

# **St. Elizabeth Ann Seton Athletic Handbook**

## **School Mission Statement**

Awakening to the Beauty of God by:

Serving others with love,

Embracing our differences while seeking

Academic excellence, all in the

Spirit of Jesus Christ

The mission of St. Elizabeth Ann Seton Athletic Program is to give every child an opportunity to experience athletics in a Christian atmosphere that builds self-esteem and athletic skills while working as part of a team.

## **Purpose**

St. Elizabeth Ann Seton (SEAS) Athletic Program exists for the following purposes:

1. To develop a sense of belonging to a group and have the opportunity to experience working as a team;
2. To develop teamwork;
3. To build self-confidence and self-worth;
4. To develop leadership skills;
5. To develop good sportsmanship skills;
6. To improve athletic skills;
7. To provide physical exercise;
8. To channel the competitive spirit;
9. To have fun!!

The following sport programs are offered by SEAS, which are governed by this handbook:

Girls'/boys' soccer grades K-8.

Girls' volleyball grades 4-8

Girls'/boys' basketball grades 4-8

Golf grades 6-8

Track grades K-8.

The volleyball, soccer, basketball and track programs are under the auspices and rules of the Catholic Grade School Athletic Association (CGSAA).

## **Procedure for Registration**

The parent/guardian of any SEAS student wishing to participate in a sport must provide the following:

1. a signed Permission to Participate/Signature of Acceptance form;
2. a completed and signed Pre-Participation Sports Exam & Consent for Treatment form; and
3. payment of all athletic fees.

No student athlete shall be allowed to participate in any practice or game (league or nonleague), or any other athletic activity representing SEAS until all forms are complete and received in the school office and all fees paid. Deadlines for receipt of these forms and fees shall be set each year by the Athletic Commission and published by SEAS.

Parents shall be responsible for reading the Athletic Handbook on the school website (<http://www.seascardinals.org/>) and returning the Permission to Participate/Signature of Acceptance page located on the Athletic tab to the school office. A Pre-Participation Sports Exam & Consent for Treatment form may also be found on the school website on the Athletic tab.

## **Permission to Participate/Signature of Acceptance;** **Pre-Participation Sports Exam & Consent for Treatment**

All students participating in athletics at SEAS must submit these completed and signed forms to the school office by the deadline for returning the “back to school” materials. Each form must be updated annually. These forms are available online at <http://www.seascardinals.org> (Athletics/Forms).

## **Fees**

Athletic fees are payable prior to student participation in practices or games (league and nonleague). Included in the athletic fees are the team league entry fees to the Catholic Grade School Athletic Association (CGSAA) approved tournament fees. Refunds of athletic fees will be issued to students who withdraw through the school office prior to the first league game. Each family who has a child who participates in Volleyball or Basketball is required to either:

- 1) pay a \$25.00 Concession Fee, per sport, per child,

OR

- 2) write a deposit check in the amount of \$50, per child, per sport to be held by the school. This check will be destroyed when the family has worked the required Concession Stand obligation. In the event that the Concession Stand obligation is not met, the \$50 check will be cashed.

## **Uniforms**

Uniforms that are provided to students participating in SEAS athletics are the property of SEAS and are made available to players during the appropriate sports season. Uniforms must be returned to the school office within two weeks of the end of the season for each sport. Any uniforms that are not returned will result in a fee being assessed by the Uniform Coordinator for the replacement costs. If not paid before the end of the year, this fee will be included in any “end of the year” fee obligations.

Announcements for uniform checkout shall be made in the SEAS monthly newsletter and through the coaches. Uniforms shall only be issued to those parents/guardians who have submitted the Permission to Participate/Signature of Acceptance form, the Pre-Participation Sports Exam & Consent for Treatment, and paid all athletic fees. Parents shall be responsible for the proper care and laundering of uniforms used by their student athlete. Parents of basketball players in 4<sup>th</sup> grade are responsible for sizing and ordering game shorts through the school office.

## **Concessions**

All who have children participating in Volleyball or Basketball, except for those who volunteer as Head Coaches or serve on the SEAS Athletic Commission, will be required to pay the \$25 Concession Fee or work concessions during the season. Failure to sign up for Concessions or failure to meet Concession obligations will result in forfeiture of the \$50.00 concession deposit.

Sign-up for concession will be at the beginning of each season and workers will be expected to be in the St. Elizabeth gym at their committed times. Concession workers must be at least 16 years old and remain for the entire time assigned.

