



SAINT
Leonard



ATHLETICS HANDBOOK

St. Leonard Athletic Handbook
April 2011

Approved by:
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Student Advisory Council (SAC) - May 2011

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EXECUTIVE SUMMARY

St. Leonard's athletic program enables our children to play all sports. Some of our programs start as early as Kindergarten, 1st and 2nd grades. When children enter an athletic program in grades K-4, they are taught the fundamentals of that sport. They'll learn all rules and regulations of the sport. Children are also taught team spirit, team camaraderie, and above all, good sportsmanship.

The level of competition gets stronger as the children enter into 5th, 6th, 7th and 8th grade sports. The athletic program will grow with the children as they get older. The St. Leonard athletic program will prepare your child for future high school athletic programs. Winning is inherent to competition.

The program is a guiding force for your child during his or her athletic endeavor. The athletic program depends on parental involvement. When St. Leonard is hosting a sporting competition, parents should prepare to help. The program works on volunteerism. Coaches work on a volunteer basis. If you have a concern about the development of your child in an athletic program at St. Leonard, you should first speak to the coach. Coaches have an open door policy for constructive criticism or specific concerns about your child. If your concerns are not addressed to your satisfaction, then you should speak to the coordinator for further review. Please remember that we are there to work together in a constructive manner for the future development of St. Leonard's athletic programs, focusing on our children.

PHILOSOPHY

The philosophy of the athletic program at St. Leonard is to provide the opportunity for all children who attend the school or belong to the parish community to participate in team sports. The program promotes self-esteem and respect for others through competition in a Christian manner with emphasis on good sportsmanship.

OBJECTIVES

1. To develop and maintain good physical fitness.
2. To understand how to work with other people.
3. To assist children in developing a positive self-image while playing to the best of their ability.
4. To develop the sense of obligation on behalf of children and parents to take the sport seriously as the athlete matures.

ORGANIZATIONAL FLOW CHART



POSITION RESPONSIBILITIES (Athletics)

ATHLETICS COMMITTEE

The athletic committee consists of the athletic director, assistant athletic director, secretary, treasurer, sport coordinators, Fish Fry coordinator, one school faculty representative, at least one parish (non-school parent) member, the pastor and three additional members who volunteer their time and talent. The committee sets guidelines and policies, via this athletics handbook, for the sports program following the C.S.A.A. guidelines and the St. Leonard handbook. The Athletic Committee shall perform a full review of the athletics handbook every two years.

ATHLETICS DIRECTOR

The athletic director is responsible for overseeing the day-to-day operations of the athletic program. The director assures that the program follows regulations and standards established by the Catholic School Athletic Association and follows the guidelines of the St. Leonard Athletic Committee. The athletic director is appointed by the pastor for a two-year term upon the recommendation of the athletic committee. The athletic committee reviews the athletic director's performance annually. The athletic director recruits and recommends sports coordinators for approval from the athletic committee. The athletic director chairs the Grievance Meetings, and reports to the Parish Council.

ASSISTANT ATHLETICS DIRECTOR

The assistant athletic director assists the athletic director with the day-to-day operations of the athletic program. This is a training position to prepare for the job of athletic director.

SECRETARY – Athletics Committee

The secretary is responsible for keeping minutes of meetings, facilitating meeting flow, and maintaining membership lists for the purpose of communicating with the school and parish.

TREASURER – Athletics Committee

The treasurer is responsible for maintaining financial records and reporting to the parish and school, meeting with the Parish Business Manager (PBM) on a regular basis to update and reconcile the cash flow activities of the athletics program. Additionally the treasurer will alert the PBM when near term cash flows are expected; examples of these inflows are league fees and concessions/admissions income. The treasurer must gain approval for material expenditures from Administration Committee (members include the PBM and Finance Committee Chair). The treasurer assures proper cash handling procedures are communicated to league/function managers and follows up to make certain timely deposited are made.

SPORTS COORDINATOR

Each sport at St. Leonard will have an overall coordinator. The sports coordinator is responsible for recruiting and presenting coaches to the athletic director for approval from the athletic committee. Sports coordinators should supervise try-outs and team selection. He/she is responsible for overseeing all aspects of the sport, including maintaining the day-to-day operations of that sport. Sport coordinators are recruited by the athletic director and approved by the athletic committee. They sit as a member of the athletic committee.

COACH

The St. Leonard athletic program is totally dependent on volunteers. All are encouraged to apply to coach or assist in various sports offered. All coaches must possess strong Christian ethics along with good teaching and communication skills. The primary goal must be to teach basic skills and positively reinforce the self-image of each team member. Each coach must also promote Christian values through example of good sportsmanship. As a role model, coaches will not be allowed to smoke, drink or use profane language during practices and/or games. The use of profanity and negative comments to players, competitors or officials will not be tolerated and may result in immediate removal from this position by the athletic director. All coaches must submit to the Bureau of Criminal Investigation Screening.

