

St. Pius Parish

Athletic Program Handbook

2011-2012



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ST. PIUS PARISH ATHLETIC PROGRAM HANDBOOK 2011-2012

Section 1. *PHILOSOPHY*

To encourage the physical and emotional growth of St. Pius Parish youth through a program of competitive sports which stresses the concepts of individual conditioning, effort, fundamentals, sportsmanship, teamwork, and competition. “Having fun and learning to compete competitively” is the cornerstone of the St. Pius coaching philosophy.

Section 2. *THE PROGRAM*

- A. The St. Pius Athletic Program is a Parish program, managed by volunteers, and supervised by the Athletic Board.
- B. St. Pius School and Religious Education students are given the opportunity to participate in league sports administered and controlled by the **Peninsula Parish School League (PPSL)**. As members of the PPSL, St. Pius Parish is obligated to abide by all the League policies and procedures (i.e. recruitment of athletes is strictly forbidden in the PPSL). **St. Pius Rules Supersede PPSL Sport & General Rules.**
- C. The sport seasons run as follows:
 - Baseball (boys) from the start of school year to mid-November
 - Volleyball (girls) from the start of school year to mid-November
 - Basketball (boys & girls) from mid-November to mid-March
 - Track (boys & girls) from early March to mid-May
 - Cheerleading (girls) from start of school year through competition
- D. Tournaments
 - Occasionally, St. Pius Parish teams are entered into tournaments which are not part of the normal program and for which added fees are asked.
 - Participation by individual students in these tournaments is encouraged, yet optional.
 - All tournaments **MUST** be approved by the Athletic Board.
 - The cheerleading competition is not considered a tournament. Rather, it is considered a league game. Attendance is expected.

Section 3. *PROGRAM GOALS*

- A. Instruct and improve the performance level of all participants, while promoting positive attitudes of mutual respect, self-discipline, along with personal satisfaction and enjoyment.
- B. Create an environment in which children have fun with athletic activities.

- C. Teach sport skills, rules and strategy to our players.
- D. Model and teach competitiveness, with an emphasis on good sportsmanship.
- E. Promote increased self-esteem among our children.
- F. Always treat players on other teams as members of our community first and as opponents second. Refrain from actions and words that undercut the self-esteem of players on others teams.

Section 4. PARTICIPANT EXPECTATIONS

- A. To put forth one's best effort.
- B. To respect and listen to the coach.
- C. To respect teammates and opponents.
- D. To honor the integrity of the game by learning the rules.
- E. To exercise good sportsmanship, ethical conduct and fair play at all times.
- F. To respect the judgment of the officials.
- G. To have fun.

Section 5. ATHLETIC BOARD

- A. The Athletic Board is a working board; all members are required to take an active role in the day-to-day operation. Volunteers for board positions are requested in the school newsletter. Board members are appointed by and responsible to the pastor.
- B. The Athletic Board supervises the St. Pius Parish Athletic Program and has the authority to amend policy and review appeals as necessary.
- C. Current year policy amendments will be published in the school weekly newsletter.
- D. Policy discussions and policy decisions of the Board are a matter of public record.
- E. Personnel discussions and personnel decisions of the Board are a matter of strict confidentiality.
- F. The Athletic Board is responsible for:
 1. Team and Coaching assignments
 2. Group communication, school newsletter submissions, general concerns and policy infractions
- G. All issues are to be brought to the Athletic Board immediately.
- H. The Athletic Board is responsible for coaches mandatory meeting.

- I. The Athletic Board is responsible for mandatory parent meetings.

Section 6. (Sport Specific) COMMISSIONER

- A. Is responsible for scheduling of practice/scrimmages and equipment distribution.
- B. Must immediately report situations to the Athletic Board which reflect poorly on St. Pius School/Parish. This would include, but not limited to, poor sportsmanship by players, coaches, or spectators; yelling at an official; game ejections; parent altercations in front of children; player altercations with opponents or teammates. It is imperative that the Athletic Board be informed of problematic incidents. This will allow solution-based conversation with school administrators. The job of the Commissioner is to document facts. They should be notified of real or potential athletic problems.
- C. Will hear grievances from parents and/or coaches to resolve, if possible. Will report and/or refer grievances to the Athletic Board.

