



St. Joseph Catholic School

Athletic Association

Wauwatosa, Wis.

Athletic Handbook

Updated: 8/20/2014

Saint Joseph– Wauwatosa Athletic Association Handbook

Table of Contents

	<u>Page</u>
I. Athletic Program Philosophy	1
II. Pastoral Staff Responsibility	1
III St. Joseph Athletic Association	1
IV Policies and Guidelines	2
A. General Policies	3
B. Sports Tryouts	4
C. Physicals, Contracts and Fees	4
D. Selection of Coaches	4
E. Grades and Sports Participation	5
F. Playing Time Guidelines	5
G. Tournaments	7
H. Concession Policy	7
I. Grievance Policy	7
J. Suggestions	8
V. Responsibilities	8
A. Coaches	8
B. Parents	9
C. Athletes	10
D. Spectators	10

Saint Joseph– Wauwatosa Athletic Association Handbook

I. Athletic Program Philosophy

The purpose of the Saint Joseph athletic program is to teach the fundamentals of sports and develop Christian Values while promoting a sense of community for our parish members. We believe that Athletics offer the opportunity to learn valuable lessons about teamwork, sacrifice, and dedication that will help prepare student athletes for life as adults.

II. Pastoral Staff Responsibility

The Pastor of the parish has overall responsibility for all Saint Joseph athletic programs. The Pastor has established the Athletic Association and delegated to it the responsibility for directing Saint Joseph's athletic programs. The Pastor monitors the Athletic Association's activities, approves its policies and has the final decision on any disagreements that may arise.

The pastoral staff recognizes that interscholastic athletics can be a valuable element of the total educational process. This process concerns the total person's growth as an individual – spiritually, mentally, emotionally, physically, and socially. Participation in sports provides an opportunity to utilize and further develop the skills being taught in the classroom.

III. Saint Joseph Athletic Association

The Saint Joseph Athletic Association was created to organize, support and encourage athletic programs for parish members, supported financially by members of the parish and revenue generated by league games, Tournaments, and other Athletic Board sponsored events. The Association also defines and develops policies for the athletic program and activity center; all within the guidelines of the archdiocese.

The Athletic Association fulfills its mission by:

- ❖ Fostering Christian behavior and growth through athletic participation.
- ❖ Keeping the pastor, school staff and Association members informed in activities and maintaining open communication channels.
- ❖ Creating parental involvement, that promotes community and a sense of ownership in the program for all our parish members.
- ❖ Recruiting, educating, and training coaches that will provide our participants with an experience consistent with our philosophy.

Saint Joseph– Wauwatosa Athletic Association Handbook

- ❖ Emphasizing good sportsmanship and teamwork.
- ❖ Teaching fundamentals and rules of the sport.
- ❖ Financing Athletic Association programs via fees, admissions, concessions and fundraisers.

For a complete list of current Board Members, Coordinators, and contact information please visit the Parish Web Site or call the Parish Office.

IV. Policies and Guidelines

A. General Policies (in conformity with the Milwaukee Archdiocesan policies and procedures as may be amended from time to time)

The following general policies are designed to support the objectives of the Association:

- ❖ When more than one team is needed in a particular sport, the following guidelines must be followed:

Team Size

Teams will be split with the intent to provide a reasonable level of participation/development, as well as allowing coaches the ability to conduct a meaningful practice. For teams that are equally split, a reduced roster is encouraged to provide more instruction and playing time for each player.

- ❖ There will be no cutting of players from teams based on athletic skill
- ❖ Any new student joining Saint Joseph or Christian Formation student relocating their residence during a sport season will be allowed to join an athletic team if room is available and the transfer is in accordance with rules provided by the Archdiocese – Sect 6145.2 (f).

Saint Joseph– Wauwatosa Athletic Association Handbook

- ❖ Parents are expected to attend a mandatory pre-season meeting with their coaches. In which the philosophy of the coach and Saint Joseph Athletic Association will be explained in detail
- ❖ Commitment policy: Saint Joseph's Student Athletes are expected to make their Saint Joseph's team their first priority. Unexcused absence can affect playing time.

B. Tryouts

5th and 6th Grade

Each team will be split based on equal athletic ability and positioning (when applicable). A third party selected by the Sport Commissioner or Athletic Director will conduct evaluations. Head Coaches may be at evaluations and can provide assistance to the Evaluators if needed. All other parents are not to be present during evaluations. Evaluations will be conducted on one or two days, whatever is appropriate. Final placement will be communicated to the coaches who will then inform the parents.

7th and 8th Grade

Each team will be split based on athletic ability and positioning (when applicable) such that an "A" level and "B" or "C" level team is formed. A third party selected by the Sport Commissioner or Athletic Director will conduct evaluations. Coaches are allowed to be at evaluations and can give input into team selection. All other parents are not to be present during evaluations. Evaluations will be conducted on one or two days, whatever is appropriate. Final placement will be communicated to the coaches who will then inform the parents.

