

# **ST. CHARLES SCHOOL**

## **ATHLETIC HANDBOOK**

# **2010**

St. Charles Athletic Handbook Version Control Chart

| <b>Edition</b> | <b>Date</b> | <b>Status</b> | <b>Changes</b>                                     | <b>Affected pages</b> |
|----------------|-------------|---------------|--|-----------------------|
| 1.0            | 9/18/10     | New           |  | All                   |
|                | 5/18/11     |               | Add to Coaches<br>Conduct –No<br>individual Awards | #28                   |
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# St. Charles Athletic Handbook

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Thank you for volunteering your time and efforts to coaching our young athletes within the St. Charles Athletic Program. We know it takes a commitment not only from you but also your family. We appreciate the time from both of you.

As you know, being a coach entails more than just teaching skills and game strategies. Our goal is to shape the individual in all areas of life: spiritual, social, intellectual and physical. The issue is not who wins the game, but what is learned from the experience and competition. You, the coach, are the one who instills the values of healthy competition and Christian development in each of your players.

# General Program Information

## Athletic Program Contact Information

Please use the following contacts should you have any questions or concerns with the St. Charles Athletic Program.

|                          | <b>Name</b>            | <b>Telephone Number</b> | <b>E-Mail Address</b>                |
|--------------------------|------------------------|-------------------------|--------------------------------------|
| <b>Principal</b>         | <b>Margaret Karpus</b> | <b>616-754-3416</b>     | <b>stchasprin@hotmail.com</b>        |
| <b>Athletic Director</b> | <b>Kip Krause</b>      | <b>616-754-0605</b>     | <b>kip.andrea.krause@charter.net</b> |

## The Purpose of the St. Charles Athletic Handbook

The purpose of the St. Charles Athletic Handbook is to provide coaches, athletes and parents with the policies, procedures and information that govern the athletic program.

St. Charles is an active member in the 22 School Grand Rapids Area Catholic Elementary Athletic Council (GRACEAC). GRACEAC is the governing agent of all interscholastic athletic programs participated in by any member of the Catholic elementary schools of the Grand Rapids Area. As a member, St. Charles abides by all published rules and regulations of this council except where superseded by St. Charles policies.

Through GRACEAC, St. Charles offers a comprehensive sports program for both boys and girls in the 5th-8th grades. The athletic programs that are offered are as follows;

**Fall Season;** 5<sup>th</sup> – 8<sup>th</sup> grade Girls Volleyball, Girls 3<sup>rd</sup> & 4<sup>th</sup> Grade Basketball.

**Winter Season;** 3<sup>rd</sup> -8<sup>th</sup> grade Boys Basketball, 5<sup>th</sup> – 8<sup>th</sup> grade Girls Basketball.

**Spring Season;** 5<sup>th</sup> – 8<sup>th</sup> grade Co-ed Track.

## St. Charles Athletic Program Philosophy

The purpose of the athletic program at St. Charles is to complement the home, church and school in the development of the “Whole person”. Activities of the program are for the benefit of the children, suited to their age and physical growth. At St. Charles the Athletic program will provide a variety of student athletic opportunities intended for the positive development of all participants.

The primary function of the St. Charles athletic program is not the development of exceptional athletes or championship teams. Rather, it must be the development of student athletes who genuinely display the Christian qualities of good sportsmanship and fair play in every aspect of life.

Remember that the focus of St. Charles Athletics is educational, - to teach the fundamentals of the sport, to teach teamwork, and the ability to win and lose in the spirit of good sportsmanship.

Like in the academic arena, the St. Charles Athletic Program follows a “building block” approach in each athletic activity.

**Grades 3-6:** Focus on teaching fundamentals and allowing maximum participation of all participants.

**Grades 7-8:** Increased fundamental skill development while introducing the athletes into a competitive team environment, utilizing minimum playing time requirements.

Throughout the years of participation, certain goals are worked toward at all times. These include;

- Incorporate PRAYER into each game and practice session.
- Teach the fundamental skills of each activity, and assure that a positive athletic experience is provided for all participants.
- Meet the St. Charles mandated playing time requirements at all times.
- Reward additional playing time above and beyond the St. Charles minimum based on displayed positive behaviors. i.e. work habits, positive attitude, effort, improved skill level, scholastic performance, Christian behavior.
- Increase the FITNESS level of each athlete by incorporating physical exercise and conditioning to each practice.

## St. Charles Athletic Program Objectives

The objectives that we strive to accomplish within the St. Charles Athletic Program are;

1. **Christian beliefs** — Support the development of Christian beliefs as taught in our school. To teach important life lessons such as: responsibility, encouragement, commitment, dedication, honest and fair play, and humility.
2. **Teamwork** — To learn the importance of teamwork, requiring self-discipline, respect for authority, and the spirit of hard work and sacrifice. To give priority to the accomplishment of team vs. personal objectives.
3. **Enjoyment** — To encourage personal satisfaction from enjoyable recreational activity.
4. **Sportsmanship** — To accept success and defeat, while striving toward best efforts regardless of the outcome.
5. **Physical/Athletic Improvement** — To build individual self-confidence by encouraging the desire to improve and excel as an athlete through the process of goal setting and monitoring of personal achievement.
6. **Social Development/Citizenship** — To promote encouragement of your family and friends. It is the responsibility of every athlete to show appreciation for those who invest in your participation through their support.
7. **Responsibility to Your School** — Facilitate the understanding that our athletes are representative of our school at all times. As a coach, your conduct and attitudes are viewed as that of St. Charles itself. This position should be perceived as a privilege and regarded with honor.