Section 7. PPSL (League) GENERAL RULES

- A. To be eligible to participate on a PPSL sponsored athletic team, a student must be enrolled in a parish school, parish religious education program, or a private Catholic school. Parish members will be approved by individual pastors. A PPSL athlete is not allowed to participate on another school sponsored athletic league whose “season” reasonably coincides with the “season” for the PPSL sport for which eligibility is sought. PPSL website: www.ppsl.info.
- B.

Team	Names	Formation
8 th Grade	Varsity	could have 8 th & 7 th grade students
7 th Grade	Junior Varsity	could have 7 th & 6 th grade students
7 th /8 th Grade	Sharks	could have 8 th , 7 th & 6 th grade students
6 th Grade	Eagles	could have 6 th & 5 th grade students
5 th Grade	Cubs	could have 5 th grade students
5 th /6 th Grade	Lions	could have 6 th & 5 th grade students
4 th Grade	Training	4 th grade only, no exception
- C. Students in 5th through 8th grade must be placed on teams according to ability.
- D. The ability of the players will be evaluated by impartial judges.
- E. When it is necessary to divide 4th grade athletes into two or more teams, the objective will be to try to form each team with equal ability.
- F. If a player is unable to play for any reason, the team will notify the opposing coach. The non-participating player **may** sit on the bench with the team.

- G. All players must be present and listed in the scorebook at the start of the game. Once the game has started, a late player may not participate in the game (NO EXCEPTIONS).
- H. Coaches, Athletic Director, or designated representatives are responsible for the behavior of their teams and fans at all games. The referee or umpire has the authority to eject any coach, parent, fan, or player from the premises for any unsportsmanlike conduct. If the ejected party refuses to leave, the match or game may be forfeited.
- I. Any coach, player, or spectator ejected from a game is automatically suspended from attending that team's next game. The PPSL can review repeated violations and/or misconduct at any time.
- J. Prior to each sport season, Conference Directors will set a deadline for all member parish/schools to submit the number of teams they will sponsor. No team can be added after the deadline. Any team/teams that drop after the deadline will be responsible for 100% of that team/teams charge fee.
- K. Any player who drops from team/teams after the deadline will not be allowed to play in the same sport the following season. Eighth graders who drop from teams may be ineligible for subsequent sport seasons. (Exception: A player may petition to have the rule waived, requiring the recommendation of a pastor and/or principal and approval of the PPSL Executive Board.).

Section 8. *PLAYER PARTICIPATION*

- A. All **St. Pius School/Parish** students (grades 4-8) are encouraged to participate in the athletic program. Students who participate in the program are expected to maintain acceptable standards of school work and behavior. Every participant is an important member of the team. No eligible student at St. Pius Parish shall be discouraged or deterred from signing up to play any sport.
- B. All **Parish Students** (grades 4-8) wishing to participate in the program:
 1. May request athletic program information from the school office in person.
 2. Must have a history of excellent attendance in the CCD program.
 3. May not play for another school athletic program during the same season of the sport in question.
 4. Must agree to honor the St. Pius School calendar for practices/games.
- C. St. Pius Sports activities **MUST** be given priority over all other non-parish sports or activities.

Section 9. REGISTRATION

- A. It is the responsibility of the athlete and parents to register for all sport participation.
 - 1. Registration forms must be submitted with the appropriate sport fee.
 - 2. Parents and athletes must sign *Code of Conduct* forms.
 - 3. All forms are due in the school office by the published deadline date.
 - 4. Forms can be obtained on the schools website www.stpiusschool.org . They require a signature of each individual athlete, as well as the signature of a parent/legal guardian.

- B. Dates:
 - 1. Fall Sports: April registration. Evaluations for volleyball and baseball (as necessary) will occur late spring or the beginning (first two days) of the new school year .
 - 2. Winter Sports: October registration. Evaluations for basketball (as necessary) will generally take place during the week of the November St. Pius School parent/teacher conferences.
 - 3. Spring Sports: February registration for track & field.
 - 4. Year-round Sports: April registration for cheerleading.

Section 10. FEES/PARENTAL PERMISSION FORMS

- A. Non-refundable fees shall be charged for each sport in which the student participates. The monies will be used to offset league fees, rental fees for facilities, uniforms, and other program expenses during each sport season.

- B. The Athletic Program fees are as follows:
 - 1. Baseball (boys) \$75
 - 2. Volleyball (girls) \$75
 - 3. Basketball (boys & girls) \$75
 - 4. Track (boys & girls) \$75
 - 5. Cheerleading (girls) No Fee

(Note: Individual uniform and shoe purchase is required for cheerleading).

