

ST CHARLES SCHOOL



ST. CHARLES SCHOOL SPORTS HANDBOOK

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Introduction

The St. Charles Sports Program (Program) is a member of the Peninsula Parochial School League (PPSL); therefore it is the intention of the Program, and all its representatives, to comply with the general guidelines and bylaws of the PPSL.

The Program exists as an extension of St. Charles School and, as such, is under the direction of the School Principal and Parish Pastor. All participants in the Program are expected to follow the rules as set forth in the Sports Program Handbook. Failure to comply may result in forfeiture of a participant's right to participate in the program or a lesser sanction.

Participation in sports is a significant part of a child's developmental process, however, academic achievement, school conduct, and study habits take precedence. Students are encouraged to maintain an overall academic grade level of a "C" or better and maintain a "2" or better in conduct. The St. Charles Sports Board (Board) and its volunteers support a parent's decision to withdraw their child from the program for academic reasons. If a parent advises the Board that a student cannot continue his/her commitment to the Program in order to concentrate on academics and the student **is not** participating in other extra-curricular activities (i.e. soccer, karate, swimming, etc.), the Board may allow the student to participate in the next sport.

It is the hope of the Board that the parents/guardians of the student athletes participating in the St. Charles Sports Program will find the handbook informative and useful. Changes to the handbook may be made at the discretion of the Board, with the approval of the Principal, at any time. All changes will be made public.

Sports Board

Sports Board Purpose and Goals

The St. Charles Sports Board is comprised of: the Athletic Director, the Assistant Athletic Director, the acting Sport Commissioners (volunteers representing Baseball, Volleyball, Boys and Girls Basketball, and Track) and a member or members of the School Advisory Board. Voting rights are extended to all members of the Sports Board. The Board is responsible for overseeing the entire athletic program and the purchase of all the athletic equipment, including uniforms. Whenever possible, the Board should recommend policy and mediate disputes. The Board reports to the St. Charles School Principal and the School Advisory Board.

The purpose of the Sports Board is to oversee the general conduct of the St. Charles Sports Program. The Board will ensure compliance with the PPSL guidelines, philosophy, and rules and regulations of the St. Charles School Sports Program. The goal of the Sports Board is to ensure that the Program fosters the physical and emotional growth of the St. Charles School athletes by establishing a sports program that stresses the following principles:

1. The concept of Christian principles and conduct
2. Opportunity for all St. Charles students to participate
3. Individual mental and physical conditioning and effort
4. Sportsmanship and teamwork
5. Fundamentals of each sport
6. Healthy competition

These principles are purposely ranked in the order of importance to the St. Charles sports program. At no time should any Student Athlete, Coach or Parent put a greater importance on winning than that of the five preceding principles. Although it is important to consider healthy competition as a guiding principle, the goal is to avoid creating a “win at all costs” mentality.

The Sports Board is comprised of a volunteer group of individuals who serve a minimum term of one year to a maximum term of three years (extended upon approval of the principal). Commissioners will be recruited at the beginning of each school year as needed to replace outgoing commissioners.

Board Meetings

The Sports Board meets during the school year as needed. Public meetings will be held to discuss outstanding topics of concerns and future enhancements to the sports program. Meeting dates will be published in *Tiger Stripes* and on the St. Charles website. Any concerns regarding the sports program can be brought to the attention of the Athletic Director.

Funding for Sports Program

The Sports Program is supported by:

- Registration Fees
- Concessions
- Fundraisers (approved by the Pastor and Principal)
- Private donations

General Duties of a Sports Board Member

The general duties of each board member are as follows:

- Attends scheduled board meetings. Board members should attend at least 50% of the meetings.
- Serves on committees of the Board as requested by the Athletic Director
- Assists Athletic Director in annually selecting and evaluating new commissioners
- Regularly attends athletic events throughout the year
- Works with the School Administration, the Athletic Director, and the School Advisory Board on the following activities:
 - PPSL Spirit Festival
 - Annual Athletic Awards
 - Sports Dinners, Events, and Fundraising Efforts
 - Annual update of the St. Charles Sports Program Handbook
 - Provides input into sports facilities upgrades and improvements
 - Assists with the Program budget development

Roles and Responsibilities

Athletic Director

The Athletic Director is a volunteer position approved by the School Principal. The Athletic Director serves a term of no more than three years and reports directly to the School Principal. A second term requires approval of the Principal and the St. Charles Sports Board.

Responsibilities of the Athletic Director

- Has the primary responsibility for the oversight and all administrative aspects of the St. Charles Sports Program, including financial viability, conduct, etc.