## Code of Ethics for St. Charles Coaches

The Coach is the official representative of the school at all athletic activities. It is the DUTY of all concerned with St. Charles athletics:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To stress the values derived from playing the game or sport fairly.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules and regulations of the game.
- To encourage leadership, use of initiative and good judgment by players on the team.
- To recognize the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players.
- Develop fair, unprejudiced relationships with all team members. Coaches are not to play favorites.
- Teach players, by example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the team.

## Coach's Code of Conduct

All coaches will be held to the highest standards of demeanor consistent with Christian ethics, values, and attitudes. Representing St. Charles School and Parish is a privilege and a responsibility. You must at all times act in a way that brings honor to our church & school and in no way sacrifices St. Charles reputation. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior that will allow them to assist their athletes in becoming well-rounded, self confident and productive human beings.

### Coaches Must:

- Be familiar with, adhere to, and support the St. Charles Athletic Philosophy, Objectives, Code of Ethics and all GRACEAC league policies and guidelines, when applicable.

- Ensure the safety of the athletes with whom they work: Athletes first - winning second.
- Set and communicate clear expectations and goals that are realistic and achievable for individuals and teams.
- 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.
- Coaches should teach the rules of the sport and develop each player's skills within the framework of team concept. They must help each player develop self-confidence, discipline, sportsmanship and make participation a learning experience for all.
- Use Positive reinforcement as the foundation of their coaching technique.
- Direct comments or constructive criticism at the performance rather than the athlete. It's the coaches responsibility that the athlete understand this.
- Respect the athlete's dignity; Verbal or physical behaviors that constitute harassment or abuse are unacceptable (definition of harassment is below).
- Treat each team member with respect and patience. Self-esteem, mental well-being, and physical safety must be vital in your treatment of every player. No single victory or season championship is worthy of humiliating the character of even one youth.
- Avoid any physical contact that is not essential to the teaching or demonstration of a skill. If you feel the need to show encouragement or get a player's attention touch them gently on the shoulder. This is the least intrusive region.
- Consistently display high personal standards and project a favorable image of your sport and of coaching. For example, a coach should:
  - Refrain from public criticism of fellow coaches, teams or individuals.
  - Refrain from the use of profane, insulting, harassing or otherwise offensive language either to themselves or directed toward an official, opposing coach, player, or fans in the conduct of his/her duties.
- Communicate at all times in a manner consistent with Christian values. If your tone of voice, language, or terminology would be unacceptable in a St. Charles classroom, it is not acceptable as a coach.

- Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport.
- Respect the officials' authority at all times. Coaches will not verbally abuse or harass the game officials or enter the field of play without permission.
- Coaches should carry with them at all times pertinent information on every athlete in their care in case of emergency.
- Coaches are responsible to make sure that there is an adult (minimum age 18) assigned to supervise in their absence. They are responsible for student conduct and behavior at practices and at games.
- Maintain control of his/her emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.
- Realize, accept, and practice the principal that the reputation of St. Charles and your team is built not only on its playing ability, but also on its sportsmanship, courtesy, and manner.
- Attend required meetings, keep abreast of GRACEAC and St. Charles policies regarding the sport, and be familiar with St. Charles eligibility and contest regulations.
- Cooperate with the Athletic Department and school administration in establishing, implementing and supporting school procedures and policies.

### **Definition of Harassment**

Harassment takes many forms but can generally be defined as behavior including comments and or conduct which is insulting, intimidating, humiliating, malicious, degrading or otherwise offensive to an individual of a specific group or individuals or which creates an uncomfortable environment.

Harassment may include;

- Written or verbal abuse or threats.
- Sexually oriented comments.
- Racial or ethnic slurs.
- Jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin.

- Displaying of sexually explicit, racist or other offensive or derogatory material; sexual, racial, ethnic or religious graffiti.
- Practical jokes which cause awkwardness or embarrassment.
- Endanger a person's safety, or negatively affect performance.
- Unwelcome sexual remarks, invitations or requests whether indirect or explicit or intimidation.
- Condescension or patronizing behavior which undermines self respect or adversely affects performance or working conditions.
- Physical conduct such as touching, kissing, patting, pinching, etc.
- Physical assault.

## Coach’s Personal Conduct

Coaches’ conduct will be judged based on the following adopted GRACEAC sanctions. Any misconduct to these guidelines as judged by the Athletic Director or designated athletic department representative will result in the implementation of the phased consequences. The determination of the severity of the offense, and the associated consequence will be based solely on the discretion of the Principal, Athletic Director.