- C. A student is deemed to have signed up for a sport when the non-refundable fee, parental permission form, and Code of Conduct forms are completed and submitted to the school office by the published due date. Until this time, the athlete may not participate in any practice and/or games of that sport.

- D. If an athlete voluntarily drops from any sport for any reason (other than academic or discipline reasons) after the non-refundable fees and forms noted above have been submitted, the athlete will be ineligible to continue to participate in the dropped sport and will be ineligible for the same sport in the following season. The athlete becomes a “Drop Status” in the PPSL, see Section 7-K.

- E. Late registration fee of \$50.00 will be assessed to registration when turned in after registration due date. The late fee will be waived by the Athletic Board for participants who transferred to the school after the registration due date.

Section 11. TEAM FORMATION

- A. All teams (boys and girls) shall be divided when dictated by a large number of signups.
 - 1. At the 4th grade level, teams are divided by equal ability, based on input from the P.E. teacher. This is the *training level* in the PPSL. The emphasis is on learning. Score is not kept. Fun is the motivator.
 - 2. At the 5th, 6th, 7th and 8th grade levels, teams will be evaluated and divided, when necessary, according to ability. This will be based on a skill evaluation process.
- B. Evaluations:

A skill evaluation process is in place in an effort to ensure each St. Pius Parish Athlete is placed on a team that best fits his/her skill level. Skill Evaluations will be held, when necessary for volleyball, basketball and baseball for grades 5-8. The decision to hold Skill Evaluations rests solely with the St. Pius Parish Athletic Board.

 - 1. The evaluation process will generally consist of one session for volleyball, basketball and baseball as needed.
 - 2. Athletes are required to attend evaluations. In the event an athlete misses the evaluation, the Athletic Board will place the athlete on the appropriate team.
 - 3. The Evaluation Panel (evaluators) will consist of qualified, objective evaluators assigned by the Athletic Board. Sport commissioner (unless he or she has a child participating in evaluations) is responsible for compiling results for team formation and notification of athletes in a timely manner.
 - 4. The St. Pius Athletic Board will define the skill evaluation expectations to each evaluator.
 - 5. Evaluators will score each athlete in various skills specific to each sport. Objective scoring charts will be used in order to rank each athlete at the conclusion of the Skill Evaluation process.
 - 6. In addition to objective scoring, evaluators will be requested to submit specific verbiage regarding the subjective areas of the skill evaluation process (e.g. hustle, conditioning, awareness, sportsmanship).

7. Evaluators will submit results to the Sports Commissioner who will submit them to the St. Pius Athletic Board. Evaluation results are highly confidential and will be treated as such by the Board.
8. In the event a Board member has a child involved in the evaluation process, he/she will be excused from the entire selection process related to his/her child's team.
9. Coaches will be requested to submit "post season" evaluations for each athlete on his/her team. Post Season Evaluations will be confidential to the Athletic Board and only used in the event additional information is needed during the evaluation process the next year.
10. All decisions regarding the evaluation are final.
11. Attendance at all evaluation sessions is closed to all spectators (parents, coaches, non-essential personnel except Church/School officials and Athletic Board members).
- 12. Coaches are appointed by the Athletic Board after team rosters are formulated.**

Note: All teams & players are valuable to St. Pius Parish regardless of skill level.

Section 12. ATTENDANCE POLICY

- A. Student athletes are expected to attend all scheduled practices and games, in a timely manner, to be eligible to participate in the sports program.
 1. The St. Pius School calendar will be in effect for both school and parish participants. Athletes may play only for one school team during the same season of sport with the exception of Cheerleading.
 2. Plan to arrive 30 minutes prior to game time so the coach can take attendance, make any necessary changes, complete the official score book, and review the game plan.
 3. Arrive at least 15 minutes prior to practice time to warm up and be "ready to go" once the team takes the court/field. All sport practices (Volleyball /Baseball / Basketball / Track / Cheer) are limited to a maximum three (3) hours of practice per week, with no single practice to exceed ninety (90) minutes. Depending on the number of teams 4th & 5th grade may be limited to 2 hours of practice time per week.
- B. Parents are expected to pick up their children at the conclusion of the practice time so the coach can leave the premises.

- C. Children may not be left unattended on the premises prior to or following practice.

