

Ss. Peter and Paul  
Catholic School

Athletic Program  
Handbook

**Adoption Date: 14-November-2016**

## **PHILOSOPHY OF ATHLETIC PROGRAM**

The purpose of the athletic program at Ss. Peter and Paul School is to complement 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. The goals are to recognize the need of physical fitness in the wholesome growth of the child and to provide enjoyable recreational activity which develops Christian attitudes of sportsmanship and fair play that can be sustained beyond the elementary level. The primary function of elementary athletics should not be the development of exceptional athletes. 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. The successful operation of athletics depends upon a true commitment from all adults involved.

## **STRUCTURE AND RESPONSIBILITIES**

The Ss. Peter and Paul School Athletic Program is separate from the Ss. Peter and Paul School Physical Education program. The Physical Education Program is provided to all students grade K-8 during regular school hours. The athletic program provides students in grades 3 through 8 with the opportunity to improve their skills in specific sports through practice and competition, outside of regular school hours.

The Ss. Peter and Paul School Athletic Program is an extension of Ss. Peter and Paul School and is subject to the policies of the pastor, principal and board. The general administrative responsibilities will be with the principal. Policies and operating guidelines for the athletic program are recommended by the Ss. Peter and Paul School Board and approved by the Ss. Peter and Paul principal and pastor.

The **Athletic Director** and/or **Assistant A.D.** reports to the principal and is responsible for the implementation of the policies and guidelines established by the School Board. The Athletic Director is responsible for the scheduling and coordinating of all athletic program activities.

## **SPORTS OFFERED / FEES**

The following sports will be offered for the school year:

- Basketball
- Volleyball
- Baseball
- Bowling (an activity, not a sport)

A participation fee is set annually by the School Board. The fee (checks only, payable to Ss. Peter and Paul School) must be paid prior to the first game, or practice for that sport. Late fees will be assessed for payments received after the due date.

Families with special needs may be exempt from this fee at the discretion of the Principal and Athletic Director.

### **PARTICIPATION REQUIREMENTS**

Each student athlete is required to submit the following information **prior** to their participation:

- Athletic Program Permission Form with Fee
- Sports Participation Health Record

### **ATHLETIC PROGRAM REQUIREMENTS AND ELIGIBILITY POLICY**

The following are requirements of elementary school-sponsored athletic programs:

- Rules shall adhere to the Springfield Diocese athletic program requirements.
- Parents give written.
- Physical examination within the appropriate school year is required.
- Proof of medical insurance coverage must be provided.
- Competent supervision is assured by qualified adult coaches who understand the sport, child growth and development, and first aid.
- Students shall be grouped into teams on the basis of grade level.
- Sports Eligibility shall be established by School Handbook.

### **RESPONSIBILITIES OF THE STUDENT ATHLETE**

Student athletes are expected to understand the following:

- Abide by the eligibility standards, fulfilling academic requirements.
- Adhere to all game rules of play.
- Accept the decisions of the referees.
- Participate in practices and games, being prompt and attentive for both.
- Notify the coach if they are not going to be able to attend a practice or a game; that absenteeism may result in reduced playing time or game suspensions.
- Permanent suspensions due to behavior or attendance issues are the decision of the coach in consultation with the principal.
- Conduct themselves in a spirit of good sportsmanship.
- Abide by the rules and instructions of the coaches and other supervising adults.

- Show respect for all buildings, equipment and uniforms used during athletic practices and competition. Adhere to the posted gymnasium rules.
- Do not leave the gym during practice without the permission of the coach.
- Being excused from Physical Education classes renders athletes ineligible to practice or play in a game.
- Suspension from one game or more applies, depending upon severity of the offense, for abusive language, fighting, obscene gestures, insubordination or other misconduct that occurs at school, practice, or a game.
- Using tobacco, alcohol or drugs, anytime or anywhere will result in the student's permanent suspension from the team.
- Quitting or dismissal makes athletes ineligible for recognition at the Sports Ceremony.
- Be a team player. Help others to become better players, thus making your team better.

### **RESPONSIBILITIES OF PARENTS**

Parents are expected to:

- Complete all necessary forms and submit appropriate fees.
- Volunteer their time to benefit the Athletic Program.
- Be a positive fan of the team.
- Treat all coaches, referees, and opponents with respect and courtesy.
- Discuss any complaints with the coach (**Make an appointment away from game and practice site after a 24-hour cooling-off period**) and attempt to resolve them at that level before bringing them to a higher level.
- Ensure that athletes do not arrive more than ten minutes before the start of practice and that athletes are picked up within ten minutes after completion of practice.
- Provide transportation to and from all games, both home and away.
- Provide insurance to cover the athlete.
- Be responsible for the maintenance of uniforms. The athlete must pay the cost of repair or replacement. Clean uniforms are to be returned to the coach at the end of the season.