### GRACEAC SANCTIONS

| Infraction  | Directed Towards  | Consequences   |
|---|---|--|
| Use of alcohol, tobacco or other illegal substances | During game, practice, or other league or team events where players are present | 1st offense; One year suspension<br>2nd offense: Lifetime suspension   |
| Interference with the conduct of the game           | Player, Coach, Official or Spectator  | 1st offense: Ejection from game & one game suspension<br>2nd offense: Ejection from game & 2 game suspension<br>3rd offense: One year suspension   |
| Foul or abusive language                            | Player, Coach, Official or Spectator  | 1st offense: Ejection from game & one game suspension<br>2nd offense: One year suspension<br>3rd offense: Lifetime suspension                      |
| Threatening gesture or language                     | Player, Coach, Official or Spectator  | 1st offense: Ejection from game & two game suspension<br>2nd offense: Ejection from game & one year suspension<br>3rd offense: Lifetime suspension |

| Infraction  | Directed Towards                     | Consequences   |
|---|--------------------------------------|--|
| Allowing or encouraging foul, abusive or threatening language or behavior by players  | Player, Coach, Official or Spectator | 1st offense: Ejection from game & two game suspension<br>2nd offense: Ejection from game & one year suspension<br>3rd offense: Lifetime suspension |
| Striking, pushing or any bodily contact or assault  | Player, Coach, Official or Spectator | 1st offense: Ejection from game & one game suspension<br>2nd offense: Lifetime suspension  |
| Violating or failing to adhere to GRACEAC or school policy i.e.; player below minimum playing time, exceeding maximum practice time etc | Player, Coach, Official or Spectator | 1st offense: One game suspension<br>2nd offense: Two game suspension<br>3rd offense: One year suspension   |

Suspension is defined as prohibiting any verbal and / or physical attendance, contact or involvement in any GRACEAC or other league directed or sponsored activity. Individual suspended may not be in or near the building or field in any GACEAC or other league activity that is practiced or played.

These are minimum sanctions. Individual schools may choose to increase severity of sanctions and / or time limits.

## Evaluation/Rehiring of Coaches

At the end of each athletic season, the Athletic Director will evaluate the performance of each coach. The decision will then be made as to whether the coaching position will be (re) offered for the following year. This decision will be based on criteria consistent with the best interests of the athletes and in line with the GRACEAC and St. Charles Athletic program philosophies. (Coaching of a team will be offered to a parent (with experience in the sport) of an athlete(s) on the team prior to anybody else coaching the team. If none of the parents want to be head coach but are willing to be assistant coach then a person should be sought to fill head coach.)

The following highlight some of the criteria that will be used to make all coaching selections.

The ability of a coach to positively influence every player on the team and demonstrate the following principles and characteristics:

- Christian values displayed in all relationships. Coach to player, coach to coach, and coach to official.

- The desire to build and grow all members of a team.
- Demonstrate and teach the need for all players to respect each other, opponents, and officials.
- Patience and compassion shown toward all players.
- The importance of a team first attitude.
- Good sportsmanship and fair play.
- Humility in victory.
- Individual and team improvement of fundamental skills related to that sport.

This criterion will be measured based on the results of the following; the athletic director has discretion over these decisions:

- Practice & game session observations.
- Such other performance standards or criteria as may be applicable.

## **Head Coaches Meeting**

Head Coaches are required to attend the start of season GRACEAC Coaches Meeting, if applicable. They will also be required to attend any St. Charles Athletic Coaches meetings that may be scheduled. At these meetings, the coaches will be informed as to the proper completion requirements for each form, the philosophy of the Athletic Program and the other information for coaches

## **Required Forms**

All coaches are required to complete and submit to the Athletic Director the following forms;

- Coaches Code of Conduct/Responsibilities Agreement; To assure full understanding of all St. Charles Athletic policies and procedures a new Coaches Contract must be completed each year.

The following forms are to be kept confidential. No one, other than the coach is to view these.

- Emergency Medical Authorization/Consent Form for each student. A copy of the Emergency Medical Authorization/Consent Form is to be kept by the coach. It is to be available at all practices and games and is to be used in the event there is an injury to the player that requires a doctor's or hospital attention should the parents be unavailable. It also grants the athlete permission to participate in the sporting activity.
- Physical Examination Form for each student. Physical Examination Forms are to be signed by a doctor, who is a licensed medical doctor or a nurse practitioner, for each athlete prior to the first officially scheduled practice session. A copy is to be kept with the Coach.

Each form will be reviewed to ensure that it is properly completed and signed by the parent/guardian. All forms must be returned before the first officially scheduled practice session. The forms will be kept on file in the school office.

**ALL FORMS MUST BE SUBMITTED PRIOR TO THE FIRST PRACTICE.**

## **Guidelines for Assistant Coaches**

St. Charles recognizes both the need for assistant coaches and also the valuable contribution they make to our programs and students. Therefore, the assistant coaches will be held accountable to the same standards as the Head Coach.

## **Supervision of Practices**

One of the primary concerns of each coach should be the safety of every member of the team. The number of injuries incurred by our athletes will be minimal when the coach is there to teach and generally supervise.