Section 13. ELIGIBILITY STATUS

- A. Tardiness to practice and/or games, early departures from practices and/or games, irregardless of reason, is likely to result in significantly reduced game playing time. Such actions are cause for waiving the playing time standards as outlined in Section 14-A and 14-B.
- B. Excessive tardiness to practice and/or games, excessive early departures from practices and/or games and/or excessive missed practices, irregardless of reason, may result in player ineligibility. **Missing more than one game (two games for cheerleading as this is a multi-season activity) will result in player ineligibility. This will cause the player to be dropped from the team and therefore, ineligible for the same sport the next year.** Eligibility can be regained through petition to the Athletic Board.
- C. Disciplinary Problems
 - 1. Discipline Problems will be handled as follows:
 - Step 1: Player will be given a verbal warning by the Head Coach regarding the inappropriate behavior and the imminent consequences if the behavior continues.
 - Step 2: Player will be asked to sit out the remainder of the practice/game and parents will be notified by the Head Coach. The sport specific commissioner will also be notified. The commissioner will notify the Athletic Board as an FYI.
 - Step 3: Player will become ineligible for participation in the Athletic Program and may only resume pending Athletic Board approval. The Athletic Board will notify the parents in writing.
 - 2. Parents and coaches are expected to work together for the benefit of all athletes and the team. The sport coach is responsible for informing an athlete (prior to game) anytime he/she is altering playing time.
 - 3. For egregious discipline issues, a coach may remove a player immediately and bring the issue to the Athletic Board for resolution.
- D. Injuries should be reported to the Head Coach who will immediately notify the sport specific Commissioner. Athletes suffering an injury that requires medical attention by a medical professional will need a medical release before being eligible to practice or play again. **No exceptions are allowed.**

Section 14. PLAYING TIME

- A. Grades 4-5-6
1. For basketball, every fully eligible player will be allotted EQUAL Playing/Starting time measured by two (2) complete quarters from start to finish with EQUAL Starting Time. In volleyball there is continuous rotation.
 2. Coaches will encourage all athletes to play a variety of positions throughout the season.
- B. Grades 7-8
1. Each fully eligible player will play a minimum of:
 - Baseball: two (2) consecutive, complete innings with EQUAL Starting Time
 - Volleyball: EQUAL Starting Time (In grades 7 and 8, girl(s) not starting game one must start game two)
 - Basketball: one (1) complete quarter from start to finish with EQUAL Starting Time
 2. These grade levels are acknowledged to be a more competitive environment, preparing athletes for high school sport programs. Equitable playing time is still encouraged whenever possible.
- C. All players must be present and listed in the scorebook at the start of the game. Once the game has started, a late player may not participate in the game (PPSL rule, NO EXCEPTIONS).
- D. Tardiness to practice and/or games, early departures from practices and/or games, and/or missing practice and/or games, irregardless of reason, is likely to result in significantly reduced game playing time. Refer to Section 13-A and 13-B.
- E. Coach must inform players (prior to game) when altering play time for competitive or disciplinary reasons. All athletes must be treated equally and fairly throughout the season.

Section 15. UNIFORMS

- A. In every sport (except cheerleading), a game uniform will be loaned to each athlete at the beginning of the season. It shall be returned (properly cleaned and bagged) immediately following the season.
- B. Volleyball shorts are to be purchased by the athlete. Shorts MUST be solid black (spandex like), show NO emblems or logos, and have at least a 4 inch inseam. An athlete out of uniform will be ineligible to participate in a game.

- C. Uniforms are not purchased to fit all body types. Minor modifications may be made though **MUST** be removed (prior to uniform return) without damage to uniform.
- D. Athletes **MUST** wear St. Pius Parish Uniform for all games. Athletes out of uniform will be ineligible to participate in a game. Baseball players may purchase their own baseball pants as long as they match the team jersey. Baseball players must purchase their own socks which must match the team.
- E. Athletes and parents are responsible for the proper care and timely return of uniforms.
- F. Spirit and sense of pride should motivate players to arrive for games in freshly laundered uniforms. The uniforms are to be machine washed separately in cold water and dripped dry. *Do not put uniforms in the dryer. Do not iron or dry clean the uniforms. **PLEASE HANG DRY ALL UNIFORMS!***
- G. **A \$75 replacement fee will be charged to any athlete's parents who do not return the loaned uniform by the requested due date, or who returns a damaged uniform.**

Section 16. CHEERLEADING

- A. Cheerleading is part of the St. Pius Parish Athletic Program. Cheerleaders help to foster school spirit, increase crowd participation, and spread enthusiasm for all the teams.
- B. The program is designed for 7th and 8th grade students.
- C. Participation regulations that apply to the other sports are the same for cheerleading unless otherwise noted.
- D. Since cheerleading uniforms are personal possessions, they are to be purchased by the participants and will remain the same for both 7th and 8th grade years. Individual participants are responsible for the purchase and proper maintenance of the cheerleading uniform and shoes.