## **Expectations and Requirements of Students**

### **Who Participate in the Sports Program**

All students at St. Elizabeth Ann Seton are expected:

- Realize that homework and grades are a priority to practice and playing in games.
- Realize that attendance at practice is important and is expected by coaches in order to play in games.
- Behave in a Christian manner at all times.
- Respect teammates, coaches, opponents and referees.
- Understand that playing on a team at St. Elizabeth Ann Seton is not a right, but a privilege and that each athlete represents SEAS during practice and games.
- Practice good sportsmanship. This includes shaking hands and congratulating opponents after every game, waiting until the team is released from the coach prior to leaving the team, not using abusive language, or physically trying to harm anyone. The primary goal is to get better with each practice or game, not to win at all costs.
- Any player acting outside of the guidelines established by the coach will be warned as to what will happen if the behavior is repeated. Penalties appropriate to the age and maturity of the children will be assigned. Should there be a time where an individual player has repeatedly become a problem, the parents and the Athletic Director should be notified before the next practice so that the issue can be addressed.

## **Expectations and Requirements of Parents**

- Parents and fans are expected to conduct themselves in a Christian manner. This includes showing respect for players and coaches on their team as well as the opposing teams and referees. They shall refrain from abusive language, coaching from the sidelines at games or practices. Parents should not voice their disagreement with officials' judgment calls. This is a responsibility of the Coach. Booming or personal put-downs/threats are never appropriate and have no place in Catholic school sponsored contests.
- Parents will avoid engaging in any situation that could result in a negative representation of the program. This includes arguing with any coaches, officials, players, parents or spectators, verbally criticizing or reprimanding others, and any inappropriate verbal remarks or verbal abuse.
- Parents will read, and agree to comply with this Athletic Handbook. This shall be evidenced by the return of the Signature of Acceptance page as prescribed above in section Procedures for Registration. Questions, comments, or suggestions concerning this handbook should be directed to school personnel or the Athletic Director. Your help in ensuring that your child has a safe and enjoyable learning experience through participation in sports is welcome and appreciated.
- Please make sure to return all forms to the school office and pay fees as prescribed herein.
- If a child cannot attend a practice or game, it is your responsibility to notify the coach in a timely fashion. Coaches are required to keep a record of absences.
- If a child is ill, running a fever or did not attend school that day, he/she may not attend practice or a game.
- All team members are to be present at practices and games, arriving on time and picked up on time. Parents also need to be mindful of their responsibility regarding the actions of any family member attending a practice. Practice is a place and time for coaches to work with his/her players, not to supervise other friends or siblings of players.
- Parents should be positive and encouraging. Be supportive of your child and his/her coach.
- When a parent disagrees with his/her child's coach, he/she should visit with the coach in private, out of the sight and earshot of the other players and parents. By arguing with the coach in front of your child, you do him/her a double disservice. You erode the confidence and trust of your child and the other

players for the coach and you can possibly hurt the working relationship of the player and coach which is essential for the future growth and improvement of your child in that sport or within that team.

- Check out the player's uniforms from the uniform coordinator. See section entitled "Uniforms".
- Parents of each student participating in the SEAS athletic program shall be expected to volunteer in some manner during the season or sport in which their child is participating. Such volunteer duties may include making team telephone calls, sending emails, team manager, game admissions, scorekeeping, etc.
- Any parent or visitor supporting a St. Elizabeth Ann Seton team who is issued a Technical Foul is required to contact the school principal prior to attending another St. Elizabeth game, regular or tournament. At this time, a meeting will be set to discuss the behavior resulting in the Technical.

## **Parent Meeting**

Coaches should hold a parent meeting before the beginning of each CGSAA sport. At this meeting, forms can be signed, late fees collected, coaches can be introduced, determine who has completed Safe Environment, and concerns may be voiced and issues settled before the opening of practices. If possible, one or more Team Managers will be chosen to assist the Coach.