In the interests of the athletes' well being, all practices are to be attended from beginning to end by the authorized coach responsible. No practice will take place unless the authorized coaches or designated adult are in attendance from the beginning to the end of practice. Each athlete's family is responsible for transporting their child to and from scheduled practices and home and away games. No athlete is to be left on school property without an appropriate adult chaperone. This includes practices (before and after) and games (home and away).

## **Duty to Properly Instruct**

The following are characteristics and descriptions that lead to fulfilling the duty of proper instruction:

- Correct and proper instruction techniques of the sport must be known and taught.
- Incorrect technique observed must be corrected.
- Skill development drills and conditioning must be progressive.
- Demonstration of proper technique is a must, such as, when incorrect technique can result in injury, it should be demonstrated.
- Wrongful acts should not be taught. However, they may be demonstrated and emphasized to show the injury they could cause to an opponent.
- All personnel should keep current of new developments.

## **Factors to Consider When Matching Players**

The following is a list of the factors that coaches are to consider when matching players in drills and scrimmages:

- Skill
- Experience
- Height and weight
- Age
- Injuries or incapacitating conditions
- Maturity
- Mental state of a player
- Gender

## **Reporting Injuries and Illness of Players**

Injuries or illnesses that are experienced by any athlete or coach are to be reported by the head coach or the coach in charge. Coaches are required to inform the parents, and the Athletic Director, in person, by email or phone of these injuries or illnesses. A report form is provided for the coach and when completed, the form will be turned into the school office within twenty-four (24) hours of the injury/illness.

Parents must be made aware of the injury so they may follow-up with a doctor or hospital visit should this be necessary. When a serious injury is incurred, the coach is to require that the student/athlete produce a written statement from a physician granting permission for the athlete to resume participation.

Please keep your emergency medical forms with you during practices and games.

## **Facilities**

### **Scheduling:**

The Athletic Director will arrange for the use of all school athletic facilities. The schedule of practice time assignments will be prepared and printed at the beginning of every athletic season and will be made available to all head coaches. Coaches who do not wish to take advantage of assigned spaces periodically are requested to post a notice or send a notice of practice cancellation so others may utilize available facilities.

Coaches who wish to utilize the facilities for additional practice time are to coordinate these times under the direction of the Athletic Director. Unscheduled practices are not permitted.

### **Duty to Provide a Safe Environment**

Many lawsuits in sports contain an allegation of an unsafe playing area. Full control over playing areas is difficult to maintain. Nevertheless, you have a responsibility to "Notice Hazards."

- If a coach knows a hazard exists he/she has a duty to eliminate it.
- A coach has a duty to exercise ordinary professional diligence and discover hidden hazards.

## **Recommendations for a Safe Environment**

- Remove all unnecessary hazards on and around the playing field/court.
- Inform and warn players of hazardous areas.
- Have rules concerning the use of facilities.
- Share responsibility for facility safety with players.
- Assign a coach to regularly inspect the facilities and playing fields/courts.
- Have an effective procedure for reporting hazardous conditions

## **Responsibilities:**

Coaches are responsible to leave the Athletic Facility in a clean and orderly condition regardless of its condition when you arrive. Minimally this should include;

- Sweep the gym floor thoroughly after practice unless another team practices immediately after you and is present and waiting.
- Pick up and discard all trash from the gym floor, counters, bleachers, etc.
- Collect all water bottles, clothes, and equipment left behind by your players.

Coaches are responsible to secure all facilities when they have completed their use of them, unless another team follows and is present. In order to teach accountability and pride in our facilities it is suggested that you involve your athletes in completing these tasks. Lights must be turned off.

- Make sure all doors are locked and closed.
- Equipment room – Basketball cage must be locked also!
- Doors leading into gym.
- All exterior doors.

## **School Day Emergency Cancellations**

If school has been cancelled due to weather, sickness or other emergencies, there will be no practices or games taking place that day or evening. Should school be cancelled on a Friday due to weather or other emergencies, the Principals of the participating schools will make the decision to have the games played that Saturday or to cancel the games and have the Athletic Directors reschedule the games for another time. The Athletic Director will contact the coaches and have them call their team and let them know the status of the game.

## **Prayer Guidelines**

Our goal in the St. Charles athletic programs is to shape the individual in all areas of life: spiritual, social, intellectual and physical. To assist you in rounding out this holistic approach to coaching, it is required to hold one prayer at every practice. All coaches and team members are also required to participate in the team prayer prior to all games. Either the coach or any member of the team may lead all Prayers.

We understand that you may be uncomfortable with having to lead a prayer for your team. The main thing is to pray from your heart. Pray for the things that you want to get accomplished. Things like:

For Example:

- "Give us wisdom to learn our plays."
- That we play as a team.
- That we stay healthy during practices and game.
- Share your own thoughts.

## **Acquisition of Equipment**

- The Athletic Director or Associate Athletic Director is solely authorized to purchase any required equipment, uniforms or training devices for all St. Charles Athletic programs. No student or coach shall acquire any item for any athletic team without specific authorization from the Athletic Director.
- The Athletic Director is responsible for disposing of equipment no longer needed. Such equipment shall be removed from the inventory.

