

Burlington Catholic Athletic Manual

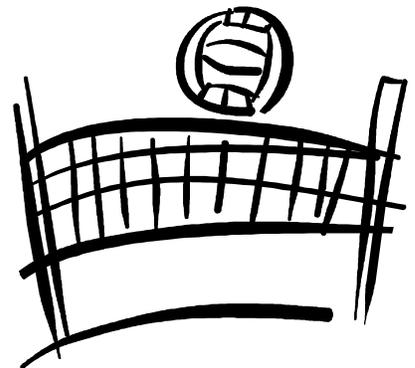


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INTRODUCTION

The purpose of this manual is to establish and communicate written guidelines and standards specific to St. Mary School (SMS) and St. Charles School athletic programs. The combined schools will now be Burlington Catholic. The athletic programs are intended to expose, to those students eligible to participate, the basic fundamentals of a variety of sports. Included within these fundamentals is the development of a "winning" attitude. It is important to balance the desire to win with an understanding of the concepts of teamwork and sportsmanship. **The development and demonstration of respect for authority, including coaches and referees, respect for fellow team members, courtesy towards opponents, and a Christian attitude are critical components of the Burlington Catholic athletic programs.**

Burlington Catholic competes in the Parkview Parochial for volleyball and basketball. Visit the website at <http://parkviewparochial.org> for forms, schedules and general information about our conference, maps to other gyms and current standings during each sports season. Forms are also found on SMS website www.stmb.org. Track

team participates at meets in Southeast Wisconsin. Track is not affiliated with Parkview Parochial but is still offered as a sport at St. Mary and St. Charles.

GENERAL INFORMATION

Burlington Catholic Athletic Committee was established to oversee all athletic programs. The committee is comprised of elected board members as follows: athletic director, treasurer, secretary, volleyball director, basketball director, track director, concessions director, scheduling director, equipment director, and St. Mary Grade School principal and St. Charles School principal.

Athletic Committee Duties are:

Athletic Director(s)

- Oversees general operation of the Athletic Committee
- Oversees yearly signup for sports
- Ensures proper equipment is available for the athletic program
- Serves as a liaison to the school administration
- Presides at all Athletic Committee meetings (regular and special meetings)
- Receives all mailings and correspondence regarding St Mary Athletic Program(s)
- Ensures that St Mary policies and regulations for athletics are in compliance with those of the Archdiocese
- Attends (or designates an alternative representative) meetings held by the athletic conference that St Mary School is a member
- Other duties as required

Treasurer

- Receives and distributes monies involving athletics and Athletic Association fundraising
- Submits annual budget, monthly statements, and year-end financial statements
- Other duties as required

Secretary

- Records and publishes the minutes of the Athletic Committee meetings
- Other duties as required

Sports Director(s)

- Recruit potential coaches for Athletic Committee approval
- Assist coaches as needed
- Responsible for athletic facilities during appropriate season, including but not limited to uniforms and equipment
- Attend appropriate conference meetings
- Responsible for submitting team rosters and gym availability for home games to the athletic conference
- Responsible for complaint resolution related to their sport
- Responsible for establishing a master practice schedule
- Keep track of tournaments entered for each team at St Mary School

- Ensures that all archdiocesan policies are met with respect to coaches
- Ensure that each coach has Safeguarding all of God's Family training; as well as a coach's clinic and background check

- Ensure each coach has on file Coaches Agreement, Coach Sportsmanship Pledge, and Coaches' Concussion Acknowledgement form
- Collect Athletes Sportsmanship Pledge, Parent/Guardian Sportsmanship Pledge, and Concussion Acknowledgement forms

Concessions Director(s)

- Sets concession menu
- Purchases appropriate supplies and food items
- Ensure that set up and take down of concessions is taken care of by self or an appointed person
- Works with parent volunteers to insure smooth running operation of concession stand
- Other duties as required

Scheduling Director

- Setups up game day volunteer schedule for scorebook, scoreboard, crowd control, gate/admissions, and concessions
- Other duties as required

Equipment Director

- Manage spirit wear for the appropriate sports
- Organize and deliver orders
- Collects Medical Information & Emergency Consent Form, Parent's Risk Acknowledgement and Consent Form, and Student Physical Examination Form
- Notifies appropriate sports director as to any missing forms
- Notifies appropriate sports director as to any missing forms
- Other duties as required

Meetings are held once per month.

All SMS and St. Charles parents are considered part of the Burlington Catholic Athletic Association and are welcome to attend Athletic Committee open meetings. Volunteer opportunities are available for anyone interested in joining the Athletic Committee.