Each athlete is required to attend all scheduled tryout sessions for a particular sport to be considered for placement on a team. If the athlete does not attend at least one of the specified tryouts the athlete shall be placed automatically on the "B" team (for grades in which teams are differentiated by skill level) or on a team at the discretion of the Coaches or Evaluators (for grades in which teams are designed to be of similar talent).

Third parties not associated with any of the coaches or team members will conduct tryouts. Use of local high schools is encouraged.

Saint Joseph– Wauwatosa Athletic Association Handbook

C. Physicals, Contracts and Fees

The following must be submitted to the Head Coach prior to the first practice

1. Physical evaluation forms
2. Participation fees and Athletic Deposit

No player will be permitted to participate in any practices or games until all forms and fees have been submitted.

Participation Fees

Participation fees must be paid on or before the payment deadline set by the St. Joseph Parish Athletic Association. Participation fees will not be refunded after the stated deadline. However, if exceptional circumstances arise outside of a family's control, the family may petition the Athletic Association for a refund of participation fees. The Athletic Association may, in its discretion, refund some or all of the participation fees

Deposit

A \$100 Athletic Deposit will be required each year to ensure the return of loaned uniforms and fulfillment of Concession Duty during Volleyball and Basketball seasons. Athletic Association Board members are exempt of this deposit in exchange for their service.

D. Selection of Coaches

The Board encourages, as many people as possible get involved in the coaching of our parish youth. Each team must have at least two coaches. Anyone can apply to coach. Head coaches must be 21 years of age.

If you are interested in coaching, please contact the sport commissioner.

The Athletic Board, based on the recommendations of the commissioner prior to assuming team responsibility, approves all coaches.

Coaches are limited to coaching of two teams during a sport season unless there are no other volunteers available.

Saint Joseph– Wauwatosa Athletic Association Handbook

E. Grades and Sports Participation

Participating in sports activities need not interfere with academic work. Students must maintain be in good academic standing at their school to remain eligible. The School Principal will notify the athletic Director if problems continue. If this is the case, the student will be suspended from Athletic activities and will not be allowed to practice with the team or participate in games until the situation is corrected. Continual problems will result in the student being dropped from the athletic program.

Students suspended from school or who miss any part of the school day due to illness are not allowed to participate in any practices or game that day. Any students suspended on a Friday will not participate in the games/practices that weekend.

F. Religious Education Attendance

Athletes not enrolled at the St. Joseph Parish Day School must attend the St. Joseph Parish Religious Education Program. Regular attendance at the Religious Education Program meetings is required to be eligible to play on any St. Joseph Parish athletic team.

The Religious Education staff will notify the Athletic Director if there are attendance issues that arise with a student. If an athlete cannot attend the regularly scheduled Religious Education Program meeting because of illness or a valid schedule conflict, the parent or guardian of that athlete **MUST** contact the parish office on or before the day of the scheduled Religious Education Program to notify the parish office of the absence. Failure to do so will result in an unexcused absence for the athlete.

After two unexcused absences, the athlete will not be allowed to participate in any St. Joseph Parish athletic activity (game or practice) until that athlete attends the next regularly scheduled Religious Education Program meeting. The Athletic Association may issue a warning after an athlete's first unexcused absence. However, it remains the responsibility of the athlete and his or her family to maintain regular attendance at the Religious Education Program meetings.

If a pattern of excessive unexcused absences occurs, the Athletic Association may prohibit the student from participating in St. Joseph Parish athletic activities.

Saint Joseph– Wauwatosa Athletic Association Handbook

G. Uniforms

The Athletic Association will provide game uniforms to student athletes for basketball, volleyball, track, and softball. Only uniforms provided by the Athletic Association may be worn in Saint Joseph Parish's team athletic events.

Uniform pickup and Return dates will be designated before and after each season. Failure to return the provided uniform will result in the loss of the \$100 Athletic deposit.

Saint Joseph– Wauwatosa Athletic Association Handbook

H. Playing Time Guidelines

For all sports, players that miss practices with no excuse or act inappropriately will be exempt from these rules. Coaches should discuss this action with the player, the player's parents and the sport commissioner. If the problem cannot be immediately resolved, the grievance policy should be followed.

Basketball

5th and 6th Grade

In 5th and 6th Grades, equal playing time is required over the course of the year. The exception is for Tournament play where all players must participate, but equal playing time is not required.

7th and 8th Grade

In 7th and 8th Grades, playing time does not need to be equal and is at the coaches discretion but participation in each game is required. For tournament play, regardless of the number of players on the team, each player must play some time during each tournament. The exception to this is the Padre Serra Tournament.

Volleyball

5th and 6th Grade

In 5th and 6th Grades, equal playing time is required. All games are considered equal regardless of the number of points played.

For Tournaments, equal playing time is not required but all players must participate in each match.

7th and 8th Grade

In 7th and 8th Grades, playing time is at the coach's discretion but participation in each match is required. All games are considered equal regardless of the number of points played.

For tournament play, regardless of the number of players on the team, each player must play some time during each tournament.

Saint Joseph– Wauwatosa Athletic Association Handbook

Softball

All Grades

We will follow the participation rules set out by the Maria Goretti League.