Section 17. COACHES

- A. Goals:
The goal for coaches is to teach competitiveness and the fundamental skills and rules of each individual sport, adhering to the philosophy and policies of the St. Pius Athletic Program. Only “certified” adults will be permitted to have any contact with children. A certified adult is one who has supplied the following to the sport commissioner: a volunteer application, “cleared” fingerprints through the Archdiocese of San

Francisco, and completed the on-line Shield The Vulnerable (www.shieldthevulnerable.org) training. All certificates must be on file in the school office. Certified coaches who allow non-certified adults to have contact with athletes will be dismissed immediately and all games will be forfeited. A volunteer under the age of 18 (high school service hours) must complete the on-line Shield The Vulnerable (www.shieldthevulnerable.org) workshop for teens as well as submit a volunteer application prior to being allowed to help. A volunteer under the age of 18 may NEVER be left alone with athletes.

- B. Applications:
Submitted on a yearly basis per sport; reviewed and selected by the Athletic Board. Coaches are not selected on a “first come first serve” basis.
- C. Criteria for coach selection:
- Ability to instruct basic skills and rules
 - Exhibit sportsmanship behavior
 - Personal commitment to the necessary time requirement to conduct weekly practices, to attend weekly games, and to attend the pre-season and the postseason coach’s meetings
 - Acceptable as a role model
 - Dress in a neat and orderly fashion
 - Complete on-line Shield The Vulnerable training (www.shieldthevulnerable.org)
 - Previous adherence to St. Pius Parish policies and athletic program procedures
 - Taking a year off from coaching may eliminate fingerprinting status. Volunteers may be required to be re-fingerprinted.
 - Volunteer coaches are always appreciated. If a coach needs to bring his/her children to practice it is requested that the children be situated in the “entry area” doorway only and not allowed on the stage or any other area of Fitzsimons Center. No outside sport balls will be permitted on the gym floor.
- D. Fingerprinting:
All coaches are required to get fingerprinted for St. Pius Parish. Reimbursement for the cost of the fingerprinting is available upon request, through the school office. The fingerprinting process must be completed prior to the commencement of the first practice. **No coach will be allowed to attend any practices/games without having completed the fingerprinting process.**
- E. Code of Conduct:
- Included with the *Coach/Volunteer Application* form, this document must be signed and on file prior to the commencement of the first practice. It is the objective of the Athletic Program to establish a smooth transition from entry level to varsity play. Therefore, coaches are expected to instruct within the guidelines set by the Athletic Board.

- Only the head coach may approach the score table before, during, or immediately following team game.

Section 18. PARENT PARTICIPATION

- A. *Parent Code of Conduct* form: must be signed and placed on file at the time of registration, prior to the first practice.
- B. Practices are for coaches and athletes only. Please drop your child off and pick up at the door or field. Parents will not be permitted to stay and watch practice. This helps keep the athletes attention on his/her coach. Please be respectful of your child's coaches wishes at all times.
- C. The Athletic Program requires the participation of all parents who have children in the program. Parents are to see that their children get to and from all games and practices on time. The coaches are not responsible for driving the children, or taking care of them before and after games and/or practices.
- D. Parents are encouraged to attend all games and to properly support their children's efforts.
- E. Parents should exhibit good sportsmanship and Christian behavior at all times. Inappropriate behavior can result in technical fouls, disqualification, ejection, etc. (See *Archdiocese of San Francisco Code of Christian Conduct* in the *St. Pius School Parent-Student Handbook*).
- F. St. Pius Athletics has a 24 hour cooling off period:
 - Any parent that confronts a coach or official during or immediately following a game will be suspended and not allowed to attend that sports games for the remainder of the season. If infraction occurs on the last game, that parent will be ineligible to attend the following years "sport" games.
 - Any and all concerns regarding a coach or official should be directed to the respective commissioner and the athletic board.
- G. Head coaches, assistant coaches, and other persons interested in working in the athletic program are always needed and welcomed. If you would like to volunteer, please complete the *Coach/Volunteer Application* form and return it to the school office.
- H. At the conclusion of each game parents/family members/ friends must refrain from going onto the court or near the team bench or score table. Please wait in the stands for your child. Please be respectful to the team warming up for the next game.