1. Anyone wishing to coach must submit his/her name to the athletic director or sports coordinator prior to that sport season. Coaching positions will be advertised in the Church bulletin or school newsletter.
2. The sports coordinator recruits Head coaches.
3. All head coaches will be presented to the athletic committee by the athletic director for approval prior to tryouts.
4. All head coaches and the sports coordinator of that sport are required to attend tryouts.
5. Head coaches and the sports coordinator will meet to select teams by the consensus of the head coaches of that level/grade. If the sports coordinator is a

coach of that level, the athletic director will appoint a member of the athletic committee. Basketball will use tryouts to fill teams where there will be multiple teams per grade.

6. Coaches' evaluation questionnaires will be given to children and parents at the end of the sport for feedback.
7. A coach will be encouraged to continue coaching with the annual approval of the athletic committee and sports coordinator.
8. There must be a person 21 years or older present at all times during practices and games. (I.e. A coach under 21 must have supervision of a person 21 years old or older.)
9. A coach must have the St. Leonard Athletics Registration and Medical Information/Authorization Form for each player available at all times.

It is the coach's responsibility to conduct orderly practices. Because the team members are the coach's responsibility the entire practice period, the player may not leave practice without written permission unless they are picked up by a parent or person with parental permission.

Any practice held will be for **ALL** team members.

The coach and athletic director must hold a parent meeting before the season begins to distribute the handbook and answer any questions. The coach and athletic director must collect a signed receipt from parents stating they've received and understand the guidelines and policies in St. Leonard's Athletic Handbook. Children are not allowed to participate until this has been turned in.

All coaches must attend any workshops or meetings scheduled by the athletic committee.

GENERAL ATHLETICS INFORMATION

St. Leonard offers a wide variety of sports for children in our Catholic Elementary School and Parish Religious Program.

SPORT & GRADES APPROXIMATE LEAGUE STARTING DATES

<u>Sport</u>	<u>Grades</u>	<u>Starting Date (approx.)</u>
Football*	3 rd /4 th 5 th /6 th 7 th /8 th	Early August
Girls' Volleyball	3 rd /4 th 5 th /6 th 7 th /8 th	Mid-August
Soccer Clinic	K 1 st 2 nd	Mid-August / Early April
Flag Football	1 st /2 nd	Mid-September
Cross Country	3 rd /4 th 5 th /6 th 7 th /8 th	Mid-September
Basketball	3 rd /4 th 5 th /6 th 7 th /8 th	Early December
Boys' Volleyball	3 rd /4 th 5 th /6 th 7 th /8 th	Mid-February
Track**	5 th /6 th 7 th /8 th	Early March
Soccer	3 rd /4 th 5 th /6 th 7 th /8 th	Mid-March
Swimming	K-8 th	One time meet in March
Golf	K-8 th	One day tournament June
Tennis	K-8 th	One week tournament June
Flag Football	1 st /2 nd	Late August

* Tackle football is organized through Our Lady of Lourdes (OLOL) athletic program.

** There is a one time "fun meet" in May for pre-K through 4th grade.

SIGN-UPS

Sign-up sheets for each sport will be available at school registration each year. Additionally sign-ups information will be distributed through school and the parish bulletin prior to the start of each sport. The registration and medical information/authorization form is available on the [St. Leonard Athletics](#) web page.

The athletic fee must accompany the sign up form when returned.

FEES

A fee is charged per person, per sport, per season. A fee may also be charged for football since St. Leonard is assessed its share of the amount that expenses exceed income of the program at OLOL.

This fee helps offset the expenses of entry fees, officials' fees, equipment, uniforms and the sports banquet. Throughout the year fund-raisers are held to help raise money for St. Leonard's athletic program. Participation in these fund-raisers is helpful and strongly encouraged. Additionally, there exists an exception to the participation fee if the family is receiving financial assistance on their tuition.

MEDICAL FORMS/HEALTH

A registration and medical authorization form must be completed, signed by the parent, and given to the coach prior to the first day of practice. No child will be allowed to practice or compete until received.

First aid equipment for minor injuries is available at every practice session and at each competition. First aid will be administered until parent/guardian can be contacted. Emergency assistance will be called in the event of a more serious injury.

EQUIPMENT/UNIFORMS

Personal equipment for some sports may be issued to each child. The child is responsible for the care of this equipment. If this personal equipment is lost or unnecessarily damaged, the child/parent will be responsible for its replacement.

Uniforms are purchased through the athletic committee for all sports. Information regarding the return of the uniform will be given during that sport's season. The parent and athlete will enter into uniform agreements. No player will be allowed to participate in another school sport until the uniform is returned. The athletic committee reserves the right to charge a deposit for each uniform distributed and charge a fine, in the amount of the received deposit, in the event that the uniform is not returned at the conclusion of the current season.