Note: Players that miss practices with no excuse or act inappropriately will be exempt from these rules. Coaches should discuss this action with the player, the player's parents and the volleyball coordinator. If the problem cannot be immediately resolved, the grievance policy should be followed.

I. Tournaments

The Athletic board will determine the number of tournaments the Association will pay for prior to each season. In all cases, we will follow Archdioceses section 6145.22 on number of games and tournaments allowed.

J. Concession Policy

Food and beverages will be available for sale at all home volleyball and basketball games, including tournaments. Parents of players will be assigned to run the concession area.

Parents may be scheduled for each child in the sport. Failure to meet the scheduled time will result in loss of the \$100 Athletic deposit.

Parents are responsible for finding a replacement if they cannot meet their assigned responsibility. No children under high school age are allowed to work in the concession area unless supervised by an adult.

K. Grievance Policy

Hopefully, problems that develop with regard to sports programs and participation can be worked out quickly and easily.

If problems arise, players and/or parents **MUST** discuss the problem first in detail with the coach involved. Most problems and misunderstandings can be resolved through discussions among players, parents and coaches. We ask that parents adhere to a strict 24-hour rule, meaning that you refrain from approaching a coach until a 24-hour period has elapsed. Approaching a coach before, during or immediately following a game is not allowed.

Saint Joseph– Wauwatosa Athletic Association Handbook

If parents feel their concerns have not been resolved to their satisfaction after meeting with the coaches involved, they may contact the appropriate Sports Commissioner with their specific grievance. Grievances must be submitted at the time an apparent problem exists, and not in general terms at some future date. The commissioner will handle such grievances with the assistance of the Athletic Board if necessary.

L. Suggestions

Suggestions are always welcome. If you have ideas on how the Saint Joseph sports program can be improved, please share your suggestions with any of the members of the Saint Joseph Athletic Board. Meetings are held once per month and everyone is welcome.

V. Responsibilities

A. Coaches

- ❖ Must be at least twenty-one years of age, if head coach.
- ❖ Adhere to all Archdiocese and St Joseph Athletic Assoc. rules.
- ❖ Attend a Certification clinic in the sport he or she wishes to coach. (one time requirement)
- ❖ Attend VIRTUS training and view CORE video. (one time requirement)
- ❖ View blood borne pathogens video.
- ❖ Assume responsibility for all equipment checked out to their teams.
- ❖ Be the first person responsible for dealing with disciplinary actions.
- ❖ Give all players equal opportunity to participate in practice and agree to follow the guidelines for playing time in games.
- ❖ Provide coaching, to the best of their ability, on the fundamentals of their respective sports along with the basics of good sportsmanship and the benefits of team participation.
- ❖ Treat officials with respect.

Saint Joseph– Wauwatosa Athletic Association Handbook

- ❖ Conduct themselves in a manner that brings credit to themselves, their players and to the Saint Joseph parish.
- ❖ Allow participants, no matter what skill level, the opportunity to play and enjoy the sport.
- ❖ Assure that practices and games are supervised by at least two adults.

B. Parents

- ❖ Register their child and pay the required fees/security deposit by the specified deadline for the given sport.
- ❖ Attend the mandatory pre-season parent meeting.
- ❖ Support the coaches, players and officials.
- ❖ Provide emotional encouragement for your child, teammates and coaches.
- ❖ Make noise at games, but only of praise and encouragement.
- ❖ Assist coaches in any behavioral problem with your child.
- ❖ Always be positive, win or lose the effort is what is important.
- ❖ Provide transportation for their children to all practices and games. Players should not be dropped off more than five minutes prior to their scheduled practice time, and should be picked up promptly at the end of practice.
- ❖ Assist the Athletic Association in accomplishing its goal of developing Christian values while providing a healthy environment of sports activities for all athletes.
- ❖ Agree to participate in concession and other tournament duties assigned to them during the respective sport season. Parents are needed for many types of work to support the athletic activities.
- ❖ Inappropriate behavior may result in disciplinary action to the parent and/or the student athlete.

Saint Joseph– Wauwatosa Athletic Association Handbook

C. Athletes

- ❖ Attend all practices and games unless excused by the coach.
- ❖ Inform the coach if you will be missing a practice or game.
- ❖ Return uniforms on the dates specified by the appropriate Director.
- ❖ Conduct themselves as ladies and gentlemen during practices, games, and while going to and from practices and games.

A student-athlete may participate with a non-archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the parish/school team, and the student maintains the eligibility requirements established by the school administration and published locally. Schools playing in Archdiocesan leagues are considered Archdiocesan teams.

D. Spectators

- ❖ Spectators are prohibited from using drugs, alcohol or tobacco products at league and tournament events unless expressly sanctioned by the institution hosting the game, tournament, or event. Violation of this policy may result in the immediate removal of the violator from the premises.
- ❖ Inappropriate behavior during games, scrimmages or practices may, at the discretion of the game officials, gym supervisors or coaches, result in immediate removal of the party from the premises.
- ❖ Repeat occurrences or excessive behavior may result in suspension from attending future events.