## **RESPONSIBILITIES OF COACHES**

Coaches are expected to adhere to the following:

### *General Responsibilities*

- Be aware of and adhere to the diocesan and Ss. Peter and Paul athletic guidelines.
- Have a completed copy of the Ss. Peter and Paul Sports Participation Health Record for each of their student athletes with them at all practices and games.
- Discipline fairly and consistently.
- Keep documentation on all disciplinary actions and forward it to the Principal and Athletic Director.

### *Pre-season Responsibilities*

- Attend the diocesan workshop “Protecting God’s Children.”
- Meet with the athletes and parents at least once before the season begins and explain all rules regarding practices, play, uniforms, etc.
- Notify athletes and parents of the necessary forms which must be completed before athletes will be allowed to participate. The school office or Athletic Director will distribute the necessary forms to the coaches.
- Attend a meeting with the athletic director and other coaches for their sport to schedule practice times, discuss rule changes, have a gym key issued, and share all other necessary information.

### *During-the-Season Responsibilities*

- Teach fundamental techniques and skills that enable the student athletes to develop to their fullest potential.
- Give all student athletes equal coaching time and encouragement.
- Organize and schedule practice sessions on a regular basis with the idea of developing the athlete’s greatest potential.
- Set up initial practice schedules and reservation of facilities for practices. If a coach wishes to schedule practice for a time other than originally scheduled, the coach should contact the Athletic Director.
- Apply discipline in a firm and positive manner consistent with the Ss. Peter and Paul School Athletic Philosophy. Treat all student athletes fairly with respect and dignity.
- Give all student athletes the opportunity to participate.

- Model good sportsmanship whenever coaches are with student athletes or representing the school as a coach. Avoid the use of inappropriate language, loss of temper, etc.
- Be present for all practice sessions and games. When this is not possible, the coach should find a qualified adult replacement (assistant coach or commissioner) to coach the team. If unable to find a replacement for a game, notify the athletic director.
- Be responsible for the safety and behavior of the athletes from the time they arrive for a practice or game until the time they leave the school premises. Students should not be allowed to remain after the practice session without adult supervision. The coach should be the last person to leave.

#### Post-season responsibilities

- Attend the Ss. Peter and Paul Sports Ceremony which is held toward the end of the school year.
- Give feedback regarding the season and make recommendations regarding policies, procedures and equipment to the athletic director.

### **CANCELLATION OF GAMES**

In the event of a cancellation of games or practices, the coach will contact his or her players as soon as possible. However, if there is a **School Cancellation due to inclement weather** such as a **snow day** it should be presumed that all school sponsored events and extracurricular activities will be **canceled for the day**. Scheduled practices on snow days should be considered canceled unless the coach contacts players to schedule a voluntary practice.

### **UNIFORMS AND EQUIPMENT**

Uniforms will be purchased by the school, distributed to the athletes and collected at the end of the season by the Athletic Director. It is the responsibility of the athlete to launder the uniform according to instructions. The athlete will be charged for damage beyond normal wear, or for failure to return the uniform to the school at the end of the season. The athlete will not be allowed to participate in another sport until the uniform is returned or the obligation is paid. In addition, grade cards will be held and students will not be allowed to participate in graduation until all uniforms have been returned and obligations have been met.

### **POLICY REGARDING PLAYING TIME**

The emphasis of the athletic program in grades three through five shall be learning fundamental skills and gaining self-confidence. Coaches shall give each student

athlete equal playing time and playing time at different positions if possible. The student athlete's attendance, attitude and behavior at practices and games will also help determine playing time.

Playing time and selection of starters in grades six through eight will be up to the discretion of the coaches and will be dependent upon a coach's evaluation of the student athlete's ability, attendance, attitude and behavior at practices and games. Student athletes in good standing should receive the equivalent of one quarter of playing time during a basketball game, or the equivalent of one game per volleyball match (three games).

### **POLICY FOR PLAYING UP**

A student athlete may "play up" to help another team avoid forfeiture.

### **PROBLEMS / SUGGESTIONS**

Occasionally the student athlete, parent or coach may have a question, a suggestion or a problem relating to the student's involvement in the athletic program. Prompt, open communication is important when this occurs and can usually resolve the situation before it becomes a major issue. The recommended sequence for this communication is as follows:

- A. The **STUDENT ATHLETE** and the **COACH** should discuss the situation / issue.
- B. If not resolved, the **COACH**, the **PARENTS**, and possibly the **STUDENT ATHLETE** should meet to talk about the issue.
- C. If the issue is still not resolved, the **PARENTS**, the **STUDENT ATHLETE**, the **COACH**, and the **ATHLETIC DIRECTOR** should meet to talk about the issue.
- D. If still not resolved, the **PARENTS**, the **STUDENT ATHLETE**, the **COACH**, the **ATHLETIC DIRECTOR** and the **PRINCIPAL** should meet to discuss the issue.