the secretary and distributed at the start of the next board meeting.
- vi) At the beginning of each meeting, the minutes will be reviewed for accuracy, modified if necessary, and accepted by the Athletic Board. The minutes will outline the topics discussed, actions to be taken and responsible party(s).
- vii) The Treasurer will present the written budget report for review and approval of by the Board.
- viii) The coordinators for each sport are expected to give the Board a brief status report and indicate any assistance/support required by the Board.
- ix) Open issues and new business will be reviewed and discussed.

b) Election and Membership Process and Terms

- i) The Athletic Board is comprised of parishioners interested in fostering the athletic programs of SJF. The Board shall consist of no more than 21 members and no less than 17 members. Members of the board give voluntarily of their time to organize, maintain and fund the sport programs.
- ii) Any vacancies will be published to the Parish community. Any interested applicant shall submit the written application form to the president of the Athletic Board.
- iii) The Board will review all applications and conduct a vote to determine new members.
- iv) Athletic Board members are elected to serve renewable 3-year terms.
- v) Executive Board and coordinators will serve three year terms, and may apply for up to three additional 1-year terms.
- vi) Upon completion of their term, they may apply for another board or coordinator position.
- vii) The Coaching selection committee shall consist of three board members elected to renewable one-year terms as well as the respective sports coordinators.

c) Voting Procedures

- i) A majority of the Board present either in person or by written proxy, shall constitute a quorum for the transaction of business at any meeting of the Board.
- ii) Each Board member is entitled to vote either in person or by proxy. Each member is entitled to one vote on each matter submitted for voting.

d) Accountability

- i) All members are expected to carry out their responsibilities as outlined herein. Any member that is unable to fulfill his/her responsibility may resign at any time by giving written notice to the President or to the Secretary. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, no acceptance of such resignation shall be necessary to make it effective. Members may be removed with or without cause by a majority vote.

e) Amendments to the Handbook

- i) This Handbook may only be amended once annually. Proposed changes must be submitted by a Member, in writing, to the Board prior to the March meeting. These proposals will be discussed at the March and April meetings, and voted upon at the April meeting. In such circumstances, the Handbook will be amended upon the vote of a majority of the members present.
- ii) In the event of extraordinary circumstances, the Board may amend the Handbook other than as set forth above, but only with the approval of two thirds of the then active members.

5) Grievance Procedure

- a)** In order to maintain good communication and cooperation with the Athletic Association, any concerns a parent might have regarding a student's participation in a sport should first be addressed to the coach involved.
- b)** If a parent continues to have concerns, the coordinator of the appropriate sport should be contacted.

c) If there are further concerns, parents should contact a Board member, the President or Moderator of the Athletic Association.

6)General Rules for Spotts Programs

a) Athlete Eligibility

i) Students enrolled in St. John Fisher and in good academic standing are eligible to participate in the athletic program.

ii)RFP students at this time are not eligible to participate due to our St. John Fisher students participating at the capacity levels of our limited facilities.

b) Process for Coach Selection:

i) At least sixty days before opening game/match, the coordinator shall publicize to the Parish community all open coaching positions for the upcoming season and when appropriate recruit additional qualified coaching candidates.

ii) Each candidate shall either have on file with the Board or shall submit to the coordinator a completed SJF Coaching Application and an executed *Athletic Board's Statement of Expectation of Coaches*.

iii) The Coaching Selection Committee for the particular sport shall thereafter promptly meet to review each candidate's application and make recommendations to the full Board.

iv) At least forty-five days before opening game/match, the Board shall approve or disapprove by a majority vote the coaching recommendations made by the Coaching Selection Committee.

v) In sports where there will be more than one team per level, player evaluations will take place before final coaching positions are selected.

vi) Immediately after player evaluations and teams rosters are finalized, the Coaching Selection Committee shall select from the approved coaches, the head coaches.

vii) Assistant coaches will be selected by the head coach from the list of coaches approved by the Coaching Selection Committee.