- All new equipment shall be marked in a manner designated by the Athletic Director.
- Each Head Coach shall examine all equipment at the end of the season and within two weeks make recommendations to the Athletic Director for replacement or new equipment for the following year.
- Coaches who wish to have equipment, supplies, uniforms and the like purchased, will contact the Athletic Director.
- Payment of unauthorized purchases is the responsibility of the individual.

## **Inventories and Season Information Forms**

Each coach will submit a complete inventory of all uniforms and such supplies that are used in his/her program no later than one week following the end of the sports season. The uniform form is due two weeks following the end of the sports season. Inventories and uniform form are to be returned to the Athletic Director on due dates.

## **First Aid**

First Aid Kits must be available at every practice and game situation.

## **Eligibility Requirements**

### **Academic Requirements**

Each student participating in athletics will be subject to eligibility. Eligibility will be based on two categories: Academic and Conduct.

Academics: If a student's cumulative grade for the quarter falls below a "C" average in ANY subject area eligibility will be invoked.

Conduct relates to behavior. If a student has been involved in a REPEATED behavior problem or a MAJOR OFFENSE (see Levels), eligibility will be invoked.

Major Offenses such as vandalism, destruction of school property, stealing, disrespect, truancy, etc... will invoke the eligibility and the student will be ineligible for a period of time determined by the school administrator.

Each teacher in grades 4 - 8 will receive a roster of students who are participating in sports that season. Teachers will check eligibility after school on Thursdays so that notification can be sent to the Principal and parents on Friday. The principal will report if a student is not allowed to participate to the Athletic Director, who will then notify coaches.

The teacher and principal may choose to wave academic eligibility requirements on an individual basis.

## **Levels of Eligibility**

Eligibility will be enforced in a progression of consequences from a period of warning to removal from the team activity. The levels are as follows.

### **1<sup>st</sup> Level. Probationary Period**

This level is considered a WARNING and the student/athlete is given ONE WEEK to show measurable improvement per season. The student does NOT miss any practice or games.

### **2<sup>nd</sup> Level**

Second deficiency or behavior offense in a season and the student/athlete is NOT allowed to practice or play in any games for a one-week period

### **3<sup>rd</sup> Level**

A third deficiency or behavior offense in a season and the student/athlete will be dismissed from the team for the remainder of that sports season.

Any eligibility issue that occurs for any athlete must be immediately communicated to the Athletic Director.

## **Attendance at Practice and Games**

An integral part of any team is the relationship between players and their knowledge of each other's abilities and tendencies. Because each player and coach makes sacrifices by committing his or her time to the team, allowing individuals to miss practices is not fair. Coaches are required to keep track of the attendance of the athletes in writing should a question arise about the students attendance.

The following guidelines have been established to facilitate the individual responsibility to the team, coaching effectiveness, and team continuity. Athletes, who have unexcused absences from practice, may have their playing time affected in the next game. This could include, not starting the game, and/or being allowed to not meet the St. Charles mandated minimum playing times. Should the unexcused absences become excessive, the individual athlete may be excused from that team for the remainder of that season. This dismissal will NOT carry over into another sports season. Below are examples of what may be considered Excused & Unexcused Absences.

### **Excused Absences**

- Emergency situations
- Scheduled doctor appointments, notification to be given in advance
- Illness or death in family
- Illness of the student. If the student is absent from school due to illness for more than ½ of the day, he or she may NOT participate in practice or game play that day. If they are ill and miss school on a Friday, they will be allowed to participate in any Saturday games or practices.
- Activities directly related to St. Charles academic requirements or class functions.
- Homework/projects only if the parent has called in advance to inform the coach.
- Important family events i.e.: Baptism, First Communion, Graduation, and Vacation

### **Unexcused Absences**

- An unexcused absence is ANY extracurricular activity not allowed for in the previous list of excused absences. Unexcused absences include but are NOT limited to:
- Non School related music class, rehearsal, or performances
- Dance class, rehearsal, or performances
- Other league play i.e.: AAU, Little League, YMCA

- Any other sporting practices, games, or tournaments
- Non-family social activities
- Events or meetings within organizations such as Boy Scouts, Girl Scouts, 4H, etc.
- Any attendance at any practice without proper attire, combined with an unwillingness to actively participate

### **Communication of Absences**

Notification should be made in ADVANCE whenever possible. Written or verbal notification of excused absences must be communicated to the coach by the student's parents or guardian or student athlete themselves.

### **Additional Requirements**

The parent must sign the "Parent/Legal Code of Conduct Agreement" form. Student athletes must have a physical examination annually. This examination must occur on or after May 15th for the subsequent school year. A "Physical Examination" form must be completed and signed by a physician, and must be on file in School Office.

An "Emergency Medical Form" must be completed by the parent or legal guardian, and be on file with the School Office and coach.

All other departmental and team eligibility requirements must be satisfied. Coaches may establish additional rules and regulations for their respective sports. Penalties will be imposed consistent with these policies. Specific policies will be on file with and approved by the Athletic Director. Parents will be informed of these rules prior to games beginning.

Athletic participation will be contingent upon adherence to the St. Charles Athletic Handbook as well as the St. Charles Student Handbooks confirmed by the St. Charles Board of Education; adherence to the handbooks will be determined by school administrators and/or coaching staff.