## **Expectations and Requirements of Coaches**

- Coaches act in a voluntary, unpaid capacity and are not employees of SEAS or the Archdiocese of Oklahoma City. Volunteer coaches have the right to:
  1. be treated with respect by players and parents;
  2. use their knowledge and appropriate equipment necessary to perform their coaching duties;
  3. contact the Athletic Director regarding any issues or problems that are questionable in nature for further direction or actions to take regarding the situation.
- Coaches shall set an example for their players, other coaches and spectators by behaving in a Christian manner. No booing, cursing, jerking/pulling or derogatory comments toward players, opponents, or the officials will be tolerated. All coaches shall follow the CGSAA rules pertaining to decorum for the season.
- Start all practices and games with a prayer.
- Supervise all children in a responsible and Christian manner. Be positive, build self-worth and stress skill improvement. Treat all fairly and with respect. Coaches are responsible for the safety of all players at all practices, games and team related functions from the time the players are dropped off until they are picked up by a responsible party. Under no circumstances should players be left unattended.
- A coach is expected to be at practice before any student arrives and must make sure that all children have left before he/she leaves practice or must designate another adult who agrees to take on those responsibilities. Coaches also must not tolerate any abuse or mistreatment of players, parents or others by any member of a SEAS team. This means a zero tolerance policy for "poking fun" at people or verbally (and physically) abusing others.
- Every coach or their representative shall attend a pre-season coaches' meeting conducted by the Athletic Director or Coordinator. Items to be reviewed or discussed at this meeting shall include, but not be limited to the following: the Athletic Handbook (with CGSAA rules attached); first aid; rule clarification or discussion; player information; equipment and practices; and any other topic deemed appropriate by the Athletic Director. In addition, all forms or paperwork required by the school or the archdiocese must be signed by the coach and received by the Athletic Director or school no later than the date of this meeting.
- Coaches are urged to attend a certified class in emergency first aid before the season begins. Refresher courses should be attended every two years. Make certain that a first aid kit is present at all practices, games and team functions. A blood borne pathogen video is available at school for training purposes.

- Coaches are responsible for checking out the team equipment before the start of the season and returning it in good condition at the end of the season.
- Coaches must see that all players, parents, and the school office receive a season schedule as soon as they become available.
- In accordance with CGSAA Policies, coaches are not permitted to smoke or chew tobacco at practices, games and team related functions. Use of alcohol is also prohibited.
- Coaches shall keep a record of player absences from practice.
- Coaches who have not submitted the required paperwork may not work with students until all required forms have been submitted.
- Use of St Elizabeth Gyms:

Students are not allowed in the school hallways or in the Development Room. The Coach or Assistant Coach must obtain and return any equipment from the Development Room. Equipment should be returned to its original location and the Development Room should be left in good order. The Development Room should remain locked during practice and under no circumstances should the entry code be shared with students or parents.

The Coach should notify the Gym Coordinator if a scheduled practice will be missed so that someone else may utilize the gym time.

- Any coach of a St. Elizabeth Ann Seton team who is issued a Technical Foul is required to contact the school principal prior to attending another St. Elizabeth game, regular or tournament. At this time, a meeting will be set to discuss the behavior resulting in the Technical.
- All practices must be “Safe Environment” compliant. This means that there must always be a minimum of two adults who have completed the Safe Environment process at every practice. If this is not possible, practice should be cancelled.

### **Coaches Code of Ethics Pledge**

- I will place the emotional and physical well being of my players ahead of my personal desire to win.
- I will remember to treat each player with respect as an individual, remembering the differences in the emotional and physical development of all players.
- I will provide a safe playing situation for my players.
- I promise to review and practice the necessary first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead, by example, in demonstrating fair play and good sportsmanship to all players.
- I will insure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.

### **Expectations and Requirements of Sport Coordinators**

- Coordinators are appointed to oversee each sport program and serve as a member of the Athletic Commission.
- Each coordinator will be responsible for reviewing documents/background checks required of coaches and players for their sport, as well as following up on omissions in paperwork. Coaches who have not submitted the required paperwork may not work with students until all required forms have been submitted.
- Each coordinator will verify with school personnel that players’ paperwork and fees are current, and will relay deficiencies to individual coaches.
- Gym scheduling for practice will be the responsibility of each sport coordinator.

- Each coordinator may be called upon to relay information to coaches.
- Each coordinator shall be responsible for approved tournament registration.
- Each coordinator shall submit names of coaches to the Athletic Commission for approval.
- Each coordinator will assist in coaching development or informational meetings.

## **Team Selection Process**

### **Purpose**

The purpose of this procedure is to detail the team selection process to be used by all coaches when two teams will be fielded to compete in Catholic Grade School Athletic Association (CGSAA) leagues through Saint Elizabeth Ann Seton.

### **Selection Process**

Listed below is the step by step process to be used by coaches when selecting teams. The end result of this process is to have fielded two teams that are even in athletic talent and overall team skills.

#### **Step 1 - Evaluation Practices**

Two evaluation practices are scheduled by the coaches. These practices are the first two practices of the year, and will be attended by all coaches and players that will compete in a CGSAA league. The purpose of these practices is to provide the coaches the opportunity to evaluate the players. Prior to the evaluation practice, the coaches should agree on the practice agenda. This agenda includes the drills and the types of scrimmages to be held during the practice. The evaluation practices will be held for all grades every year when two teams will compete in a CGSAA league.