- I. Parents may NOT leave a child unless his/her sport coach is onsite and ready for practice.
- J. Parents are required to pick-up athletes promptly at the end of practice and games.

Section 19. SPORTSMANSHIP

- A. Our philosophy is: “Athletic contests are an integral part of the educational programs of our schools. Good sportsmanship is a top priority. All players, coaches, and spectators are expected to maintain the highest ideals of good sportsmanship, and to respect the integrity and judgment of their opponents and game officials.”
- B. All St. Pius Athletes will be required to shake the hands of all opposing players, coaches, as well as game officials/umpires immediately following a game.
- C. Our definition of sportsmanship is “A person who can take a loss or defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy, and respect.”
- D. Volleyball Games: No mid-game cheers will be allowed. Athletes may continue to give a quick “high-5” for positive play. Teams may continue to cheer prior to first whistle to begin game.
- E. Officials: Are NOT collegiate or internationally ranked. They are volunteers, or slightly paid entry-level officials. They are doing their best and should be treated with respect and courtesy. The PPSL has a ZERO-TOLERANCE POLICY in effect related to the mistreatment of officials. Harassment of officials will be considered a serious matter to be addressed promptly and directly.
- F. The following behavior is unacceptable at all PPSL contests:
 - Berating your opponent’s school, or mascot
 - Complaining about official’s calls (verbally or with gestures)
 - Obscene cheers or gestures
 - Berating opposing players
 - Negative signs
 - Complaining or berating home or away score table crew
- G. Remedies to unacceptable behavior:
 - Fans, parents, and coaches exhibiting inappropriate behavior at games will be asked to stop the offending behavior. If the inappropriate behavior continues, the offender will be asked to leave the premises.
 - If a coach, parent, or fan refuses to leave, the match or game will be forfeited.

- The Athletic Board will review the incident and determine future eligibility of the coach, parent, or fan in question, as well as any related athlete's eligibility.
- Coaches are deemed to have the authority to deal with fans and parents who exhibit inappropriate behavior.

Section 20. EVALUATION FORMS AND COACHES MEETING

- A. Post-Season Evaluation forms:
Coaches, parents, and athletes will have the opportunity to complete evaluation forms at the end of the regular season. The purpose of these forms is to offer all of the program participants the opportunity to present suggestions/recommendations in a positive and constructive manner, to the Athletic Board regarding the athletic program.
- B. Post-Season Evaluation Coaches Meeting:
These will be short meetings for coaches to gather and communicate basic league or program concerns to the sport specific Commissioner. This is the time to request any needed changes in policy or procedures. All information from this meeting will be conveyed to the Athletic Board. With Board approval, pertinent issues will be formally submitted to the PPSL Executive Board for their consideration at the spring PPSL meeting.

Section 21. AWARDS

Coaches are prohibited from compensating (money or gifts of any kind) athletes based on his or her performance. Awards or special items (i.e. photos, hats, shirts, game balls, ice cream vouchers, etc.) are prohibited. End of year pizza etc. parties are ok as long as each parent provides payment. Coaches who fail to follow guidelines will be ineligible to coach the following year.

Section 22. PROCEDURES FOR GRIEVANCES

- A. Parents may petition the Athletic Board to air grievances concerning the St. Pius Athletic Program. The procedure below outlines the process:
1. The parent first must discuss the concern with the coach handling the particular sport team for which the grievance is being considered.
 2. In the event that a satisfactory solution to the grievance is not obtained, then the Commissioner of that particular sport should be contacted. (The Commissioner will notify the Athletic Board as an FYI with the problem and its resolution.)
 3. As a final step, the parent must contact (via phone) the athletic director

to be placed on the athletic board agenda. The St. Pius Athletic Board usually meets the third Thursday of each month. See the school calendar for scheduled meetings.

4. Letters or emails (signed or not) cannot and will not ever be addressed. Any athletic board complaints or issues **MUST** be brought to the attention (in person or phone call) of either the sport commissioner or athletic director immediately.