Burlington Catholic Athletic Committee is self-sufficient and creates/maintains its own budget. Funds are generated through player fees, gate fees and concessions profits. All monies are used for sports which include (but are not limited to) paying Parkview Parochial fees, purchasing miscellaneous sporting equipment, uniforms, and paying all tournament fees.

Burlington Catholic Athletic Committee has adopted general athletic policies to govern the participation of students taking part in the sports programs. Both student athletes and their parents are expected to become familiar with and abide by the general policies governing each sport.

NOTE: In some cases the Burlington Catholic policies may be more stringent, or in addition to, policies established by the Archdiocese and/or the conference in which Burlington Catholic participates.

Primary objectives of the Burlington Catholic athletic programs include:

- To instill the concept of team play and the individual's responsibilities as a team member
- To emphasize the ideals of sportsmanship, Christian conduct, and fair play
- To encourage leadership, the use of initiative, and good judgment
- To instill the realities of team sports competition, which includes winning, losing, and levels of participation
- To provide a challenging and rewarding experience for the players, parents, and coaches

ATHLETE PARTICIPATION REQUIREMENTS

Prior to participating in any practice or game, every student athlete and/or their parent or guardian must:

- Pay the appropriate participation fees and late fees if applicable
- Submit medical info and emergency consent form, student sportsmanship pledge, parent sportsmanship pledge, and parent & athlete concussion acknowledgement form
- Have a completed physical form on file (physicals are valid for two years unless otherwise noted by the physician)
- **Athletes and Parents agree to be present for assigned responsibilities at designated home games (gate, concessions, scorekeeping, crowd control)**

ATHLETE ELIGIBILITY REQUIREMENTS

All students at St. Mary School and St. Charles are eligible to participate in each sport at their grade level. There are no limits on the size for teams or squads, provided that a sufficient number of coaches volunteer in relationship to the number of students who participate.

NOTE: Burlington Catholic Athletic Committee will establish and communicate sports sign-up deadlines. If a student athlete signs up after the established deadline, there is no guarantee that he/she will be placed on a team.

Participation in athletics is a privilege that carries with it responsibilities. Academic performance and proper behavior take priority over athletics. The following criteria will be used to determine the academic and behavioral eligibility of St. Mary School and St. Charles student athletes:

- Burlington Catholic requires that a student who participates in any extracurricular activity to have no more than one grade below a C-.

- Students should be aware that their behavior may have an impact on their eligibility to participate in athletics. Any student who causes a serious incident, consistently disobeys school rules, and/or disrespects others (including coaches and referees), or the property of others will be subject to suspension or permanent removal from the team on which he/she participates. Implementation, including the time frame, will be at the discretion of the Burlington Catholic Athletic Committee and the principals.
- Any student that misses school may not practice that day or night or attend any school sponsored event.
- Suspension from school will result in immediate ineligibility in school athletics. Prior to reinstatement the student and their parent(s) must meet with the sports director, athletic director, and principal to determine whether regaining eligibility is in the best interest of the student and their team.
- Any student athlete deemed ineligible will not be allowed to attend practices, scrimmages, sit on the bench or at the scorer's table, or play as long as he/ she remains ineligible.

ATHLETE CODE OF CONDUCT AND DISCIPLINE

Self-discipline and self-control are important attributes to be developed in student athletes. All participants, (including coaches, parents, and players) must set a good example and practice good sportsmanship at all times.

Coaches will not tolerate lack of respect or poor sportsmanship. Coaches should document and discuss any undesirable behavior with the offender to ensure the athlete has complete understanding as to why the behavior was unacceptable. Coaches should also include the student athlete's parent or guardian in such discussions.

Because the maintenance of proper discipline is important, a coach has the authority to remove a player for part of, or an entire game if such player has been missing practice or has had a disciplinary problem. Coach will provide documentation to Sports Director. (see Coach Responsibilities section)

In the event undesirable behavior continues the coach must inform the Sports Director. The Sports Director, Athletic Director, and Principal will review the disciplinary problems. If they agree that the behavior violates school policies, the Athlete Code of Conduct, or that the athlete has not responded positively to previous attempts to remedy problems, the student athlete will be removed from the team.

Effective November 1, 2013 for athletes in regards to technical and/or flagrant fouls per season (volleyball technical name is Red Card):

- Coach must notify basketball/volleyball director within 24 hours of flagrant or technical foul.
- **One** flagrant or technical foul will result in a meeting with the athlete, coach, and sports director. Meeting will be documented and kept on file.
- **Second** foul will result in a one game suspension for player. Another meeting will take place between above listed members and documentation added to player file.
- If an athlete receives a **third** flagrant or technical foul throughout the remainder of the season he/she will be suspended/removed from the team for the remainder of the season.