- Ensures the distribution and collection of all sports application forms
- Serves as Chairperson of the Sports Board, presides over all meetings, and sets the meeting agenda.
- Meets regularly with the School Principal (and the School Board, if so requested) regarding the Sports Program activities
- Works with the School Administration, the Sports Board, and the School Board on the following activities: PPSL Spirit Festival, Annual Athletics Awards Evening, Sports Dinners, and Annual Update of the St. Charles Sports Handbook.
- Is the last escalation point for player, parent, coach and/or commissioner concerns
- Annually evaluates the commissioners and coaches in conjunction with the Sports Board and Principal
- Provides feedback to the commissioners and coaches. This includes obtaining approval of the School Principal for proposed coaching candidates.
- Works directly with, and supervises the activities of, the various Sports Commissioners to ensure that:
 - All St. Charles and PPSL rules are followed while conducting the Sports Program.
 - Adequate supervision of student athletes is provided at all times during “home” sporting events and playoffs.
- Collaborates with the Sports Commissioners on the following:
 - Distribution and purchase of all equipment. (Non-budgeted purchases must have prior approval from the School Principal)
 - Organization and implementation of all tryouts.
 - Reserving gym time for basketball and volleyball practices and games.
 - Reserving game fields for baseball and track practices and games.
 - Distribution and collection of end-of-the-season coach evaluations.
 - When appropriate, represent St. Charles at PPSL meetings with the Sports Commissioners.
 - Present the budgetary needs of the Program to the Principal and the School Board.
 - Work with the School Administration to assure that the St. Charles facility key and lock system maintains its integrity.

Assistant Athletic Director

The Assistant Athletic Director is a volunteer position approved by the School Principal. The Assistant Athletic Director serves a term of no more than three years and reports to the Athletic Director. A second term requires the approval of the Principal and the Sports Board. The Assistant can also serve as an Athletic Commissioner, but will only have one vote in any Board-related voting.

Responsibilities of the Assistant Athletic Director

- Works with the Athletic Director on an “as-needed basis.”
- Is a voting, active member of the Sports Board.
- Is the primary liaison with the St. Charles Student Council
- Assures that Commissioners are reporting game scores in a timely manner as required by the PPSL
- Represents St. Charles at PPSL meetings when the Athletic Director is unable to do so
- Works with the St. Charles webmaster to provide content and update content on the Sports section of the St. Charles website

- Acts as the uniform coordinator (distribution, collection and maintenance) and maintains the uniform room.
- Assists Athletic Director in the distribution and collection of equipment.
- Regularly attends St. Charles sporting events.
- Is the primary organizer of the School's Sports Awards banquet(s).

Sports Commissioner

The Sports Commissioner is a volunteer position and approved by the School Principal and the Athletic Director. The Sports Commissioner serves a maximum term of three years. Extension of that term can be approved by the School Principal and the Athletic Director. The Sport Commissioners report to the Athletic Director.

The Sports Commissioners are:

- Baseball
- Volleyball
- Boys Basketball
- Girls Basketball
- Track

Responsibilities of the Sport Commissioners

In collaboration with the Athletic Director and the Assistant Athletic Director:

- Organize and conduct tryouts.
- Recruit coaching and assistant coaching candidates.
- Distribute and collect equipment and uniforms
- Reserve gym and field times for games and practices and coordinate with the PPSL.
- Submit team commitment forms to the PPSL
- Provide adequate supervision on "home" sporting events
- Receive and review coach evaluations and provide feedback the coaches
- For **Basketball and Volleyball** games, inspect the gym floor regularly and make sure it is clean and swept as needed.
- Ensure that all St. Charles and PPSL rules are followed while conducting the Sports Program.
- Distribute copies of the medical release forms to coaches.
- Conduct a pre-season coaches meeting covering: updated PPSL rules, season schedule, practice schedule, and tournament schedule (if any).
- Submit all home game results and scores to the appropriate PPSL sport commissioner.
- Is a voting active member of the Sports Board.
- Attend all PPSL meetings pertaining to their sport. (Athletic Director or Assistant Athletic Director may substitute.)
- Resolve conflicts between coaches and parents.
- Submit an annual budget to the Athletic Director and Sports Board.
- Submit roster to the PPSL after receiving signed approval by the Principal.
- For **Basketball**: Set up the scoreboard table and scoreboard apparatus and provide game ball. After the last home game of the day sweep the floor, clean the gym of trash, and secure the facility.
- For **Volleyball**: Set up the scoreboard table, scoreboard, and nets and provide game balls. After the last home game of the day, sweep the floor, clean the gym of trash, and secure the facility.
- Make sure a copy of the PPSL game rules are at every home game.
- Assist in the compliance of the Archdiocese requirements for fingerprinting of all coaching volunteers

Coaches

The Coach position is a volunteer position approved annually by the Athletic Director, Sport Commissioner and the School Principal. Coach positions are one-year terms and are extended on one-year terms. No individual may be the Head Coach of multiple teams in a given season, unless there are no other qualified coaching candidates.

