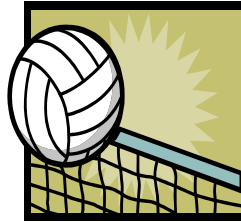


# St. Pius Parish



## Athletic Program Handbook 2006-2007

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# ST. PIUS PARISH ATHLETIC PROGRAM HANDBOOK 2006-2007

## Section 1. *PHILOSOPHY*

To encourage the physical and emotional growth of St. Pius students through a program of competitive sports which stresses the concepts of individual conditioning, effort, fundamentals, sportsmanship, teamwork, and competition. "Having fun and Learning" 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 CCD (Parish) 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).
- 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
  - 1. Occasionally, St. Pius teams are entered into tournaments which are not part of the normal program and for which added fees are asked.
  - 2. Participation by individual students in these tournaments is encouraged, yet optional.
  - 3. All tournaments must be approved by the Athletic Board.
  - 4. 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 appointed by and responsible to the Pastor.
- B. The Athletic Board supervises the St. Pius 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, attendance problems, general concerns and policy infractions.

**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.

| B. Team                                | Names          | Formation   |
|--|----------------|---|
| 8 <sup>th</sup> Grade                  | Varsity        | could have 8 <sup>th</sup> & 7 <sup>th</sup> grade students                   |
| 7 <sup>th</sup> Grade                  | Junior Varsity | could have 7 <sup>th</sup> & 6 <sup>th</sup> grade students                   |
| 7 <sup>th</sup> /8 <sup>th</sup> Grade | Sharks         | could have 8 <sup>th</sup> , 7 <sup>th</sup> & 6 <sup>th</sup> grade students |
| 6 <sup>th</sup> Grade                  | Eagles         | could have 6 <sup>th</sup> & 5 <sup>th</sup> grade students                   |
| 5 <sup>th</sup> Grade                  | Cubs           | could have 5 <sup>th</sup> grade students                                     |
| 5 <sup>th</sup> /6 <sup>th</sup> Grade | Lions          | could have 6 <sup>th</sup> & 5 <sup>th</sup> grade students                   |
| 4 <sup>th</sup> Grade                  | Training       | 4 <sup>th</sup> grade only, no exception                                      |

- C. Students in 5<sup>th</sup> through 8<sup>th</sup> grade must be placed on teams according to ability.
- D. It is suggested that the ability of players be evaluated by impartial judges.
- E. When it is necessary to divide 4<sup>th</sup> 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.  
(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. In cases where non-Parish sports activities directly conflict with St. Pius Parish sports activities directly conflict with St. Pius Parish Games/practices, it is requested that St. Pius activities be given priority.

**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 in the school office. 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 generally be scheduled for the first two days of the St. Pius 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: March registration for track & field.
  - 4. Cheerleading: 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 dues, rental fees for facilities, 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) \$50
  - 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) 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. Athletic board approval is required prior to registration being accepted. A letter (from parent) explaining why registration is late must accompany registration form.

## **Section 11. TEAM FORMATION**

- A. All teams (boys and girls) shall be divided when dictated by a large number of sign-ups.
1. At the 4<sup>th</sup> 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 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade levels, teams will be evaluated and divided, when necessary, into A-level and B-level teams 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 Student/Parishioner 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 Athletic Board.

1. The evaluation process will generally consist of two separate 1-hour sessions for volleyball and basketball and one 2-hour session for baseball.
2. Athletes are expected to attend all/both evaluation sessions. In the event an athlete misses an evaluation session(s) due to injury, sickness, or other reasons, the Athletic Board will place the athlete on the appropriate team based on attendance at one evaluation.
3. The Evaluation Panel (evaluators) will consist of qualified evaluators assigned by the Athletic Board.
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 tables 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 required to submit specific verbiage regarding the subjective areas of the Skill Evaluation process (e.g. hustle, conditioning, awareness, sportsmanship).
7. Evaluators will remain the same for each evaluation session of a particular sport.
8. Evaluators will submit results to the St. Pius Athletic Board. Evaluation results are highly confidential and will be treated as such by the Board.
9. The Athletic Board will be responsible for compiling evaluation results and dividing the teams based on the final results.
10. 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.
11. Feedback to the parents/athlete will be available at the conclusion of the Skill Evaluation process. Feedback will be limited to outlining the athlete's strengths and weaknesses. Parents/athletes will not be told where their child ranked in the final evaluation.
12. Coaches will be required 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 selection process.