COMPLAINT RESOLUTION PROCEDURE

In the event a student athlete has an issue with a coach, he/she should **first discuss their concern with the coach**. If the concern is not resolved, the following procedure must be followed:

1. **Parent and student athlete** meet with and discuss the issue with the coach.
2. If still not resolved, parents and coach to meet with the appropriate Sports Director. The issue/complaint should be documented in writing by the student athlete's parent(s) or guardian(s) and given to the Sports Director at the time of their meeting.
3. If still not resolved, parents, coach, and Sports Director to meet with the Athletic Director.
4. If still not resolved, parents, coach, and Athletic Director to meet with the principal for final resolution.

NOTE: Due to other responsibilities, SMS and St. Charles Principals should not be contacted directly by parents in regards to complaints or issues, but instead, should follow the steps listed above. If deemed necessary, the Athletic Director will contact the Principals.

COACH REQUIREMENTS

- Head coaches must be at least 21 years of age. Assistant coaches must be at least 18 years of age.
- All head coaches must be certified in their particular sport in accordance with Archdiocese and conference requirements.
- All coaches and assistants must have completed training in the Archdiocesan "Safeguarding All Of God's Family" program, have a criminal background check, and a signed code of ethics on file.
- All head coaches must attend a pre-season meeting run by the specific sports director. This meeting will discuss any rule changes. Equipment and first aid kits will be distributed and practice times will be scheduled.

A person interested in volunteering to coach a team should contact an athletic board member. In the event more than one person wishes to coach the same team, each interested person will be interviewed by the Athletic Committee. The decision as to who will be named as head coach will be based on coaching experience, knowledge of the particular sport, a desire and commitment to pursue the objectives of the program, and any other standards deemed critical to a coach's performance as determined at the time of the interview.

A meeting will be held prior to the sports season between the coaches and the Sports Director to insure that all rules and policies are clearly understood and properly enforced. Coaches will have access to the rules and regulations of both the Archdiocese and the conference in which St. Mary School is a member.

Coaches have the option of continuing on with the same team to the next grade level with the approval of the Athletic Committee. Should an 8th grade coach wish to become a 5th grade coach the following year, he/she shall have that option unless there is another interested person, in which case the interview process described previously will take place.

COACH RESPONSIBILITIES

The responsibilities of the coach(s) include:

- Planning and running practice sessions. All gym time for the purpose of practicing will be established at the beginning of the season.
- If gym keys are issued, coach will be issued a key that is to be used for practices only.
- Notifying players of any changes in the schedule.
- Planning and implementing game strategies, including player rotations.
- Continual concern for the safety and well-being of the players.
- Following all rules established by the Archdiocese, the conference, and the school.
- Distributing uniforms prior to the season and returning all uniforms at the conclusion of the season
- Keep record of attendance at practices and games.
- Provide documentation to Sports Director for any technical/flagrant fouls within 24 hours

****Coaches will be responsible for keeping track of issues regarding players and notifying sports director of problems so that proper documentation can be kept on file with the Athletic Board.**

No coach has the authority to forfeit, cancel, or reschedule a regular season game. The coach shall contact the Sports Director as soon as possible regarding any potential scheduling conflicts or problems.

There will be a Parent/Coach meeting at which time the coach(s) will meet with all parents of the participating student athletes. During this meeting the coach will outline the specific program for the relevant grade and sport.

NOTE: Coordination of practice times for all teams, and games scheduled will be the responsibility of the Sports Director. One member of the Athletic Committee will be present at all home games. All questions, disputes, problems, and other issues out of the ordinary will be deferred to the designated member of the Athletic Committee.

COACHES CODE OF CONDUCT GUIDELINES

**Any coach that receives a technical/flagrant foul at any game (home or away) must contact their sports director to explain the situation regarding the foul. Sports Director will document all technical fouls. If necessary, Sports Director will discuss event with Athletic Board and Principal to determine appropriate consequences. Consequences may be up to and include a warning/suspension/termination of coaching position.

PARENT/GUARDIAN RESPONSIBILITIES

The responsibilities of the parents(s) include:

- Have student athlete to practices on time and picked up on time.
- When dropping off your athlete at the gym, check to confirm that a coach is present before leaving
- Have student athlete to games on time
- Notify coach of any conflicts with schedule, injuries, illness in advance
- **During the course of a season a student athlete's parent(s) or guardian(s) will be assigned to assist with gate, scoring, timekeeping, crowd control, or concessions. Failure of a student athlete's parent(s) or guardian(s) to be present (or arrange in advance for a substitute) for assigned responsibilities at designated games may have a direct impact on their child's playing time.**
- Provide positive sportsmanship

UNIFORMS AND EQUIPMENT

Burlington Catholic Athletics will provide uniforms and necessary equipment for each sport offered. The coach will be responsible for the equipment issued at the beginning of the season.