#### **Step 2 - Team Selection by Consensus**

The idea behind “Team Selection by Consensus” is to foster a “win-win” ideal when dividing the group of athletes into two teams. Draft scenarios tend to foster a “win-lose” attitude between the coaches. The idea is to select “equal” teams by consensus of the coaches’ evaluation.

The coaches will meet to discuss team composition. Each child’s athletic ability, attitude and any special circumstances should be taken into account when dividing the teams. Specific skills required by the team sport should be taken into account by the coaches as they reach their consensus. Examples of these skills include ball handling in basketball, or setting in volleyball. The idea is to select the two groups of children that represent the best teams – not the best set of individuals. This gives the coaches the ability to select teams based on team chemistry along with athletic ability.

If the coaches can reach consensus on how to divide the teams evenly as outlined above, the team selection process is over and practice can begin for the upcoming season. If the coaches cannot reach consensus on team selection – then the selection process moves onto Step 3 – Team Selection by Draft.

#### **Step 3 – Team Selection by Draft**

The coaches will meet and select players via a draft process. This requires each coach to have ranked the players by athletic ability and position prior to the draft meeting. A coin toss will determine which coach will select first in the draft. The coach winning the coin toss will select one player. The coach that loses the coin toss will be given the next two picks. Each coach will then select in alternating order, their team for that season. All ranking data should be treated as extremely confidential information. Listed below are exceptions to the draft process outlined above.

##### **A. Coaches’ Children and Special Circumstances**

If a head coach and the assistant coach have children who are the two top players as ranked by one of the head coaches, then the coaches should go to a ranking system instead of a draft system. The team with the top two ranked players should receive the sixth-best player as ranked by the coaches, unless mutually agreed to by both head coaches. (For example, one head coach would receive the 1, 2 and 6 best players, while the other head coach would receive the 3, 4 and 5 best players). This process applies to kids that have special circumstances.

##### **B. Specific Athletic Ability**

Team sports require specific athletic talents in order for the team to function effectively. Examples of these are point guards in basketball or setters in volleyball. The coaches must ensure that these team requirements are addressed and adequately filled during the draft process.

### C. Splitting Teams from the Previous Year:

Coaches are encouraged to mix the teams from year to year so they do not have the exact same players they had the previous year. The idea is to avoid A/B team perceptions with the children and the parents.

#### **Step 4- Third Party Team Selection**

If coaches cannot agree on splitting the teams, they can ask the Sport Coordinator and/or Athletic Director to seek a third party to split the teams. The third party will seek the coaches' input on splitting the teams and watch at least one combined practice of the grade. The Sport Coordinator and/or Athletic Director have the right to seek a third party if the coaches do not follow the Athletic Handbook procedures.

### **Guidelines for Practices**

It is recommended that only players attend practice in order to minimize the responsibility of the coaches. The coaches who graciously volunteer their time should be able to focus all their attention to his/her players instead of others at practice who may be causing distractions.

No student should be in the gymnasium without an adult present. This is solely for the safety and well being of all children.

Practices and contests should not be scheduled on Holy Days, during Holy Week, or at regular Mass times.

This will allow and encourage coaches, students, parents and fans to actively participate in their faith by attending scheduled religious functions and activities with the rest of the parish.

Gym time is very limited. Coaches should be ready to start practice at the allotted time and be off the gym floor at the conclusion of the allotted time to allow the next team to begin its practice. In no event shall any practice continue past 10:00 p.m. on a night in which school will be held the next day. Two adults who have completed Safe Environment should always be present at each practice. Practice times shall be allotted by the Gym Coordinator and will be based on gym and coach availability, number of teams, grade levels or any other factor deemed necessary by the Gym Coordinator. Open practice times, if any, may be available to any team forced to give up its allotted time for that week as a result of the gym being used for another school or church function. Open practice times may also be available to all other teams on a grade level priority basis, beginning with the highest grade level (8<sup>th</sup> grade, 7<sup>th</sup> grade, 6<sup>th</sup> grade, etc.).

### **Tournaments**

If representing SEAS as a team, coaches must get approval from the Athletic Director or the Principal BEFORE entering into any tournament not otherwise authorized and paid for by SEAS.

Permission to enter a tournament will depend on the time of the year, the academic standing of players, cost of the tournament and most importantly, the willingness of parents to have their child participate. Permission from the Principal must be requested at least two weeks prior to the tournament in order to participate.