13. All decisions regarding the evaluation are final.
14. Attendance at all evaluation sessions is closed to all spectators, i.e. parents, coaches, non-essential personnel except Church/School officials and Athletic Board members.
15. Coaches are appointed only 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.
  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) are limited to a maximum three (3) hours of practice per week, with no single practice to exceed ninety (90) minutes. Cheerleading is limited to a maximum two (2) hours of practice per week, with no single practice to exceed ninety (90) minutes, except for the month prior to competitions when a maximum of three (3) hours per week, with no single practice to exceed 90 minutes is allowed.
- 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. (Refer to PPSL RULES, Section 7-K). 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.
  - 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.

**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. Every fully eligible player will be allotted EQUAL Playing/Starting time
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:
  - a. Baseball: two (2) consecutive, complete innings with EQUAL Starting Time
  - b. Volleyball: one (1) game per set with EQUAL Starting Time
  - c. Basketball: one (1) complete quarter from start to finish with EQUAL Starting Time
2. **All basketball players will play in the first half of game competition on teams of ten or fewer players.**
3. 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.

## **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 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 game.
- C. Athletes and parents are responsible for the proper care and timely return of uniforms.
- D. 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.*
- E. 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 Athletic Program. Cheerleaders help to foster school spirit, increase crowd participation, and spread enthusiasm.
- B. The program is designed for 7<sup>th</sup> and 8<sup>th</sup> grade girls.
- 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 7<sup>th</sup> and 8<sup>th</sup> grade years. Individual participants are responsible for the purchase and proper maintenance of the cheerleading uniform and shoes.

### **Section 17. COACHES**

- A. Goals:
  - 1. The goal of coaches is to teach the fundamental skills and rules of each individual sport, adhering to the philosophy and policies of the St. Pius Athletic Program.
- B. Applications:
  - 1. Submitted on a yearly basis per sport; reviewed and selected by the Athletic Board.
- C. Criteria for coach selection:
  - 1. Ability to instruct basic skills and rules.
  - 2. Exhibit sportsmanship behavior.
  - 3. Personal commitment to the necessary time requirement to conduct weekly practices, to attend weekly games, and to attend the pre-season and the post-season coach's meeting.
  - 4. Acceptable as a role model.
  - 5. Dress in a neat and orderly fashion.
  - 6. Attendance at all *Positive Coaching Alliance Coach Workshops (series of clinic's)* is required.
  - 7. Previous adherence to St. Pius Parish policies and athletic program procedures.
- D. Fingerprinting
  - 1. All coaches are required to get fingerprinted for St. Pius Parish. Reimbursement for the cost of the fingerprinting is available upon request, through the front 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. Diocesan Harassment Video:
  - 1. Required viewing by all coaches.
- F. Code of Conduct:
  - 1. 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.

## **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. 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.
- C. Parents are encouraged to attend all games and to properly support their children's efforts.
- D. 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*).
- E. 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. Coaches must attend ALL necessary Positive Coaching Workshops to be eligible.
- F. Positive Coaching Alliance Workshops: One parent from each family *must attend* a *Positive Coaching Alliance Workshop* in order to have their child eligible to participate in the St. Pius Parish athletic program.

## **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. Our example 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."
- C. 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.

- D. The following behavior is unacceptable at all PPSL contests:
1. Berating your opponent's school, or mascot.
  2. Complaining about official's calls (verbally or with gestures)
  3. Obscene cheers or gestures
  4. Berating opposing players
  5. Negative signs
- E. Remedies to unacceptable behavior:
1. 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.
  2. If a coach, parent, or fan refuses to leave, the match or game will be forfeited.
  3. 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.
  4. 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:
1. 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:
1. 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 Board of Directors for their consideration at the spring PPSL meeting.

**Section 21. AWARDS**

- A. Awards or specials items (i.e. photos, hats, shirts, game balls, ice cream vouchers, etc.) are prohibited.

**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 what must be followed:
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 has the option to petition the Athletic Board by presenting a written document as a grievance for resolution. Oral grievances are not accepted.