c) Criteria for Selection of SJF Coaches:

i) Must be 21 years old and ACIP certified.

ii) Must submit to background check and professional standards review as mandated by the Archdiocese. (This is an Archdiocesan requirement for all volunteers.)

iii) The ability to model Christian values; and

iv)The ability to articulate and model the philosophy and goals of the program; and

v) The ability to supervise and instruct the youth in his or her care and responsibility; and

vi)An understanding of the basics of the sport to be coached; and

vii) The ability to develop the potential, confidence, and skills of each athlete;

viii) The ability to separate winning from the more important goals and values of the programs; and

ix) Prior coaching experience of the candidate.

x) If a parent of a player, the skill level of the candidate's child; and

xi)The number of years a candidate has coached same class

- xii) Coaches who have adhered to the code of conduct and received positive evaluations and elect to remain at the same level (e.g. 5th Grade Head Boys Basketball Coach) will be given preference over all other candidates.

d) Team Selection

- i) At least sixty days before opening game/match, sign up, fee collection and waiver will take place.
- ii) At least forty-five days prior to the opening game/match, the coordinator or her designee will conduct the player evaluations and rank each player based on their ability and skill in the sport, with input from the coaches approved by the Board. Any player who fails to attend the player evaluation sessions will be placed on a team by the coordinator.
- iii) As soon as practical after player evaluations, the coordinator or his designee, shall select each team roster using the following guidelines:
- (1) Fourth Grade: If there are 29 or more players trying out for a sport three (3) teams should be considered. If there are 49 or more players trying out for a sport four (4) teams should be considered. Each team should be selected so that the talent level is split evenly.
 - (2) Fifth Grade: If there are 27 or more players trying out for a sport three (3) teams should be considered. If there are 42 or more players trying out for a sport four (4) teams should be considered. Each team should be selected so that the talent level is split evenly.
 - (3) Sixth, Seventh and Eighth Grade:
 - (a) Basketball: If there are 24 or more players trying out for a sport three (3) teams should be considered. If there are 39 or more players trying out for a sport four (4) teams should be considered. :
 - (b) Volleyball: If there are 27 or more players trying out for a sport three (3) teams should be considered. If there are 39 or more players trying out for a sport four (4) teams should be considered.
 - (c) The first team should consist of the top ranked players as judged by the coordinator or his designee. Each subsequent team should be selected so that the talent level is split evenly.
 - (4) If "C" level leagues are available for a sport, at the Board's discretion, all teams in a grade may be selected in the order the player is ranked by the coordinator or her designee.
 - (5) It is the general intent of the Athletic Board that each team roster shall have no more than one player more than any other team in the same grade. In no event shall any team have more than two players more than any other team in the same grade.
 - (6) Team rosters shall be promptly posted in the Gym foyer and no changes to the Roster shall be made without Board approval.

r!

e) Uniforms and Equipment

- i) Certain uniforms and equipment are the property of SJF and must be returned in the same condition as it was distributed. Failure to return these uniforms and equipment will result in the forfeiture of the uniform deposit. Sport coordinators will advise on which equipment and uniform items are to be returned after the conclusion of a season.
- ii) Only Athletic Board issued uniforms may be worn during any competition.
- iii) Athletic Board issued uniforms can only be used at Board sanctioned competitions.

f) Team Championship Awards

- i) Teams that win the Southside Catholic Conference playoff championships shall be given a per diem towards the purchase of team awards jackets, sweatshirts, etc.).
- ii) Team banners commemorating the Southside Catholic Conference playoff championships will be displayed in the gym.