The Coach is the single most important component of a successful athletic program. They are the “teachers” (and fellow parents and friends) who must portray the beliefs and ideals of the PPSL and St. Charles School. Coaches must provide a motivational learning environment where positive reinforcement is the primary goal. As such, Coaches are to be given the same level of respect as given to the School Principal and Staff by students and parents alike.

All coaching candidates will be reviewed by the Sports Commissioner and Athletic Director. Final approval is required from the School Administration. Every coach (Head and Assistant) must have a completed background check (including fingerprinting) and a completed *Shield the Vulnerable* certificate on file with St. Charles Parish. By agreeing to become a St. Charles coach, the individual agrees to attend any and all seminars or classes required by the Archdiocese or by St. Charles School.

The Sports Commissioner, Athletic Director, School Principal and St. Charles Pastor must approve any coach who applies to the St. Charles Sports Program who is not a current parent at the school. Non-parent coaches are required to complete the same fingerprinting and *Shield the Vulnerable* requirements. The program encourages participation from non-parent coaches.

Quitting: A coach that quits during the season shall be prohibited from further coaching at St. Charles unless approved by the Athletic Director and the School Principal.

A St. Charles coach is expected to be responsible for adequate supervision of all athletes, be a positive role model, and one whose main objective must include:

- The organization of the team, the communication of the team objectives, and the delegation of the parent roles for the team
- An understanding of the sport
- Demanding and exhibiting good sportsmanship
- Fostering an atmosphere of teamwork
- Stressing the importance of every single athlete and their contribution to the team

General Duties of Coaches

Coaches are ultimately responsible for the conduct of the team during practices and games until the athletes have been dismissed to their parents/guardians. No athlete shall be left unattended after a game or practice. Practices may not begin without a head coach or assistant coach present. Athletes must never be left in an unsupervised area at any time. Athletes must be instructed not to enter an unsupervised area or leave a practice or game early without a parent or guardian.

In an athlete is seriously injured, DO NOT MOVE THE INJURED CHILD. Stay with the injured child and request someone to call the appropriate medical help (i.e. 911). Make sure to always have ice or an icepack available at all games and practices. All injuries must be reported to the

Sport Commissioner or Athletic Director who will inform the Principal.

Only rostered players may participate in scheduled practices and games (PPSL general guidelines).

Coaches shall set an example by treating all participants (team members, opposing coaches and teams, referees/umpires, and spectators) with respect and courtesy. The Sports Board reserves the right to require mandatory participation at coaching clinics aimed at developing and fostering coaching skills. Failure to attend a required clinic will result in forfeiture of any coaching privileges.

Coaches are expected to know and follow the rules of the game and the applicable rules of the PPSL general rules and the PPSL rules specific to the sport they coach. Ejection from a PPSL game will warrant an investigation by the Sports Board in conjunction with the Principal with possible disciplinary consequences. The Sports Board, in conjunction with the School Administration, can remove a coach from his/her coaching position at anytime as deemed necessary. The Board will review coaches on a yearly basis and make changes based upon the needs of the program.

Coaches are responsible for all equipment necessary for proper and safe conduct of practices/games. Coaches must obtain equipment from the Sport Commissioner. Specifically, coaches are not authorized to buy equipment and supplies. Sports Commissioner's will gain approval of the Athletic Director for normal Athletics purchase. Larger capital purchases (i.e. Uniforms, Backboards, etc), will be reviewed with the Sports Board and submitted to the School Administration for approval.

Coaches will report any equipment damage or deficiencies to the Sport Commissioner as soon as possible.

It is strongly suggested that coaches provide a written statement to both parents and children of their expectations, plans and goals and discipline policy, as well as a written plan for practice sessions.

Baseball: It is the coaches' responsibility to have the field prepared for home games. This includes watering the field, dragging the field, chalking the baselines and batter's box, and placing the bases. If it is the last game of the day, the coach must secure the bases and make sure the dugout area is clean. The home team must provide the official scorekeeper. It is suggested that a scorekeeper be present for all away games.

Basketball/Volleyball: In conjunction with the Commissioner, coaches must inspect and sweep the home gym floor prior to the game. The home team must provide a timekeeper and a scorekeeper.

Track: The coach should coordinate with the Track Commissioner for the field event assistance.

A coach will automatically be suspended from practice and the next game if he/she:

- Possesses a weapon.
- Uses profane language
- Uses drugs, alcohol, or any other hazardous or illegal substance during practice or games

- Engages in physical, sexual, verbal, or written harassment toward an athlete, coach, parent, or referee/umpire or their property
- Is incorrigible or participates in disruptive behavior that impedes the progress of the game.