TEAM SELECTION

1. When appropriate, teams are divided into 3rd /4th grades, 5th/6th grades and 7th/8th grades.
2. All students in the grade level will be eligible to play.
3. If absolutely necessary, students can play up grade levels. CSAA guidelines will be followed. (This will be decided by the coach and sports coordinator with the approval of the athletic director.)
4. All teams are selected using C.S.A.A. rules which require that in cases where a parish has more than one team competing in a grade division, the best, most skilled of those teams must compete in the "A" league in that grade division.
 - a) For grade divisions with multiple teams, the St. Leonard's athletic program identifies one team as an "A" team and all other as "Non-A" teams. The "A" team will participate in the highly competitive "A" league for the grade level and will run on a very competitive basis. The "Non-A" teams will participate in the "B" leagues for the grade division, and will run on a basis that emphasizes participation and instruction.
 - b) In an effort to divide interested students into (A) and (B) teams, it will be determined whether they would benefit from a more intense and experienced competitive league (A) or in a league where they can gain playing experience and growth in fundamental skills (B). An (A) team player should exhibit comfort, confidence and knowledge of fundamental skills. A (B) team player should exhibit an interest in improving skills and a willingness to cooperate with instructions. In both cases, primary objectives are to participate in team building, enhance personal growth and focus on good sportsmanship. Full

participation in practices is necessary for cohesive team play and for the privilege of representing St. Leonard School in league games.

5. No student participant will be signed up on a team after established cutoff dates for a sport without special permission of the sports coordinator and athletic director.
6. Once the sports coordinator and head coaches have completed team selections, parents/players will be notified by the team coach.
7. Basketball Tryouts. In the event that there are more than 12 interested students for any age grouping, a second (B) team, or third (C) team (if there are more than 24 interested students) will be formed by an organized "try-out" process, where a neutral party volunteer will rank interested players while they participate in a series of fundamental drills. These neutral party volunteers will not be a parent of any current St. Leonard basketball player and will have experience as a college player or several years of coaching experience. They will be recruited by the Athletic Committee and Basketball Coordinator. They will be part of this process to help sort players in a fair and unbiased manner.
8. Team coaches will have input after these determinations have been made to find final balance and to complete teams, so that players will have maximum learning and playing experience.

CODE OF BEHAVIOR AND EXPECTATIONS FOR TEAM MEMBERS

Children need to be reminded that the focus of the athletic program is to promote the self-esteem of each participant, to learn the skills involved in playing the sport well and to practice these skills through competitions. Good sportsmanship should rule in all situations. With that in mind, players, coaches or fans who fail to adhere to high standards of good sportsmanship will not be allowed to participate. Any conduct or action unbecoming a young Christian team member, disrespect toward authority, property, rules or horseplay will not be tolerated and may result in the child being taken off the team indefinitely. Children are asked to adhere to the following guidelines:

1. A player's first priority is academics with athletics and all other aspects of school life second.
2. Commitment to the sport and team:
 - a) Be present and on time for all games and practices.
 - b) Use of alcohol, drugs, and tobacco products are forbidden.
 - c) Maintain an appropriate academic level for your ability in order to set a positive example for others.
 - d) Behave in a manner that reflects well upon yourself: your teammates and your school.
 - e) Strive at all times to be the best you can be.
 - f) Promote team spirit by encouraging fellow athletes.
 - g) Have special team caring and sharing that is greater than that of any team.
3. A player must attend all practices and all games unless excused by the coach in advance. In case of illness or unavoidable & family emergency, the athlete should notify the coaches by phone as soon as possible.
4. For any player on any team at any grade level, team members should only be allowed to suit up for a game if that team member has participated in an adequate number of practices (as determined by the coach) since the previous game. If a

child misses school because of an illness or disciplinary action, the child may not participate in practices or games that day or night.

5. If disciplinary action is necessary for a player, a warning will be given first to correct it. If a warning is given and corrections are not made, the player may be asked to leave the game or practice.
6. Any infraction of the rules governing student athletic participation may result in suspension or expulsion from the team.
7. Disciplinary action may be enforced by the coaches, athletic director, officials and pastor.