g) Fees and Finances

- i) St. John Fisher Athletic Association is a self-sustaining parish organization. Our programs are funded by the participation fees, concession stand proceeds and the profits generated by the Ad Book. Participation fees do not cover the entire cost of each participant. The yearly budget includes maintaining and purchasing equipment, uniforms, supplies, officiating costs, and league and tournament fees.
- ii) A yearly budget will be developed by the treasurer in conjunction with the officers and all the sports coordinators based on their needs for the coming year. Copies of the budget will be available upon request. A copy will be sent to parish moderator.
- iii) Each sport carries a participation fee. This fee will be collected at the time of sign-up. A uniform deposit may also be due at sign-up in those instances when the Board supplies the uniform and/or equipment.
 - iv) For all sports that utilize our gym, an adult member (over the age of 18) of each participant's family will be required to serve a minimum of two one hour shifts assisting as admission collectors, refreshment sellers, crowd control, scorekeepers, timekeepers or help with set-up and cleanup. The dates and jobs will be assigned by the Volunteer Coordinator. At sign up a one hundred dollar service deposit per participant will be paid to ensure compliance. If the requirements are fully met, at the end of the season, the service deposit check will be destroyed. Missing any assigned service time will result in the forfeiture of the full service deposit.
- v) It is essential that participants register on the sign-up date, so that the proper number of teams can be entered in the respective leagues and conferences. The Board reserves the right to refuse participation to a student who fails to follow this policy.
- vi) A student will not be allowed to play if the participation fee, service deposit, and when applicable the uniform deposit is not paid. Provisions are available for the children of families unable to afford fees.
- vii) There will be a \$25 fee for checks returned for non-sufficient funds.
- viii) Refunds will only be allowed if a player quits prior to the selection of teams in basketball, soccer or volleyball or before the third week of football practice. Extenuating situations will be considered by the Board.

Playing Time (by Grade level)

- i) 4th and 5th Grade – teams are split equally and these grades are instructional; therefore, playing time should be equal. All players should see time during playoffs.
- ii) 6th, 7th, and 8th Grade – Most teams will be competing in two leagues. Coaches are encouraged to play to win the Southside Catholic Conference. Coaches should make up for lack of player's playing time in the second league. All coaches are encouraged to play all team members in every game.

i) Tournaments

- i) Teams will be eligible to participate in tournaments outside of the normal league schedules, upon approval by the Board. If there are no available tournaments for a sport or division, there are no reimbursements of fees.
- ii) The number of tournaments financed by the Board will be limited based on grade level. Additional Board approved tournaments must be funded by the team.
 - (1) **Fourth and Fifth Grade:** One tournament per season.
 - (2) **Sixth and Seventh Grade:** Two tournaments per season.
 - (3) **Eighth Grade:** 4 Tournaments per season.

j) Inappropriate Behavior

- i) St. John Fisher will not tolerate inappropriate behavior. Inappropriate conduct includes, but is not limited to racial or sexual discrimination in any form, use of profanity, cheating, fighting, excessive physical contact, teasing, taunting, harassing, badgering, bothering, hassling, gesturing or any other improper behavior by a coach, player, team or fan directed at any player, player's family, coach, official or spectator before, during and after any game, match, practice or event involving St. John Fisher athletics.
- ii) The appropriate sports coordinator shall be immediately notified if inappropriate behavior is suspected. The coordinator shall investigate the incident and promptly report her findings to the executive members of the Board. The Executive Board in consultation with the coordinator shall take such action as it feels is necessary and appropriate consistent with the Philosophy and Goals of St. John Fisher's Athletic program.

k) End of Year Awards

- i) **The Holland McMahan Memorial Sportsmanship Award** recognizes the young man in the 8th grade class who has exhibited outstanding sportsmanship and participation while maintaining diligent effort in all school areas. The winner is named by the St. John Fisher Athletic Association with the approval of the Middle School faculty.
- ii) **The Kevin Dowling Award** recognizes the consistent team effort of a male football team member of the class. The winner is named by the St. John Fisher Athletic Association with the approval of the Middle School faculty.
- iii) **The Donna McCormick Award** recognizes the young woman in the 8th grade class who has exhibited outstanding sportsmanship and participation while maintaining diligent effort in all school areas. The winner is named by the St. John Fisher Athletic Association with the approval of the Middle School faculty.