Any coach, player, or spectator ejected from game is automatically suspended from attending that team's next league game. The School and the PPSL will review violations/misconduct. Further action may be taken by the PPSL Executive Board including suspension from the remaining games of the season and, if necessary, expulsion. (PPSL general guidelines.)

Coaching Guidelines By Grade

Fourth Grade (Training)

The fourth grade is purely an instructional year; no scores are kept. Instruction should include warm-ups and stretching, introduction to the given sport, sport rules, practice of the fundamental skills, and reaffirming team spirit and good sportsmanship. Coaches will rotate players through various positions and provide equal playing time.

Fifth Grade (Cubs/Lions)

This is still considered an instructional year (including rotating positions and equal playing time). This level of play will keep track of scores and standings. Every effort should be made to adhere to the Sports Board core principles, while the competition level is increased. Instruction will include warm-up drills and stretching, introduction to the given sport and sport rules, the practice of fundamental skills, and reaffirming team spirit and sportsmanship. In basketball and volleyball, the teams will be divided according to skill and ability (if there are enough athletes to form two teams per guidelines). PPSL standings kept, but there are no playoffs.

Sixth Grade (Eagles/Lions)

Seventh Grade (JV/Sharks)

Eighth Grade (Varsity/Sharks)

The sixth, seventh, and eighth grades are considered competitive. Every effort should be made to adhere to the Sports Board core principles, while the competition level is increased. Instruction will continue to include sport rules, the practice and perfection of more complex fundamental skills, and reaffirmation of team spirit and sportsmanship. Team warm-ups and stretching will continue with the introduction of conditioning exercises. In Volleyball and Basketball, teams will be divided according to skill and ability. There are PPSL standings, Division playoffs, a PPSL North/South championship, and a PPSL championship.

Fingerprinting and *Shield the Vulnerable* Mandatory

All Coaches must be fingerprinted and have completed the *Shield the Vulnerable* program in accordance to the rules and guidelines established by the Archdiocese of San Francisco, and supplemented by St. Charles Parish. Failure to complete this process will result in the coaches not being allowed to participate in any practice or game until such time as they complete the required tasks listed above.

The Role of the Parent

Parent participation is always welcome. In order to provide our student athletes with a positive sport experience, parents should adhere to the following guidelines and suggestions:

- Parents should conduct themselves in a Christian manner at all times
- It is the responsibility of parents to get their players to and from practices and games on time.
- Parents must make sure the coach or assistant coach is present before leaving their children.
- Parents must support the coaching staff and accept constructive criticism in the manner in which it is intended.
- Parents are encouraged to attend all games in support of their child, as well as to show support for the other team members and fans.
- Parents are asked to approach coaches, sports commissioners, or the Athletic Director with concerns about officiating or player issues after the game.
- Parents are welcome to attend practices at any time.
- Any sibling or family friend brought to the game is the responsibility of the player's parent and not the responsibility of the coach. Keep siblings and friends away from the player area (dugout/bench) at all times.
- It is strongly advised that parents evaluate their child's ability to participate in a sport prior to completion of a player application because their absence from a game(s) may have an adverse effect on the team as a whole (i.e. forfeits).
- Parents must honor their child's commitment to St. Charles and the individual team.
- Attendance at practice is mandatory.
- No refunds are given once the team roster has been submitted to the PPSL.

Issue Escalation Tree

Student Athlete's and Parents are encouraged to address issues and concerns related to the respective sport team\program. It is necessary to escalate issues in the proper manner:

Head Coach
Sports Commissioner
Athletic Director

It is requested that all issues follow this path, in lieu of going directly to the School Administration. If issues require School Administration involvement, the Athletic Director will escalate as necessary. At no time should a parent or athlete raise issues directly with the administration of another school.

Parent volunteers are crucial to our program. Parental assistance is vital. The following are a list of volunteer opportunities:

- Administration
- Coaching
- Team parent
- Team scorekeeper
- Field set up/tear down/sweeping gym floors/cleanup
- Practice helper
- Driver

A parent will automatically be suspended from the game and the next game if he/she:

- Possesses a weapon

- Uses profane language
- Uses drugs, alcohol, or any other hazardous or illegal substance during games
- Engages in physical, sexual, verbal or written harassment toward an athlete, coach, parent or referee/umpire, or their property.
- Is incorrigible or participates in disruptive behavior that impedes the progress of the game.
- Any parent or spectator ejected from a game is automatically suspended from attending that team's next league game. Violations/misconduct will be reviewed by the PPSL. Further action may be taken by the Executive Board including suspension from the remaining games of the season. (PPSL general guidelines.)