## **Additional Athletic Department Requirements**

### **Cell Phone Use**

Cell phone usage is not allowed during practice. This rule is to be observed by both the coach(s) and athlete(s).

## **Conflicts in Extracurricular Activities**

Participation in numerous extracurricular activities may result in conflict of obligations. The athletic department encourages students to have the opportunity for a broad range of experiences in extracurricular activities. This is a personal choice you and your child must make together. We ask that you consider the potential conflict that may arise as you determine your child's ability to participate in various activities. However, the commitment to the St. Charles Athletic program should be considered and we strongly encourage that that activity take precedence when such conflicts should arise.

## **Disputes, Concerns, Grievances**

The nature of athletics tends to be competitive and can be very emotional. While constraint and common sense are always stressed, occasionally a situation occurs which requires greater study or review. When disputes, concerns or grievances arise, certain procedures should be followed to allow for quick resolution. Even in the resolution, not all parties may be perfectly pleased. But in an effort to guide the process of understanding and healing, the following procedures should be followed.

If a student or parent has a concern with a coach, a meeting with the respective coach should take place. If a resolution does not take place, the Athletic Director may become involved. If the concern still remains, the Principal may be brought into the process. Typically, the grievance procedure would stop after consulting the Principal but if the concern is of very serious nature, the School Board may be contacted following the grievance procedure outlined in the St. Charles Parent Handbook.

If a coach has a grievance involving another person (including a student, parent, fan, fellow coach, Athletic Director), the coach and the person should discuss the issue and try to come to some resolution. If it cannot be resolved, the Athletic Director may become involved. If the grievance is concerning the Athletic Director and, following a discussion with him/her, the grievance has not been resolved, the Principal may be consulted. Once again, the concern is of a very serious nature, the School Board may be contacted following the grievance procedure outlined in the St. Charles Parent Handbook.

Above all, disputes, concerns and grievances should try to be worked out initially between the parties involved. Students, parents, coaches and administration must always seek to act as Jesus would when confronted with a difficult situation.

## Financial Obligations and Equipment

Athletes may be required to supply a portion of the equipment needed for participation. Any equipment supplied by the athlete will remain the property of the athlete. All athletes are responsible for the proper care and security of issued equipment. Fees will be charged for lost equipment as well as equipment returned in poor condition, such as uniforms, as determined by the coach and/or the athletic director.

## Injury Risk

Athletic activities inherently place participants at risk for injury. It is the responsibility of athletes and parents to assess the potential risks involved in making the decision to participate in athletics.

## Insurance

All individuals participating in the St. Charles Athletic Sports program are covered under the Michigan Catholic Conference Insurance for any School events. For the information on the specific coverage amounts and guidelines please contact the School Office.

## Playing Time Requirements

The following minimum time requirements for game play meet or exceed the guidelines established by the Grand Rapids Area Catholic Elementary Athletic Council. These are mandatory requirements. Coaches must provide at least the following playing time for each student. Exceptions to St. Charles minimums can be granted by the athletic director and would be based on the number of players

| <b>Sport</b>              | <b>Grade</b>             | <b>Minimum time per Game</b>     |
|---------------------------|--------------------------|----------------------------------|
| Basketball (Girls & Boys) | 5th Grade                | Equal Playing Time*              |
|                           | 6th Grade                | Equal Playing Time*              |
|                           | 7th Grade                | 6 Minutes                        |
|                           | 8th Grade                | 6 Minutes                        |
| Track                     | 5th Grade thru 8th Grade | 2 Events per Meet                |
| Volleyball                | 5th Grade                | Equal Playing Time*              |
|                           | 6th Grade                | Equal Playing Time*              |
|                           | 7th Grade                | 6 Serves Per Game (on the court) |
|                           | 8th Grade                | 6 Serves Per Game (on the court) |

\*The purpose of “Equal Playing Time” is intended to insure all students have the opportunity to play the same amount of time during a game without regard to skill or ability. However, coaches will have discretion in applying this rule based on a child exhibiting disrespectful attitude and behaviors towards their coach, teammates or opposing players during games or practices.

### **FAILURE TO MEET PLAYING TIME REQUIREMENTS**

Failure to meet any player’s minimum playing time as illustrated above will result in sanctions according to GRACEAC Guidelines

## **Policies Relating To Awards, Certificates and Trophies**

### **Certificates**

A certificate will be awarded to all participants

### **Trophies**

Individual trophies will be given if a student participates in four years (5<sup>th</sup> – 8<sup>th</sup> Grade) in the same sport. (A book in the School Office will contain a form, Athlete Participation Form, for each student who has participated in sports and will indicate all sports played and the grades in which played).

### **Individual Awards Disallowed**

Coaches are not permitted to purchase individual awards of any kind for student athletes (even if all players on a team would receive an award).

### **Dismissal From the Team**

Any student athlete dismissed from a team for academic or disciplinary reasons shall neither be permitted to attend the Awards Ceremony nor receive a certificate or trophy.