7) Athletic Board's Statement of Expectations

a) Coaches

- i) The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student athletics. 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 sportsmanship both in words and in deed. The careful selection of coaches is vital if the athletic program is to reflect the Mission/Philosophy of the school sports program.

- ii) Coaches have the responsibility for the safety of the athletes. Caution athletes to stay in a designated area and not wander. Coaches must not leave athletes unattended during practice sessions and/or contests. Insure all athletes are picked up after practices and/or contests.
- iii) The coaches should be familiar with, adhere to, and support the local athletic Mission Statement and Philosophy and all local policies and guidelines as well as archdiocese and league policies and guidelines. Coaches should attend an informal meeting(s) prior to assuming coaching responsibilities to be inserviced on these.
- iv) Coaches are to conduct a Parent Night Meeting prior to the first contest. At this meeting, coaches meet parents, share their philosophy and season goals and review the Athletic Handbook.
- v) Coaches should be knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport. They should use tactics and strategies that are appropriate for the age and skill levels of their athletes.
- vi) Coaches should model Christian sportsmanship knowing that the school is judged more by the coach's sportsmanship than by his record. The coach should teach and guide the team members with a sense of fair play and model winning and losing in a respectful, courteous, and gracious Christian manner.
- vii) Coaches should show respect for game officials and opponents; publicly shaking hands with the officials and the opposing coach before and after a game gives clear witness to this respect.
- viii) Coaches should refrain from public protest, which may lead to similar behavior from students, parents and other spectators.
- ix) 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 the facilities where practices and games are held.
- x) Coaches practicing at parish/school facilities should know the proper procedure for entering and securing the building. At no time should any school door be propped open. Students should not be asked to arrive for practice earlier than 15 minutes before practice time. A coach should be in attendance with the athletics at all times during practice. .
- xi) Coaches should carry with them at all times pertinent information on every athlete in their care in case of an emergency. The emergency card should list obvious problems such as asthma, heart problems, and diabetes. The care should specify allergies, including bee stings, foods, poison ivy, etc. A FIRST AID kit should be at all games and practices. Coaches may never administer medication.
- xii) Coaches will attend all practices and games. They are responsible to make sure that there is proper adult (a person of at least 21 years of age) supervision in their absence. They are responsible for athlete conduct and behavior at practices and games.
- xiii) Coaches should teach the rules of the sport and develop each player's skills within the framework of team concept. They must help player develop self-confidence, discipline, and sportsmanship and make participation a learning experience for all.
- xiv) Coaches should strive to be fair and unprejudiced in their relationships with student athletes and their parents. They should strive to be objective when they evaluate talent. Coaches should give each athlete an equal opportunity to participate.
- xv) Should plan for proper physical conditioning of the student athletes. Practices should begin with stretching and warm-up exercises and end with cool downs.

- xvi) Coaches are to distribute uniforms and equipment at the start of the season and collect uniforms and equipment at the end of the season. Inspect all returned items and report any abused uniforms or damaged equipment to the coordinator.
- xvii) Coaches should ensure that athletes wear the uniform, all proper safety equipment, and any other expected attire.
- xviii) Coaches should take inventory of all sport specific equipment and uniforms. Coaches should compile a list of equipment/uniform needs for the following year and submit the list to the coordinator.
- xix) Coaches should discipline inappropriate student behavior or disrespect. However, the coach may never resort to physical or verbal abuse or profanity. Coaches should know the difference between punitive touching (physical discipline) and corrective touching (correcting an athlete's hold on a ball); one is prohibited while the other is not.
- xx) Coaches must also take care that touching an athlete will never be interpreted in a sexual manner. Coaches must use common sense and maturity in resolving problems and conflict.
- xxi) Coaches should assist coordinators in collecting required forms and fees from the athletes.
- xxii) Coaches should keep objective, factual, written records of problems concerning attitude and/or behavior. These records are important when discipline matters might lead to the suspension and/or expulsion of an athlete from the program.
- xxiii) Coaches should communicate the schedule of practices, games, or any cancellations of alterations to the athletes and their parents in a timely manner. Coaches cannot assume that players will get the message home.
- xxiv) Coaches should keep a written record of accidents and injuries and parents should be notified. While it may be impossible to document every injury and its source, an honest effort to document and notify parents in a timely manner is important for the safety and security of the student athletes.
- xxv) The consumption of alcohol before or while student-athletes are under a coach's direct supervision is prohibited.