Athlete Participation

A student's participation in the St. Charles Sports Program can be a very rewarding experience. In order to enhance performance at athletic events, an athlete must be committed to give 100% effort in both practices and games. Athletes (and Parents) are responsible as follows:

- Practices are mandatory. Make sure to let your coach know if the student will not be at practice and why
- Failure to attend required practices might result in a consequence as established by the coach. (i.e. not starting the next game or reduced playing time.)
- All athletes will participate in games for which they are eligible according to PPSL rules
- Athletes are responsible for maintaining eligibility status. Eligibility status can be affected by any of the following:
 - The Principal and/or the Sports Board may declare an athlete ineligible to participate at any time.
 - A coach may declare an athlete ineligible to participate for failure to observe a rule(s) of conduct or due to an injury.
 - Any student who is placed on probation or suspension from their respective school is ineligible until their probation or suspension is lifted
 - Players must participate in at least 50% of league games in order to be eligible to play in a playoff/championship game (with the exception of academic/medical reasons). (PPSL General Rules.
 - A student that receives a "4" in conduct or a grade point average below 2.0 will be suspended from his or her team until such time as the principal removes the suspension.

Note: When an athlete is declared ineligible to play, he/she may not, by PPSL rules, "...sit on the bench with their teammates during the games, but are expected to attend all team functions including games and practices unless otherwise instructed. In the event of ineligibility by injury, a player may sit in the bench dressed in uniform."

Quitting

Any student athlete who quits or drops from a team will not be allowed to participate in that same sport the following season. (PPSL rule). In addition, the St. Charles Sports Board has declared that the student athlete is not eligible to participate in the next sport offered during the same school year. (i.e., If a student quits volleyball, she will not be allowed to play basketball in the same year.) No fees shall be refunded.

When a student quits, there are ramifications throughout the Program and with the PPSL. The

Commissioners use the application forms to provide a player count which in turn is submitted to the PPSL; this count determines how many teams St. Charles will provide and in what grades and skill levels. This usually occurs within one week of the deadline for applications but **prior** to tryouts. Not only is the School committing teams to the PPSL, St. Charles is also financially committed. If a student(s) quits after sports rosters are finalized, it may result in a team being folded and consolidated with another team; or, depending on the timing, a team may be forced to forfeit a game or games.

Exceptions are made in the case of academic or personal hardship. Each situation will be handled on its own merits. The Sports Board along with the Principal will be responsible for any final ruling.

An athlete may remove his/her application and receive a full refund if requested **prior** to the submission of our team commitments to the PPSL.

Alternate Sports Outside of St. Charles

It is a reasonable expectation of St. Charles that, once a student applies to play sports for the school, the athlete is committed to that sport and to that TEAM in lieu of another sports team not associated with St. Charles. The Commissioners and Coaches are expecting full attendance at practice and at games.

To remain fair for all of the children and parents involved in the St. Charles athletic program, every child's participation MUST be expected. If you and your child agree to participate in the St. Charles PPSL program, please consider the impact involved when you opt to participate in an alternative sporting activity. The only acceptable reasons for an athlete to miss a practice or a game are: Illness, Planned Family or Personal Activity (doctor, dentist etc.), or an Unplanned Family Emergency or Issue.

Proper Notice Guidelines

The parent or guardian must notify the coach or assistant coach of a planned or an unplanned absence as follows:

Planned Family or Personal Activity - 3 days prior to practice or game (i.e. game on Sunday, notice to coach by Thursday). Parent or guardian will advise what the activity is, unless it is of a personal nature.

Unplanned Family Emergency or Issue - as soon as practical prior to the practice or game. If the parent or guardian is aware of an issue that may have an affect on the players participation in a game, they should give the coach early notice so that the coach can have a contingent "call up" ready if needed.

Illness – as soon as practical prior to the practice or game. Again, if the parent feels that the player may or may not be ready by the day of a game, the parent should advise the coach as early as possible so a contingent "call up" can be arranged.

There will be **no** penalties, discipline, or repercussions if proper notice is given.

Planned Participation in an Alternative Sport – notice is required 3 days prior to the practice or game. Participating on a sport team outside of the St. Charles Sports Program is not considered an excused absence. Coaches, with the input from their Sports Commissioner, are given the

latitude to address an unexcused absence and develop a fair and impartial discipline policy prior to the first formal practice. (i.e. Player does not start the next game or has reduced playing time). Each team has its own issues and dynamics.

If a player is missing practices or games routinely, the Coach may petition the Commissioner to suspend or remove the player from the team. Only the Sports Board and the Principal can approve a suspension or removal due to a player's consistent conflicts with another sport.

It is strongly suggested that parents and students consider this issue fully prior to applying to play at St. Charles. It is strongly encouraged that all parties, parents, athletes, coaches, and the Sports Board communicate and cooperate on this potential problem area.