## **School Discipline Referral**

Any student guilty of a school violation or unlawful act may be denied the privilege of participation in athletic activities for a period determined by the principal or Athletic Director. Athletes with out-of-school suspensions will not be allowed to participate in any athletic program for the duration of the suspension. Those athletes serving an in-school suspension will be required to practice but will not be permitted to participate in contests for the duration of the suspension.

## **Student Athlete Resignation Procedure**

When a student athlete intends to resign from a sport, the athlete is expected to first discuss the situation with the head coach. The coach will report any resignation to the athletic director as soon as possible.

### **Taunting**

Taunting includes any actions or comments by coaches, players, or spectators, which are intended to bait, anger, embarrass, ridicule or demean others. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic background and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting that would lead to ejection include but are not limited to “trash talk”, physical intimidation outside the spirit of the game, reference to sexual orientation, “in your face” confrontation by one player to another or standing over/straddling a tackled or fallen player. In all sports, officials are to consider taunting a flagrant unsportsmanship foul that disqualifies the offending bench personnel or contestant from the contest/day of completion and the next contest/day of completion. A warning may be given, but is not required before ejection. Spectators may be given one warning for taunting. Offending spectators are to be removed from the contest area by the contest/game/gym administrator. All incidents of taunting are to be reported the next day to the schools principal, athletic director and League president.

### **Vacation Policy**

Should an Athlete plan on taking a vacation during an athletic season, the athlete is required to communicate the dates to the head coach as soon as possible. Vacation absences may negatively impact an athlete’s position on the team; the head coach will determine penalties for absences, in consultation with the Athletic Director and Principal.

### **Virtus Training**

All coaches and assistant coaches are required to attend a “Protecting God’s Children” training session. All adults who come in regular contact with students must attend. This protects everyone and promotes awareness of acceptable behavior while ensuring a safe environment.

**This is a requirement of the Diocese of Grand Rapids and is not optional.**

To find location and times of Virtus training please contact the School Principal.

## **COACHES CODE OF CONDUCT/RESPONSIBILITIES** **AGREEMENT**

As a coach in a sports program at St. Charles School, I agree to abide by and follow the rules and guidelines below.

- I will promote the emotional and physical well-being of the athletes ahead of any personal desire to win.
- I will remember that the children play sports for his/her enjoyment, not mine.
- I will encourage good sportsmanship through my actions, by demonstrating positive support for all players.
- I will provide support for officials working with the athletes to provide a positive experience for all.
- I will treat all players, officials, parents and spectators with respect regardless of race, creed, color, sex or ability.
- I will treat all players, officials, parents, and spectators with dignity in language, attitude, behavior and mannerisms.
- I will respect the property and equipment used at any sports facility, both home and away.
- I will return uniforms to the Athletic Director on a timely basis.
- I will reimburse for lost or damaged uniform/equipment due to neglect.
- Coaches must attend the GRACEAC coaches meeting at the beginning of their season.
- Coaches must attend the St. Charles coaches meeting for scheduling practice times and general rules.
- All practices are scheduled with the St. Charles Athletic Director, including off-site practices.
- Practice schedules cannot be changed without the notification and approval of the Athletic Director.
- Coaches must verify sports physicals are on file for each student before allowing them to practice/play. Coaches must have copies of Physical, Consent and Insurance Forms with them at all times and forms are not to be shared with anyone.

- All coaches must adhere to GRACEAC policies and expectations and conduct themselves in a manner that follows the spirit of Catholic-based instruction.
- Coaches must remain until all students have been picked up from practice.
- No students shall be left unattended during practice times. An adult over 18 must always be present to supervise but not fill in for the coach. Coach(es) may cancel practice if they are unable to make practice or have another coach, approved by St. Charles, fill in.
- Notify Athletic Director within 24 hours of any injuries to students. If AD not available contact the Principal.
- Incorporate prayer into each game and practice session.
- Coaches are required to keep track of the attendance of the athletes in writing should a question arise about the students attendance.
- Have read and understand the St. Charles Athletic Handbook and have had any questions answered prior to practices for sports seasons beginning.
- No Individual awards allowed.

I understand that by signing this document I am agreeing to support and promote this Coaches Code of Conduct/Responsibilities Agreement. This document will be kept on file in the School Office and must be kept with the coach at all times. Further, my failure to comply with this Agreement or my participation in any of the defined CONDUCT SUBJECT TO DISCIPLINE will result in disciplinary action, up to and including expulsion from St. Charles School Sports.

\_\_\_\_\_  
Signature (Coach)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Coach Name

Emergency Contact(s) for Coach:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Any physical issues a first responder or physicians should know of in case of emergency:

**St. Charles School**

**Athletic Program**

CONSENT FORM/MEDICAL RELEASE FORM

1. I hereby give permission for my child to engage in sports at St. Charles School.
2. I am familiar with the common hazards of sports and fully understand the dangers associated with them. I hereby release and discharge St. Charles School and the sports league, its agents, employees, and officers from all liability whatsoever for personal injuries or damage to property arising out of the sports activities on the premises at school or at any other location where games or practices are conducted, or in transportation to or from contests at other locations.
3. I understand that I am responsible for all equipment and uniforms issued to my child. I personally guarantee to return equipment and uniforms at the end of the season and to make restitution for any undue damage or loss of equipment or uniforms.
4. I understand it is my responsibility to provide medical insurance for my child in case of injury. St. Charles School or any of its agents or coaches will not be responsible for medical bills incurred due to injury to my child.
5. As a parent/guardian, I do hereby authorize first aid/medical treatment of my child in the event of an emergency which may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. It is understood that efforts will be made to reach me as soon as reasonably possible.