A team representing SEAS may be allowed to attend a tournament not otherwise authorized and paid for by SEAS pursuant to the following guidelines: every player and only those players on the SEAS team roster are included on the tournament roster; and all entry fees and associated expenses shall be the responsibility of the coach, parents, or players.

In any tournament, if two SEAS teams from the same grade meet in tournament play, the game shall be played as bracketed and each team shall play with its normal roster of players.

### **Playing Time**

Coaches shall abide by the CGSAA rules regarding playing time. The minimum amount of time is set by the CGSAA depending on the sport and the age of the player. Once minimum playing time has been achieved, playing time should be based on the amount of work and practice time a student puts in, in addition to the CGSAA rules. It is important to know that players who do not listen to the coach, follow directions, hustle, and/or display negative attitudes may not receive as much playing time as others who adhere to these guidelines.

## **Eligibility**

In the sports that are conducted under the auspices of the CGSAA (Catholic Grade School Athletic Association), only students enrolled at St. Elizabeth Ann Seton can participate. On some occasions when enrollment in a particular grade does not meet the necessary number to field a team, players from other CGSAA schools may be asked or may ask to join a school to make a team. This only will occur when it is determined that all eligible students from a particular school have been given the opportunity to participate with their own school. This must meet the approval of the Principal AND the Athletic Director.

With regard to other sports such as baseball or softball, etc. teams may be formed from within SEAS; however, they are not to be named St. Elizabeth Ann Seton. They must choose another appropriate name. Students participating in golf are required to maintain satisfactory academic standing as tournament play requires the student to be absent during the school day. Satisfactory academic standing shall be determined by the parent in consultation with the teacher prior to enrollment in a tournament. Difficulties with failing grades or poor conduct are the responsibility of the student and the parent. Because of the age of our students and because our coaches are volunteers, the school is not at liberty to release information concerning grades or behavior.

## **Game Day Detentions**

Any student who is required to serve or attend a Saturday detention at SEAS shall not be allowed to participate in a SEAS athletic activity that directly conflicts with the time of the detention.

## **Sexual Harassment, Intimidation & Bullying Policy**

The SEAS Athletic Commission shall enforce the Sexual Harassment, Intimidation & Bullying Policy of SEAS with regard to player behavior within the athletic program. Please refer to the Parent/Student Handbook for guidance in dealing with specific circumstances. Anyone with knowledge of suspected violations of school policy is urged to report the occurrence in a timely manner. The Principal, the Athletic Director and the coach shall be notified.

## **Policy Regarding the Abuse of Minors by Church Personnel**

All coaches and volunteers who will be working with students need to have read and signed the Archdiocese of Oklahoma City's policy regarding the abuse of minors. This form should be understood by all who sign it and said form will be on file in the school office.

In addition, all coaches, assistant coaches and other volunteers will fill out an Archdiocesan application form, the Background Check form, and supply 3 references.

Volunteers (coaches, assistant coaches, student coaches, etc.) are required to have all paperwork completed and submitted prior to any involvement with students.

## **Grievance Procedure**

An individual or team grievance may include any perceived or enacted unfair or prejudicial treatment of a player by a coach. A grievance should be handled in the following manner:

1. Set up a time to discuss the issue with the coach, outside of practice time or at games, and at least 48 hours after the problem occurred. If the situation is not remedied then,
2. Set up a time to discuss the issue with the Grievance Chairman. The Grievance Chairman will require a written statement to be submitted to the Grievance Committee of the Athletic Commission. The Grievance Committee shall consist of a school administrator, the Athletic Director and an appointed member of the Athletic Commission. The school administrator will serve as chairman of the Grievance Committee and receive all written statements to be considered by the Committee.

Such written grievance is to include the following:

- the nature of the problem
- the team and coach
- the date the problem was discussed with the coach
- the incident(s) and date of the incident(s)
- the names of witnesses, if any
- the desired outcome
- the name and signature of the grievant.

Grievances must be filed within the season or one month after the season in which the incident occurred. All grievances filed after this time period will not be considered. All written grievances ruled valid by the Grievance Committee chairman and/or Committee because of supported evidence will be kept on file by the Grievance Committee chairman; all grievances ruled invalid will be destroyed immediately. The Principal will be advised of such matters.

3. If the grievance is ruled valid, the Grievance Committee will meet within a reasonable time to address the problem.

4. The grievant and the coach shall have the opportunity to appear before this committee.

Failure to comply with any of the provisions herein by parents or students may result in a revocation to participate.

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