Note – in order to maintain the viability of participation in sports with large participation (i.e. Baseball), exceptions to the above policy may be required. This will be treated as an exception, and not treated as the rule. Sports with lower minimum player requirements (i.e. Basketball and Volleyball) will generally not be considered for the exceptions. All exceptions will be proposed by the Sports Commissioner and approved by Athletic Director, with input from the Sports Board and the School Administration.

Athletic Program

PPSL Sanctioned Sports

The following is a list of PPSL Sanctioned Sports.

Girls

Sport	Season	4 th	5 th	6 th thru 8 th
Volleyball	Fall	Training	COMPETITIVE	COMPETITIVE
Basketball	Winter	Training	COMPETITIVE	COMPETITIVE
Track	Spring	Not Eligible	Training	COMPETITIVE

Boys

Sport	Season	4 th	5 th	6 th thru 8 th
Baseball	Fall	Training	COMPETITIVE	COMPETITIVE
Basketball	Winter	Training	COMPETITIVE	COMPETITIVE
Track	Spring	Not Eligible	Training	COMPETITIVE

Division and Formation of Teams

The PPSL has established the following teams for Volleyball, Basketball, and Baseball:

Division Name	Eligible Grade
Varsity	7 th and 8 th grades
Jr. Varsity	7 th grade
Sharks	7 th and 8 th grades
Eagles	5 th and 6 th grades
Cubs	5 th grade
Lions	5 th and 6 th grades
Training	4 th grade

Students in the 5th through the 8th grades must be placed on teams according to ability. It is suggested that impartial judges evaluate the ability of the players. Students in the 4th grade may not be divided according to ability. The objective is to have teams of equal ability. (PPSL General Rules.)

The number of teams the Program will field depends on the number of applications. WHENEVER POSSIBLE, each grade will have its own team.

Mixing Grades: While every effort will be made to place all sports participants on a team within its grade, there may be circumstances that require mixed teams (i.e. 7th and 8th grades that are combined based on skill level). This decision to combine grades is based on tryouts and on the number of participants and is not under any conditions considered a valid reason to quit an assigned team.

The track team will comprise of a 5th grade training team, and the 6th, 7th, and 8th grade athletes will make up the St. Charles Track Team.

In order to maximize playing time, the Sports Board recommends the following number of participants per sports team.

Sport	PPSL Minimum	St. Charles Board Recommendation
Baseball	9 players/team	9-12 players /team
Basketball	6 players/team	6-8 players/team
Track	None	10 or more participants/class
Volleyball	6 players/team	6-8 players/team

Under no circumstances will a student be asked to play down a grade level to allow a younger student to play on a higher grade level team: i.e. An 8th grader will not be asked to play on a Shark's team to allow a 7th grader to play on a Varsity team. If there is an abundance of signups from a particular grade, the Board will form either a second or third team in the Shark and Lion division. Should that be necessary, the teams will be balanced according to skill level.

Team Tryouts

Team tryouts are conducted for Basketball and Volleyball. There are no tryouts for Baseball, Cheerleading, or Track, or for any 4th grade student. The Board may waive tryouts for a class if it is obvious that, due to the number of applications, only one team will be formed.

Tryouts can be an emotional and difficult time for both students and parents. For some athletes, this can be the first time they do not make the “first team.” The Board’s goal with tryouts is to make every effort that they are fair, impartial, and as objective as possible. Every athlete that tries out will be placed on a team. No athlete will be placed on the roster after the tryouts are completed, unless the student joins the school community after the tryouts have taken place.

Tryouts shall be held in June for Volleyball and in early November for Basketball. The Commissioner, with the guidance of the Athletic Director, will plan and conduct the tryouts.

Tryout Guidelines

- Tryouts are mandatory.
- The skills evaluated will be as varied as possible to allow for strengths and weaknesses to be shown.
- All Athletes are required to perform all tasks and drills in the tryouts.
- The Evaluators will be selected by the Commissioner with the following criteria:
 - A minimum of 3 evaluators and a maximum of 5 evaluators will be used
 - In order of preference and to eliminate conflicts of interest the evaluators will be selected as follows:
 - Individual not associated with the School
 - Individual from St. Charles who has student(s) of the opposite gender as the gender trying out
 - Individual from St. Charles that is removed from the class by student age and is very unaware of the identities of the athletes trying out

An evaluator who feels unqualified or feels he/she had a conflict of interest may ask to be removed from the tryout process. Evaluators will be selected based on knowledge of the particular sport.

- Parents of children participating in the specific tryout are not allowed
- Coaches should not be part of the tryout/evaluation process, unless specific input or tryout assistance.
- In the event of a tie on the evaluations (the possible determination of team placement at stake), Commissioners and evaluators may consult with the coach. However, the final placement of the athlete is made by the evaluators
- Once the Commissioner has certified the tryouts, they will provide a list to the respective coaches. All coaches must inform the results to their players on an agreed upon date in order to avoid a student finding out the results at school and/or from a classmate
- If parents wish to discuss the results of the evaluation, they are to do so with the Commissioner. The Athletic Director and the Principal do not overturn tryout results.
- Individual tryout forms will not be shared.
- Tryouts are “name blind.” Players are identified by number only.