Name of Child \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address of Child \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

List allergies, medication, contacts, or other pertinent comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health Insurance Data

Company \_\_\_\_\_ Policy \_\_\_\_\_

Group \_\_\_\_\_ Contract \_\_\_\_\_

This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence. I certify that I am the (check one) \_\_ custodial parent \_\_legal guardian of the minor child named above, and I agree to the above terms for myself and for my minor child.

Date \_\_\_\_\_ Signed \_\_\_\_\_

(Parent or Guardian)

6. I understand that my child will not be allowed to practice with an athletic team unless this form is signed and filed in the school office.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Date \_\_\_\_\_

**St. Charles School  
Athletic Physical**

**PART 1: STUDENT INFORMATION (To be completed by parent/guardian)**

**Student's name** \_\_\_\_\_ **Age** \_\_\_\_\_ **Sex** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade entering in the fall \_\_\_\_\_

Is this child subject to any of the following conditions:

|                              | YES   | NO    | Explanation |
|------------------------------|-------|-------|-------------|
| Epilepsy                     | _____ | _____ | _____       |
| Fainting                     | _____ | _____ | _____       |
| Allergies                    | _____ | _____ | _____       |
| Asthma                       | _____ | _____ | _____       |
| Diabetes                     | _____ | _____ | _____       |
| Heart Disease _____          | _____ | _____ | _____       |
| Other                        | _____ | _____ | _____       |
| Head injury,<br>seizures     | _____ | _____ | _____       |
| Knocked<br>unconscious _____ | _____ | _____ | _____       |
| Other                        | _____ | _____ | _____       |

Medications \_\_\_\_\_

I hereby state that, to the best of my knowledge, my answers to the above questions are correct.

Signature of Athlete \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

**PART 2: PHYSICAL EXAMINATION (To be completed by the physician)**

**Height** \_\_\_\_\_ **Weight** \_\_\_\_\_ **Blood Pressure** \_\_\_\_\_ **Pulse** \_\_\_\_\_

(Continued)

NORMAL    OTHER

|                          |       |       |
|--------------------------|-------|-------|
| Eyes                     | _____ | _____ |
| Vision                   | _____ | _____ |
| Contact Lens (Yes/No)    | _____ | _____ |
| Ears                     | _____ | _____ |
| Nose                     | _____ | _____ |
| Throat                   | _____ | _____ |
| Teeth                    | _____ | _____ |
| Bridges, Braces (Yes/No) | _____ | _____ |
| Skin                     | _____ | _____ |
| Neck                     | _____ | _____ |
| Chest                    | _____ | _____ |
| Lungs                    | _____ | _____ |
| Heart                    | _____ | _____ |
| Abdomen                  | _____ | _____ |
| Posture                  | _____ | _____ |
| Hernia (Yes/No)          | _____ | _____ |
| Genitalia                | _____ | _____ |
| Pubertal code            | _____ | _____ |
| Neuralgic                | _____ | _____ |
| Muscular                 | _____ | _____ |
| Orthopedic               | _____ | _____ |

I have examined the above student and in my opinion he/she may participate in all school organized athletics except listed: None \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

Signature of Physician \_\_\_\_\_ Date \_\_\_\_\_

# PARENT/LEGAL GUARDIAN CODE OF CONDUCT AGREEMENT

As of parent/legal guardian of a child involved in a sports program at St. Charles School, I agree to abide by and follow the rules and guidelines below.

- I will promote the emotional and physical well-being of the athletes ahead of any personal desire to win.
- I will remember that my child plays sports for his/her enjoyment, not mine.
- I will encourage good sportsmanship through my actions, by demonstrating positive support for all players.
- I will provide support for coaches and officials working with the athletes to provide a positive experience for all.
- I will demand my athlete treat all players, coaches, officials, parents and spectators with respect regardless of race, creed, color, sex or ability.
- I will treat all players, coaches, officials, parents, an spectators with dignity and in language, attitude, behavior and mannerisms.
- I will inform the coach of any physical disability or ailment that may affect the safety of my athlete or the safety of others.
- I will respect the property and equipment used at any sports facility, both home and away.
- I will volunteer to work concession stand or other needs during my child's current sport season.
- I will maintain and clean the issued uniforms properly.
- I will return uniforms to either the coach on a timely basis (coaches will give you a date).
- I will reimburse for lost or damaged uniforms due to neglect.

I understand that by signing this document I am agreeing to support and promote this Parent/Legal Guardian Code of Conduct Agreement and I have read the St. Charles School Parent Athletic Handbook. Further, my failure to comply with this Agreement or my participation in any of the defined will result in disciplinary action, up to and including expulsion from St. Charles School Sports.

\_\_\_\_\_  
Signature (Parent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Parent)

\_\_\_\_\_  
Signature (Parent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Parent)