PARENTS

Signing your child/children up for playing sports at St. Leonard automatically makes you a member of the athletic program. Some important things to remember as a member of St. Leonard's all volunteer athletic programs are:

1. Sign players up on time. (See scope section.)
2. Pay the participation/registration fee during the sign-up event or period for each sport. All registrations received after the sign-up period has closed will be subject to a late fee in addition to the registration fee.
3. Have players to practice on time (no earlier than 10 minutes before) and picked up on time.
4. No players should be left at practice without adult supervision.
5. Help your child/children maintain proper care of uniform. If uniform is not properly cared for, lost or not returned when requested, a replacement cost will be charged.
6. Practice good sportsmanship as a fan, remember when parents and children participate in St. Leonard's program they represent our school and parish to the community.
 - a. At the beginning of each sport season, acknowledge and sign the Parental Sportsmanship Agreement.
7. Donate a minimum of five hours per sport for support duties such as but not limited to field setup/takedown, concessions, uniform distribution or collection, etc.
 - a. Each team may need a parent to help the coach in assorted duties.
 - b. As an athletic parent, you will be strongly encouraged to volunteer your time at Athletic events such as Fish Fry, concessions and any other athletic event.
8. Some families may have more than one child in the same team level. In the case of multiple teams for a specific grade level, a parent can request that children be on the same team, or placed on different teams. Final say will belong to the coach/coaches of the team(s).

The athletic program is for the enjoyment of the children. Parents should promote Christian values and sportsmanship at all times. Excessive yelling and abusive language is unacceptable. If it becomes necessary to remind parents and fans of such incidents, a warning will first be given by the officials, coach, pastor or athletic director. C.S.A.A. rules state unsportsmanlike behavior will not be accepted and the parent or fan may be asked to leave the facility or the team will be removed from the field/court.

At the end of each sports season parents will have the opportunity to evaluate your child's coaches. Please take the time to complete the evaluation form with your child and return it to the athletic committee.

All coaches and coordinators must take the "Honor Thy Children" training offered by the archdiocese.

NOTE: It is the responsibility of each parent to monitor their child's overall time involved in sports activities. Weekly hours of eligibility are outlined by [CSAA](#) policy.

GRIEVANCE PROCEDURE

If a problem should occur while a child is participating on a team sport at St. Leonard, the grievance procedure is as follows:

1. Contact the coach and discuss the problem.
2. If the problem still exists, contact the Sports Coordinator.
3. If the problem still exists, contact the Athletic Director.
(At this time, the grievance shall be put into writing for future references.)
4. If all other efforts to resolve the issue have failed, the Pastor should be contacted.

ANY EXCEPTION TO THE ABOVE POLICIES AND PROCEDURES MUST BE APPROVED BY THE ATHLETIC COMMITTEE AND ABIDE BY C.S.A.A GUIDELINES.

ACKNOWLEDGMENT

This handbook has been approved by the athletic committee for St. Leonard Athletics.

Please sign the acknowledgment form (next page), confirming receipt of this booklet. Parent/guardian signatures are required in order for the children to participate in the athletic program at St. Leonard.

ST. LEONARD ATHLETICS - HANDBOOK ACKNOWLEDGMENT FORM

I have received a copy of the St. Leonard Athletics Handbook. I have read it, understand it, and agree to the guidelines and rules published.

Signed: _____

Parent and/or Athlete

Date: _____

Child(ren)'s/Athlete's Name(s): _____

Please print name(s)



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ST. LEONARD ATHLETICS - PARENTAL ACKNOWLEDGMENT OF SPORTSMANSHIP

By signing this acknowledgement, I attest that I have reviewed, understand, and agree to the St. Leonard Athletics Handbook as well as have the understanding that all involved in St. Leonard's Athletics program endeavor to provide a positive environment conducive to improving our players' self-confidence and understanding of life's important lessons through sportsmanship and the examples that, we, the parent(s) set.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, game officials, and administrators at all times.
- I will place the emotional and physical well-being of all players ahead of any personal desire to win.
- I will support the coaches, referees, and administrators working with my child, in order to encourage a positive and enjoyable experience for all.
- I will remember that the game is for the players, not for the adults.
- I will teach players that honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
- I will ask my child to treat other players, coaches, game officials, administrators, and fans with respect.
- I will always be positive.
- I will always allow the coach and his designated assistants to be the only coaches, by refraining from coaching from the sidelines.
- I will not enter into arguments with the other team's parents, players, or coaches.
- I will not enter the field/court of play for any reason during the game.
- I will not criticize game officials. The referee is the final authority. I will set a positive example.
- If any of the above are not followed, I understand that disciplinary actions will take place, up to and including player suspension.

Signed: _____
Parent(s)

Date: _____ Sport: _____

Athlete's Name(s): _____
Please print name(s)



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REFERENCES

- 1) St. Leonard Athletics web site:
<http://stleonardcatholiccommunity1.vpweb.com/ATHLETICS.html>
- 2) Louisville Catholic School Athletic Association (CSAA) web site:
<http://www.loucsaa.org/>
 - a. CSAA Handbook: <http://www.loucsaa.org/CSAAHandbook.pdf>
 - b. CSAA Forms: <http://www.loucsaa.org/forms.htm>

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