Missed tryout policy: In the event a student cannot participate in a tryout due to illness or injury, all efforts will be made to place the student on the correct team. Considerations for placement will be: 1) The team the student was on the previous year, 2) Input from the respective coaches of that sport, 3) Input from the Commissioners of that sport, and 4) Discussions with the parent – often it is clear and understood by the student and the parent what the reality is and based on that understanding, these decisions can be made by joint cooperation of all concerned.

Note – The PPSL requires each school team to be properly aligned with the appropriate skill levels (i.e. Varsity, JV, Eagles, Lions, etc.). It is against PPSL rules to “stack” lower skilled teams with higher skilled players. To this point, every effort needs to be made to properly align teams. Missing tryouts does not immediately place a player on the lower skilled team. The Sports Commissioner will inform the Athletic Director of any players missing tryouts. Previous year performance and team placement will be used to determine the correct team placement.

Program Application

It is the responsibility of the Athletic Director to ensure distribution and collection of the application forms for all sports. Registration forms are distributed through the Wednesday envelope and are available at the school office. The Athletic Director will also advise the Commissioners to disperse the Coach’s applications at the appropriate time.

Schedule of Distribution

The following is the suggested schedule of distribution of the application forms:

- Volleyball ----- First week of April (for Fall season)
- Baseball ----- First week of April (for Fall season)
- Basketball ----- First week of October
- Track ----- First week of May

Application Procedures

Parent(s)/Guardian(s) must complete an application form for each student participant. It is strongly advised that parents evaluate their child’s commitment prior to submitting the application. A student may not begin practicing unless the Athletic Director has verified the completed application form, and the commissioner has given copies to his or her coaches.

A copy of the application form is kept with the Commissioner. Coaches must have copies of the applications (which contain medical release section) at all games and practices.

All applicants who comply with the registration due date are guaranteed placement on a team. Applications that come in after the deadline will be placed on a waiting list on a first come, first served basis. Please note: The Athletic Director may refuse a late application.

Once team commitment forms are filed with the PPSL, no additions may be made to the roster; the “quitting” penalty applies, and no fees are returned.

Registration Fees

On an annual basis the Board will evaluate and recommend fees based on the fiscal commitment of the Program. The Principal must approve all fee changes.

A fee is charged for each sport in which a student participates. There are no family (multi-player) discounts. Fees **MUST** be paid at the time of application. An application that is not supported with the fee will be considered invalid, and the student will not be allowed to participate.

Uniforms

Uniforms are loaned to the students for game purposes ONLY. Parents assume liability for uniform replacement when uniforms are not returned or not returned in good condition. No alteration of the uniform is allowed.

Uniforms must be laundered and cared for according to the following recommendations:

- Wash uniforms separately from other clothing items.
- Machine wash, in cold water, on gentle cycle.
- DO NOT iron or dry clean.
- DO NOT put uniforms in dryer. LINE DRY ONLY.

Uniforms are to be returned in good condition according to the method and timeline established by the Coach, Commissioner, and Assistant Athletic Director. Any student who does not return a uniform within 30 days from the end of that particular sport will be charged \$100 on the family's school bill.

Raising Issues

Any parent or guardian with a student participating in the St Charles Sports Program who has a concern, issue, or grievance regarding the Program may contact the Sports Board. In doing so, he or she must adhere to following procedure:

- The parent/guardian must **first** discuss the issue/grievance with the Head Coach
- If, after this discussion, the issue/grievance is still unresolved, the parent/guardian must discuss it with the Commissioner of that sport.
- If, after this, the issue or grievance is still unresolved, the parent/guardian must discuss it with the Athletic Director.
- If, after this, the issue/grievance is still unresolved, the parent/guardian must present the issue/grievance to the Sports Board **in writing**. The Board will consider the submission, within a reasonable time frame, and will resolve the conflict.
- If the issue/grievance is still unresolved, the Principal will review and make the final decision to resolve the situation or concern.

Under no circumstance should the person who has the issue/grievance to contact the administration or sports management of another school.

Codes of Conduct

Coaches' Code of Conduct

- I will emphasize the program ideals of sportsmanship, ethical conduct, and fair play
- I will remember that the sport in question is only a game.
- I will show courtesy to visiting teams and officials thus being a role model for my team.
- I will not criticize or otherwise undermine their authority.
- I will refrain from using profane language at any time.
- I will not indulge in criticism of athletes, parents, or the program in the presence of my team.
- I will encourage participation and assist in the development and improvement of every child.
- I will loudly speak praise and quietly speak criticism toward all athletes.
- I will follow all of the rules and procedures set forth by the PPSL and the St. Charles Sports Program.
- I will inform all parents from my team of my goals, schedules of games and practices, my discipline policy, and any other information that I deem helpful to the success of the team.
- I will stress the importance of having fun while learning.