b) Student-Athletes

- i) St. John Fisher athletes must participate with good sportsmanship, demonstrate leadership, and act with appropriate moral conduct.
- ii) St. John Fisher athletes must demonstrate excellent conduct in the classroom, in the community, and on the field of athletic competition.
- iii) St. John Fisher athletes must refrain from using any tobacco substance, alcoholic beverages or drugs.
- iv) St. John Fisher athletes must respect school property and the property, athletic or personal, of fellow athletes. They must also respect all other properties where games or practices take place and the property, athletic or personal, of the competitors and schools.
- v) St. John Fisher athletes must return all school athletic equipment issued for use upon request.
- vi) St. John Fisher athletes comply with school regulations as contained in the school handbook.

- vii) St. John Fisher athletes must attend all scheduled games and practices. Prior notification must be made to your coach for missing a game and/or practice. Failure to do so may result in disciplinary action by the coach, including loss of playing time. Missing a practice or game to attend a club game or practice will be treated the same as failing to notify the coach.
- viii) Any athlete who breaks the rules and regulations of the school and/or community may be disciplined by the coach, and is subject to disciplinary measures imposed by the principal or assistant principal.

c) Parents

- i) The parents play an important role in the success of the student athlete and also in the success of the team. The Philosophy/Mission of the athletic program should be communicated to the parents as well as expectations of their child's participation in the program. Attendance at a mandatory pre-season orientation session is expected. At this meeting, parent expectations, behavior and responsibilities will be discussed.
- ii) Parents are expected to support and encourage their child's efforts. Attending games and cheering for the teams is a show of support; however parents are always reminded to act in a responsible manner and show good Christian sportsmanship.
- iii) Parents should make no attempt to instruct or direct the play of an athlete or of the team. They should not criticize the playing efforts of any athlete or of the team. Parents should not approach players during warm-ups, during the game or while on the bench or at halftime to communicate with the players.
- iv) Parents will be a model for putting losses in perspective and moving on. Questioning, criticizing, or berating the coach, referees, or any other official is inappropriate behavior.
- v) Parents should realize that they can and may be asked to leave a game or tournament if they are not able to maintain a standard of acceptable behavior.
- vi) Parents are also expected to contribute their time and service in support of the teams and the athletic program. A volunteer program is dependent upon everyone's help and support to maintain a high level of quality and success. Parents may be asked to assist as scorekeepers, timekeepers, money or ticket takers, refreshment sellers, crowd control, or assistant coaches, or asked to help with set-up and cleanup.
- vii) One or two parents could be asked to serve as team liaison and assist with phone calls, or provide a schedule to see that all tasks are filled and rotated in an equitable manner.
- viii) Parents must understand the importance of the student-athlete's attendance at all games and practices. Parents should be on time when picking up players after games and/or practices.
- ix) Parents will provide transportation for their children to and from games and practices. Coaches are not covered with liability insurance for chauffeur service; therefore, they should not transport athletes at any time.
- x) Parents will assist the athlete in maintaining the athletic uniforms.
- xi) Parents will communicate directly, and at appropriate times, with the teachers of the student athlete to ensure that academic eligibility requirements are being met.
- xii) Parents will communicate directly with the coach and coordinator on matters of concern. They will do so at appropriate times, not immediately before, during, or directly after a game.