Players are responsible for returning the uniforms to their coach in good condition at the last game of the season. Uniforms not returned will be charged to the student athlete at the replacement cost. In addition, uniforms returned that have not been properly cared for or damaged will be charged at cost to the student athlete.

GUIDELINES FOR NUMBER OF PLAYERS PER TEAM

Final determination of team sizes for all sports will be decided by the Athletic Board. Numbers of players on each team will be based on the number of players in that grade who have signed up by deadlines, the experience of the players, and the number of coaches who have volunteered.

GENERAL PLAYING TIME RULES

In order to have meaningful athletic participation consistent with the level of competition and to ensure the continued vitality of the sports programs, the following **general** rules concerning playing time shall be enforced:

Volleyball

- **5th Grade:** substantially equal time for each player in each match
- **6th Grade:** substantially equal time for each player in each match
- **7th Grade:** one fourth playing time per match
- **8th Grade:** one eighth playing time per match

NOTE: Due to the variability in match length and substitution options available, playing time can be difficult to control. Playing time balance may occur over the course of two matches.

Basketball

- **5th Grade:** substantially equal time for each player in each game
- **6th Grade:** substantially equal time for each player in each game
- **7th Grade:** one fourth playing time per game
- **8th Grade:** one eighth playing time per game

Tournaments

- Play time will be per coach's discretion
- If possible, coaches are encouraged to follow regular season play time rules

Track

Each student athlete will be assigned events in accordance with the rules of the entity hosting the event. Student athletes will be given the opportunity to try a number of events throughout the season. Student athletes will participate in a minimum of one event per meet. ***PARENT PARTICIPATION IS REQUIRED AT TRACK MEETS.***

The above represents minimum requirements. Accordingly, it is understood that coaches will seek to provide playing time in excess of these numbers.

FACTORS THAT ALTER PLAYING TIME

Student athletes are expected to attend all practices and games. Infractions for those who miss practices, games, or who consistently disrupt practice are at the coach's discretion and may include:

- 1 unexcused missed practice = loss of 1/2 playing time that week
- 2 unexcused missed practices = loss of all playing time that week (if no game is scheduled that week, it will apply at next game)

If a child is involved in other activities outside of St. Mary School during the sports season, conflicts are sure to arise. Every effort will be made to accommodate the participant. Student athletes absent from school for any reason shall not participate in practice/games/events for that day. Saturdays and Sundays are not included.

During the course of a season a student athlete's parent(s) or guardian(s) will be assigned to assist with gate, scoring, timekeeping, crowd control, or concessions. Failure of a student athlete's parent(s) or guardian(s) to be present (or arrange in advance for a substitute) for assigned responsibilities at designated games may have a direct impact on their child's playing time.

Parkview Parochial allows athletes to participate in leagues outside of the conference during the regular season, however, COMMITMENT must be to the Burlington Catholic team.

TOURNAMENT ELIGIBILITY GUIDELINES

Guidelines have been set for volleyball and basketball teams' eligibility to participate in tournaments. Coaches will research tournament dates, the schools that host tournaments and their tournament rules. Tournaments will be paid by the Athletic Committee per grade as follows:

- 5th grade - 2 tournaments
- 6th grade - 2 tournaments
- 7th grade - 2 tournaments
- 8th grade - 2 tournaments **

** In addition to 2 tournaments, 8th grade volleyball may participate in the Elizabeth Seton Tournament and 8th grade basketball in the Padre Tournament if invited.

Additional tournaments may be played if parents agree to pay the tournament entry fees. Coaches must request permission from the basketball/volleyball director prior to submitting entry forms for additional tournaments.

SAFETY

All injuries shall receive prompt attention by a responsible adult at the coaches' discretion. Minor cuts and scrapes may be handled by the coach. Coaches will be familiar with basic first aid procedures, and each team will be provided with a basic First Aid Kit. Coaches should notify the parent(s) or guardian(s) for additional provided emergency contact as quickly as possible.

In the event of a head injury during a game or practice, coaches or Athletic Board member are required to fill out Concussion forms per Parkview Parochial rules. For any other injury, parent/guardian is required to fill out an injury report form even if injury happens at another gym.

To view the Archdiocese of Milwaukee Athletics Policy Manual, go to

www.archmil.org

Click on **Resources**

Click on **Manuals**

Click on **Athletics Policy Manual**

In the event there is a direct conflict between a policy of the Archdiocese of Milwaukee and the Burlington Catholic Athletic Program policy, the Archdiocese of Milwaukee policy shall apply and this manual shall be modified accordingly.