Athletes' Rules of Conduct

Athletes shall adhere to the following rules of conduct:

- Conduct yourself in a Christian manner on and off the playing field/court. Interact respectfully, in attitude and behavior, toward other athletes, teammates, coaches, and referees/umpires.
- Attend all required practices.
- Come to practice and games on time.
- Be prepared with the proper equipment and athletic attire.
- Participate productively in attitude and behavior at practices and in games.
- Accept constructive criticism from the coach(es) in the constructive spirit in which it was intended and/or given.
- Keep valuables at home.
- Inform coaches of any injury that may prevent attendance at practices or games.
- Inform coaches when there is a schedule conflict and attendance at a game or practice is improbable (72 hour notification whenever possible).
- Honor your commitment to your team and to St. Charles.
- Do not wear make-up or jewelry.
- Do not use profane language.

Gym Key Policy

The Gym Keys are kept in the lock box and the pass code is extended to coaches as required. Specific rules of use include: no sharing pass code, keys are only to be used for team functions, etc. If the gym keys are NOT in the lock box, contact the rectory. The third option will be to contact the Athletic Director for escalation to the School Administration.

Awards

Acknowledging the achievements of our student athletes is an important element to the athletics department. The below noted awards are intended to acknowledge varying aspects of sports, while recognizing athletes who display the principles that are core to our program. Candidates are nominated by the respective coaching staff. These are reviewed by the Athletic Director, the Asst. Athletic Director and the respective Sports Commissioner. Final approval is required from the School Administration.

- **John Meany Sportsmanship Award** is presented to the 8th grade student(s) who best set the example of Living a Christian Life on the court and on the field. **(one male eighth grader and one female eighth grader)**
- **Father Knapp Award** designates the most inspirational basketball players. This award is presented to the student(s) who exemplify Christian behavior while playing basketball. **(one male and one female eighth grader; one male and one female seventh grader)**
- **Mike Turturici Scholarship Award** is presented to the eighth grade students who exhibit athletic ability, academic ability, and good sportsmanship and participate in every sport. **(one male eighth grader and one female eighth grader)**
- **Athletic Commitment and Dedication (ACAD) Award**. This award is presented to the student(s) who participated in all sports available to them (Volleyball or Baseball, Basketball and Track) during 5th, 6th, 7th and 8th grade.
 - **Golden ACAD** – Cumulative award for those that have participated from 5th through 8th. Trophy and certificate presented at 8th grade graduation and name engraved on plaque residing in trophy case.
 - **Standard ACAD** – Yearly award for those that participate in all available sports during the school year. Will consider obtaining medals for each person.

Individual Performance, Improvement, and Sportsmanship Awards

For grades 6-8, each respective team, during each season, coaches will be asked to submit names for the categories noted below. Coaches will submit names to each Sports Commissioner. Commissioner will review, approve as appropriate, and forward to Athletic Director and Principal for final review and approval. Awards will be handed out during end of season Sports Awards Banquet.

1. Most Valuable Player
2. Most Improved
3. Best Sportsmanship

Selection of award recipients is made by the specific coach or coaches and is presented to the specific sport commissioner. Selections will be reviewed by the Athletic Director and Commissioner and forwarded to the Principal and Pastor for final review and approval.

St. Charles Booster Club

The St. Charles Booster Club offers individuals the opportunity to provide structure and organization to programs that enhance the sports experience for students and parents. The responsibilities include chairing the respective sports banquets and developing fund-raising opportunities for the sports program. Three focus areas:

- Plan three seasonal sports banquets
- Establish the snack booth for home basketball games (carrying over the snack booth that is done during the basketball tournament) and extend to home Volleyball games next season (funds to support uniforms, promotions, etc.)
- Promote the St. Charles Sports Program by encouraging school spirit and acknowledging students\team accomplishments (i.e. creating the awards banners for the gym).

The School Principal reserves the right to amend the Sports Handbook for just cause and with prompt notification to the Commissioner, Sports Board, and School Advisory Board.

St. Charles School Sports Handbook

Coaches Acknowledgement

Please read, sign, and return to the school office.

- I have read and reviewed the contents of the St. Charles Sports Handbook.
- As part of the St. Charles community, and a coach in the PPSL, I agree to abide by the rules and regulations set forth in this handbook.
- I understand that the principal retains the right to amend the handbook for just cause. Coaches, athletic directors, and sports commissioners will be given prompt notification if changes are made.

Name _____
please print

Signature _____

Date _____